



# SOUTHERN DISTRICTS DRESSAGE CLUB CONSTITUTION

(Ratified 9th January 2011)

### **1. NAME**

The name of the Club shall be: 'The Southern Districts Dressage Club Inc'.

### **2. OBJECTS**

The object of the club shall be:

- a) To support the Equestrian Federation of Australia in all matters pertaining to dressage.
- b) To encourage, support and promote interest in dressage.
- c) To provide guidance for members entering dressage competitions.
- d) To cooperate with Agricultural Show, Gymkhana and other committees and organisers in the conducting of dressage competitions.
- e) To disseminate information concerning all facets of dressage.
- f) To do all such other lawful things as are incidental to or conducive to the attainment of the above objects or any of them.

### **3. MEMBERSHIP**

- a) Any person desirous of becoming a member of the Club must apply in writing on the official application form provided by the Club and all particulars required therein must be properly completed. Each application shall be dealt with at the first Committee meeting after the application has been received by the Secretary. The Committee may at its discretion grant or refuse the application for membership. In the latter case, without giving any reason for its refusal.
  - b) The Club shall consist of the following members:
    - i) Adult Members – entitles a member to Club newsletter and to ride in any club organised event or school operating on a first in first pay basis.
    - ii) Junior Members – entitlement as per Adult Membership. Junior members shall be persons up to and including 17 years of age who can ride independently (to be defined by the Club from time to time). At all times a Junior member must be supervised by a designated responsible adult (except for Foundations of Riding which is exclusively for Adult members). Junior members may ride in all club schools (except for Foundations of Riding) on a first pay first in basis. Junior members are entitled to newsletters.
    - iii) Family Membership – entitles two adults and dependent children 17 years and under as per Adult and Junior Membership.
    - iv) Honorary Members
    - v) Non-riding Members – caters for non-riding parents of juniors, volunteers and club supporters who do not participate in ridden events. Non-riding members are entitled to newsletters and insurance at SDDC events (non-ridden activities only).
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c) **Expulsion of Members**

The Committee shall have power by resolution to suspend, dismiss or expel any Committee member or member or other person deemed to have contravened this Constitution or By-Laws and after due enquiry, submit a full report on the matter to the Club but such suspension, dismissal or expulsion shall be subject to an appeal. Any member of the Club who may be aggrieved by any decision or action of the Committee may, within one (1) calendar month from the date thereof, appeal against such decision or action to a General Meeting of the Club. The decision of the Committee shall not be interfered with unless a vote of 75% of the members present at such a meeting so decide.

Any member who shall be expelled from the Club or who shall for any other reason cease to be a member of the Club shall have no claim or interest to or in the property or funds of the Club.

**4. MEMBERS' SUBSCRIPTIONS**

Members' renewal subscriptions shall be payable on or before 1<sup>st</sup> January each year. New members may join the club (subject to 3a and 3b) at any time on payment of membership. The amount and method of payment shall be determined annually by a resolution of members.

**5. ARREARS OF SUBSCRIPTIONS**

Any person whose subscription is in arrears of one (1) month shall not be eligible to hold office or exercise any member's privileges and such persons named shall be deleted from the Register of Members, when his or her subscription becomes twelve (12) months in arrears.

**6. RESIGNATION OF MEMBERS**

Any person desiring to resign his or her membership should do so in writing to the Secretary and the resignation will take effect from the next Committee Meeting at which it is tabled.

**7. NOMINATION FOR OFFICE BEARERS**

- a) Nominations for the Office Bearers shall be received verbally at the Annual General Meeting at which such an election is to take place.
- b) Only those members who are present at the said Annual General Meeting are eligible for election unless prior notice is given in writing to the Committee affirming willingness to accept office if elected.

**8. OFFICE BEARERS**

The Committee of the Association shall comprise:

- a) The President
- b) The Vice President
- c) The Treasurer
- d) The Secretary
- e) A minimum of three (3) ordinary committee members

The majority of the Committee shall be at least eighteen (18) years of age. If the Annual General Meeting of members deem fit, the positions of Secretary and Treasurer may be combined.

#### **9. ELECTION OF OFFICE BEARERS**

The President, Vice President, Secretary, Treasurer and Committee shall retire annually but shall be eligible for re-election.

- a) Should there be more nominations than there are vacancies, a secret ballot shall be taken to decide who shall take office.
- b) Should there be an equal number of nominations and vacancies, the Chairman shall declare all nominees duly elected.
- c) Should there be a lesser number of nominations than there are vacancies, the Committee shall have the power to fill such vacancies at its next meeting.
- d) The Committee shall have the power to co-opt any person for a specialist role or position when required.

#### **10. MANAGEMENT**

The Committee shall have the control and management of the income and expenditure of the funds of the Club and also the entire management and superintendence of the entire Club's other affairs and concerns and also the appointment and management of its officers and servants.

The financial year of the Club to be from 1<sup>st</sup> January to 31<sup>st</sup> December each year.

#### **11. ANNUAL GENERAL MEETING**

An Annual General Meeting shall be held in January each year. Fourteen (14) days' notice of such a meeting shall be given to each member in writing. A member entitled to attend and vote at a meeting may appoint a person whether a member or not, as his/her proxy to attend and vote on the member's behalf.

#### **12. QUORUM**

At Annual General Meetings of members, ten (10) members present in person or by proxy shall form a quorum and at General Meetings, four (4) shall form a quorum. If within half an hour from the time the appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same day in the next week at the same time and place, or to such other day at such other time and place as the Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present (being not less than two (2)) shall be a quorum.

