

NORTHERN ADULT RIDING CLUB CONSTITUTION

24 June 2012

1. The name of the Club hereby constituted shall be the Northern Adult Riding Club Inc; herein after referred to as the Club.
2. The Club may affiliate with such associations as it may determine from time to time.
3. The offices of the Club shall be situated at the current Secretary's residence.
4. The objects of the Club shall be:
 - a) To provide the opportunity for adults to improve their equestrian skills
 - b) To organise for members instruction days, trail rides and such other functions as may be decided upon

MEMBERSHIP

5. Membership shall be open to persons 18 years and over who are not a financial member of a pony club and classified as follows:
 - a) Riding Member – Being those members other than social members
 - b) Social Member – Being non-riding members
 - c) Event Member – Membership pertaining to a particular event. This membership may only be used twice in any financial year.
6. Every application for membership shall be made in writing, signed by the applicant on the appropriate form and lodged with the Secretary and shall be accompanied by payment of the current subscription fee. At the next meeting of the Committee after receipt of any application for membership, the Committee shall accept or reject the applicant as a member of the Club or shall adjourn it's consideration and in no case shall the Committee be obliged to give any reasons for rejection of any application or adjourning it's consideration of any applicant.
7. The annual membership fee shall be decided by the Committee and ratified at the Annual General Meeting.
8. The Membership year of the club shall run from 1 September to 31 August.
9. Life Membership may be awarded at the discretion of the Committee to any riding or social member. Life members shall not be required to pay annual membership fees but shall enjoy all privileges of a full riding/social member.
10. A register of members shall be kept in which shall be entered the full name, address and date of entry of each member. The register shall be available for inspection by members at the address of the Secretary.
11. If the annual subscription of any member shall remain unpaid for a period of two calendar months after it has become due, then the member may be debarred by a resolution of the Committee from all privileges of membership, but the Committee may if it deems fit reinstate the member and restore his privileges upon payment of all arrears.

12. A member may at any time, by giving notice in writing to the Secretary, resign his membership but shall continue to be liable for any annual subscription and all arrears due and unpaid at the date of his resignation and for all other monies due to him to the Club. Such unpaid monies must be paid in full before any application to rejoin may be considered.
13. If any member shall wilfully refuse or neglect to comply with the provisions of this Constitution or is guilty of any conduct which in the opinion of the Committee is unbecoming of a member or prejudicial to the interests of the Club, the Committee shall have the power to suspend or take action against the member as they deem necessary.

COMMITTEE

14. The Committee of the Club shall consist of a minimum of five and a maximum of fourteen members including;
 - a) The executive shall consist of the President, Vice-President, Treasurer, and Secretary
 - b) A maximum of ten general members
15. Each member of the Committee shall hold office until the Annual General Meeting next after the date of his election but is eligible for re-election.
16. No person shall be elected to the Committee unless he has been a financial member of the Club for at least a full six months at the time of his nomination and he must have been present at a minimum of six active Club days.
17. Any two financial members shall be at liberty to nominate a member for election to the Committee. All nominations must be in writing signed by the person nominated as consent to his nomination. All such nominations must be lodged with the Secretary at least fourteen days before the date fixed for holding an Annual General Meeting of the Club. If there are insufficient written nominations then verbal nominations may be accepted at the Annual General Meeting.
18. A ballot for Committee positions shall be held at the Annual General Meeting if there are more nominations than vacancies.
19. If two or more candidates obtain an equal number of votes, the Chairman of the meeting shall have a casting vote in each case in addition to his deliberative vote in the ballot.
20. Where no more than the required number of candidates is nominated for any position those so nominated shall be declared elected.
21. If the entire Committee are standing for re-election in the positions held and no other nominations are received and no objections are raised from the floor, they shall continue in office until the date of the next Annual General Meeting.
22. Each financial riding member present at the meeting shall be entitled to vote for as many candidates as there are vacancies to be filled and no more. Social members have no voting rights.

23. The Committee shall have the power at any time to appoint any financial member to fill any casual vacancy occurring in the Committee and any member so appointed shall hold office until the next Annual General Meeting. Any casual vacancy occurring among the executive shall be filled by the Committee by appointment of a member of the Committee to that position.
24. The Committee shall be responsible for the general management and control of the affairs of the Club and may exercise all such powers, do all such acts and make all such regulations and by-laws as may be required for the proper management of the Club subject nevertheless to the provisions of this Constitution and to any decision not being inconsistent with a decision made by the Club in General Meeting.
25. Questions arising at any meeting of the Committee shall be decided by a majority of votes and in the case of an equality of votes, the Chairman shall have a second or casting vote.
26. A member of the Committee shall not vote in respect of any proposed contract with the Club in which he is interested or any matter arising there from.
27. The quorum necessary for the transaction of business of the Committee shall be a minimum of 50 percent of the Committee.
28. The President shall preside as Chairman at every meeting of the Committee or if he is not present within ten minutes after the time appointed for holding the meeting, the Vice-President shall be Chairman or if the Vice-President is not present at the meeting, then the members present may choose one of their number to be Chairman of the meeting.
29. The office of a member of the Committee shall become vacant if the member:
 - a) Resigns his office by notice in writing to the Club
 - b) Shall fail to attend three consecutive meeting of the Committee without leave of the Committee
 - c) Ceases to be a member of the Club
30. The Committee may appoint Sub-Committees as it deems necessary for a particular purpose and shall prescribe the powers and functions thereof.

