

NAME

1. The name of the organisation is:

“National Great Dane Rescue”.

(Hereinafter the initials NGDR will refer to National Great Dane Rescue).

OBJECTIVES

2. NGDR is established to relieve the suffering of Great Danes who are in need of care and attention. It will seek to provide and maintain rescue homes or other facilities for the reception, care and treatment of Great Danes. NGDR will then seek to secure new and appropriate homes for these Great Danes.

FURTHERANCE POWERS

3. NGDR is established to:
 - 3.1 Accept, with discretion, all Great Danes requiring rescue, including if, unwittingly and in good faith, the breeding is questionable or of indeterminate parentage.
 - 3.2 Provide prompt and any necessary veterinary treatment.
 - 3.3 Provide adequate kennelling or other facilities until new homes can be found for the Great Danes.
 - 3.4 To place them in suitable new homes as soon as possible.
 - 3.5 To withhold and maintain all pedigree and transfer documents of all Great Danes that are re-homed by NGDR.
 - 3.6 To ensure to the best of our ability, that all dogs and bitches re-homed through NGDR are not used for either stud or breeding purposes by the new owners.
 - 3.7 To make sure, where medically possible, that rescued dogs and bitches are spayed or neutered.
 - 3.8 Provide financial, logistical or other support to any other charity foundation or organisation involved in the rescue and care of Great Danes that are in physical, medical or mental distress. The decision to assist other such organisations is to be taken by the Committee whose decision is final.

In respect of any financial contribution or assistance given to such organisations, a receipt from the organisation's Secretary shall be sufficient discharge to confirm said funds have been transferred.

MEMBERSHIP

4. Membership is open to individuals. No Member will be entitled to vote unless they are over the age of eighteen and after a period of one year prior to the Annual General Meeting.
5. The Committee may only refuse an application for Membership if:
 - 5.1 Acting reasonably and properly, they consider it to be in the best interests of the Charity.
 - 5.2 The applicant is to be informed in writing of the decision to refuse their request, within twenty-one days of the decision.
 - 5.3 The Committee must consider any written response by the applicant. If the decision remains unchanged, the applicant must be notified in writing with the advice that the Committee's decision is final.
6. NGDR shall consist of Single, Joint and Family Members. Two Persons shall constitute a Joint Membership. Family Membership is limited to four votes at any Meeting and Joint Membership is limited to two. It is the responsibility of each Member to notify the Secretary, in writing, of any change of address:
 - 6.1 The Constitution is available upon request. The Members will be expected to abide by its regulations.
7. The Committee will set the annual subscription for the Single, Joint and Family Membership. Subscriptions shall be payable on admission and thereafter on the 1st day of January of each year. Any Member failing to pay their subscription by the last day of January shall receive notice of non-payment by the Secretary. If the subscription remains unpaid on the last day of February, the Committee shall have the discretionary power to remove the Member's name from the Register of Members.

TERMINATION OF MEMBERSHIP

8. Membership is terminated if:
 - 8.1 The Member dies.
 - 8.2 The Member resigns by written notice to the Secretary.
 - 8.3 Any monies from the Member are not paid by the due date.
 - 8.4 The Member is removed from the register by a resolution of the Committee that it is in the best interests of the Charity. A resolution to remove a Member may only be approved if:
 - The Member has been notified twenty-one days in advance of the Committee Meeting at which the proposal to terminate Membership will be decided.
 - The Member or their representative, (who may not be a Member of the Charity), will be allowed to be present and to participate in that Meeting.

FINANCE

9. NGDR will finance its operations through fund raising activities. These will include, receiving Annual subscriptions, donations and procuring to sell appropriate items through a variety of sources.
10. The Committee may, from time to time, approve and promote activities which may further the objectives of NGDR.

