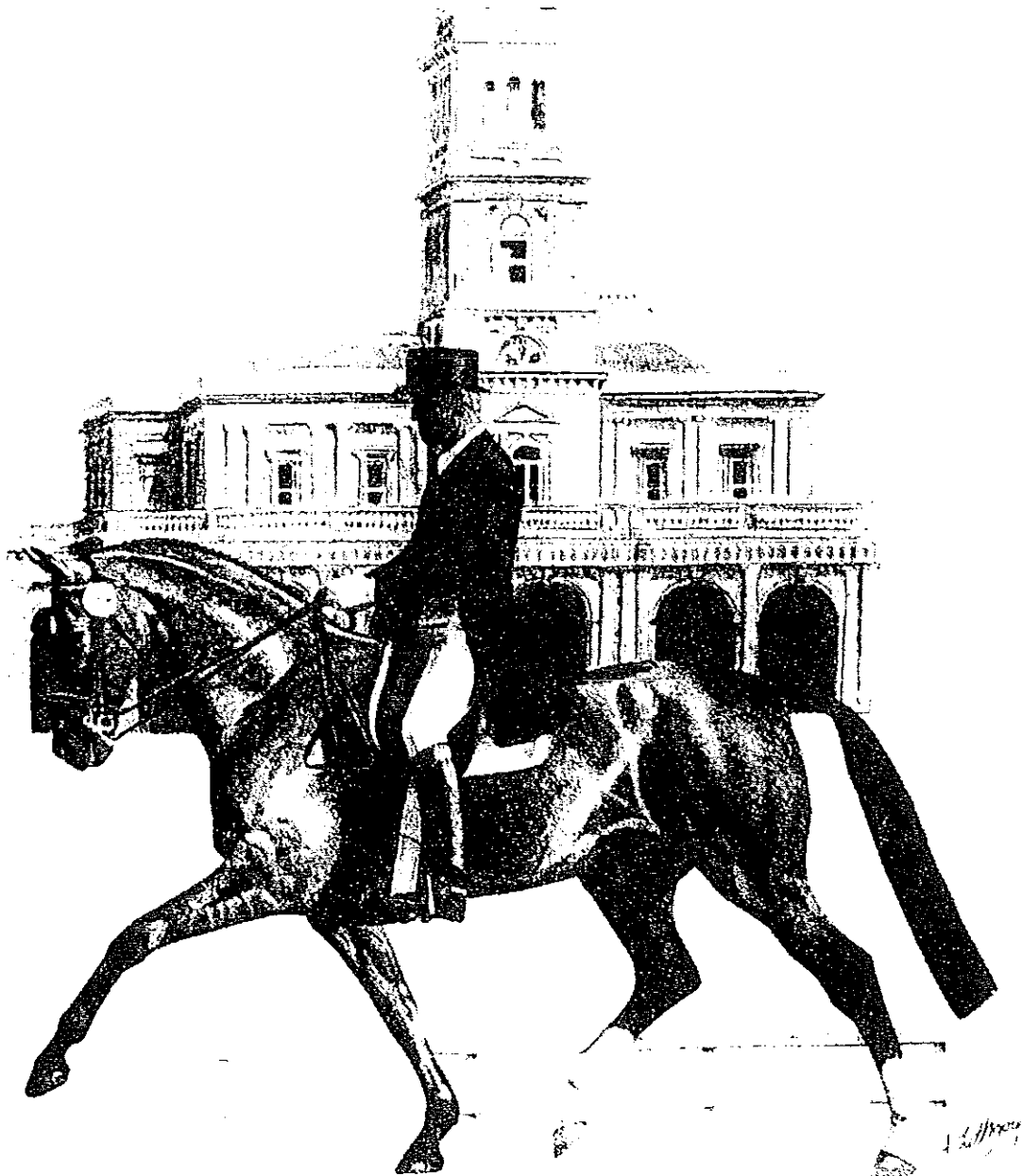


# *MACEDON RANGES DRESSAGE CLUB*



*Rules and Statement of Purpose*

# **MACEDON RANGES DRESSAGE CLUB**

## **RULES AND STATEMENT OF PURPOSE**

1. The name of the Association will be the “Macedon Ranges Dressage Club”.
- 1A. For the purposes of these Rules and Statement of Purpose the masculine shall include the feminine and/or the singular shall include the plural.
- 1B. For the purposes of these Rules and Statement of Purpose the financial year is the year ending on 30<sup>th</sup> September.

