



## **GERMAN SHEPHERD DOG CLUB OF SINGAPORE**

*(A Member Of The World Union Of The German Shepherd Dog Club)*

*(Affiliated with the Singapore Kennel Club)*



## **CONSTITUTION OF THE** **GERMAN SHEPHERD DOG CLUB OF SINGAPORE**

### **NAME**

- 1 The name of the Club shall be GERMAN SHEPHERD DOG CLUB OF SINGAPORE, hereinafter referred to as "THE CLUB".
2. The place of business and meetings of the Club shall be at 170 UPPER BUKIT TIMAH ROAD, #12-02 BUKIT TIMAH SHOPPING CENTRE, SINGAPORE 588179, or at such other address as may subsequently be decided by the Registrar of Societies.

### **OBJECTIVES**

3. The objectives of the Club shall be:-
  - (a) To improve the breed;
  - (b) To disseminate information about the breed among German Shepherd enthusiasts as well as the general public with a view to creating more interest in and knowledge of the breed;
  - (c) To conduct Obedience, Protection and/or Tracking training classes leading to Schutzhund qualifications. This may be extended to the general canine population;
  - (d) To organise and hold either alone or in conjunction with any other associations or clubs, dog shows, exhibitions, field or obedience trials;
  - (e) To affiliate with the Singapore Kennel Club and with any associations having similar objects wheresoever the same may be established.

### **PATRON**

4. The Management Committee may invite any person to be the Club's patron. The tenure of office of such patron shall be for such period as may be agreed between such patron and the Club.



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### **MEMBERSHIP**

5. All persons shall be eligible to apply for membership to the Club but no member shall hold office as a Committee Member of the Club unless such member is also a member of the Singapore Kennel Club.
6. Membership of the Club shall consist of:
  - (a) Honorary members;
  - (b) Life members-
  - (c) Ordinary member;
  - (d) Junior members (below 16 years of age).
7. The Management Committee may elect any person as Honorary member of the Club.
8. A person wishing to join the Club as a member shall submit his application in the prescribed form accompanied by a remittance to cover the entrance fee (if any) and full subscription amount for the particular type of membership, to the Club.

**Ordinary/Junior Membership:** Applicants who submit their applications together with the required payment during the period of 1<sup>st</sup> January – 30<sup>th</sup> September of that year, shall have their memberships expire on the 31<sup>st</sup> December of that year. Applicants who submit their applications together with the required payment during the period of 1<sup>st</sup> October – 31<sup>st</sup> December of that year shall have their memberships expire on 31<sup>st</sup> December of the following year.

**Example:** Membership application submitted between 1<sup>st</sup> Jan – 30<sup>th</sup> Sep 2000 will expire on 31<sup>st</sup> Dec 2000. Membership application submitted between 1<sup>st</sup> Oct – 31<sup>st</sup> Dec 2000 will expire on 31<sup>st</sup> Dec 2001.

**Term Membership (5 yrs) :** Applicants who submit their applications together with the required payment during the period of 1<sup>st</sup> January – 30<sup>th</sup> September of that year, shall have their memberships expire on the 31<sup>st</sup> December of the Fifth year from that year. Applicants who submit their applications together with the required payment during the period of 1<sup>st</sup> October – 31<sup>st</sup> December of that year shall have their memberships expire on 31<sup>st</sup> December of the Sixth year from that year.



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**Example:** Membership application submitted between 1<sup>st</sup> Jan – 30<sup>th</sup> Sep 2000 will expire on 31<sup>st</sup> Dec 2004. Membership application submitted between 1<sup>st</sup> Oct – 31<sup>st</sup> Dec 2000 will expire on 31<sup>st</sup> Dec 2005.

All such applications for memberships shall be tabled at the next meeting of the Management Committee which reserves the right to approve or reject the application without having to give reason therefore. In the event of a rejection such remittance shall be returned to the applicant.

9. Any member wishing to resign his or her membership of the Club shall give 'notice' in writing of his or her intention to do so addressed to the Honorary Secretary before the closing of the financial year on 31st December in any year, failing which such member shall be liable to pay the subscription for the next year.
10. Any member expelled or otherwise ceasing to be a member of the Club shall forfeit all rights to or claim upon the Club or its funds.

