

**By-Laws**  
**of**  
**The Norwegian Forest Cat Fanciers Association**

(Revised 6/1/2009, Accepted 7/29/2009)  
(Articles III and VI revised effective 2/26/2010)

**Article I - Membership**

A. Membership in the Norwegian Forest Cat Fanciers Association (NFCFA) begins when the completed application and dues are received by the appropriate officer:

1. Fancier applicants should send all information to the Treasurer.
2. Associate applicants should send all information to the Recording Secretary.
3. Provisional Breeder applicants should send all information to the Breeder Division Secretary.
4. International Breeder applicants should send all information to the Breeder Division Secretary.

B. A person wishing to become a Breeder member must apply to the Breeder Division Secretary for an application form and Code of Ethics for Breeders, or download the appropriate forms from the NFCFA website, complete the forms, and return them and the appropriate dues to the Breeder Division Secretary within 60 days of the date of the signatures on the documents. If the required information is not received by the Breeder Division Secretary within the stated time, any dues already submitted will be forfeit to the Association. The applicant may reapply by submitting a new application and fees.

1. Applicants must have a cattery registered with ACFA, CCA, CFA, CFF, FIFe, TICA or any other major registry association not mentioned. All applicants' names must be listed on the cattery registration.
2. Applicants must own or lease a female kitten or cat capable of reproduction and must provide a signed sponsorship agreement from a Breeder member in good standing. An email to the Breeder Division Secretary from the sponsoring Breeder member will also be accepted.

C. Provisional Breeder membership commences upon receipt by the Breeder Division Secretary of a completed application, the Code of Ethics for Breeders signed by all applicants, a copy of a valid, current cattery registration certificate, and dues for the current year. The membership will be notified of all new Provisional Breeder members in the next issue of *The Skogkatt*, on the NFCFA List and in the minutes of the next meeting. All sources shall list the Provisional Breeder member(s) by name, cattery name, sponsor, and full name of any cat(s).

Provisional Breeder membership expires two (2) years from the date of the application or upon acceptance of the Provisional Breeder member as a full Breeder member. If the Provisional Breeder member is unable to fulfill the requirements for acceptance as outlined below, he/she/they shall contact the Breeder Division Secretary in writing and request an extension along with providing a reason for an extension. The Breeder Division Secretary shall determine if an extension of time shall be granted to anyone who has not completed the

process after the two (2) year time span. Some possible reasons for the extension may be the necessity to replace a planned breeder or other unforeseen situations. In the case that the extension is denied, the Provisional Breeder member may appeal to the Executive Board by sending a letter or email to the President citing the reasons for requesting the extension. The denial may be overruled by a majority vote of the Executive Board.

1. Acceptance: Before being accepted as a Breeder member, a Provisional Breeder member must deliver the following to the Breeder Division Secretary: a copy of a litter registration of a Norwegian Forest Cat kittens from a recognized cat registering association.
2. Waiting Period: Six (6) months after the date of application for Breeder member status, or six months after the birth of the registered litter, whichever comes later, the Provisional Breeder member will be presented for vote at the next semi-annual date (March or September). The Provisional Breeder member must have met the applicable requirements by March 1<sup>st</sup> or September 1<sup>st</sup> to be eligible for the ballot.
3. Voting: In March or September of each year, a ballot with the name of each Provisional Breeder member to be voted on for advancement to full Breeder status shall be mailed out to members who are eligible to vote on Provisional Breeder advancement. Members shall be given four (4) weeks to return the ballots to the Recording Secretary. A majority of votes received is necessary for attaining full Breeder member status. A tie vote is thus regarded as a no vote. The Breeder Division Secretary shall notify the Provisional Breeder members of the results immediately and the names of those advanced shall be published in the next issue of *The Skogkatt* and on the NFCFA List (only the results, not the actual votes count).

If the Provisional Breeder member is not accepted for Breeder member status, the Provisional Breeder member shall revert to Fancier status for the remainder of the dues year. The cattery may reapply in one (1) year.

Should all votes be abstentions, the Provisional Breeder member shall have six (6) months to obtain a letter of recommendation from a second sponsor, who shall be a Breeder member in good standing. Six (6) months after obtaining a second sponsorship, the Provisional Breeder member will be eligible to be voted on for advancement to full Breeder status at the next semi-annual date (March or September.)

D. A Breeder member is one who actively breeds Norwegian Forest Cats and registers them with one of the major registering associations a minimum of one (1) litter per two (2) contiguous show seasons (May 1 through April 30). Breeder members are required to send to the Breeder Division Secretary, along with annual dues, a ~~photocopy~~ photocopy of a litter registration dated within the last two years.

If the Breeder Member has been in full Breeder status for a minimum of five (5) years, in lieu of providing a copy of a litter registration, he/she shall provide a copy of a litter registration showing a stud male owned by the Breeder member(s) listed as the sire of the litter.

After ten (10) years of full Breeder membership, the requirement for providing a litter registration is waived.

Any lapses in Breeder membership including time as an Inactive Breeder, Fancier, Associate, or Provisional Breeder member shall not count toward the ten (10) years of Breeder membership. If a Breeder member requests reinstatement after a lapse of less than two years,

the Executive Board shall allow previous years of Breeder membership to count toward the length of membership if requested by the reinstated member at the time of application.

E. An inactive Breeder Member is one who finds it necessary to cease active breeding (including the use by others of a stud male owned by the cattery.) The person may have plans to resume active breeding in the near future but must suspend breeding plans for personal reasons (medical, educational, family concerns, etc.) and shall so notify the Breeder Division Secretary. Such persons shall pay full dues and retain full rights and privileges as defined in Article II.