## **PURPOSES**

2. The objects for which the Club is formed are to advance the art and sport of dressage as conducted under the rules, statutes and general regulations of the Federation Equestre Internationale and the Equestrian Federation of Australia and to foster and encourage horsemanship in all its forms

## **MEMBERSHIP**

3. The Committee may from time to time impose such restrictions on the number of members of the Club as they shall think fit.

The membership of the Club shall comprise:

- (a) Riding members.
- (b) Non – Riding members. The conditions of membership of non riding members will be in the discretion of the Committee.

A member under 18 years shall not be eligible for election to the Committee or be eligible to nominate another member to the Committee or to vote at any general meeting.

- (c) Honorary Members (in pursuant to clause 10).
4. All persons must pay membership fees before riding at official, training or self-help days.
5. All persons desiring to become members of the Club shall make application in writing to the Committee. Each application shall be addressed to the Secretary and shall be in such form as the Committee shall from time to time prescribe or accept.

6. Upon an application being received by the committee, the committee shall determine whether to accept or reject it. The applicant shall be notified by the Secretary of the result of the application within 28 days of it being determined by the committee.
7. All riding members shall agree to be insured under the scheme accepted by the committee on behalf of Macedon Ranges Dressage Club and to pay the premiums set from time to time by the nominated insurer.
8. The Secretary shall keep and maintain a register of members in which shall be entered the full name, address and date of entry of the name of each member and the register shall be available for inspection by members at the address of the Public Officer.
9. Members shall notify the Secretary in writing of any change in their addresses from time to time.

### **HONORARY MEMBERS**

10. The committee may admit to honorary membership of the Club for such period as it thinks fit members of kindred organisations and persons who have rendered valuable service to the sport of Dressage.

### **ANNUAL SUBSCRIPTIONS AND ENTRANCE FEE**

11. The committee shall from time to time determine the annual subscription payable by members and such annual subscription shall be payable on or before a due date. The committee shall determine the due date.
12. All annual subscriptions (other than the first annual subscription payable to new members) shall be payable on or before the due date in each year. If any member shall fail to pay his annual subscription by the due date he shall not be eligible to participate in any Club activity or vote at any meeting.
13. Any member may resign from the Club at any time by giving notice in writing to the Secretary of his intention so to do, but any member so resigning shall remain liable for any annual subscription which may then be payable by him. A resigned member desiring to rejoin the Club shall apply for admission in the manner provided by this Constitution and Rules. The Secretary shall record any resignation and the effective date thereof in the register of members.
14. (1) A member of the Club who has paid all moneys due and payable by the member to the Club may resign and upon the expiration of that period of notice, the member ceases to be a member.  
  
(2) Upon the expiration of a notice given under sub-clause (1), the Secretary shall make in the register of members an entry recording the date on which the member by whom the notice was given, ceased to be a member.

### **EXPULSION OF MEMBERS**

15. (1) Subject to these rules, the committee may by resolution –

- (a) expel a member from the Club;
  - (b) suspend a member from membership of the Club for a specific period;  
or
  - (c) fine a member an amount not exceeding \$20 –  
if the committee is of the opinion that the member:
  - (d) has refused or neglected to comply with these Rules; or
  - (e) has been guilty of conduct unbecoming a member or prejudicial to the  
interests of the Club.
- (2) A resolution of the committee under sub-clause (1) –
- (a) does not take effect unless the committee, at a meeting held not earlier  
than 14 and not later than 28 days after the service on the member of a  
notice under sub-clause (3) confirms the resolution in accordance with  
this clause; and
  - (b) where the member exercises a right of appeal to the Club under this  
clause, does not take effect unless the Club confirms the resolution in  
accordance with this clause.
- (3) If the committee passes a resolution under sub-clause (1), the Secretary shall,  
as soon as practicable, cause to be served on the member a notice in writing –
- (a) setting out the resolution of the committee and the grounds on which it  
is based;
  - (b) stating that the member may address the committee at a meeting to be  
held not earlier than 14 and not less than 28 days after service of the  
notice;
  - (c) stating the date, place and time of that meeting;
  - (d) informing the member that he or she may do one or more of the  
following:
    - (i) attend that meeting;
    - (ii) give to the committee before the date of that meeting a written  
statement seeking the revocation of the resolution; and
    - (iii) not later than 24 hours before the date of the meeting lodge to  
the Secretary a notice to the effect that he or she wishes to  
appeal to the Association in general meeting against the  
Resolution.
- (4) At a meeting of the committee held in accordance with sub-clause (2), the  
committee –