### **ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES**

11. The Management Committee may accept any person as a Life member upon payment of \$500.00 or any quantum that the Management Committee may from time to time determine. Every Life member shall be entitled to all the privileges and be subject to all the duties of a member during his or her life (subject, nevertheless, to the provision of clause 10 hereof) without any future payment, annual or otherwise.
- 12(a) Upon acceptance as an Ordinary member such member shall pay an entrance fee of \$30.00 in addition to the annual subscription fee payable under clause 8 of the Constitution. Thereafter the annual subscription shall be \$40.00.
- 12(b) An Ordinary member may choose to renew his subscription by paying a sum of \$160.00 for a term membership of 5 years.
13. A Junior member shall upon becoming a member pay an annual subscription of \$20.00.
14. Annual subscriptions are payable by 1st February in each financial year. If a member falls into arrears with his subscription or other dues he shall be informed immediately by the Honorary Treasurer. If he fails to settle his arrears within four weeks of their becoming due he shall automatically cease to be a member.



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15. The rate of annual subscriptions may only be varied by a general meeting of the members. Any special subscriptions for particular purposes may only be raised from members with the consent of general meeting of the members.

### **MANAGEMENT COMMITTEE**

16. The Club shall be governed by a Management Committee which shall consist of the following:-
  - A President
  - A Vice-President
  - An Honorary Secretary
  - An Assistant Honorary Secretary
  - An Honorary Treasurer
  - Five Committee Members.
17. The President of the Singapore Kennel Club shall be an ex-officio member of the Management Committee. All members of the Management Committee shall hold office for two years.
18. At every Annual General Meeting of the Club five members of the Management Committee shall retire from office. A retiring member shall be eligible for re-election.
19. The Management Committee members to retire in every year shall be those who have been longest in office since their last election, but as between persons who became Committee Members on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.
20. The vacancies arising from the retirement of the Management Committee shall be filled by election at an Annual General Meeting. The candidates/nominees for election shall each be proposed and seconded in writing by any two (2) fully paid up members of the Club. Such nominations shall be made in forms approved by the management Committee duly endorsed by the candidates/nominees and reviewed by the Honorary Secretary of the Club not less than fourteen (14) days before the Annual General Meeting. The election to the Management Committee shall be on a simple majority vote of the members.
21. A Committee Meeting shall be held at least once in two months after fourteen days notice to Committee Members The President may call a Committee Meeting at any time by giving seven days' notice. At least one half of the Committee Member must be present for its proceedings to be valid.



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22. The office of a Committee Member shall be vacated:-
- a) if his membership of the Club is avoided in accordance with this Constitution;
  - b) if he absents himself from more than two meetings without satisfactory explanation,
  - c) if he gives the Management Committee one calendar month's notice that he resigns his office;
  - d) if he is removed by an extraordinary resolution passed at a General Meeting of the Club.
23. The Management Committee may act notwithstanding any vacancies amongst its members. All casual vacancies arising from the offices may be filled by fully paid-up members co-opted by the Management Committee to serve until the next Annual General Meeting when notwithstanding Clause 19, they shall retire from office but shall be eligible for re-election in accordance with Clause 20.
24. The duties of the office bearers are as follows:-
- a) The President shall preside and act as Chairman at all General and Committee Meetings. He shall also represent the Club in all matters pertaining to the Club.
  - b) The Vice-President shall deputise for the President in the latter's absence.
  - c) The Honorary Secretary shall keep all records and registers of the Club. He shall also arrange and attend all meetings and record the minutes of such meetings. It is also his duty to attend to all correspondence on behalf of the Club and prepare the Annual Report for submission to the Annual General Meeting.
  - d) The Assistant Honorary Secretary shall assist the Honorary Secretary and deputise for him when called upon to do so.
  - e) The Honorary Treasurer shall keep all funds and collect and disburse all moneys with the authority of the Management Committee. He shall keep an account of all monetary transactions and shall be responsible for their correctness. He shall not keep more than \$200.00 in the form of cash and money in excess of this amount shall be deposited into the Club's bankers. He shall also report on the financial position of the Club at every Committee Meeting and render a Statement of Account



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and Balance Sheet at the Annual General Meeting. Cheques, etc for withdrawals from the bank shall be signed by the President or Honorary Secretary in addition to the Honorary Treasurer.

### **SUB-COMMITTEES**

25. The Management Committee may elect the following Sub-Committees and any other Sub-Committees as and when the need arises to assist it in its work:-
- a) Training Sub-Committee
  - b) Show Sub-Committee
  - c) Disciplinary Sub-Committee
  - d) Editorial Sub-Committee
26. The composition and duties of the Sub-Committee shall be decided by the Management Committee.
- 27(a) It shall be the duty of the Disciplinary Sub-Committee to inquire into any complaints or reports of misconduct or violation of any of the rules of the Club on the part of members. It shall have power to call witnesses and decide what action is to be taken against a member under inquiry. Such decisions shall be reported forthwith to the Management Committee who shall thereupon inform the member concerned of the decision.
- (b) The aggrieved member may appeal in writing to the Management Committee against the decision of the disciplinary Sub-committee within 7 days of the decision being given.

