



## **Felis Belgica Internal rules**

### Definitions:

FBe:	Felis Belgica
FIFe:	Fédération Internationale Feline
GA FBe:	General Assembly of Felis Belgica members
Board:	Executive Board Felis Belgica

### **1. General provisions**

#### **Art. 1.1.**

The internal rules regulate the matters not covered in the statutes of the association.

If there is ever a conflict between the statutes and regulations of the FBe association and its umbrella organization FIFe, the order in which the regulations are in force is (in decreasing importance):

1. FBe Statutes
2. FIFe Statutes
3. FIFe rules
4. FBe Internal rules
5. Regulations of the FBe committees

If there is ever a conflict between the rules of the FBe committees themselves, the GA FBe decides or, in the context of day-to-day management, the Board. The GA FBe can review a decision of the board at any time.

#### **Art. 1.2.**

All positions within FBe are unpaid.

In accordance with the statutes of the association, the Board consists of 5 functions:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Show Manager

Every administrator is responsible towards the Board and towards the GA FBe. The above functions cannot be cumulated.

Administrators must be officially resident in Belgium. This is not required for other officers within the association.

In the absence of candidate administrators, the board may co-opt a new administrator who is not domiciled in Belgium for the positions of vice-chairperson and/or show manager, provided that no more than 30% of the administrators are of foreign domicile.



# FELIS BELGICA

Internal rules v. 25/01/2025



## Art. 1.3.

Administrators can mutually change positions, provided that there is unanimity of votes within the board. If an administrator changes his/her position, he/she will present this at the next GA FBe for approval. However, the mandate of an administrator may never exceed the provided 5 years.

## Art. 1.4.

In accordance with the statutes of the association, 1 / 5th of the board is re-elected annually.

1. President: 2023
2. Vice-President: 2024
3. Secretary: 2025
4. Treasurer: 2026
5. Show manager: 2027

From 2028 the above sequence will be systematically repeated.

Administrators can stand for re-election.

If an administrator resigns during his/her mandate, the board may co-opt another administrator until the next general members' meeting where a new final administrator will be elected. The period is then not 5 years, but will correspond to the foreseen term of the originally elected administrator, as listed in the scheme above.

## Art. 1.5.

Every year an audit committee is set up within the GA FBe to verify the treasurer's cash reports and general operation. They are responsible for informing the board of any irregularities that they would identify and report on their findings to the GA FBe each year.

The treasurer must fully cooperate with the audit committee.

The members who are part of the audit committee cannot have a family relationship with the treasurer.

## Art. 1.6.

For each position, candidates elected are the ones having obtained the most votes.

Candidates for the board must fill in the conditions of the association statutes. Applications for all positions other than administrator can be submitted up to the day of the general meeting.

## Art. 1.7.

The following committees are parts of the association:

1. Show committee (SC)
2. Breeding and pedigree committee (FSC)
3. Health & Welfare committee (WC)
4. Editorial committee (RC)
5. Disciplinary committee (DC)

A chairman/woman chairs each committee. He/she must ensure that the regulations applicable to its committee are applied and he/she must regularly inform the board of the operation and plans of the committee. This must be done by a written report addressed to the secretary.



# FELIS BELGICA

Internal rules v. 25/01/2025



The board can attend any committee meeting and can review the decision of a committee.

## **Art. 1.8.**

Clubs and breed clubs can be set up within the association, insofar as they associate with FBe and include compliance with FIFe regulations and the fact that they are associated with FBe in their statutes / internal rules.

## **Art. 1.9**

Non-members may also make use of the services of Felis Belgica. There is equal treatment between members and non-members. By using the services of Felis Belgica, they accept the associated internal regulations.

§ 9 of these regulations and the relevant rules (pedigree regulations and show regulations) also apply to non-members.

## **2. General members meeting**

### **Art. 2.1:**

Votes on individuals are always conducted in writing. For all other matters, voting may be done orally, unless the general assembly decides to vote in writing. For board mandates, voting by proxy is not allowed in accordance with the statutes. For all other matters, a proxy may be given. Only one proxy may be granted per voting member present.

### **Art. 2.2:**

When it comes to people election, vote is always in writing. All other subjects may be voted on orally, unless the general meeting decides to vote in writing. In accordance with the statutes of the association, proclamation voting is not permitted to elect administrators. Proclamation can be given for all other subjects. Only 1 procuration can be given per person entitled to vote.