- (a) shall give to the member an opportunity to be heard;
  - (b) shall give due consideration to any written statement submitted by the member; and
  - (c) shall by resolution determine whether to confirm or to revoke the resolution.
- (5) If the Secretary receives a notice under sub-clause (3), he or she shall notify the committee and the committee shall convene a general meeting of the Club to be held within twenty-one days after the date on which the Secretary received the notice.
- (6) At a general meeting of the Association convened under sub-clause (5) –
- (a) no business other than the question of the appeal shall be transacted;
  - (b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
  - (c) the member shall be given an opportunity to be heard; and
  - (d) the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (7) If at the general meeting –
- (a) two-thirds of the members vote in person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed; and
  - (b) in any other case, the resolution is revoked.

## **PATRONS**

16. The committee shall have the power to appoint a Patron or Patrons.
17. At the Annual General Meeting the members present shall elect an executive committee consisting of a President, Vice-President, Secretary, Treasurer together with eight committee members.

The committee of the Club shall consist of twelve members. At every Annual General Meeting all positions shall be declared vacant and all committee members shall be eligible for re-election.

All nominations for election shall be in writing, signed by the candidate for election and by two other Club members who shall be financial members or life members of the Club at the time.

Should there be more than the required number of nominations received, a ballot shall take place at the Annual General Meeting and candidates receiving highest number of votes shall be declared elected by the Chairperson.

## **CO-OPTED MEMBERS**

18. The committee may co-opt and appoint annually as a committee member not more than four persons whom it considers have special qualifications or value to the Club. These co-opted members will be able to vote, but will not be regarded as part of a quorum.

## **CASUAL VACANCIES ON COMMITTEE**

19. The committee may appoint any member to be a member of the committee to fill a casual vacancy. Such appointee may be appointed to the office held by the vacating member or alternatively such office may be filled by an existing member of the committee and he or she shall hold office until the next Annual General Meeting when they shall be eligible for re-election.

## **PROCEEDINGS OF THE COMMITTEE**

20. The members of the committee may meet together for the despatch of business, adjourn and otherwise regulate their meetings as they think fit. The quorum for the transaction of business shall be 50% plus one of the total committee membership. The Secretary may at any time if so requested by the President or by any other two members of the committee, convene a meeting of the committee. Questions arising at any meeting shall be decided by a majority of votes and in the case of an equality of votes the President shall have the casting vote. The President shall preside at all meetings of the committee or if shall not be present the Vice-President shall preside and if he is absent from any meeting of the committee then the members present shall choose one of their number to preside over that meeting.
21. If any member of the committee fails to attend three consecutive meetings of the committee without having previously obtained leave of absence the committee may declare his seat on the committee vacant.

## **POWERS OF THE COMMITTEE**

22. The committee shall manage the business and affairs of the Club and shall exercise all such powers and do all such things as may be exercised or done by the Club save such as are by these Rules required to be exercised or done by the Club in general meeting subject nevertheless to any regulation contained in these Rules or to such regulations or provisions as may be prescribed by the Club in general meeting but no regulations made by the Club in general meeting shall invalidate any prior act of the committee which would have been valid if such regulation had not been made.
23. The committee may in exercise of its powers pursuant to Rule 22 hereof make, alter, amend or repeal by-laws for the proper conduct and management of the Club and in particular but not exclusively they may by such by-laws regulate:
  - (a) The admission of members.
  - (b) The admission of visitors to functions conducted by the Club and to the benefits of the Club.