### **GENERAL MEETING**

- 28(a) The Management of the Club is vested in a General Meeting of the members presided over by the President. The quorum for any General Meeting shall be not less than 10 of the Ordinary and Life members personally present.
- (b) In the event of there being no quorum at a General Meeting within half an hour from the time appointed for the meeting, the meeting shall be adjourned to the same day in the following week at a place and time to be appointed and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to alter, amend or make additions to any of the existing rules.



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- (c) No alterations, additions/deletions to these rules shall be made except at a General Meeting, provided that no such resolution shall be deemed to have been passed unless it is carried by a simple majority of the members voting. No amendment to these rules shall come into force without the prior sanction of the Registrar of Societies.
29. The Annual General Meeting of the Club shall be held not later than 1st April in each year.
30. At least 21 days' notice in writing specifying the place, date and time of an Annual General Meeting shall be given. The notice shall also specify that resolution to be put before the meeting shall be notified to the Honorary Secretary at least 14 days before the date for the meeting.
31. The Agenda for the meeting, the Committee's Annual Report, and the Accounts (duly audited) for the preceding year shall be forwarded to members at least 7 days before the date of the meeting.
32. The Business to be transacted at the Annual General Meeting shall be:-
- a) to receive and approve the Annual Report and Accounts of the Club for the proceeding year;
  - b) to elect members of the Management Committee in respect of posts which are being vacated by the outgoing members of the Management Committee;
  - c) to elect two auditors for the current year;
  - d) to transact any other business of which at least 14 days' notice in writing shall been given to the Honorary Secretary.
33. All Ordinary and Life members of the Club shall have the rights to attend and vote at General Meetings of the Club. No member shall be entitled to vote at any meeting unless all the monies then due from him to the Club have been paid. Every member of the Club entitled to vote shall have one vote except that in the case of equality of votes, the Chairman shall have a second or casting vote.
34. The President, and failing him the Vice-President, shall preside as Chairman at every General Meeting of the Club. If there is no such Chairman, or if at any meeting he is no present within 10 minutes of the time of holding the same, the members present shall choose someone of their member who is a Committee Member or failing which any one of their member present and entitled to vote, to be the Chairman of the Meeting.



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35. An Extraordinary General Meeting may be convened by the Management Committee or on receipt of a written requisition by at least one-fifth of the total number of Ordinary and Life members stating the objects and reasons for requisitioning such a meeting.
36. In all matters not provided for in these rules the Management Committee shall have power to-use their own discretion.

### **FINANCIAL YEAR**

37. The Financial Year of the Club shall close on the 31st December in each year.

### **AUDIT**

38. Two persons, not members of the Management Committee, shall be elected as Auditors at each Annual General Meeting and will hold office for one year only. They will be required to audit each year's accounts and present a report upon them to the Annual General Meeting. They may be required by the President to audit the Club's Accounts for any period within their tenure of office on any date and make a report to the Committee.

### **PROPERTY AND TRUSTEES**

39. The Club shall have power to hold property of all kinds, whether movable or immovable, personal or real. The signatures of any two of the following office-bearers shall bind the Club:-

President, Vice-President and Honorary Secretary. Provided that in the case of real or immovable property such property shall be vested in a Trust Corporation incorporated in The Republic of Singapore or in not more than four or less than two persons in trust for the Club. Such Trust Corporation or such trustees shall be appointed by the Management Committee, and every vacancy in the number of such trustees shall from time to time be filled by appointment by the Management Committee. A vacancy shall be deemed to arise where a trustee is dead or remains out of The Republic of Singapore for more than twelve months or desires to be discharged of all or any of the trusts or powers reposed in or conferred on him or refuses or is unfit to act therein or is incapable of acting therein.



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### **PROHIBITIONS**

- 40(a) Gambling of any kind and the playing of paikow or mahjong, whether for stakes or not, is forbidden on the Club's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- (b) The funds of the Club shall not be used to pay the fines of members who have been convicted in Court.
- (c) The Club shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any Trade Union activity as defined in any written law relating to trade unions for the time being in force in Singapore.
- (d) The Club shall not hold any lottery, whether confined to its members or not, in the name of the Club, or its office-bearers, Committee or members.
- (e) The Club shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

### **DISSOLUTION**

- 41 (a) The Club shall not be dissolved except with the consent of not less than three-fifths of the Ordinary and Life members for the time being resident in Singapore expressed either in person or by proxy at a General Meeting convened for the purpose.
- (b) In the event of the Club being dissolved the funds of the Club shall be used to settle all its debts and liabilities and any surplus shall be donated to some charitable object to be determined by the members at or before the time of dissolution.
- (c) Notice of dissolution shall be given within 7 days of the dissolution to the Registrar of Societies.