If the Breeder member does not resume active breeding within three (3) years, the Member will be listed as a Fancier member, pay applicable dues, and have the same rights and privileges as a Fancier. Alternately, if the member meets the requirements for Associate membership, he/she may choose to be listed as an Associate. The period of time spent as an Inactive Breeder, Associate, or Fancier member shall not count towards longevity as a Breeder member.

Upon resumption of an active breeding program, the member shall notify the Breeder Division Secretary and shall provide the necessary litter registration in order to be reinstated. The member is not required to complete the Provisional Breeder process even if the member has been listed as a Fancier or Associate, providing the member was a Breeder member prior to becoming Inactive and has maintained continuous membership for the entire period of inactivity. If the member has allowed membership to lapse for more than two (2) years, the same rules for reinstatement for Breeder members would apply. If membership has lapsed for less than two (2) years, the rules for reinstatements shall be as stated in Article I, Section O below.

Persons who have been full Breeder Members for a minimum of ten (10) years do not fall into this category should they not be actively breeding.

F. Associate members are members who are actively showing Norwegian Forest Cats that they own or lease but who do not have a breeding program for Norwegian Forest Cats.

Associate members shall have the rights and privileges accorded them in Article II Membership Rights and Privileges after they provide to the Recording Secretary a signed application for membership, a signed Code of Ethics for Associates, and proof of showing a Norwegian Forest Cat a minimum of two (2) times a year. Said proof shall be a photocopy, Facsimile (FAX) or digital copy sent via email of the show catalog's title page and the breed page(s) listing the cat(s) accompanied by the signature of the Master Clerk. In lieu of the show catalog and signature, the member may provide a copy of the show report from the applicable show listing the cat in one or more ring finals.

To maintain Associate membership, the member must show proof of continuing to show a Norwegian Forest Cat. Such proof may be submitted to the Treasurer each year along with the member's annual dues. If an Associate member is no longer showing a Norwegian Forest Cat, the member shall become a Fancier member after one (1) year of inactivity.

G. Fancier members are those who apply for Fancier membership and send dues to the Treasurer. Fancier members do not have to own a Norwegian Forest Cat.

H. International Breeder members shall be member catteries that are located outside of North America. NFCFA does not require from these members proofs of litter registrations. NFCFA recognizes that some International Breeder members may not be able to

follow all NFCFA Codes since laws in their own countries may supersede requirements in the Code of Ethics for Breeders.

I. Honorary membership may be conferred upon any person who has contributed significantly to the welfare of the Norwegian Forest Cat or the NFCFA itself. This honor requires only a majority vote by the membership. Honorary members shall be listed on any complete list of NFCFA members and shall receive *The Skogkatt*. They are not required to pay dues, nor do they have the right to vote.

J. The designation of Emeritus Breeder Members of Distinction was established in 1992 to honor the contributions of Sheila Gira and Susan Shaw in the establishment of the Norwegian Forest Cat breed in the United States. Sheila Gira and Susan Shaw shall retain this designation for life along with the remission of annual dues. Emeritus Breeder Members of Distinction shall have the same rights and privileges as Breeder members.

K. Changes in cattery ownership must be made by sending official notice to the Breeder Division Secretary regarding any changes in ownership.

1. If the change involves inheritance, sale or transfer, or the addition of a person not previously an approved Breeder member, the additional person(s) must reapply for go through the Provisional process. The original Breeder member retains the rights of Breeder membership and shall continue to enjoy the rights and privileges of Breeder membership.
2. If the change involves the removal of an owner's name from the cattery, the change shall be made upon receipt of the request by the Breeder Division Secretary.
3. A simple name change not involving a change in ownership requires only written notification to the Breeder Division Secretary of the name change along with a photocopy of the cattery registration certificate from a recognized registering association. Any person(s) listed on the cattery registration who has not advanced to Breeder membership through the Provisional process will not be added as a Breeder member.

L. Members are allowed only one (1) vote per cattery and pay dues for one (1) membership, irrespective of the number of owners of the cattery who have advanced through the Provisional process.

M. Reinstatement of a former member (all categories of membership) who has allowed his or her membership to lapse for more than two (2) years requires the former member to follow the process for application for membership outlined in Article I. If the former member requests reinstatement after a lapse of more than two (2) years, the previous years of membership shall not count toward the longevity of membership.

N. Reinstatement of a former Breeder or Provisional Breeder member whose membership has lapsed for fewer than two (2) years requires the member(s) to send a letter requesting reinstatement to the Breeder Division Secretary. The Executive Board may reinstate the member(s) to Breeder membership by a two-thirds vote of the entire Executive Board. The member will be notified by the Breeder Division Secretary of the results of the vote. If reinstatement is approved, Breeder membership will commence upon the receipt of current

dues and a current litter registration. If a Breeder member requests reinstatement after a lapse of less than two (2) years, the Executive Board shall allow previous years of Breeder membership to count toward the longevity of membership if requested by the reinstated member at the time of application.

O. Reinstatement of a former Inactive Breeder member whose membership has lapsed for fewer than two (2) years requires the person(s) to send a letter requesting reinstatement to the Breeder Division Secretary. The Executive Board may reinstate the member to Inactive membership by a two-thirds vote of the entire Executive Board. The member will be notified by the Breeder Division Secretary of the results of the vote. If reinstatement is approved, Inactive Breeder membership will resume upon the receipt of current dues. The total length of continuous time a member may remain as an Inactive Breeder member is three (3) years, including the period of lapsed membership.

P. Reinstatement of a former Associate member whose membership has lapsed for fewer than two (2) years requires the person(s) to send current dues and proof of showing a Norwegian Forest Cat a minimum of two (2) times a year as required in Article 1, Section G to the Recording Secretary.

Q. Reinstatement of a former Fancier member whose membership has lapsed for fewer than two (2) years requires only that the person(s) send current dues to the Treasurer.