- (c) The management of and conduct of members and visitors at Club functions.
- (d) The procedure at general meetings.
- (e) The employment dismissal and remuneration of employees of the Club.
- (f) The duties and powers of any office bearers of the Club.
- (g) The establishment of and delegation of powers to sub committees.
- (h) The appointment, qualifications, training and duties of judges, stewards and other officials.
- (i) The selection, nomination and training of representative teams from the Club to participate in contests and competitions with other riders.
- (j) Dress, deportment and general behaviour of members at Club functions and competitions.
- (k) The establishment and duties of a disputes committee to deal with disputes as may be submitted to it for determination.
- (l) The payment (including the amount, time for payment and method of calculation of subscriptions).
- (m) The imposition or otherwise of joining fees provided such by-laws are not inconsistent with these Rules.
- (n) Generally all such matters as are commonly the subject matter of the Club.

## **MEETINGS**

- 24. The first Annual General Meeting of the Club was held in the month of \_\_\_\_\_. Such meetings shall be held after each financial year at a date every year that the committee shall determine. The notice convening an Annual General Meeting shall set out therein the business to be transacted at the meeting.
- 25. The business of an Annual General Meeting shall include all or any of the following:
  - (a) Report and properly audited balance sheet and statement of accounts for the proceeding financial year.
  - (b) Election of office bearers and members of the committee as provided in Rule 18.
  - (c) Appointment of an auditor for the ensuing year and fix his remuneration.
  - (d) Consideration of any other business of which written notice has been given to the Secretary at least fourteen days before the AGM is to be held.

26. A special general meeting may be convened:
- (a) By 50% plus one member of the committee requisitioning such a meeting in writing by notice to the Secretary.
  - (b) By 10 or more financial members of the Club requisitioning such a meeting in writing to the Secretary.

A special general meeting so requisitioned will be held within one month of the date of the receipt by the Secretary of the notice.

27. The Secretary shall at least fourteen days before any general meeting send to every member entitled to vote at general meetings, notice of such meeting stating the time and place at which it shall be held and the business that will be brought before it. No business other than business of a formal nature shall be brought forward at any general meeting unless notice thereof shall have been duly given as herein provided.

### **PROCEDURE AT GENERAL MEETINGS**

28. The President or in his absence the Vice-President or if they be both absent then some other member of the committee selected by majority of the meeting shall take the chair at a general meeting. The quorum for a general meeting shall be twelve financial members present in person and if a quorum be not present the meeting shall stand adjourned to such day as the members present may appoint and at such adjourned meeting no quorum shall be required. Resolutions at all general meetings shall be decided by a simple majority of votes of financial members. Every financial member present shall have one vote and in the case of an equality of votes the Chairperson shall have a second or casting vote.
29. The Chairperson of a general meeting may, with the consent of a majority of the meeting adjourn the meeting from time to time and from place to place, but no business can be transacted at the adjourned meeting other than business left unfinished at the meeting at which the adjournment took place.
30. At any general meeting (unless a ballot is demanded) a declaration by the Chairperson that a resolution has been carried or been carried by a particular majority or not carried shall be conclusive.
31. A ballot may be demanded by ten members and if demanded shall be taken and the result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting at which the ballot is demanded.
32. Upon any question arising at a general meeting one member has one vote.
33. All votes at a general meeting shall be given personally or by proxy. Each member is entitled to appoint another member as a proxy by notice given to the Secretary not later than 24 hours before the time of the meeting in respect of which the proxy is appointed. The notice appointing the proxy shall be in the form set out in the Appendix.



## **FINANCES**

34. All subscriptions and other monies received by the Secretary or by any properly authorised person on behalf of the Secretary shall be paid to the Treasurer within seven days. The Treasurer shall pay all monies received on behalf of the Club with all convenient despatch into the Club's bank account. the bankers of the Club shall be such financial institution as the committee may from time to time appoint.
35. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two members of the committee.

## **AUDIT**

36. At each Annual General Meeting of the Club a properly qualified auditor shall be appointed who shall not be an office bearer of the Club or a member of the committee. The remuneration (if any) to be paid to the auditor shall be fixed at such meeting. The auditor shall from time to time audit the accounts of the Club and shall certify the balance sheets and statements of accounts laid before the Annual General Meeting in the preceding year.

