

## INFORMATION SHEET TO BE COMPLETED BY PROSPECTIVE CLUBS AND EXISTING CLUBS FOR THE DRAFTING OF CLUB CONSTITUTIONS

The information sheet below comprises a number of variables in the KUSA Specimen Club Constitution (i.e. things that can vary from Club to Club). This information needs to be provided by Clubs seeking KUSA’s assistance in drafting a suitable Club Constitution for the Club’s consideration.

Typically, this assistance would be available to Clubs that:

- wish to affiliate to KUSA as a new Club;
- wish to “convert” its old Constitution to a new-generation Constitution; and
- wish to change its affiliation to KUSA to a different category of Club.

<b>1</b>	<b>NAME OF CLUB</b>												
	<p>If an <b>existing</b> Club, indicate the name of your Club:</p> <p>.....</p> <hr/> <p><b>For new Clubs:</b>          It is preferable for the name to contain a geographical indicator, e.g. “...of the Western Cape”, “Madiba Bay .....” “West Coast.....”, Highveld.....”, South Coast....” i.e. something that ties the Club to the province through which it will become affiliated to KUSA. KUSA requires three name options – a preferred name and two alternates – for the affiliation application to be considered by the Executive committee.</p> <p>Indicate your <b>three choices</b> for a Club Name here:</p> <p>1.....</p> <p>2.....</p> <p>3.....</p>												
<b>2</b>	<b>PROVINCIAL COUNCIL THROUGH WHICH THE CLUB WISHES TO BE AFFILIATED TO KUSA OR IS AFFILIATED TO KUSA</b>												
	<p>In the majority of cases, the Club’s geographical location will determine through which <b>Provincial Council</b> it will be affiliated to KUSA. Tick the block of the Provincial Council of the area in which the Club is based or, in the case of Gauteng, indicate through which of the two Provincial Councils (DOGSPC or NAPC) the Club is, or wishes to be, affiliated through:</p>												
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; border: none;">Western Cape Provincial Council (WCPC)</td> <td style="width: 20%; border: none;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">KwaZulu-Natal Provincial Council (KZNPC)</td> <td style="border: none;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">Eastern Cape &amp; Border Provincial Council (EC&amp;BPC)</td> <td style="border: none;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">Free State &amp; Northern Cape Provincial Council (FS&amp;NCPC) incl. Namibia</td> <td style="border: none;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">Districts Of Gauteng &amp; Surrounds Provincial Council (DOGSPC)</td> <td style="border: none;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">Northern Areas Provincial Council (NAPC)</td> <td style="border: none;"><input type="checkbox"/></td> </tr> </table>	Western Cape Provincial Council (WCPC)	<input type="checkbox"/>	KwaZulu-Natal Provincial Council (KZNPC)	<input type="checkbox"/>	Eastern Cape & Border Provincial Council (EC&BPC)	<input type="checkbox"/>	Free State & Northern Cape Provincial Council (FS&NCPC) incl. Namibia	<input type="checkbox"/>	Districts Of Gauteng & Surrounds Provincial Council (DOGSPC)	<input type="checkbox"/>	Northern Areas Provincial Council (NAPC)	<input type="checkbox"/>
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<b>3</b>	<b>TYPE OF CLUB</b>		
	<p><b>For existing Clubs:</b> State the category of the Club's current affiliation to KUSA, or the category the Club wishes to change to:</p> <p>.....</p>		
	<p><b>For new Clubs:</b> Tick the box of the type of Club intended for affiliation:</p>		
	All-breeds Club		
	Group Club		
	Specialist Breed Club		
	Specialist Multi-Breed Club		
	Specialist Working Discipline Club with NO Training		
	Training Club		
	Field Trial Club		
<b>4</b>	<b>Breed &amp; Liaison Councils</b>		
	If a Field Trial Club, please indicate if the Club will join the Field Trial Liaison Council	Yes	No
	If a GSD Specialist Club, please indicate if the Club will join the GSD Liaison Council	Yes	No
<b>5</b>	<b>MEMBERSHIP</b>		
	Tick those categories of membership the Club wishes to have, or already has, <b>in addition to Ordinary Members.</b>		
	<p><b>1. Ordinary Members (Obligatory)</b> shall be persons over eighteen (18) years of age who have paid the relevant joining fee and annual subscription fee. An Ordinary Member in Good Standing shall be entitled to vote at all General Meetings of the Club.</p>		
	<p><b>2. Honorary Life Members (Optional)</b> shall be persons nominated by the unanimous vote of the Committee and subsequently elected at the next Annual General Meeting of the Club by a two-thirds majority of Members with voting rights. Persons nominated for Honorary Life Membership shall be those considered worthy of special recognition for services to the Club, to dog affairs, or for an outstanding achievement in connection with dogs. An Honorary Life Member shall enjoy the full privileges of membership of the Club, free of entrance fee and subscription and shall be entitled to vote as an Ordinary Member.</p>		
	<p><b>3. Life Members (Optional)</b> shall be persons or Members who have paid the relevant joining fee and subscription fee, provided that, if any Ordinary or Family Member decides to become a Life Member, he shall not be required to pay a joining fee. Life Members shall be entitled to vote as Ordinary Members.</p>		
	<p><b>4. Family Members (Optional)</b> shall be legally married couples or common law partners with all the children under eighteen (18) for whom either one, or both, of the partners have legal guardianship. Provided they are Members in Good Standing, the adult partners shall each be entitled to vote as an Ordinary Member, but the children shall have no vote. (NOTE: Other adults living under the same roof, e.g. grandparents, aunts, uncles, nieces, nephews, are not eligible to be part of a Family Membership and must join as Ordinary Members.)</p>		
	<p><b>5. Junior Members (Optional)</b> shall be persons under eighteen (18) years of age who are not included in a</p>		