R. If any member of any Division has acted in a deleterious manner or with the intent to destroy the integrity of this organization and/or has been expelled from the Norwegian Forest Cat Fanciers Association in accordance with the provisions in Article XI Protection of the Breed, that individual shall not be eligible for future membership.

## **Article II - Membership Rights and Privileges**

A. Each category of membership shall have specific rights and privileges within the Norwegian Forest Cat Fanciers Association. In case of conflict or inconsistency with other Articles of these By-Laws, Article II Membership Rights and Privileges shall be the authoritative source.

B. Members must be in good standing defined below:

1. Members must meet the longevity requirements set out for their category.
2. Members must be current in their dues.
3. Members must be current with litter registrations or show records, if required.
4. Members must have an appropriate signed current Code of Ethics on file, if required.
5. Members must not be suspended from membership.

C. Fancier members in good standing have the following rights and privileges immediately upon joining NFCFA and paying applicable dues:

1. Access to *The Skogkatt*.
2. Access to read and post to the NFCFA list. Violation of the NFCFA list rules may result in consequences up to and including permanent moderation. However, access to the list will not be denied to members in good standing.

3. Eligibility to vote on polls presented to the members of the NFCFA list, unless otherwise specified.
4. Eligibility to vote on issues relating to fundraising projects and the allocation of funds brought in by such projects.
5. Eligibility to vote on NFC rescue related activities.
6. Eligibility to serve on committees formed for the purpose of fundraising, NFC rescue, or special NFCFA activities.
7. Eligibility to vote on proposed honorary members.

D. Associate members have the following rights and privileges in addition to those specified above for Fancier members after three (3) months as an Associate member:

1. Eligibility to vote on all other proposals and activities not related to the election of Officers, Provisional Breeder advancement, or changes in the Constitution, By-Laws, and/or the Code of Ethics.
2. Eligibility to serve in appointed positions and on committees, except the Ethics Committee and By-Laws Committee.
3. Eligibility to serve as an appointed Officer should there be no other member qualified or willing to serve.

E. International Breeder members have the rights and privileges in addition to those specified above for Fancier and Associate members after three (3) months as an International Breeder member:

1. Eligibility to advertise that they are International Breeder members of NFCFA.
2. Eligibility to list kittens for sale on the NFCFA website Kitten Bank and in *The Skogkatt*.

F. Provisional Breeder members have the rights and privileges in addition to those specified above for Fancier and Associate members after three (3) months as a Provisional Breeder member:

1. Eligibility to vote on issues brought before NFCFA except Provisional Breeder Advancement.
2. Eligibility to advertise that they are a Provisional Breeder member of NFCFA.
3. Eligibility to list kittens for sale on the NFCFA website Kitten Bank and in *The Skogkatt*.
4. If the Provisional Breeder member was previously a Fancier or Associate member for at least three months prior to applying for Provisional Breeder membership, the requirement for three (3) months as a Provisional Breeder member before being accorded the rights and privileges of the category shall be waived.

G. Breeder members have the following rights and privileges in addition to those specified above for Fancier, Associate, and Provisional members immediately upon advancement to Breeder status:

1. Eligibility to vote on all issues before NFCFA's membership.
2. Eligibility to advertise that they are Breeder members of NFCFA.
3. Eligibility to serve on any committee except the Ethics Committee.

H. After two (2) years of membership as a Breeder member, Breeder members have the following additional right and privileges:

1. Eligibility to run for Office in NFCFA.

I. After five (5) years of membership as a Breeder member, Breeder members have the following additional right and privileges:

1. Eligibility to serve on the Ethics Committee.

J. Honorary members have the following rights and privileges immediately upon being conferred the honorary membership:

1. Access to *The Skogkatt*.
2. Access to read and post to the NFCFA list. Violation of the NFCFA list rules may result in consequences up to and including permanent moderation. However, access to the list will not be denied to members in good standing.

### **Article III - Dues**

A. Annual dues for all membership shall be set by a two-thirds (2/3) vote of the entire Executive Board in January of each year. Any change in the dues shall be announced in *the Skogkatt* and on the NFCFA list. Members who have already paid the annual dues for the upcoming year prior to the announcement being made shall not owe the difference between the previous amount and the new amount.

B. Dues shall be payable on May 1st of each year, coinciding with the NFCFA fiscal year. A grace period of thirty (30) days from the due date will be allowed. Failure to pay on, or before, the expiration of the grace period shall result in cancellation of membership for that fiscal year.

C. Final notice shall be sent to the delinquent Fancier, Associate, and International Breeder members by the Treasurer and to Breeder, Provisional Breeder, and Inactive Breeders members by the Breeder Division secretary. This notice must be in writing via email or postal service and sent no later than ten (10) days before the grace period expires.

D. All dues shall be paid in United States funds, either by check or money order. These must be made payable to the Norwegian Forest Cat Fanciers Association or NFCFA. Post dated checks shall not be accepted. There will be a penalty fee of Twenty Dollars (\$20.00) for checks returned for insufficient funds.

E. All renewal dues shall be sent to the Treasurer. The Treasurer shall notify the Breeder Division Secretary of dues payments received from Breeder, Provisional Breeder, and Inactive Breeder members. The Treasurer shall notify the Recording Secretary of dues payments received from Associate members. The Treasurer shall also forward any litter registrations or show records received to the appropriate Officer.

F. The dues payment made by a new member joining during the months of March or April shall apply to membership for the current and upcoming NFCFA fiscal year.

- G. Members shall not be entitled to a refund of dues should they resign or be expelled from NFCFA.

#### Article IV – Meetings

A. Annual Meeting

1. There shall be one Annual Meeting of NFCFA each year in January.
2. The NFCFA President is responsible for scheduling the Annual Meeting and setting the agenda, with input from the membership.
3. At least fifty-five percent (55%) of voting members, including three (3) officers, shall constitute a quorum for transaction of business at the Annual Meeting.
4. The Annual Meeting may be held in conjunction with a cat show, at another time and location not in conjunction with a show, or as an online meeting.