#### **13. NOTICE OF MEETINGS**

In the case of an Annual General, General or Special Meeting, fourteen (14) days' notice shall be given to the members of the intention to hold such a Meeting and in the case of Committee Meetings, seven (7) days' notice shall be given to each Committee Member of the intention to hold such meeting.

#### **14. SPECIAL VACANCY**

In the event of any vacancy occurring in any of the Offices through any cause whatsoever, between the Annual General Meetings, such vacancy shall be filled by the Committee as soon as convenient after the vacancy occurs and the person so appointed to such vacancy shall only hold office for the remainder of the term for which his predecessor was elected.

#### **15. RULES, REGULATIONS AND BY-LAWS**

- 1) The members in General Meeting shall make rules, regulations and by-laws for the management of the Club's affairs.
- 2) Except as provided by Clause 12 (twelve), any question whatsoever arising for which specific ruling is herein provided, shall be decided by the Committee whose decision shall be final and binding without recourse.

#### **16. AUDITORS AND HONORARY LEGAL ADVISER**

- i) At each General Meeting of the Association, the members may appoint an Honorary Legal Advisor and shall appoint an Auditor.
- ii) The Auditor shall hold office until the Annual General Meeting following that at which he/she is appointed.
- iii) Once at least in each financial year of the Association, the accounts of the Association shall be examined by the Auditor.
- iv) The Auditor shall certify as to the correctness of the accounts of the Association and shall report thereon to the members present at the Annual General Meeting.

#### **17. ALTERATIONS TO THE RULES**

No new rule, alteration, addition or amendment to these rules shall be made unless and until carried by a majority, being 75% of voting members present, of votes recorded at a General or Special Meeting of the Members of the Club nor unless a copy of the proposed addition, alteration or amendment shall be made available by electronic or hard copy to every member residing in the State at least ten (10) days prior to the date of the Meeting.

#### **18. GENERAL**

All cheques drawn by the Club shall be signed by any two (2) of the Committee, one of whom should be an Office Bearer.

#### **19. COMMON SEAL**

The Common Seal of the Club shall be fixed to such deeds, instruments and documents as need to be under Seal by order of the Committee and in the presence of two (2) members of the Committee. The Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing thereof shall be attested by the signatures either of two (2) members of the Committee or such other persons as the Committee may appoint from time to time.

A record of all documents to which the Common Seal of the Club has been affixed should be kept by the Secretary.

## **20. INCOME AND/OR PROPERTY**

Members of the Club have no proprietary interest in any income, with the exception of accredited coaching fees or property of the Club and any such income or property will be applied solely towards the promotion of the objects of the Club. Notwithstanding the Club's purpose is to support its members. Where Committee makes decision on the expenditure of funds that support members directly, Committee members who may benefit are to abstain from any discussion and voting.

## **21. DISSOLUTION**

The Association may at any time, with the consent of a majority of 75% of the members present at a General Meeting call for the purpose, be dissolved.

If upon the winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred to another association incorporated under the Act which has similar objectives and which is not carried out for the purposes of profit or gain to its individual members, and which association shall be determined by resolution of the members.

## **22. INDEMNITY**

- a) Every member and servant of the Committee shall be indemnified by the Association against all costs, losses and expenses which any such person shall incur or become liable to by reason of any act or thing done by him or her as such member or servant, or in any way in the discharge of his duties to the Association including travelling expenses and in defending any proceedings whether civil or criminal in which judgement is given in his or her favour or in which he or she is acquitted and the amount for which such indemnity is provided and the assets of the Association and have priority as between the members over all other claims.
- b) No member or servant of the Committee shall be liable for the acts, receipts, neglects, defaults of any other member or servant of the Committee or for joining in any receipt or other act for conformity or for any loss or expense happening to the Association through the deficiency of any security in or upon which any of the monies of the Association shall be invested or for any loss or damage arising from bankruptcy, insolvency or unlawful act of any person with whom any monies, securities or assets shall be deposited or from any loss occasioned by any errors or judgment or oversight on his or her part or for any other loss, damage or misfortunes whatever which shall happen in the execution of his or her duties or in relation thereto unless the same happened through his or her own dishonesty wilful neglect default breach of duty of trust.

23. **SHOULD** very urgent business arise, the President, Vice President or Secretary with two other members of Committee shall have the power to take action but they shall submit a report of the same to the next meeting of the Committee.

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## RULES AND REGULATIONS

- **Hard Hats**

Australian standards or the equivalent approved helmets must be worn as per current EA ruling.

- **Correct Dress**

Shirt and tie or club shirt, jodhpurs or breeches and smooth soled with small heeled boots. Gloves, spurs and whips optional.

- **Turnout of Horses**

Horses must be clean, hooves trimmed or shod properly.

- **Gear**

- Dressage saddles and bridle preferred though saddle should be appropriate to the level of horse and rider combination's training, bits to conform to EA.
- We intend to follow the rules of dressage in competition but other equipment can be used if needed for training purposes.
- Instructors have the power to request the rider dismount and withdraw from the class any lame or unfit horse, and unsafe gear and/or any horse/rider combination deemed unsafe.
- Stallions or rigs will be permitted unless deemed by the instructors to be unsuitable or causing a nuisance.
- The minimum age limit of a horse being ridden in a class is three years.
- Floats and cars to be parked in designated areas. Horses not to be tied to unattached floats and must not be ridden outside the stipulated working area.
- Dogs are not allowed on the grounds except on a leash. Any dog causing a disturbance shall be removed upon request.
- Only participating horses may be permitted on the designated area on instructional and competition days (or by arrangements)
- Courtesy and consideration will be shown to instructors and other Club members at all times.