



## **WEY VALLEY RIDING CLUB – RULES AND CONSTITUTION**

**As adopted at the Special General Meeting, 11<sup>th</sup> December 2019**

- 1) The Club shall be known as the **Wey Valley Riding Club**. It is a 'not for profit' organisation which aligns itself fully with British Riding Club rules and regulations.
- 2) **The aims of the Club shall be:**
  - a) To encourage riding as a sport and recreation, to promote social activities and good fellowship and to improve and maintain a good standard of riding and horsemanship.
  - b) To organise instructional meetings, lectures, competitions and any other events deemed to further the Club's aims and objectives.
  - c) To be affiliated to the British Horse Society and to support and cooperate with recognised organisations interested in the breeding and use of all breeds and types of horses and ponies.
  - d) To help improve bridleways and permissive paths in the locality and liaise with any other organisation interested in defining and establishing rights of way.
  - e) To encourage road safety for all riders and to enhance the image of horse riders and horse riding in the area.
  - f) To concern itself with any objectives which will benefit the horse and horse user in the district.
- 3) **Membership**
  - a) Adult membership shall be open to all those interested in supporting the aims and objectives of the club providing they have attained the age of 18. All adult members in good standing have the right to vote at the General and any Special General Meetings.
  - b) Junior membership shall be open to all those interested in supporting the aims and objectives of the club between the ages of 8 and 17. It is noted that no junior member shall be a voting member of any Riding Club.

#### **4) Financial Year**

The Club's financial year shall run from 1<sup>st</sup> January to 31<sup>st</sup> December.

#### **5) Subscriptions**

- a) The recommendation for subscription levels for the forthcoming financial year will be advised in writing to the members by the Officers of the Committee a minimum of 4 weeks before the first day of that year. The recommendation will be adopted by a simple majority vote at the AGM (held in January) and on adoption will be deemed to apply from the 1<sup>st</sup> day of the club's financial year. Should no recommendation be made, or the recommendation not be passed by the AGM the existing rates will continue for that year.
- b) The annual subscription will become payable on the first day of the Club's financial year on 1<sup>st</sup> January.
- c) Any member whose subscription falls more than 3 months in arrears shall be so informed in writing by the Membership Secretary. Failure to rectify such an omission by 31<sup>st</sup> March will result in the member's name being removed from the register and render them liable to pay a joining fee if they wish to be re-admitted to the Club.
- d) On election to serve on the Committee, members shall not be required to pay the annual subscription during their time in office.

#### **6) Expulsion**

- a) The Committee may, by a majority decision, expel from membership any member who, in the opinion of the Committee, has wilfully disobeyed any of the rules of the Club or has by their conduct brought the Club into disrepute or has prejudiced the Club's interests.
- b) Expulsion from membership shall not be effected without first giving the member concerned an opportunity of presenting his or her case to a Special Meeting of the Committee called for that purpose (and of which not less than 2 weeks prior notice shall have been given to the member and the Committee) and at which a majority of not less than two thirds of those members of the Committee present and voting, shall be required in order for the expulsion to become effective.
- c) By a majority decision, the Committee may also rule that a Committee member stands down from office.

## **7) President**

- a) The President will be elected by the Annual General Meeting for a period of 3 years (which period shall be extended if necessary, in order to include the third AGM after his or her election). After this period of time, the President may be re-elected.

## **8) Officers and Committee**

- a) The principal Officers of the Club will be:
  - (1) The Chairman
  - (2) The Honorary Treasurer
  - (3) The Honorary Secretary
  - (4) The Membership Secretary
- b) The Committee will consist of the Officers and not less than five, nor more than ten, other members of the Club (ie: a maximum of 14).

## **9) Elections**

- a) The Committee members will be elected annually by the AGM.
- b) Nominations for the Committee must be proposed and seconded with the approval of the nominee and may be in writing to the Honorary Secretary or proposed from the floor during the Annual General Meeting.
- c) The Officers will be elected annually by the Committee from its own membership at its first meeting following the AGM.
- d) At the AGM each year, one third of the members of the Committee shall retire, the members to retire being those who have been longest serving in office. Those who have been in office for the same length of time shall determine retiring members by lot. Retiring members shall be eligible for re-election.