B. Regional Meetings

1. Regional meetings may be held at any time there are at least four (4) voting members present at a cat show or other location. Regional meetings may also be held online, if desired.
2. Minutes shall be kept of discussions held and suggestions made at regional Meetings and copies sent to the Recording secretary.
3. The Recording Secretary shall send copies of the Minutes/reports of the regional meetings to the Executive Board and to the NFCFA list. The minutes will also be published in *The Skogkatt*.

C. Special Meetings

Special meetings may be called, if necessary, for the transaction of important business. They may be called by the President, The Executive Board, or upon written request of at least five (5) Breeder members. The business of the meeting shall be limited only to that for which the meeting was called. The Recording Secretary shall receive Minutes of this meeting. Meetings may be held at a specified location or online.

D. Notification

Members will be notified in *The Skogkatt* and on the NFCFA list of the date, time, and location, if applicable, of the Annual Meeting. The notice will also include the means of accessing the online meeting, if applicable. This notice will include the name of a person to contact for specific information. Notice will be made at least thirty (30) days prior to the meeting.

Scheduled Regional meetings shall be listed in *The Skogkatt* if there is sufficient lead time.

Members will be notified in *The Skogkatt* and on the NFCFA list of the date, time, and location, if applicable, of special meetings. The notice will also include the means of accessing the online meeting, if applicable. This notice will include the name of a person to contact for specific information. Notice will be made at least thirty (30) days prior to the meeting.

Meeting notices shall also be posted on the NFCFA list on the Internet.

#### **Article V - Officers**

- A. The Officers of this Association shall be: President, Vice-President, Treasurer, Breeder Division Secretary, Recording Secretary, and a Regional Director from each of the designated Regions.
- B. The above elected officers shall be known as the Executive Board. The management of the business and affairs of NFCFA shall be under the directions of the Executive Board.
- C. Officers shall be elected in February of even numbered years (known as election years) and shall take office on May 1st of that year. Each term shall be two years.
- D. No person shall serve as President or Vice-President for more than two consecutive terms.
- E. Vacancies in office shall be filled, for the unexpired term, by appointment by the President.
  - 1. Only members otherwise eligible to serve as an Officer or Regional Director may be appointed to fill a vacancy in office unless no eligible member is available or willing to fill the vacancy.
  - 2. If no eligible member is available or willing to fill the vacancy in office, upon a two-thirds (2/3) vote of the entire Executive Board, the Executive Board may appoint an otherwise ineligible member to office or to allow the office to remain empty.
- F. No person shall hold more than one elected office in NFCFA at the same time.
- G. If deemed necessary, the Executive Board may appoint Special Representatives.
- H. Should any officer fail to fulfill the duties of office, a two-thirds (2/3) vote of the entire Executive Board is required to approve a recall vote. Two-thirds (2/3) of votes received from members eligible to vote for Officers and Regional Directors are required to remove an Officer.

#### **Article VI – Election of Officers**

- A. Anyone wishing to serve as an Officer of the Association must have been a Breeder member in good standing for a minimum of two (2) continuous years, including the two (2) years leading up to the election year.
- B. Those qualifying under these terms shall notify the Recording Secretary by January 15th of each election year. No person may file for more than one office.
- C. The Recording Secretary shall provide a slate of announced candidates on the NFCFA List no later than midnight of January 16.
- D. Write-in candidates do not need to declare their intent to run. However,

write-in candidates must be qualified to run for the office they are seeking.

E. The voting procedure for election of Officers shall be as follows:

1. All ballots must include instructions for completing and returning the ballot, including the deadline for receipt of the returned ballot.
2. The election ballot shall instruct voting members to vote only for the Regional Director who represents each member's region.
3. By February 1 of each election year, ballots will be sent to members eligible to vote by the Recording Secretary by postal or other delivery service or as a scanned email attachment.
4. A list of members eligible to vote shall be published on the NFCFA list no later than January 10 of an election year. This same list will also be included in the issue of The Skogkatt published closest to the date of the ballot mailing. Only those members included on the January 10 published list of voting members will be eligible to vote in the upcoming election.
5. Members shall be given thirty (30) days from the date the ballots are sent to return the ballot to the Recording Secretary or other person designated by the Executive Board. Ballots not received within thirty (30) days will not be counted.
6. Ballots may be returned by postal or other delivery service, by facsimile transmission (fax), or as a scanned image attached to an email message.
7. Ballots shall not bear any information identifying the members participating in the vote.
  - a. If returned by postal or other delivery service, the voter's cattery name shall be clearly identified on the outside of the envelope;
  - b. If returned by facsimile transmission (fax), the voter's cattery name shall be clearly identified on the cover sheet;
  - c. If returned as an email attachment, the voter's cattery name shall be clearly identified in the subject of the email message.
8. The Recording Secretary or other person designated by the Executive Board to receive ballots will verify each ballot received against the list of eligible voters.
9. The ballots will be kept by the Recording Secretary for two (2) years.
10. Ballots for any election may be reviewed by any Officer of the Association. Such requests for ballot review must be made in writing to the Recording Secretary. Within one week of receipt of the written request, the Recording Secretary will submit the requested ballots to the Officer by mail or other delivery service, by fax transmission, or as a scanned attachment to an email.

F. The results along with the actual vote count shall be posted on the NFCFA list by the Recording Secretary or the Officer designated by the President to receive ballots no later than thirty one (31) days after ballots are sent to members eligible to vote. The results along with the actual vote count will also be published in the next issue of The Skogkatt.