GENERAL MEETINGS

31. The Annual General Meeting of the Club shall be held at such time and place as the Committee shall designate and within 3 months of the end of the Clubs Financial year. Thirty days notice at the least specifying the place, the day and the hour of the Annual General Meeting shall be sent to all financial members of the Club.

32. Any member desirous of bringing forward any business for consideration at any Annual General Meeting shall forward to the Secretary, twenty-one days at least before such meeting a notice in writing signed by himself as proposer and one other member as seconder stating in precise terms the motion or motions he wishes to move.
33. The Secretary shall, at least fourteen days before the date fixed for holding an Annual General Meeting of the Club, cause to be sent to each member of the Club, notice stating the time, date and place and the nature of the business to be transacted at the meeting.
34. The following business shall be transacted at an Annual General Meeting:
 - a) The approval of the minutes of the previous Annual General Meeting and a consideration of any matters arising there from.
 - b) Consideration of the Presidents report, Financial statements and Auditors report.
 - c) Consideration of any notices of motion duly lodged with the Secretary
 - d) Election of the executive and general members to the Committee
 - e) Election of an Auditor when required
35. A quorum of an Annual General Meeting shall be ten members
36. The Secretary shall call a Special General Meeting of the Club whenever so directed by the Committee or on a written requisition signed by not less than one third of the financial members of the Club. Fourteen days notice at the least, specifying the purpose, the place, the day and the hour of the Special General Meeting shall be sent to all financial members of the Club.

MEETING PROCEDURE

37.
 - a) Quorum

No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business, unless otherwise provided herein. One quarter of the current financial members shall be a quorum.
 - b) Chairman

The President shall preside as Chairman at all Club meetings at which he is present and in his absence the Vice-President shall chair the meetings. If the Vice-President is absent then the members may elect one of their numbers to be Chairman of the meeting.
 - c) Voting

Except as otherwise specified in this Constitution, voting at all meetings shall be on a show of hands unless a vote by ballot be requested by at least two members. Such ballot shall be held in a manner prescribed by the Chairman presiding.

d) Rules of Debate

The following rules of debate shall apply:

- i. Members shall address the Chair
- ii. No member shall speak except to a motion before the Chair
- iii. No member shall speak for more than five minutes on any motion, but with the consent of the Chairman of the meeting, may continue to speak for a further period not exceeding five minutes, but no member except the mover of the motion shall speak more than once on any one motion.
- iv. The mover and seconder shall address the meeting after, and not before the motion is seconded, but with the consent of the Chairman the mover may address the meeting before his motion is seconded.
- v. A member who formally seconds a motion or amendment without making a speech may speak in support at a subsequent stage of the debate.
- vi. The mover of an original motion, but not of an amendment (unless it becomes the motion) shall have a general right of reply and after his reply, no further discussion shall be allowed. When exercising his right of reply, the mover shall not introduce therein any new matter, but shall confine himself strictly to answering arguments against the motion.
- vii. Any member, upon request by the Chairman, may reply to the question.
- viii. Any member may address to the Chair a question upon the matter before the meeting.
- ix. Any member during the debate may raise a point of order when the mover speaking shall wait until the point of order has been decided. The member raising the order shall state concisely the point of order and the Chairman without further discussion shall give his ruling.
- x. It shall be competent for any member to move a motion of dissent from the Chairman's ruling. The mover of the motion of dissent shall concisely state his point. The seconder and the Chairman only shall speak to the motion.
- xi. The speaker shall not digress from the subject under discussion and imputations of improper motives and all personal reflections on members shall be deemed disorderly.
- xii. No member shall interrupt another while speaking except on a point of order.
- xiii. At any time during the debate, a member may, without notice, move "That the question be now put" and such motion being duly seconded, shall be put to vote; if lost the debate shall proceed.

