

**CONSTITUTION  
OF  
SOCIETY OF THE GOLDEN KEYS OF THAILAND  
(LES CLEF D'OR THAILAND)**

**1. NAME**

1.1 The Society shall be called Society of the Golden Keys of Thailand (Les Clefs d'Or Thailand), and is hereinafter referred to as the "Society"

**2. PLACE OF BUSINESS**

2.1 Its place of business shall be at 249/17 Ladprao 122, Wangtonglang, Wangtonglang, Bangkok 10310 Thailand such other place as from time to time decided upon by the Committee.

2.2 The place of business shall be used for its activities without the prior written approval of the relevant authorities.

**3. AFFILIATION**

3.1 The Society shall be affiliated to the Union Internationale des Concierge d'Hotels "Les Clefs d'Or", hereinafter referred to as U.I.C.H. whose headquarters are at 12 Rue Cambon, 75001 Paris, France.

**4. OBJECTS**

4.1 To promote goodwill and friendship between concierges of hotels in Thailand and also between such concierges and members of U.I.C.H. throughout the world.

4.2 To select and enroll members of the Society.

4.3 To study ways and means for enlarging the scope of courses and schemes of apprenticeship for younger members of the concierge's profession.

4.4 To foster the development of the hotel industry and tourism generally and to maintain the best possible service for hotel guests.

4.5 To meet at least once a month to exchanges views and discuss matters in the development of the concierge's profession and the hotel and tourism industries.

4.6 To prepare and publish, or superintend the publication of journals, books, pamphlets and papers and to utilize any other means of communication.

- 4.7 To participate with certain institute promoting studies of Thai tourism such as THA, TAT, Thai Airways etc.

**5. PROPENSITIES**

- 5.1 The Society shall have no social, racial, political, trade union, religion or commercial propensity.

**6. MEMBERSHIP**

**6.1 CATEGORY**

There shall be four categories of members:

- 6.1.1 Full Members
- 6.1.2 Adherent Members
- 6.1.3 Honorary Members
- 6.1.4 Associate Members

**6.2 ELIGIBILITY**

**6.2.1 FULL MEMBERSHIP**

Any Chef Concierge or Assistant Concierge, over twenty-one years of age and of good moral character in Thailand who has a minimum of five years service in the hotel industry, of which not less than three years shall have been served as either Chef or Assistant Concierge, shall be eligible for election as a full Member.

**6.2.2 ADHERENT MEMBERSHIP**

Any Chef or Assistant Concierge, over twenty-one years of age and of good moral character in Thailand who has a minimum of five years service in the hotel industry, of which not less than one years shall have been served as either Chef or Assistant Concierge, shall be eligible for election as an Adherent Member.

**6.2.3 HONORARY MEMBERSHIP**

The Executive Committee may with the approval of the Society in General Meeting, elect any person who is considered to have rendered some special service to the Society for election as an Honorary Member.

**6.2.4 ASSOCIATE MEMBERSHIP**

Any firm or company in Thailand that has minimum of three years successful trading in their business or field, related to the

hotel and tourist industries may apply for membership provided the firm, or company must be recommended by two Full Members of the Society and vote by committee.

### **6.3 MEMBERS**

- 6.3.1 Any individual Member or any Section answering to article 2 of these statutes and grouping Concierges of Grand Hotels may be a Member of the Union Internationale des Concierge d'Hotels "Les Clefs d'Or". The applicant must have a minimum of 5 years in the hall, two in the position of Concierge, and he must be sponsored by two Members of "Les Clefs d'Or", in order to maintain the prestige of the Section and of the Union Internationale des Concierges d'Hotels "Les Clefs d'Or", Any Section desirous of fixing a longer service time may do so.
- 6.3.2 The definition of a Concierge, Hall Porter or Portier in all Member Section is as follow:
  - 6.3.2.1 He or she has a desk in the lobby of the hotel, either separate from or shared with Reception.
  - 6.3.2.2 He or she wears a uniform with golden keys on each lapel.
  - 6.3.2.3 He or she manage assistants at the desk and may also manage all other uniform staff such as pages, door attendants, luggage porters and chauffeurs, etc.
  - 6.3.2.4 He or she reports to the Room Division Manager, Resident Manager or General Manager.
- 6.3.3 The Concierge may also handle other front office responsibility.
- 6.3.4 It is left to the discretion of each individual Section to retain as active Members the "Clefs D'Or" reaching retirement age and retiring from their employment in the hotel trade.
- 6.3.5 Benefactor honorary member: each section may elect as an "Honorary Member" such personas it considers to have the necessary qualifications.
- 6.3.6 Only the active Members shall have voting rights and may belong to a Committee.