	<p>Family Membership and who have paid the relevant fees applicable to Junior Membership. Junior Members may participate in the discussion on any matter before the Club, but shall not be entitled to a vote. Upon reaching the age of eighteen (18) years, and provided their membership has been uninterrupted, Junior Members shall automatically convert to Ordinary Members and be entitled to vote, provided they are Members in Good Standing.</p>	
	<p><b>5. Honorary Term Members (Optional)</b>  shall be persons nominated by the unanimous vote of the Committee to be Honorary Members for two (2) years and subsequently elected at the next Annual General Meeting of the Club by a two-thirds majority of members with voting rights. Persons nominated for Honorary Term Membership shall be those considered worthy of special recognition for services to the Club, to dog affairs, or for an outstanding achievement in connection with dogs. An Honorary Term Member shall enjoy the full privileges of membership of the Club, free of entrance/joining fee and subscription and shall be entitled to vote as an Ordinary Member during the two-year period.</p>	
5	<p><b>OFFICIALS – PATRON, PRESIDENT AND VICE-PRESIDENT</b>  These are <b>optional Honorary</b> positions bestowed on people of merit. The President and Vice-Presidents may take part in any General Meeting of the Club and, provided they are Members in Good Standing, shall be entitled to vote at such General Meeting of the Club. Unless a Patron is a Member in Good Standing of the Club he/she will have no voting rights at General Meetings, but may be invited to attend as a Guest.</p> <p>Indicate the Officials the Club wishes to elect, or retain:</p>	
	Patron	
	President	
	Vice-Presidents	
6	<p><b>NUMBER OF COMMITTEE MEMBERS</b>  Here the recommendation is no fewer than <b>6</b> and no more than <b>10</b>. If the Club wishes a different quantum to be considered, state it below. However, note nothing below <b>5</b> will be considered, and then only in exceptional circumstances, and the suggested upper limit of <b>10</b> is a convenience, rather than an obligation.</p>	
	No fewer than ..... and no more than .....	
7	<p><b>THE FINANCIAL YEAR-END OF THE CLUB</b>  State the end-date of the Club’s Financial Year in any year, i.e. [Date] [Month], e.g. 31 December or 30 June.</p>	
	[Date.....] [Month.....]	
8	<p><b>OTHER</b>  Should the Club require any additional items included in their Constitution, for instance a membership category not listed under 4 above, please make detailed notes on the following page.</p>	

PTO for “Notes”

**NOTES:**

Please specify in detail any additional/Club-specific clauses you would like included in the Club's Constitution.