GENERAL MEETINGS

11. All General Meetings other than the Annual General Meeting or Special General Meeting shall be called "Committee Meetings", and they will always include the confirmation of previous Minutes and the recording of all business conducted.
12. The recording of the Annual General Meeting will include the following items:
 - 12.1 The confirmation of the Minutes of the previous Annual General Meeting.
 - 12.2 The consideration of the accounts and balance sheets, the Examiner report, and the report of the Committee.
 - 12.3 The election of the Chairperson, Vice Chairperson, Secretary, Treasurer, and Members of the Committee.
 - The Committee Member will hold the office for a period of three years.
 - The appointments may be staggered in order to support the continuity of the Committee.
 - 12.4 The election of an Independent Examiner.
 - 12.5 All motions on the Agenda that have been carried by a majority of those Members present and voting at the Annual General Meeting.
 - 12.6 Any other business transacted.
13. The Annual General Meeting of NGDR shall be held before 30th April in each year:
 - 13.1 Fully paid-up Members will be notified at least 28 days prior to the Annual General Meeting.
 - 13.2 Members may submit in writing, within seven days of receipt of Notice, items for inclusion on the Agenda and nominations for the Officers and Committee for the following year.
 - 13.3 Members will receive a copy of the Agenda by post or email on request, at least fourteen days prior to the Annual General Meeting.
14. A Special General Meeting may be called by the Committee or at the request of at least 10 per cent of the Membership. The Committee will determine the date and venue of this and other meetings.
15. Members will receive notice of a Special General Meeting twenty-eight days prior to the date of the Meeting. There will only be one item on the Agenda unless it is necessary to add further urgent items.
16. At all Meetings, the Chair will be taken by the Chairperson or the Vice Chairperson if the former is absent. In the absence of both, the Members will elect a Chairperson solely for that Meeting.
17. The Chairperson will vote only in the event of a tie.
18. The ruling of the Chairperson on any point will be binding on that Meeting.

INELIGIBILITY

19. No Member shall be entitled to vote at any Annual General Meeting whether on a show of hands or a ballot, or to nominate a candidate for election to the Committee if:
 - 19.1 They have not been fully paid-up Members for a period of one year prior to the Meeting.
 - 19.2 Any debt payable to NGDR, has remained unpaid for more than six months.
 - 19.3 The Member becomes bankrupt, insolvent, or unsound mind.

MANAGEMENT OF THE NGDR

20. The management and control of all the affairs of NGDR shall be vested in the Committee, whose decisions shall be final.

THE COMMITTEE

The Committee fulfils a role normally undertaken by Trustees of a Charity and will act in the interests of the Charity at all times during their appointment. There are no Trustees of this Charity, the Committee Members undertaking the role of Trustee when required.

21. The Committee will consist of a Chairperson, Vice Chairperson, Secretary and Treasurer who will be known as the Officers. There may be a maximum of six additional elected Members to complete the Committee. It is accepted that a Committee Member may reside overseas. In consequence it is accepted that business may be transacted by e-mail, telephone, letter, or other electronic devices.
22. The Committee may exercise such powers and acts that are required for the effective operation of NGDR, excepting those items that require the assent of the full Membership.
23. Only Members may be nominated for election to the Committee. Nominations must be in writing and lodged with the Secretary by the date set in the Annual General Meeting notice. Any nomination must state clearly the full name and address of the Member proposed and must be signed by two Members as nominators. The nominated Member must indicate their willingness to serve.
24. If the number of Members nominated for election at the Annual General Meeting does not exceed the maximum number six, (ref. 21), those Members may be elected by a show of hands.
25. If the number of Members nominated is more than the places available, then the election must be by secret ballot of those present and eligible to vote. In the event of a tie an additional ballot must be held for those obtaining an equal number of votes. The Chairperson will hold a casting vote if necessary.
26. A Committee Member shall vacate office if they:
 - 26.1 Resign.
 - 26.2 Become subject to any disqualifying criteria, (ref. 19.1, 19.2, 19.3).
 - 26.3 Cease to be a Member of NGDR.
 - 26.4 Are absent from the Meetings of the Committee three consecutive times, without good reason. The reason being communicated, in writing, to the Secretary.
27. Committee Members shall be elected for a period three years. They remain eligible for re-election.
28. Any vacancy occurring on the Committee may be filled by a co-opted Member. The Member so appointed will have full voting rights. They will hold office until the next Annual General Meeting when they will need to seek ratification of their appointment.

29. Members elected to the Committee are expected to assume some measure of responsibility for an aspect of the Charity's operation. This includes, Membership, Re-Homing, Product Sales and Media, although it is not necessary to be on the Committee to contribute.