### **6.4 RIGHTS AND PRIVILEGES OF MEMBERSHIP**

- 6.4.1 Only Full Members shall have the right to vote and to hold office.
- 6.4.2 Only Full Members shall have the right to wear the Golden Keys insignia on his/her uniform.
- 6.4.3 Adherent members shall only wear the Society's dress pin on the left lapel of their hotel uniform.

6.4.4 Associate members shall have the right to use the Society insignia upon approval by the Executive Committee.

6.4.5 All insignia, dress pin or symbol of the Society must have the prior written approval of the Registrar of Societies.

## **6.5 METHOD OF ADMISSION**

### **6.5.1 APPLICATION**

- a. Application for membership must be made on prescribed forms obtainable from the Honorary Secretary. Except for Honorary Membership, all applications must be endorsed by two Full Members(a proposer and seconder). It shall be presented to the Executive Committee for approval.
- b. All applications shall be subjected to an interview by two members of the Executive Committee appointed by the President. A report shall then be presented to the Executive Committee who will decide and vote accordingly. This clause is not applicable to Honorary Membership.
- c. A person whose application has been rejected shall not be eligible for a further application until the expiry of one year from date his/her application was rejected.

### **6.5.2 ELECTION OF MEMBERS**

The election of members shall be by the Executive Committee whose decision shall be final. The Committee is not obliged to assign any reason whatsoever for the rejection of any application.

### **6.5.3 ACCEPTANCE OF MEMBERSHIP**

- a. Immediately upon election of a member, notice thereof shall be given to him/her in writing of such election and request to remit to the Society within two weeks from date of such request the amount of his/her entrance fee and first subscription, he shall thereby become a member of the Society and be entitled to all the benefits and privileges of membership and be bound by the rules and By-Laws of the Society. He/She shall be given a copy of the rules and By-Laws of the Society, and he/her shall be deemed to have full knowledge of the provisions thereof.

- b. If such entrance fee and subscription be not paid within two weeks from the date of such request as aforesaid, the election of the candidate shall become void.

## **6.6 RESIGNATION AND REMOVAL OF MEMBERS**

- 6.6.1 Any member of the Society wishing to resign his/her membership must so advise the Secretary of the Society in writing, but shall continue to be liable for any subscription or other debt due and unpaid at the date of his resignation. Upon confirmation of resignation, the member shall surrender his membership card, properties of the Society and remove the Golden Keys insignia or the Society's dress pin from his/her uniform immediately. Associate members shall upon resignation remove all insignia of the Society from its stationery and shall also remove the words "Les Clefs d'Or" accordingly.
- 6.6.2 Any member of the Society who, in the opinion of the Executive Committee, is deemed to have been guilty of conduct prejudicial to the interests of the Society may be removed provided that the resolution approving his/her removal shall require the support of not less than two-thirds of those members present and voting.
- 6.6.3 Any members who are more that three (3) months in arrear with the payment of his/her annual or monthly subscription shall be deemed to have his/her membership ceased immediately, after three notices of demand had been sent to him.
- 6.6.4 Any member of the Society whose membership is relinquished due to disciplinary removal, resignation or any other similar cause shall immediately relinquish his/her right to wear the Golden Keys insignia, the Society's dress pin on his/her hotel uniform and in the case of Associate Member the rights to display the terms "Clefs d'Or" or "Golden Keys" which are the attributes of the Society, and which shall not be used without its consent in any form.
- 6.6.5 Any member of the Society who leaves the profession of Concierge shall cease to be member six (6) months from the date of his last day of service, except for disciplinary removal where membership shall cease immediately.
- 6.6.6 Members who resigned or who are expelled from the Society shall not have any claim to the subscriptions.
- 6.6.7 Member who fails to attend four (4) general members' meeting in one (1) calendar year will be expelled. Exclusions will apply

to members whose hotel has more than one (1) member; a minimum of one (1) member must be present at each meeting.