- xiv. At any time after a motion has been moved and seconded any member may move an amendment thereto which shall not be discussed until it has been seconded.
- xv. Any speaker shall have the right to indicate his intention to propose a further amendment to the subject under discussion.
- xvi. No second amendment shall be taken into consideration until the previous amendment has been disposed of.
- xvii. The Chairman shall put the amendment to the meeting first, and if carried it shall be deemed to have squashed the original motion, and for all purposes of discussion the amendment so carried shall be acted upon as the original motion. When the amendment has been decided, a further amendment may be moved, which if carried, shall in turn supersede the motion. If there be no amendment, the original motion shall be put after the mover has replied.
- xviii. The Chairman shall refuse to receive any amendment which is a direct negative or which does not preserve the substance of the original motion.
- xix. When two speakers have spoken in favour of a motion under discussion there shall not be any further discussion unless the next speaker speaks to the contrary.
- xx. No resolution passed at any meeting of the Club shall be rescinded or amended at any subsequent meeting of the Club unless notice of such intended rescission or amendment if it is given in the notice convening the meeting at which such rescission or amendment is proposed.

COMPLAINTS

- 38. If any member wishes to make any complaint, he shall make such complaint in writing signed by him to the Secretary, who if he shall be unable to deal with such complaint, shall submit it to the Committee whose decision thereon shall be final unless varied or reversed on motion made under this Constitution at an Annual General Meeting of the Club.

ACCOUNTS AND FUNDS

- 39. The Financial year of the Club shall run from 1 July to 30 June
 - a) The Committee shall cause true accounts to be kept of all sums of money received and expended by the Club and of the assets and liabilities of the Club.
 - b) Except as otherwise provided in this Constitution the Secretary shall keep in his custody or under his control all books, documents and securities of the Club.

- c) The Committee shall from time to time determine at what times and places and under what conditions or regulations the accounts and books of the Club or any of them shall be open to inspection by members and no member or any other person shall have the right to inspect any account or book or documents of the Club except as authorised by the Committee or by a Club General Meeting. However, the books and accounts shall at all times be open to inspection by the members of the Committee and Auditor.
- d) All monies of the Club, unless otherwise authorised by Committee, shall be lodged in the name of the Club with the Club's bankers for the time being.
- e) All accounts due by the Club shall be paid by cheque. All cheques shall be signed by any 2 Committee persons as authorised by the Committee.
- f) A receipt shall be issued by the Treasurer for all monies received on behalf of the Club.
- g) All accounts must be passed for payment by the Committee.
- h) The Treasurer shall submit to the Committee at each meeting a statement of receipts and expenditure and outstanding accounts.
- i) The annual financial statements and balance sheet, before being presented to the Annual General Meeting, shall be audited by the Club Auditor as determined at the previous Annual General Meeting.

AUDIT

- 40. a) The Annual General Meeting of the Club each year shall decide whether an audit of the Clubs books is necessary the following year, provided such a decision is within the regulations of the relevant Incorporations Act. The retiring Auditor shall be eligible for re-appointment.
- b) No member of the Committee is eligible for appointment as Auditor.
- c) No person shall be appointed to act as Auditor who is or becomes indebted to the Club. If any person after being appointed Auditor shall become indebted to the Club, his office shall thereupon be vacated.
- d) The Committee may fill any casual vacancy in the office of Auditor until the next Annual General Meeting.
- e) The Auditor shall have right of access at all times to the books and accounts and vouchers of the Club, and shall be entitled to require from the Committee such information and explanation as may be necessary for the performance of his duties.
- f) The Auditor may only be removed from office by a resolution of the members at a General Meeting in which case, the members at the meeting may appoint an Auditor to act until the next Annual General Meeting.

PROFITS

41. a) It is hereby expressly declared that the Club is not carried on for profit and any income of the Club shall be applied in promotion of its objects as set out in this Constitution.
- b) If at any General Meeting, a resolution for the winding up of the Club shall be passed by a majority of the members present and voting the Committee shall proceed to realise the property of the Club at the best price obtainable in it's opinion and discharge all debts and liabilities of the Club to the extent to which such monies are available. If, after the discharge of all such debts and liabilities there remains any money or property whatsoever the same shall not be paid or distributed amongst the members of the Club, but shall be given or transferred to such other Club or institution having objects similar to the objects of the Club and which shall prohibit the distribution of it's income and property amongst the members of the Club.
- c) In the event of the Club being wound up-
- i. Every member of the club; and
 - ii. Every person who, within the period of twelve months immediately preceding the commencement of the winding up, was a member of the Club,
- is liable to contribute to the assets of the club for payment of the debts or liabilities of the Club and for the costs, charges, and expenses of the winding up and for the adjustment of the rights of the contributories among themselves such sum, not exceeding five dollars (\$5.00) as may be required, but a former member is not liable to contribute in respect of any debt or liability of the Club contracted after he ceased to be a member.

ALTERATION OF THE CONSTITUTION

42. a) A member intending to propose an alteration to this Constitution shall give written notice of the proposed alteration to the Secretary.
- b) No alteration shall be made to this Constitution whether by the addition of a new rule or the repeal or amendment of an existing rule or otherwise except by special resolution passed by a majority of no less than three-quarters of the members present and entitled to vote at an Annual or other Special General Meeting convened by notice specifying the proposed alteration.