



HAWKESBURY DRESSAGE CLUB INC.

CONSTITUTION & RULES

ADOPTED – 31 JULY 2007

1. Name and Motto

- 1.1 The name of the organization shall be the Hawkesbury Dressage Club Incorporated.
- 1.2 The club motto shall be “For the Sake of the Horse”.

2. Affiliations:

The organisation shall be affiliated with Dressage NSW and/or EFA NSW.

3. Objects:

The objects of the organization shall be:

- 3.1 To foster and preserve the classical art of Dressage in accordance with the FEI and EFA principles and regulations.
- 3.2 To educate and encourage harmony between horse and rider.
- 3.3 To promote the welfare and well being of the horse.
- 3.4 To promote the sport of Dressage.
- 3.5 To conduct any form of fund raising or social event of which the funds are donated to the organization or to any person or group approved by the committee.
- 3.6 To promote a sportsmanlike attitude amongst competitors.
- 3.7 To provide, at our events, a suitable environment in which dressage horses could reasonably be expected to work and further, to actively discourage the use of prohibited substances. The use of banned substances will not be tolerated.

4. Membership and Subscriptions:

- 4.1 Any person interested in the objects of this organisation and the objectives of the EFA may in the manner hereafter join it.
- 4.2 Members aged 17 years and over may be classified as full members and may vote at the Annual General Meeting.
- 4.3 Members under 17 years may be classified as junior members and may not be entitled to vote.
- 4.4 Family/household membership shall be comprised of related persons or members of the same household and only one adult member per family membership will be allowed to vote at the Annual General Meeting.
- 4.5 All initial applications for membership shall be on a prescribed form and lodged with the organisation.
- 4.6 Prior to being accepted as a member of the organisation the applicant shall pay the set fee, sign the membership form and on signing, agrees to abide by the Constitution and Rules and Regulations of Hawkesbury Dressage Club and the EFA/FEI.
- 4.7 Once having joined the organization, membership may be terminated by notice in writing given to the secretary whereby that person's name will be deleted from the membership list, or may be terminated by the committee under Section 15.
- 4.8 Subscriptions shall be reviewed annually and will be due on the 1st January each year. Membership shall be based on the calendar year.
- 4.9 The members may consider from time to time, upon recommendation of the committee, nominations for Life Memberships, for members who have given outstanding service to the organization. Such nominations must be seconded and accompanied by a history of service. The committee will decide on the suitability or not of such nominations. Such members may be elected at an AGM or Special General Meeting and thereafter may be entitled to all privileges and rights of a member free from liability for payment of any subscriptions or fees.
- 4.10 Members must be financial to enjoy membership discounts at any Hawkesbury Dressage Club Event.
- 4.11 Life Members enjoy all the privileges and powers of Ordinary members.
- 4.12 Not more than two (2) Life Members may be elected in any one year.

5. Committee:

- 5.1 The affairs of the organization shall be controlled by a committee of up to twenty (20) members elected annually by those members eligible to vote at an Annual General Meeting.
- 5.2 At each election there shall be elected or appointed, a committee comprising:

President, Vice President, Secretary and Treasurer, who together shall be deemed the Executive of the organization. Plus up to 16 ordinary committee members. Other positions may be appointed from the elected committee if deemed necessary.
- 5.3 Any member of the committee who, without prior consent of the committee (or under special circumstances) is absent from three (3) consecutive meetings, shall cease to be a committee member at the discretion of the committee and shall be advised by the Secretary in writing. This vacancy will be filled by the committee.
- 5.4 A Public Officer must be appointed from the elected committee.

6. Elections.

- 6.1 Nominees for the committee must be financial members of the Organisation.
- 6.2 Nominations for the committee will be accepted at the Annual General Meeting and all nominees must indicate a willingness to serve, either in writing or in presence at the Annual General Meeting, before the chairman declares nominations closed prior to voting.
- 6.3 The offices of President, Vice President, Secretary and Treasurer will be determined by election at the Annual General Meeting. All other office bearers will be elected from within the elected committee.
- 6.4 All elections shall be by simple majority of the votes cast by those present and eligible to vote.
- 6.5 In the event of there being more nominations for positions than are necessary to fill those positions, the election shall be determined by a secret ballot counted by two (2) scrutineers elected by the members present and who are ineligible to vote.

7. Duties of Office Bearers and Committee:

- 7.1 President: The President shall preside at all meetings. In his/her absence, the Vice-President shall act in his/her stead. In the absence of both the President and Vice President, the committee shall appoint a chairman. In the case of a tied vote, the President shall have the deciding vote.
- 7.2 Vice-President: The Vice-President shall assist the President wherever possible and carry out his/her duties in his/her absence.
- 7.3 Secretary: The Secretary shall attend meetings and keep a record of all business conducted and act upon accordingly. The Secretary shall hand over all records, minutes etc to his/her successor upon relinquishing office.
- 7.4 Treasurer: The Treasurer shall receive all monies and keep accurate records of all transactions. He/she shall obtain and keep receipt for all monies paid from the organization and shall bank all monies received. The Treasurer shall present at each meeting, a statement of account showing receipts and expenditure, together with an outstanding balance.