PROCEEDINGS OF THE COMMITTEE

30. The Committee may meet for the despatch of business, adjourn and otherwise regulate their Meetings as they think fit. A majority of votes on each item will indicate approval. All Members have one vote. In the event of a tie, the Chairperson has the casting vote.
31. The Committee will meet at such times and place as is determined by the Chairperson. They will receive notice from the Secretary at least twenty-one days prior to the Meeting together with a copy of the agenda. Any Member of the Committee may also call a Meeting with twenty-one days notice, providing they are supported in writing by the remainder of the Committee. The Secretary will be responsible for issuing the required notice and agenda and the time and place at the discretion of the Chairperson.
32. No business shall be transacted by the Committee other than those items that appear on the Agenda. The exceptions being matters arising from the previous Minutes and anything determined by the Chairperson to be urgent.
33. In exceptional circumstances a Meeting may be called at short notice to consider and pass one motion, unless it is necessary to add further urgent items. All Members of the Committee must be informed and given seven days clear notice of the time, place and motion.
34. No resolution passed by a majority of the Committee Members voting shall be varied or rescinded within three months of the resolution being passed. Unless, at a subsequent Meeting, a majority of two thirds of those present and voting decide otherwise.
35. All acts agreed at a Meeting of the Committee shall be valid providing a decision is made by a clear majority. This is including but notwithstanding, any vote recorded by a Member or any person who is acting as a Member, who is subsequently discovered to have been disqualified or ineligible to participate. Unless there is a clear majority another vote will be made.
36. The quorum necessary for the transaction of any business shall be three in number and must include two Officers. If one of that number should subsequently be found to be disqualified, then the decision previously made becomes void, and another vote will be needed with authentic Members forming a quorum.
37. In the course of Meetings, Committee Members must disclose any interests, which may conflict with the proper consideration of the matter under discussion. The Committee will then decide on the further participation of that Member.
38. All Officers and Committee Members shall be Honorary Members. No person holding a position on the Committee of NGDR shall profit by any financial means, in accordance with the Charity Commission Regulations.
39. The Committee may invite any person or persons, whether Members or not to attend a Meeting to assist the Committee. Such persons will not be entitled to vote, and they will also be expected to maintain the confidentiality of the Committee.
40. An ad hoc sub-committee composed of persons, whether Members or not, may be appointed by the Committee to provide advice. They will have no voting rights.
41. In matters of Finance, the Committee must fully verify and authorise
any arrangements when undertaking actions such as hiring, leasing, borrowing property or funds for the purpose of the Charity.
42. No Committee Member may be involved in any decision making where there may be a conflict of interest between that Member and the objectives of the Charity.

43. A Committee Member may not receive payment, other than reimbursement of reasonable expenses, for any professional services voluntarily rendered to the Charity by that same Member.
44. A non-Committee Member may tender or offer professional services to the Charity. The offer must be subject to full verification, authorisation, and acceptance of the Committee, and subject to the terms of a written agreement between the Charity and that Member.

INDEPENDENT EXAMINER

45. The Committee will appoint as an Independent Examiner, a Member of the Institute of Chartered Accountants, to examine the accounts. This will be done annually, by election, at the Annual General Meeting.

FINANCIAL YEAR and ACCOUNTS

46. The financial year for NGDR will be from 1 January to 31 December.
47. The Treasurer will prepare the accounts of NGDR, showing income and expenditure, for the benefit of all the Members and detailing the current and complete financial situation of the Charity. These must then be approved by a vote of the Membership present at the Annual General Meeting.
48. A copy of the accounts, plus the agenda, will be sent to each Member on request, with the notification of the Annual General Meeting.

BANKING ARRANGEMENTS

49. All subscriptions, fees or other monies received will be paid to the bankers of NGDR. The Treasurer will allow sufficient funds for Petty Cash Expenses, with a limit of £250 at any one time. Internet banking, BACS payments are subject to one signatory in accordance with Barclays Mandate. Withdrawals and transfers from the bank account(s) will only be made with the signature of two of the three Officers, who are signatories within the Barclays Mandate, and ratified by their signature on NGDR headed paperwork. The beneficiary of any payment shall not be a signatory.
50. All monies belonging to NGDR will be paid into a bank approved by the Committee in the name of "National Great Dane Rescue".