## **3. Executive Board**

### **Art. 3.1.**

The President has the following duties:

- Call the GA FBe and the meetings of the executive board
- Lead the meetings
- Ensure that the statutes and regulations are enforced
- Give the floor to speakers during the meeting and call speakers to order
- Check and sign the cash reports prepared by the treasurer and verified by the audit committee
- Review and sign the minutes prepared by the secretary.
- Follow-up and guidance of judges and student judges

### **Art. 3.2.**

The Vice-President has the following duties:

- Replacement of the President during his/her absence or dismissal. He/She then takes over the duties of the President
- The management of all insurance policies for the association



# FELIS BELGICA

Internal rules v. 25/01/2025



- The follow-up and coordination of the breed clubs and working groups

## **Art. 3.3.**

The Secretary has the following duties:

- Deal with all official correspondence
- Draw up the agenda of the GA FBe and the Board
- Report on the activities of the secretariat at every Board meeting
- Report on the activities of the secretariat at the GA FBe
- Organize all administrative tasks within the Board:
  - o The follow-up and coordination of the clubs
  - o Member management
  - o Confirmation of registrations to shows abroad

The secretary may be assisted by deputies for his/her administrative duties.

## **Art. 3.4.**

The treasurer has the following duties:

- The daily management of the funds of the association
- Keep track and full responsibility for the cash book
- Insure that all legal declarations with regard to taxes and VAT are fulfilled in due course
- Settle all financial aspects related to the functioning of the association
- The presentation of the cash book and explanation on it to the GA FBe. Approval of it at the GA FBe is considered as a dispensation from the treasurer
- Collect all funds for the association and confirm payment to the relevant administrative departments of the association
- Prepare invoices and send reminders

## **Art. 3.5.**

The show manager has the following duties:

- Ensure the smooth running of events during all shows, including those organized by the clubs
- Responsible for the preparations of the shows organized by FBe, and for the practical implementation, construction and dismantling of them
- Responsible for the opening, closing and presentation of the shows
- The show manager chairs the Show committee in accordance with his/her mandate and is responsible for managing it.

The show manager can be assisted in his/her duties by deputies.

## **Art. 3.6.:**

All administrators have the task of fully assuming their responsibilities and are committed to acting in good faith. Upon termination of their duties, they prepare a handover file for their successor or for the other members of the Executive Board.

## **Art. 3.7.:**

The approval of the Board is required to take commitments. To be valid, commitments must be signed by at least 2 board members, unless otherwise stated in the reports of the Board.



# FELIS BELGICA

Internal rules v. 25/01/2025



## **Art. 3.8:**

The Board meets whenever it deems this necessary. To have a valid meeting, at least 50% of the administrators must be present.

## **Art. 3.9:**

In accordance with their mandate and in mutual consultation, the Board appoints a FBe delegate for the FIFe general meeting of members. This delegate should be the most suitable candidate to represent FBe. If the board deems this advisable and if the budget allows it, the delegate can be assisted by an adviser who has the necessary background knowledge.

## **4. Committees**

### **Art. 4.1**

Each committee has its own regulations, which complied with the provisions of the relevant FIFe regulations, but which could also be further deepened. However, the rules may never be in conflict with the FIFe rules.

### **Art. 4.2.**

Every effective member can apply to be part of one or more committees. The number of members that can be part of the committee is determined in the committee rules. If there are more candidates than available positions, the GA FBe decides. The committee chairman/woman and the Board can give voting advice.

### **Art. 4.3.**

The members of the Board may themselves be part of the committees and, because of their mandate, they also always have the right to attend any committee meeting.

### **Art. 4.4.**

The Show committee ensures that cat shows are organized on a regular basis in accordance with the provisions of FIFe regarding the organization of such exhibitions.

The committee advises the board on the locations and dates of the exhibitions and takes care of the practical organization.

### **Art. 4.5.**

The Breeding and pedigree committee is responsible for the pedigree secretariat, cattery requests and title registrations. In this context, the committee takes care of the pedigrees and ensures that the provisions of the pedigree regulations are correctly enforced. For this they have, among other things, the authority to perform (or have performed) nest checks for members and other breeders who participate in its breeding programs.