G. If a write-in candidate wins and declines to serve, the candidate with a majority of the remaining votes is elected. If there are no other candidates receiving votes, the vacancy shall be filled by appointment by the President. Such appointment shall occur no sooner than May 1st, but no later than May 10th of the election year.

H. If a write-in candidate wins and is not eligible to hold the office, the candidate with a majority of the remaining votes is elected. If there are no other candidates receiving votes, the vacancy shall be filled by appointment by the President. If no eligible member is available or willing to fill the vacancy in office, upon a two-thirds (2/3) vote of the entire Executive Board, the Executive Board may appoint an otherwise ineligible member to office or to allow the office to remain empty. Such appointment shall occur no sooner than May 1st, but no later than May 10th of the election year.

I. If no candidate receives a majority, a run-off will be held between the candidates receiving the most votes for the office.

1. Run-off ballots will be mailed or emailed as a scanned attachment within one (1) week after the results of the original balloting are announced.
2. Procedure for the run-off will be the same as stated in Article VI, Sections E and F.

#### **Article VII – Transfer of Office**

A. Within thirty (30) days of the end of their appointed or elected term, all officers, except the Treasurer, will turn over all records, equipment, or other property of NFCFA to their successors.

B. Within two weeks of the end of an elected term, the outgoing Treasurer will turn over to the incoming Treasurer all funds (except for amounts needed for outstanding checks). The outgoing Treasurer will have the time involving two (2) bank statements to accomplish the signing of new signature cards, change of address, notification of the bank of the change in financial officer, and the final clearing of the outgoing Treasurer's books.

#### **Article VIII - Duties of Officers**

A. The President shall:

1. Be executive officer of NFCFA.
2. Have the authority to act as the representative and spokesman for NFCFA in all matters not otherwise specifically delegated by the Constitution and By-Laws.
3. Set the agenda and preside at Annual Meetings.
4. Appoint another officer to preside at Annual meetings if the President is unable to attend.
5. Coordinate the activities of the members concerning NFCFA business
6. Appoint any committees necessary, and be a member ex-officio of such committees.

- B. The Vice-President shall:
1. Perform all the duties of the office of President in the event of the absence or incapacity of the President.
  2. Assume the office of the President if this office becomes vacant and appoint a new Vice-President for the unexpired term.
  3. Maintain updated copies of the Constitution, By-Laws, NFCFA Code of Ethics for Breeders, NFCFA Code of Ethics for Associates, and any similar documents of the association and provide updated copies to each officer promptly should changes occur in any document.
- C. The Treasurer shall:
1. Receive all monies due to NFCFA, have custody of all funds, disburse all approved expenses, and deposit all monies received in a bank account maintained by NFCFA.
  2. Keep an account of all receipts and expenses.
  3. Render to the Executive Board Quarterly Financial reports, during the fiscal year of May 1<sup>st</sup> through April 30<sup>th</sup>.
  4. Maintain a list of current members with name, mailing address and phone number, sending written notice to the Executive Board and *The Skogkatt* Editor of any changes and/or deletions. This list shall be the Master Membership List for all categories of membership.
- D. The Breeder Division secretary shall:
1. Receive all completed applications, Codes of Ethics for Breeders, litter registrations, and dues for the Provisional Breeder applicants, check that all agreements are signed, and forward the dues to the Treasurer.
  2. Forward to the Executive Board and Editor of the *Skogkatt* all necessary information on Provisional Breeder members. This information shall be printed in the next issue of the *Skogkatt* and announced on the NFCFA list.
  3. Notify the Recording Secretary of those Provisional Breeder members who have completed the provisional period and are eligible for advancement, and therefore should be included on the March or September ballots.
  4. Maintain a file for each Breeder, Inactive Breeder, and Provisional Breeder member which contains:
    - a. a completed application signed by all owners of the cattery;
    - b. a copy of the current Code of Ethics for Breeders signed by all owners of the cattery;
    - c. proof of cattery registration in one of the recognized registries;
    - d. proof of litter registrations as required by the By-Laws Article I, Section E;
  5. Notify Provisional Breeder members of the results (not actual vote count) of the Provisional Breeder advancement ballot. If the Provisional Breeder member is not advanced, notify the Provisional Breeder member of the options and procedure for continued membership.
  6. Maintain a current record of geographical distribution of Breeder, Inactive Breeder, and Provisional Breeder members and notify the Executive Board of any major population change which may necessitate a change in the composition of a particular Region.

7. Submit to the Editor of *The Skogkatt*, on or before May 1st, a map of North America showing the number of voting members of each state/province.
  8. Submit yearly to the Treasurer a list of Breeder, Inactive Breeder, and Provisional Breeder members with names, mailing addresses, phone numbers, email addresses (if available) and cattery names.
- E. The Recording Secretary shall:
1. Distribute Minutes of all meetings of NFCFA to all members within thirty days of such meetings, this distribution to be handled in any manner deemed most efficient.
  2. Prepare and send ballots to members eligible to vote and record results of the Provisional Breeder advancement ballot in March and September.
  3. Keep on file in a sealed envelope, for two years, all election ballots for election of Officers and Regional Directors as well as for Provisional Breeder advancement.
  4. Immediately notify the Breeder Division Secretary of the results of the advancement.
  5. Maintain a permanent Notebook, or Minutes Book, containing all Minutes.
  6. Notify members of regular and special meetings using the NFCFA List or *The Skogkatt*.
  7. Be responsible for all NFCFA correspondence, except that which is delegated to other Association officials.
  8. Act as the initial contact for those interested in NFCFA and as such maintain a listing in advertisements designed to attract potential members and persons desiring to learn about the Norwegian Forest Cat. It is therefore necessary for the Recording Secretary to maintain a fixed address at which this officer is physically present.
  9. Refer potential kitten buyers to the appropriate Regional Director for further information on available kittens and direct inquiries to the NFCFA website for leads to available kittens.
  10. Maintain a packet of information and specific materials designated by the Executive Board to be sent to those inquiring about the Norwegian Forest Cat.
  11. Verify Associate members' applications and records and maintain a file for each containing:
    - a. A completed signed application.
    - b. A signed copy of the current Code of Ethics for Associates.
    - c. Proof of show activity.
- G. The Regional Director shall:
1. Fill in for any officer unable to attend a meeting.
  2. Act as liaison between the NFCFA and members of the Region each represents.
  3. Encourage members to conduct Regional meetings and to forward the results of such meetings to the Recording Secretary.
  4. Keep a listing of kittens available from Breeder and Provisional Breeder members within their own region.
  5. Contact other Regional Directors for kitten listings if no kitten can be located in their region.
  6. Respond to requests and inquiries regarding Norwegian Forest Cat rescue.