CONSTITUTIONAL AMENDMENTS

51. This Constitution, which forms the basis of the Membership of NGDR, may be altered, rescinded, or added to by a majority vote of the Members present and voting at the Annual General Meeting. Any proposed new amendment or change will be presented to the Members with the notice convening the Annual General Meeting.
52. An amendment to a motion may be orally moved at the Annual General Meeting at which the motion itself is being considered without the need for prior notice. Any amendment carried at the Annual General Meeting will be incorporated in the substantive motion to amend the Constitution, if passed by a majority of those present and voting. An oral amendment to a motion must be restricted to such matters as the improvement of language used or the removal of an ambiguity. It may not introduce matters beyond the scope of the motion especially if these matters are the subject of a separate proposal.

DISSOLUTION OF THE CHARITY

53. NGDR may be dissolved and wound up provided that a resolution to that effect has been passed by a majority, not less than three-quarters of the Members present and voting, at an Extraordinary General Meeting of which notice specifying the intention to propose the resolution has been given. This act will remain valid providing that the clear majority remains intact and is not affected by a subsequent disclosure of a disqualified voting Member. In which case another vote will be made.
54. If upon the dissolution of NGDR there remains, after all debts and liabilities have been satisfied, any remaining monetary assets, these shall not be distributed among Members, but shall be given to some other Organisation whose objectives are similar to those of NGDR. Any other assets may be purchased by Members or distributed to other rescue Organisations. Such Organisations to be determined by the Members before the time of dissolution. If the foregoing provision cannot be met, then the proceeds must be given to some other designated Great Dane organisations. Only by making a request in writing, can the Charity Commission approve the transfer of proceeds in another manner.

PRIVACY POLICY

- 55.1 During the course of our activities we collect, store and process personal information about our members, suppliers, staff and others and we recognise the need to treat it in an appropriate and lawful manner.
- 55.2 The information is subject to certain legal safeguards specified in the GDPR (Act) of 25th May 2018, and other regulations.
- 55.3 This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. You will be deemed to consent to the processing of data as outlined in this policy unless inform us otherwise.
- 55.4 For the purpose of the Act, the data controller is the National Great Dane Rescue, contactable at the postal address Rumsey Farmhouse, Black Dog Hill, Calne, Wiltshire SN11 0LX, telephone number 01249 720881 or email address mail@ngdr.co.uk. Our nominated representative for the purpose of the Act is the [Treasurer/Membership Secretary].

56. Information we may collect from you

We may collect and process information that you provide to us:

- 56.1 when you become a member (or are considering becoming one);
- 56.2 at any meeting (including any general meeting);
- 56.3 by submitting a competition entry or returning a questionnaire or survey;
- 56.4 if you make a complaint or report a problem;
- 56.5 in any gift aid form or via Pay Pal or any other payment mechanism;
- 56.6 when visiting our premises or our website www.ngdr.co.uk; or
- 56.7 by telephone, fax or email, or in writing as any other form of correspondence.

57. IP addresses and Cookies

- 57.1 We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to report aggregate information. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.
- 57.2 For the same reason, we may obtain information about your general internet usage by using a cookie file which is stored on your browser or the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service. Some of the cookies we use are essential for the site to operate.
- 57.3 If you continue to use our site, you agree to our use of cookies.

58. Where we store your personal data

- 58.1 The data that we collect from you will not be transferred to, or stored at, a destination outside the European Economic Area.
- 58.2 The information may be held on paper or on a computer or other media.
- 58.3 Unfortunately, the transmission of information via email or the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted in this way; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access. Any data held by us electronically will be maintained off-line.

59. Uses made of the information

- 59.1 We may use information held about you:
- 59.1.1 to maintain and update our membership, volunteer and employee databases;
 - 59.1.2 to contact you with updates, newsletters, meeting invitations, re-homing information, membership renewal requests, payment details and gift-aid forms, changes to the charity or its procedures;
 - 59.1.3 to process financial data including subscriptions and (gift-aid) donations; and
 - 59.1.4 to respond to your queries, complaints, issues, suggestions and other correspondence.
- 59.2 We may also use the data to contact you for fundraising or marketing purposes, unless you have asked us not to do so.