The committee should ratify all accounts payable. All cheques must be signed by any two (2) members of the Executive, ie. President, Vice-President, Secretary or Treasurer. All records should be handed to his/her successor upon relinquishing office.

- 7.5 The committee may appoint any or all of the following positions:
 - 1. An Event Secretary which may be a paid position. A job description will be available for this position.
 - 2. Membership Secretary: The membership secretary will be responsible For maintaining accurate membership records, organize and update annual renewal notices.
 - 3. Publicity Officer: The Publicity Officer shall be responsible for advertising upcoming functions/competitions of the organization through membership newsletters, newspaper advertising and local notice boards. He/she may form a sub-committee to produce and mail a newsletter. The Publicity officer or his/her appointee should be available on the day of competition to make available any promotional material.
 - 4. Promotions and Fundraising Officer: The Promotions and Fundraising officer should obtain and co-ordinate sponsorship, assist in the purchase of prizes and organize any function with the view for club fundraising. A sub-committee may be drawn from eligible membership not necessarily on the committee.

8. Sub-Committee:

The organization may set up sub-committees to carry out specific functions on its behalf and such sub-committees shall submit written reports of their operations to be distributed with the minutes. A budget should also be submitted is requested.

9. Co-opting:

The committee shall have the power to co-opt such persons they feel beneficial to the organization, such persons may attend committee meetings, speak and act in an advisory capacity, but may not vote.

10. Auditors:

- 10.1 Auditors, who are not members of the Committee, shall be appointed at a General Meeting, or failing that, at a Committee Meeting. They shall examine all accounts, vouchers, receipts, audit the books and furnish a report thereon, which shall be submitted to the Annual General Meeting prior to the election of officers. A qualified Accountant should be appointed and where a fee is charged such expenditure may be regarded as valid.
- 10.2 A copy of the audited financial statement shall be presented at the Annual General Meeting.

11. Ordinary Committee Meetings:

- 11.1 Ordinary Committee Meetings shall be called at the discretion of the committee with a minimum of six (6) meetings per year, at a place to be determined. A quorum of three (3) or more of the committee members shall be present at the ordinary meeting.
- 11.2 Members are invited to attend all Committee Meetings and speak on matters thereof, but shall not be eligible to vote.

12. Annual General Meeting:

- 12.1 Notice of the Annual General Meeting of this organization will be given in writing or by e.mail at least twenty-one (21) days prior to the meeting.
- 12.2 The Annual General Meeting will be held within 6 months of the expiration of the financial year and at least once in each calender year.
- 12.3 A quorum of five (5) financial members, present in person, constitute a quorum for the transaction of business of a General Meeting.
- 12.4 (1) Proxy votes must be handed to the Chairperson before the start of the Annual General Meeting.
- (2) All proxy votes must come from a financial member.
- (3) Proxy votes may be made out to:-
- (a) The Chairman to vote with as they wish.
 - (b) A nominated member who may only hold five (5) proxy votes.
 - (c) The Chairman with directions of how to vote on any issue raised.
- 12.5 Only financial members may vote at a General Meeting.
- 12.6 Special General Meeting:-
Special General Meetings may be convened by the committee if they think it necessary
- OR**
- by the Committee if asked in writing by at least five (5) percent of the total number of members.
- 12.7 (1) Only Special Resolutions, moved and seconded by financial members and sent to every member, twenty-one (21) days before the General Meeting may be voted on at a General Meeting.
- (2) Special Resolutions require that three quarters of those members present in person or represented by proxy votes, must vote in favour of the Special Resolution for it to be passed.

13. Funds:

The funds of the organization shall be banked in the name of the organization in any bank. Any two (2) of the President, Vice-President, Secretary or Treasurer as appointed by the organization shall operate the account.

14. Injury

The organization and its committee shall not be held responsible for any injury or damages to any property or any horse or persons at any event or function affiliated with or organized by the Hawkesbury Dressage Club.

15. Conduct:

- 15.1 All discussions should be through the chair and conducted in an orderly manner.
- 15.2 Any member of the organization, who persistently and willfully acts in a manner that is unsportsmanlike or prejudicial to the organization, may result in disciplinary action by the Committee which may result in the termination of the membership of said member. The Committee must be unanimous in this decision.
- 15.3 Any misconduct towards a horse or official at a Hawkesbury Dressage Club event will be dealt with under EFA Regulations.

16. Amendments:

Shall be by way of an Annual General Meeting or Special Meeting.

17. Any matter arising or not dealt with here will be handled under Standard Meeting Procedure and the Model Rules for Committee issued by the Department of Fair Trading.

18. Dissolution/Voluntary Cancellation:

- (1) A special resolution must be passed at an Annual General Meeting or Special General Meeting.

It must determine how surplus property/monies of the Association will be distributed after all debts have been discharged.

- (2) An application for Cancellation of Registry must be lodged with the Department of Fair Trading.
- (3) See Section 12 for Rules on Special Resolutions and General Meetings.