## **SECRETARY DUTIES**

37. The Secretary shall (subject to the provisions of the Constitution and Rules) attempt to attend all meetings (other than standing committee and sub-committee meetings) and take proper minutes of the proceedings thereat. He shall conduct the correspondence of the Club. He shall prepare the report of the committee laid before the Annual General Meeting in such year. He shall be responsible to the committee for the discharge of his/her various duties. He shall perform such other duties as are set out in this Constitution.

## **TREASURER DUTIES**

38. The Treasurer shall keep accounts of the funds and property of the Club and all such receipts and payments on account of the Club and when required shall produce such accounts to the committee. He shall in each year prepare balance sheets and statements of accounts and shall submit the same duly audited together with all documents relating thereto the Annual General Meeting in each year. He will attempt to attend all meetings at which matters of finance are proposed to be discussed.

## **NOTICES**

39. A notice posted to the last recorded address of any member shall be deemed to have been duly served on such member on the day following the day of posting.

## **ALTERATIONS TO RULES AND STATEMENT OF PURPOSES**

40. This Constitution and Statement of Purposes may be altered or added to by a resolution of three quarters of the members of the Club shall attend and vote at a Special or Annual General Meeting upon a motion of which not less than twenty-eight days notice shall have been given by the Secretary. The written motion shall set out the proposed alterations or additions.

## **AFFILIATION WITH OTHER BODIES**

41. The Club shall apply for affiliation with the Equestrian Federation of Australia through its Victorian Branch and any other Associations determined by the committee as required.

## **ALTERATION OF RULES AND STATEMENT OF PURPOSES**

42. The decision of the committee on the constitution or the interpretation of any rule, By-Law or Regulation of the Club shall be conclusive and binding on all members unless it shall be overruled by a resolution of a Special General Meeting of the Club.

## **SEAL**

43. (1) The common seal of the Club shall be kept in the custody of the Secretary.
- (2) The common seal shall not be fixed to any instrument except by the authority of the committee and the affixing of the common seal shall be attested by the signatures either of two members of the committee or of one member of the committee and the Public Officer of the Club.

## **NOTICES**

44. (1) A notice may be served by or on behalf of the Club upon any member either personally or by sending it by post to the member at their address as shown in the Register of Members.
- (2) Where a document is properly addressed pre-paid and posted to a person as a letter, the document shall, unless the contrary be proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

## **CUSTODY OF RECORDS**

45. Except as otherwise provided in these rules, the Secretary shall keep in his custody or under his control all documents of the Club.

## **INSPECTION**

46. Members of the Incorporated Club are entitled to inspect the books and documents of the Incorporated Club.

## **CONDUCT AND PARTICIPATION IN SHOWS**

47. The committee may conduct dressage contests and horse shows and gymkhanas for the purpose of advancing the objects of the Club and they may for such purposes collaborate with other persons and bodies in the conduct of such contests, horse shows and gymkhanas. The committee may authorise the participation of members of the Club as officials and advisers at horse contests and competitions of every description and as official representatives of the Club if in the opinion of the committee it is in the best interests of the Club to do so. The committee may establish and maintain a

record of horses and riders and their performances at Club functions and other horse contests.

### **GENERAL**

48. Any dispute or disagreement which shall arise between any members of the Club may be referred by any party in the dispute or disagreement to the disputes committee (if one shall have been established) or failing that to the committee of the Club and the decision of the disputes committee or of the committee of the Club (as the case may be) shall be conclusive and binding on the members concerned.

### **WINDING UP**

49. The Club may be wound up upon a resolution of not less than three quarters of the members as attend at a special meeting of the Club called for that purpose. Upon such a resolution being passed all the property and assets of the Club after payment of all properly incurred debts and liabilities of the Club shall be left to Equestrian Federation of Australia, Victorian Branch, and should it no longer be in existence, then a special meeting shall resolve the charity they shall be left to.
50. In the event of the association being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities, shall be paid and be applied by the committee in accordance with their powers to any fund, institution or authority which is a non-profit organisation.
51. In the event of the Club being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities shall be paid and applied by the committee in accordance with their powers to an organisation which is exempt from income tax under Section 23 of the *Income Tax Assessment Act*.

-End-