## **6.7 REINSTATEMENT OF MEMBERSHIP**

6.7.1 Members who are expelled may apply for reinstatement of membership after a period of not less than twelve months from the date of expulsion. The Executive Committee who will decide on a simple majority vote may consider his/her application.

6.7.2 Associate Members who were expelled from the Society shall not be considered for reinstatement.

## **7. FEE AND SUBSCRIPTION**

7.1 The entrance/annual fee and monthly subscription may be determined by the Executive Committee from time to time but the rate of subscription must be ratified at a General Meeting before it can come into effect.

7.2 Any member elected into the Society on or after first July in any year shall only be liable in respect of that year for one-half of whatever subscription may be prevailing at the date of his/her election.

7.3 Annual subscription shall be due on first January in each year.

7.4 The entrance/annual fee and monthly subscription shall be paid to parent Chapter in Singapore as follows:

Full Member	S\$110.00
Adherent Member	S\$110.00

- Pending independent chapter in year 2005, proposed entrance/annual fee and monthly subscription shall be as follows:

Full Member	3,000 Baht
Adherent Member	2,500 Baht

## **7.5 FAILURE TO PAY SUBSCRIPTION AND/OR OTHER DUES**

7.5.1 Annual subscriptions are payable in advance within three weeks of the first of the year.

7.5.2 Monthly subscriptions are payable in advance within fourteen days of the first of the month.

7.5.3 If a member falls into arrears with his subscriptions or other dues he/she shall be informed immediately by the Treasurer. If he/she fails to settle his arrears within two weeks of their

becoming due, the President may order that his/her name be circulated among all members and that he/she be denied the privileges of membership until he settles his account. If he falls into arrears for more than three (3) months dues he will automatically cease to be a member and the Committee may take legal action against him, provided that they are satisfied that he has received due notice of his debts.

## **8. SUPREME AUTHORITY**

8.1 The Supreme Authority of the Society shall rest with the General Meeting of members presided by the President.

## **9. EXECUTIVE COMMITTEE**

### **9.1 MANAGEMENT**

The management of the Society shall be vested in the Executive Committee the members of which shall be elected at each alternate Annual General Meeting.

### **9.2 COMPOSITION OF THE COMMITTEE**

The Executive Committee shall comprise the following:

(One) President  
(One) Vice-President  
(One) Honorary Secretary  
(One) Honorary Assistant Secretary  
(One) Honorary Treasurer  
(One) Honorary Assistant Treasurer  
(One) Public Relations Officer  
(One) Assistant Public Relations Officer  
(Four) - (4) Ordinary Committee Members  
Founder President  
Immediate Past President

### **9.3 METHOD OF ELECTION**

#### **9.3.1 NOMINATION AND ELECTION**

Except for the Advisor, the election of all office bearers shall be by nomination and election by voting members. Each nominee must have a proposer and a seconder and vote of members at an alternate Annual General Meeting.

#### **9.3.2 VOTING**

- a. Voting shall be a show of hands/secret ballots or such methods as the majority of the voting members thereat decide.
- b. Unless otherwise specified in these rules, all matters put on the vote at any meeting shall be decided by a simple majority vote of the members.
- c. In the event of an equality of votes, the Chairman shall have a casting vote in addition to his own vote.
- d. In any election of office bearers voting shall be done by secret ballot.
- e. Scrutineer (s) shall be appointed to oversee the balloting.
- f. Members eligible to vote must have paid up their subscription up to the date of the voting or they shall not be allowed to vote.