#### **Article IX – Voluntary and Appointed Positions**

A. The position of Editor of *The Skogkatt* shall be a voluntary position. The Editor serves at the pleasure of the Executive Board. The Editor shall:

1. Gather and publish news, letters, or other material that is of interest to the owners of the Norwegian Forest Cat.
2. Attempt to secure permission to reprint relevant articles, not limited to those about the NFC, that appear in other publications.
3. Publish *The Skogkatt* quarterly.
4. Distribute and/or provide online access to *The Skogkatt* to all members.
5. Sell advertising in *The Skogkatt* as specified by the Executive Board.
6. Remind members, in the winter issue, of the May 1st dues date.
7. Publish in the fall issue prior to each election year, notification about filing for office.
8. Each issue of *the Skogkatt* shall contain:
  - a. A list of all officers and the chairpersons of standing committees, along with contact information for each;
  - b. Information about how to join NFCFA.
  - c. The names, sponsors, cattery names, and full names of any cat(s) of new Provisional Breeder members.
  - d. The names of newly advanced Breeder members.
  - e. The names and cats of new Associate members.
  - f. Information about the date, place, and contact person for the Annual and/or Regional meetings.
  - g. In the summer issue, a map with locations and numbers of Breeder, Inactive Breeder, and Provisional Breeder members, as well as the annual list of Breeder, Inactive Breeder, and Provisional Breeder members.

B. The Archivist shall be an appointed position. The Archivist serves at the pleasure of the Executive Board. The Archivist and committee shall be responsible for:

1. Data entry of pedigree information submitted by membership.
2. Compilation of a Resource Library for NFCFA minutes, By-Laws, Constitution, Codes, issues of *The Skogkatt*, articles, photographs, and other materials pertaining to the history and development of the Norwegian Forest Cat.
3. Assisting members, whenever possible, with inquiries regarding the use of resources included in the Archives.

C. The Webmaster shall be an appointed position. The Webmaster serves at the pleasure of the Executive Board. The Webmaster shall maintain an updated website, including the Kitten Bank, current list of Officers and contact information for each, list of full Breeder, Inactive Breeder, and Provisional Breeder members, and such other material as the Executive Board deems needed.

#### **Article X - Voting Procedures**

A. At the discretion of the Executive Board, any important matter requiring a membership vote except those pertaining to the Election of Officers, Advancement of Provisional Breeder

members, proposed By-Laws and/or Constitution Amendments, and Codes of Ethics revisions may be done by a mailed ballot, online survey, or online polling.

B. All mailed ballots, online surveys, and online polls must provide the following:

1. The date by which the ballot must be returned or by which the online survey or poll must be completed.
2. The name and address of the person to whom the mailed ballots are to be returned OR the website address of the online survey or online poll.
3. A complete explanation of the issue to be voted on.
4. Instructions for completing the mailed ballot, online survey, or online poll.

C. All ballots or votes cast by other methods must be properly identified. All ballots returned and not so identified shall be considered void.

1. If returned by postal or other delivery service, the voter's name, if applicable, shall be clearly identified on the outside of the envelope.
2. If returned by facsimile transmission (fax), the voter's name shall be clearly identified on the cover sheet.
3. If returned as an email attachment, the voter's name shall be clearly identified in the subject of the email message.
4. If votes are cast by electronic means, including but not limited to, online polls or surveys, the voter's name must be associated with the logon used for voting.

D. Mailed ballots must be received by the Recording Secretary by the date stated on the individual ballot. Online surveys or online polls must be completed by the date stated on the survey or poll. Unreturned ballots and incomplete surveys and polls shall be considered abstentions.

E. Procedures for voting on all proposals concerning changes in the Constitution, By-Laws, Code of Ethics for Breeders or Code of Ethics for Associates will be as stated in Article XIII of these By-Laws.

F. Procedures for the Election of Officers will be as stated in Article V of these By-Laws.

#### **Article XI – Protection of the Breed**

A. All Breeder, Inactive Breeder, Provisional Breeder, and Associate members are required to sign an agreement to abide by the Constitution, By-Laws, and all NFCFA Codes.

B. Ethics Committee

NFCFA has an obligation to protect the breed as well as potential buyers and breeders of the Norwegian Forest Cat. An Ethics Committee consisting of four (4) persons will review all formal complaints against members. The President shall be one of the Committee members and serve as its Chairperson. If the President chooses not to serve as Chairman of this committee, the Vice-President will assume the role of Chairperson. Should the Vice-President be unable to serve, the Senior Committee Member then becomes the Chairperson. After taking office, the President shall recommend to the Executive Board three (3) committee members, one of whom shall be designated as the Senior Committee member. The President shall also name three (3) alternates. It is suggested that the Breeder Division Secretary be one of the

members of this Committee, as the majority of complaints involve members of the Breeder Division. Persons selected to serve on the Committee must have been Full Breeder Members for a minimum of five (5) years. The entire Executive Board must approve each member by a two-thirds (2/3) majority vote. Names of Ethics Committee members and alternates shall be published in *The Skogkatt*, and on the NFCFA List.