60. Disclosure of your information

- 60.1 We will not disclose your personal information to any other members or third parties without your express consent, except if we are under a duty to disclose or share your personal data in order to comply with any legal obligation or to protect the rights, property, or safety of the charity, our customers, or others. This includes exchanging information with other organisations for the purposes of fraud protection.
- 60.2 Our website may, from time to time, contain links to and from other websites. If you follow a link to any of these websites, please note that we do not accept any responsibility or liability for these websites or any privacy policy or issues in relation to them.

APPENDIX

THE DUTIES AND TASKS OF THE OFFICERS AND COMMITTEE MEMBERS.

a) **It is accepted that the Officers may take responsibility for more than one task, should the situation demand it, and with the agreement of the Committee. Similarly, a Member helper may assume a non-Officer task under the supervision of a Committee Member.**

b) **Chairperson**

It is the duty of the Chairperson to oversee the “smooth” running of the Charity by ensuring that:

- The welfare of Great Danes who are taken into care by NGDR is effectively supported by the operations of the Charity.
- All Meetings are properly prepared for and chaired.
- The decisions arrived at in Meetings are fully and effectively implemented.
- The business of the Charity is conducted within the limits described by the Constitution.
- All tasks taken on by Committee Members and helpers are fulfilled.
- An Annual Report of the Charity is prepared and disseminated to all Members.
- An Annual Return is prepared and transmitted to the Charity Commission.

c) **Vice Chairperson**

It is the duty of the Vice Chairperson to:

- Support the activities and duties of the Chairperson.
- To stand in during the absence of the Chairperson.
- To assume the oversight and management of any task required by the running of the Charity.

d) **Secretary**

The Secretary shall report directly to the Committee:

- On all corporate matters relating to NGDR.
- Make arrangements for all Meetings.
- Circulate any reports or supporting papers to all Members.
- Take the Minutes of Meetings and be in charge of the Minute book.
- Maintain and keep safe all corporate records.
- Write and send out formal letters as instructed by the Chairperson.

e) **Treasurer**

The duty of the Treasurer is to ensure the provision of financial information and record keeping needed to support the operation of NGDR, by:

- Seeing that the financial position of the Charity is regularly and accurately reported.
- Presenting financial information needed to plan, develop, budget and manage the operation of the Charity.
- Reporting to the Committee any significant deviation affecting the budget plans.
- Preparing and presenting the Charity accounts annually to the Members.
- Submitting the Annual Accounts to the designated Examiner.
- Making recommendations on the financial aspects on proposals for any new activities.
- Ensuring that all records used are based on sound and recognised accounting principles.
- Consulting with the Secretary when providing the Committee with information reasonably required for its proper functioning.
- Safely keeping all records for a period of not less than seven years.

f) Membership Secretary

It is the task of the Membership Secretary to:

- Collect, record and maintain up-to-date details of Members and to protect and dispose of these details within the constraints of the GDPR (Act) of 25th May 2018, which may be accessed on its own Website. Any details will be available solely to the Committee and ONLY the Committee. No details will be released UNLESS with written permission of the Member by letter or e-mail.
- Report to the Committee.
- Communicate subscription information.
- Follow the procedures for Membership and payment of dues that are described in this Constitution.
- Account for all monies expended.

g) Re- Homing Coordinator

It is the task of the Re-Homing Coordinator to:

- Make the arrangements that are described in the Section on Furtherance Powers, subparagraphs 3.1 to 3.6.
- Request a donation from every recipient of a rescued Great Dane that is appropriate to each situation.
- Account for all monies expended.

h) Product Sales Secretary

It is the task of the Product Sales Secretary to:

- Investigate and select a range of products for sale for the benefit of NGDR.
- Work with the Committee to identify and purchase selected products.
- Maintain an inventory.
- Make arrangements for the sale of those products.
- Record all transactions.
- Account for all monies expended.

i) Media Secretary

It is the task of the Media Secretary to:

- Produce a Members News Update at regular intervals throughout the year.
- Produce an Annual Magazine for the Members.
- Oversee the development of a professionally constructed Website.
- Guide all requests for information from the professional media and other services, to the designated NGDR representative.
- Account for all monies expended.

j) Fundraising Secretary

It is the task of the Fundraising Secretary to:

- Identify, organise, and advertise all fundraising activities.
- To solicit funds from other Charities and Beneficent Organisations. To seek funding from Government sources. To promote the raising of funds from Independent Donors.
- Maintain appropriate financial records.
- Account for all monies received.