### **9.3.2 RE-ELECTION**

All officers may be re-elected to the same or related posts for consecutive terms except the Honorary Treasurer and the Honorary Auditors.

## **9.4 DUTIES OF THE EXECUTIVE COMMITTEE**

- a. The duties of the Executive Committee are as follows:
  - i. To organize and supervise the daily activities of the Society.
  - ii. To make decisions on matter affecting its running when the general meeting is not sitting.
- b. It may not act contrary to the expressed wishes of the general meeting without prior reference to it and always remains subordinate the general meeting.

## **9.5 POWERS OF THE EXECUTIVE COMMITTEE**

### **9.61. EXPENDITURE**

The Committee shall be empowered to spend 10,000 Baht for any single item from the Society's fund for the Society's purposes.

### **9.6.2 SUB-COMMITTEE**

The Committee may appoint a sub-committee or sub-committee to be constituted as the Committee thinks fit and may delegate to each sub-committee or sub-committee such part of its duties or powers as the Committee deems fit.

### **9.6.3 CO-OPTION**

The Committee shall have the power to co-opt any ordinary member to fill any vacancy in the Committee.

## **10. DUTIES OF OFFICE BEARERS**

### **10.1.1 THE PRESIDENT**

- a. He shall act as Chairman at all General and Committee Meeting.
- b. He shall also represent the Society in its dealings with outside person.
- c. The Founder President and Immediate Past President shall hold life term in office.

### **10.1 THE VICE-PRESIDENT**

He shall assist the President in his duties and deputies for him in his absence.

### **10.2 THE HONORARY SECRETARY**

- a. He shall keep all records except financial records of the Society's and shall be responsible for their correctness.
- b. He shall keep all minutes of General and Committee Meeting.
- c. He shall maintain an up-to-date register of members at all times.

### **10.3.1 ASSISTANT HONORARY SECRETARY**

He shall assist the Honorary Secretary in his duties and deputize for him in his absence.

### **10.3 THE HONORARY TREASURER**

- a. He shall keep all funds and collect and disburse all monies on behalf of the Society.
- b. He shall keep an account of all monetary transactions and shall be responsible for all their correctness.
- c. He is authorized to spend up to 5,000 Baht for petty expenses on behalf of the Society.

- d. He will not keep more than 1,000 baht in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee.
- e. He shall sign cheques for withdrawal together with the President, Vice-President of the Secretary.

#### **10.4.1 AN HONORARY TREASURER**

He shall assist the Honorary Treasurer in his duties and deputize from him in his absence.

#### **10.4.2 PUBLIC RELATIONS OFFICER**

To establish, maintain and to facilities a good working relationship with all media as well as obtain publicity exposure.

To assistant in attending to inquiries/requests pertaining to Society's matters and implementing effective advertising strategies.

#### **10.5 THE ORDINARY COMMITTEE MEMBERS**

They will attend and participate in all general committee meetings and assist in carrying out the decisions made at these meeting.

- 10.6** Any member of the Committee absenting himself from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee, and a successor may be co-opted by the Committee to serve until the next Annual General Meeting. Any changes in the Committee shall be notified to the Registrar of Societies within two weeks of the change.

### **11. MEETINGS**

#### **11.1 ANNUAL GENERAL MEETING (AGM)**

- a. The AGM shall be held in April of the year.
- b. The functions of the Annual General Meeting are:
  - i. To consider and confirm the Minutes of the last Annual General Meeting and of any other intervening General Meeting;
  - ii. To consider the Auditor's Report, the Report of the Committees and any other reports;
  - iii. To consider financial statements of the previous financial year;
  - iv. To consider and adopt any amendments to the rules;

- v. To elect members of the Executive Committee at every alternate year;
- vi. To elect Honorary auditor(s) or appoint Public auditor(s);
- vii. To transact any other business of which due notice has been given by the Honorary Secretary to members.