C. Disqualifications

1. Any committee member who is a complainant or who is the subject of a pending complaint shall be replaced by an alternate selected by the Chairperson.
2. Any committee member who cannot render an impartial decision due to the circumstances of the complaint must disqualify himself/herself.

D. Substance of a Complaint

All formal complaints must be filed in good faith and not for the purpose of harassment, embarrassment, or personal animosity. Proper grounds for a complaint shall be conduct which constitutes:

1. A violation of the spirit or the letter of the Constitution, Codes of Ethics, or the By-Laws.
2. Any other egregious conduct not worthy of a Breeder or Associate.
3. Filing a formal complaint in bad faith.

E. Filing Complaints

A complaint shall be sent to the President of NFCFA or the Ethics Committee Chairperson by the person or persons filing the complaint by postal service, facsimile (fax), or email.

Review of a formal complaint by the Committee shall be initiated, by the Committee Chairperson, upon the receipt of an original and three (3) copies of a written complaint.

The written complaint shall be signed by the complainant and shall consist of the following:

1. A brief factual statement of the conduct constituting the complaint.
2. Names, addresses, and phone numbers of all persons with relevant knowledge of the facts.
3. Any relevant evidence, documents, or photographs which support the allegations of the complaint.
4. Any other information material to the substance of the complaint.

**Confidentiality Requirement: Complainant must keep all complaints in strict confidence.**

Disclosure to anyone not on the Committee of the pendency or subject of a formal complaint prior to final resolution by the Executive Board shall result in dismissal of the complaint. The person responsible for the disclosure may also be subject to sanctions. A complainant may withdraw the complaint at any time before final resolution upon written notice to the Chairperson.

F. Notice and Reply

Within ten (10) days of the receipt of a Formal Complaint, the Chairperson shall send one copy to the defending party by certified mail, return receipt requested.

The defending party must respond within ten (10) days of receipt of the Formal Complaint by filing an original and three (3) copies of a written reply with the Chairperson. The reply will be considered on time if the postmark is within the ten (10) day period, even if the reply is not received by the Chairperson within that time frame. The reply shall consist of the following:

1. Counterstatement of facts.
2. Identification of persons with relevant knowledge of the facts.
3. Any relevant evidence, documents, or photographs which defeat the allegations of the complaint.
4. Any other information material to the substance of the complaint.

G. Procedure for Review

Each case will be assigned a Number by the Chairperson. The Complainant and Defending Party shall be identified only by Letters. Only the Chairperson shall have the key to the identities of the parties involved, assuring a neutral attitude on the part of the Committee, based on the facts of the case and not influenced by the identity of the parties involved.

Within ten (10) days of receipt of the Reply or upon expiration of the Reply Period, the Chairperson will forward a copy of the Formal Complaint and Reply, if any, to the sitting committee members and shall schedule a meeting of the Committee to be held within thirty (30) days. Meetings may be conducted in person, by phone or other electronic means.

If a reply has not been received within ten (10) days, the Chairperson should attempt to contact the Defending Party in writing to determine if a reply has been sent. If the reply has been sent, the Chairperson should allow additional time for the reply to arrive. As stated above, if the reply is postmarked within the ten (10) days reply period, the reply shall be considered on time.

**Committee members shall keep confidential to the extent possible the pendency and substance of complaints and the identity of the parties concerned.** The Complaint is not to be discussed orally or in writing with any parties other than the Complainant(s), the Defending Party, and/or any witnesses named in the Complaint or Reply. Witnesses should only be contacted if necessary to clarify their statements.

At the scheduled time, the Chairperson and Committee members shall decide by majority vote to recommend to the Executive Board one of the following courses of action:

1. Dismissal of the Complaint;
2. Private censure of the defending party;
3. Public censure of the defending party;
4. Suspension of NFCFA membership not to exceed one (1) year, with revocation of Breeder or Provisional status during the suspension period; or
5. Permanent expulsion from NFCFA.

If the Committee needs additional time to consider the facts of the Complaint, they may decide by majority vote to delay the recommendation by up to ten (10) days. If the Committee members are unable to agree on a recommendation within forty (40) days of receipt of the Reply or forty (40) days of the expiration of the Reply Period, whichever is greater, the Committee must recommend dismissal of the complaint.

The Chairperson will provide the written recommendation to the Executive Board within five (5) days of the decision of the Committee.

H. Review by the Executive Board

The Executive Board shall receive the written recommendations of the Committee, together with a summary of the complete record. Within twenty-one (21) days, the entire Executive Board shall by two-thirds (2/3) majority vote adopt one of the following courses of action:

1. Approval and ratification of the Committee's recommended action, or
2. Any other course of action listed in Section G, Sections 1 – 5, above.

Failure of the entire Executive Board to agree by a two-thirds (2/3) vote within twenty-one (21) days shall result in automatic ratification of the Committee recommendation. If a member or members of the Executive Board are complainants or defending parties to the complaint, he/she/they shall not vote and the two-thirds (2/3) majority required shall reflect the lower number of Executive Board members eligible to vote.

I. The Chairperson, in writing, shall notify the complainant and the defending party of the final decision.

J. **If the Complaint is dismissed or the Defending Party is subject to private censure, the Committee members and Executive Board are enjoined to keep the Complaint confidential.** If the Defending Party is subject to public censure, suspension, or expulsion, only the nature of the Complaint and the decision shall be made public. The actual vote count and how each person voted in the process shall remain confidential.

K. Without limiting other bases for expulsion from NFCFA, a member against whom a court of law judgment has been rendered in any case involving any type of animal cruelty or abuse may be expelled from membership by a majority vote of the entire Executive Board without review by the Ethics Committee, after the member is provided the opportunity to submit a written explanation to the Executive Board. It is recognized that some militant groups may bring a charge against someone without validity and may have the political power to gain acceptance by the courts.