The committee is always available to advise members of Felis Belgica and other breeders who participate in its breeding programs on all aspects of breeding cats. Under the supervision of the Breeding and pedigree committee, the pedigree secretariat is responsible for issuing pedigrees, pedigree certificates and registration certificates based on the nest registrations and pedigree applications submitted to them. Registration of cattery names, entering titles and keeping studbook lists are also the responsibility of the pedigree secretariat.



# FELIS BELGICA

Internal rules v. 25/01/2025



## **Art. 4.6.**

The Health & Welfare committee advises the board and members of Felis Belgica on the health and welfare of cats. To be able to do that, the committee is assisted by an advising veterinarian. The committee is responsible for the veterinary policy and the veterinary checks at the cat shows and is involved in the drafting and management of breeding programs. The committee must supervise the compliance with the welfare regulations within Felis Belgica.

## **Art. 4.7.**

The Editorial committee is responsible for the publication of the member magazine and the interim newsletters. In addition, the management of the website and show reportage is also monitored by the Editorial committee.

## **Art. 4.8.**

The Disciplinary committee advises the board when facts are committed that are in violation of the articles and regulations of Felis Belgica and FIFe, or when complaints are submitted in which there is a suspicion that the same articles and regulations have been violated.

It also mediates in disputes between breeders participating in the breeding program.

## **5. Membership**

### **Art. 5.1:**

If membership fees are not paid at the time of the GA FBe, members are automatically deemed to be resigning.

### **Art. 5.2:**

Household members living with a full or affiliated member, who also become full or affiliated members, pay a reduced fee, which is set annually by the general assembly. In further documents, these household members are referred to as associate members. Associate members under the age of 18 are called junior members.

### **Art. 5.3**

Among the full and affiliated members, the board may appoint honorary members based on their merits for the association. An honorary member does not pay a membership fee. The general assembly may propose candidate honorary members to the board.

### **Art. 5.4**

In accordance with the statutes, non-full members are affiliated solely to support FBe financially, physically, or substantively in pursuing its objectives. They do not have voting rights at the general assembly.

However, they may take on supportive tasks within the association, its committees, clubs, and breed clubs.

The financial contribution for non-full members is set annually by the general assembly. The board may also accept other individuals as non-full members based on intellectual or physical contributions.



## **6. Clubs and Breed clubs**

### **Art 6.1.**

A club is a regional association of breeders and cat lovers with a similarly altruistic purpose as FBe.

A breed club (or working group) is an association that connects breeders and lovers of cats around the same breed or group of breeds with a similarly altruistic purpose as FBe.

Judges and student judges may join a club, but are always directly the responsibility of FBe.

### **Art 6.2.**

A club or breed club that wishes to associate with FBe must submit an application at the GA FBe.

Subject to approval by the GA FBe, the club or breed club can be accepted as an associated FBe club / breed club, further called club or breed club respectively.

### **Art. 6.3**

The clubs and breed clubs maintain their own bookkeeping and ensure that they comply with the applicable legislation. They report on this at least annually to FBe.

## **Subsection Clubs**

### **Art 6.4.**

All full and affiliated members of a club are, through the association with FBe, also full and affiliated members of FBe and therefore have the same rights and obligations, in accordance with the statutes and internal regulations of FBe.

The club transfers a membership fee per full and affiliated member to FBe, which is set annually by the general assembly. To prevent competition between clubs, the club's membership fee must be at least equal to FBe's membership fee.

Members may join multiple clubs but, in accordance with the statutes, have only one vote at FBe's general assembly.

A club may also accept non-full members, for whom no membership fee needs to be transferred to FBe, provided that these non-full members in no way cause harm to FIFe or FBe. These non-full members are not members of FBe.

### **Art. 6.5.**

Each club may send a delegate to the board to defend the interests of the club within FBe. However, this delegate has no voting rights on the board, only an advisory role.

### **Art. 6.6.**

Each club is required to fully respect the rules of FIFe and FBe and to ensure that its members comply with them.





# FELIS BELGICA

Internal rules v. 25/01/2025



## **Art. 6.7.**

Each club is responsible for its own member management and must provide FBe with an overview of all affiliated and full members, so that the name, address, contact details, and, if applicable, the legal form and company registration number can be recorded in the membership register. The club relies on FBe for all tasks for which the Breeding and Pedigree Committee is competent.