## **11.2 EXTRAORDINARY GENERAL MEETING (EGM)**

An EGM may be called at any time by the Committee or on the written request of at least 50% of voting members ten days before such meeting shall be convened, and stating the objects of the meeting.

## **11.3 NOTICE OF MEETING**

- a. At least two weeks' notice will be given to an AGM and at least ten days of an Extraordinary General Meeting and particulars of its agenda will be sent to all members four days in advance of the meeting.
- b. The following shall be sent with each notice of an Annual General Meeting:
  - i. A copy of Minutes of the last Annual General Meeting and of any other intervening General Meeting;
  - ii. A copy of the audited Financial Statements of the previous financial year with a copy of the Auditor(s) report;
  - iii. A copy of the Committee's Report of the past year's activities and happenings;
  - iv. A copy of the documents concerning any other business, which is intended to be transacted at the meeting.

## **11.4 MINUTES OF GENERAL MEETING**

The Minutes of General Meeting shall be entered in the Minutes Book and reproduced for members.

## **11.5 QUORUM**

- a. The quorum shall be at least one quarter of the total voting membership present at the AGM or an EGM.
- b. In the event of there being no quorum, the EGM shall be cancelled but the AGM shall be postponed for half-an-hour. If a quorum is still not present then those present shall constitute a quorum but they shall have no authority to amend, add or delete any of the existing rules unless the resolution(s) is/are passed by at least two-thirds of those present and voting thereon.

- c. The quorum of a Committee Meeting shall be at least half of the members of the Committee.

## **11.6 PLACING ITEMS OF THE AGENDA**

Any member who wishes to place an item on the agenda of a meeting may do so provided he gives notice to the Committee one week before the meeting is due to be held.

## **12. AUDIT**

Two voting members not members of the Committee will be elected as Honorary Auditors at each alternate AGM and will hold office for years only and shall not be re-elected for consecutive terms. Alternatively, a qualified public accountant may be appointed. 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 Society's accounts for any period within their tenure of office at any date and make a report to the Committee.

## **13. FINANCIAL YEAR**

The Financial Year of the Society shall be from 1<sup>st</sup> January to 31<sup>st</sup> December.

## **14. MEMBERSHIP REGISTER**

The Society shall maintain an up-to-date Register of Members that shall be made available to any member upon his request.

## **15. BOOK OF ACCOUNTS**

All or any of the books, statements, etc. of the Society shall be made available to any member upon his written request to be submitted to the Executive Committee at least 48 hours before such inspection.

## **16. CORRESPONDENCE**

All communications issued by the Society shall be signed in the name of the President by the Secretary or by two members of the Executive Committee. In the case of correspondence relating to the financial affairs of the Society, this shall be signed by the Treasurer. All communications by the members to the Society shall be addressed to the Secretary at the place of business of the Society.

## **17. PROHIBITIONS**

- a. The funds of the Society shall not be used to pay the fines of members who have been convicted in court.

- b. The Society shall not engage in any Trade Union activities as defined in any written law relating to trade unions for the time being in force in Thailand.
- c. The Society shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendation to, any arrangement with its members which has the purpose or is likely to have the effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or services to be supplied by them.
- d. The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office-bearers, committee or members.
- e. The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purpose.
- f. The Society shall not raise funds from the public for whatever purposes without the prior approval in writing the Registrar of Societies and other relevant authorities.
- g. Gambling of any kind, is forbidden on the Society's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.

**18. AMENDMENTS**

No alterations or additions/deletions to these rules shall be made except at every Annual General Meeting.

**19. INTERPRETATION**

In the event of any question or matter arising out of any point, which is not expressly provided for in the rules, the Committee shall have power to use their own discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of Members.

**20. DISSOLUTION**

- a. The Society shall not dissolve, except with the consent of not less than 3/5 of the voting members of the Society for the time being resident in Thailand expressed, either in person or by proxy at a General Meeting convened for the purpose.
- b. In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged, and the remaining funds shall be distributed to members on pro-rata basis based on the number of months of membership or be donated to an approved charity.