L. Any member of NFCFA who has 1) been suspended or expelled from, or 2) denied access the services of one of the major registration associations shall, upon action by two-thirds (2/3) majority vote of the entire Executive Board, be suspended or expelled from NFCFA without review by the Ethics Committee, in conformity with the actions of the registering association

## Article XII - Advertising

A. Only Breeder members may advertise in any way that they are Breeder members of NFCFA. This restriction applies, but is not limited to advertising in magazines, show catalogs, business cards, cat shows, websites, and/or any other means of publication.

B. No other NFCFA members, including Provisional Breeder members, International Breeder members, Associate members, and/or Fanciers may represent themselves in any place

or publication as NFCFA Breeder members. However, Provisional Breeder and International Breeder members may advertise in *The Skogkatt* Kitten Bank, on the Norwegian Forest Cat Fanciers Association website, and other publications if the notation "Provisional Breeder Member" or "International Breeder Member" is included.

C. If an instance of improper advertising is discovered by any member or interested party, the Breeder Division Secretary shall be notified and sent a copy of the advertisement or given the website location carrying the advertisement. This officer shall verify lack of Breeder membership and then notify the person making the false claim in writing by either letter or email that the advertising is to cease immediately.

D. If the false advertising continues, the Breeder Division Secretary will notify the publication or other location of advertising that the NFCFA membership claim is false and must be discontinued. If the person is a member of NFCFA, membership status will be automatically suspended and the offending member notified in writing by either letter or email of this action.

E. If a false claim continues to be made, the NFCFA membership shall be notified of this fact in *The Skogkatt*, and on the NFCFA List. A member continuing to make the false claim shall be expelled from NFCFA.

### **Article XIII - Regions**

A. NFCFA shall consist of six (6) regions:

1. Western
2. South Central
3. North Central
4. Northeast
5. Mid-Atlantic
6. Southeast

B. The regions shall be based on their geographical location within North America.

C. Each region shall be represented on the Executive Board by a Regional Director elected by the members in the region.

D. The NFCFA website shall list the composition of the regions and the name and contact information for the Regional Directors.

E. The composition of the regions may be adjusted by a majority vote of the entire Executive Board no later than January 31st of an election year, if necessary to adjust the workload for individual Regional Directors. Such adjustments shall be announced on the NFCFA list and in *The Skogkatt*. The NFCFA website shall be updated accordingly. Regional adjustments become effective May 1<sup>st</sup> of the year.

### **Article XIV - Amendments**

A. These By-Laws may be amended by a majority of votes received from members of this Association who are eligible to vote on By-Laws and Constitutional amendments.

B. Suggested amendments may be proposed in any of the following ways:

1. By the By-Laws Committee, after approval of the proposed Amendments by an eighty percent (80%) vote of Committee members.
2. By a two-thirds (2/3) vote of the entire Executive Board.
3. By unanimous vote of the voting members attending an Annual Meeting.
4. By petition sent to the President bearing the signatures of one-third (1/3) of the members of this Association who are eligible to vote on By-Laws and Constitutional amendments.

C. The procedure for presentation of proposals to the Association and voting on the proposals for Constitutional, By-Laws, and Codes of Ethics amendments shall be as follows:

1. All ballots for proposed amendments must be accompanied by:
  - a. Copies of all proposed amendments;
  - b. The source of all proposed amendments;
  - c. The rationale for each proposed amendment;
  - d. The date each amendment becomes effective, if passed;
  - e. Instructions for completing and returning the ballot, including the deadline for receipt of the returned ballot.
2. Ballots will be sent to members eligible to vote by the Chairman of the By-Laws or Constitution Committee by postal or other delivery service;
2. A list of members eligible to vote shall be published on the NFCFA list and in the issue of *The Skogkatt* published closest to the date of the ballot mailing.
3. Members shall be given thirty (30) days from the date the ballots are sent to return the ballot to the Recording Secretary. If the Recording Secretary is serving on the By-Laws or Constitution Committee, the ballots shall be returned to an Officer who is not serving on the Committee, as designated by the President. Ballots not received within thirty (30) days will not be counted.
4. Ballots may be returned by postal or other delivery service, by facsimile transmission (fax), or as a scanned image attached to an email message.
5. Ballots shall not bear any information identifying the members participating in the vote.
  - a. If returned by postal or other delivery service, the voter's name shall be clearly identified on the outside of the envelope;
  - b. If returned by facsimile transmission (fax), the voter's name shall be clearly identified on the cover sheet;
  - c. If returned as an email attachment, the voter's name shall be clearly identified in the subject of the email message.
6. The Recording Secretary or the Officer designated by the President to receive ballots will verify each ballot received against the list of eligible voters. Upon the request of one third (1/3) of the membership eligible to vote on By-Laws and Constitutional amendments and the majority approval of the Executive Board, a third party not affiliated with the Norwegian Forest Cat Fanciers Association will be designated by the President to receive, count, and/or verify the ballots.

7. Results of the vote along with the actual vote count will be announced on the NFCFA list by the Recording Secretary or the Officer designated by the President to receive ballots no later than thirty five (35) days after ballots are sent to members eligible to vote. The results along with the actual vote count will also be published in the next issue of *The Skogkatt*.
  8. The ballots will be kept by the Recording Secretary for five (5) years.
  9. The proposed amendments and supporting documentation will be kept for one (1) year if the proposals fail. The proposed amendments and supporting documentation will be kept permanently if the proposals are passed. Documentation will be kept by the Recording Secretary.
- D. The procedures for amending the Code of Ethics for Breeders and Code of Ethics for Associates shall be the same as those for amendments to the By-Laws.