Each club may organize activities in the interest of its members, as long as they do not conflict with the statutes and regulations of FIFe and FBe.

## **Art. 6.8**

Each club can organize a number of shows in accordance with the FIFe show regulations and under the supervision of the FBe show manager or another representative of the board. The costs for this are fully covered by the organizing club, i.e. expenses, hotel stays and meals for the representative board and the fees to FBe for the show, as determined by FIFe.

Each club must submit a request to the board for the organization of a show. Only after approval by the board can the show be placed on the FIFe show calendar by the secretary.

The maximum number of shows and their frequency are determined by the board, taking into account the interests of FBe and all associated clubs.

## **Subdivision Breed Clubs**

## **Art. 6.9.**

Each breed club can decide on its membership contribution. Payment of the membership fee to a breed club is separate from FBe membership. Members of the breed club are not considered to be members of FBe and may be members of multiple breed clubs.

However, the members of the breed club may not harm FIFe or FBe reputation in any way.

The breed club does not have a delegate at FBe board meetings, but is in contact with the board.

## **Art. 6.10**

Administrators and officers of the breed club must always be affiliated or full members of FBe.

## **Art 6.11**

Each breed club is obliged to fully respect the rules of FIFe and FBe and to ensure that its members comply with these, insofar as it concerns their operation.

## **Art. 6.12**

Each breed club may organize activities and events (such as breed club matches) in the interest of its members, as long as they do not conflict with the statutes and regulations of FIFe and FBe. A breed club is not allowed to organize shows itself, but it can work with a club for this.





# FELIS BELGICA

Internal rules v. 25/01/2025



## **7. Remuneration - reimbursements**

### **Art. 7.1.**

All mandates and positions within the association are unpaid.

Officers only receive a reimbursement for the actual expenses they have to make within the framework of their job in the association.

### **Art. 7.2.**

Expense allowances are laid down in the appendix to these rules and regulations.

## **8. Changes**

### **Art 8.1.**

The GA FBe can make any changes to these internal rules via a simple majority of the members who are entitled to vote.

In case of divergence between the different language versions of these internal rules, the Dutch version will prevail.

## **9. Controls, Sanctions, and Disputes**

### **Art. 9.1**

All participants in the breeding programs, both members and non-members, agree that the Breeding and Pedigree Committee carries out the necessary controls and that the applicable procedures are followed. Sanctions are included in the pedigree regulations and apply to both members and non-members.

### **Art. 9.2**

All participants in the shows, both members and non-members, agree to the show regulations and the applicable procedures. Sanctions are included in the show regulations and apply to both members and non-members.

### **Art. 9.3**

Non-members who do not comply with the applicable procedures and regulations relevant to the services they use may be subject to the following sanctions imposed by the board:

- Fine (maximum €1,000.00)
- Temporary suspension from certain or all activities and events for a period of up to 24 months

The reasoned decision will be communicated in writing to the non-member concerned.

### **Art. 9.4**

Annex 2 of these regulations specifies a number of fixed fines for frequently occurring violations. If an infringement is listed in Annex 2, the Disciplinary Committee does not need to be consulted for advice.

Annex 2 also applies to non-members, ensuring equal treatment.

### **Art. 9.5**

Any non-member may appeal against the imposed sanction or suspension to the Disciplinary Committee.



# FELIS BELGICA

Internal rules v. 25/01/2025



## Art. 9.6

All complaints and disputes from members and non-members must be submitted in writing to the Secretary of Felis Belgica or to the Chairperson if the complaint concerns the Secretary.

Upon receipt of the complaint or dispute, an acknowledgment of receipt is sent to the submitter, and the complaint is forwarded to the Disciplinary Committee, which assesses the complaint or dispute for admissibility based on the applicable statutes and internal regulations. In this context, the Committee will hear the parties involved within 30 days and provide its decision to the Secretary of the board, who will, in turn, communicate the decision to the parties concerned within 15 days of receipt.

In disputes between breeders, the Disciplinary Committee will propose mediation to both parties. If mediation proves impossible, the Disciplinary Committee ceases to have any authority.