## **10) Administration**

- a) The day to day running of the Club will be carried out by the Committee provided that the Committee shall not undertake or permit any action or activity which shall be at variance with any Resolution which shall be passed by a simple majority of the members present and voting at any AGM or Special General Meeting (but not being a resolution to change these Rules as referred to in Rule 21).
- b) The Committee may appoint sub-committees to organise individual Club activities. The Chairman will be an ex-officio member of any such sub-committee.
- c) All Committee Members shall be encouraged to actively participate in the running of all Club activities and events.

- d) Any sub-committee should have decisions ratified by the main Committee.
- e) The Committee shall meet every month (except August and December if agreed by the Committee) at a place and time decided by the Committee.
- f) Committee decisions will be on a majority vote. Should there be an equality of votes the Chairman will have an additional and casting vote.
- g) The Hon. Secretary will be responsible for recording and circulating the minutes of each Committee meeting and the upkeep of the Minutes Book. The taking of minutes may be delegated but overall responsibility for the correct recording and keeping of both AGM and Committee meeting minutes rests with the Hon. Secretary. The Minutes Book must be made available at every AGM.

## **11) Expenditure**

- a) Subject to the other provisions of these Rules, the income and expenditure of the Club shall be the responsibility of the Committee.
- b) The Committee shall not authorise or permit any expenditure beyond that reasonably involved in the running of the Club's shows and other equestrian and social events, without the prior approval of an Annual or Special General Meeting.
- c) The level of contribution which the Club makes to the costs and expenses of members representing the Club either as individuals or as a team at recognised BHS Riding Club activities shall not exceed such amount per activity for each participating member as shall previously have been recommended by the Committee and approved by a majority of members at a Special General Meeting.
- d) The Club will pay the BRC pre-entry fees for Area Qualifiers, but members must be prepared to pay the full competition entry fee. The competition entry fee payment remains the responsibility of the member who volunteered to represent the Club from the close of the BRC pre-entries, which is 3 weeks before each Area Qualifier, as this constitutes a binding obligation to pay any additional competition entry fee even if the Club member withdraws or does not attend the event. If a team/Club member qualifies for a Championship, the Club will pay all entry fees plus the cost of 1 night's stabling, if required.
- e) Except to the extent that the level of contribution by the Club shall have been approved as above, Club funds shall not be used towards the costs and expenses of any team or individual attending any competition.
- f) No payments are to be made from Club funds without the knowledge and consent of the Hon. Treasurer and one other Officer.
- g) The Accounts of the Club shall be audited or verified each year by the person appointed at the previous Annual General Meeting. Accounts must be audited or verified by an independent professional.

- h) All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties with the exception of Clause 20 on dissolution of the Club.

## **12) Notice of Meetings**

- a) Notice of Meetings may be given by electronic transmission to each member. At least 2 weeks' notice is required for the Annual General and Special General Meetings with the meeting summoned by The Hon. Secretary at the instigation of the Committee or any ten members acting together. The accidental omission to give an individual member notice or the non-receipt of such a notice by an individual member shall not invalidate the proceedings of that meeting providing it can be shown that a notice was generally distributed to the membership.

## **13) Annual General Meeting**

- a) The AGM will be held during the month of January
- b) The AGM will transact the following business:-
  - i) Receive the Minutes of the previous Annual and/or General Meeting;
  - ii) Receive the Chairman's report;
  - iii) Receive the Hon. Secretary's report;
  - iv) Receive the Membership Secretary's Report;
  - v) Receive and, if approved, adopt an audited statement of the Club's accounts to the end of the preceding year;
  - vi) Elect the Committee;
  - vii) Appoint an Auditor;
  - viii) Vote upon any resolution of which due prior notice shall have been given;
  - ix) Announce the results and award the Club's trophies;
  - x) Conduct any other business.

## **14) Insurance**

The Committee will be responsible for ensuring that third party insurance is arranged to cover any Club event in so far as the same is not provided by BHS affiliation.

## **15) Vacancies**

The Committee shall have the right to fill any causal vacancy arising among members of the Committee, but any person so co-opted shall retain office only until the next AGM.

**16) Service to the Club**

Any member wishing to compete in Club events or participate in the Club's instructional activities must offer his or her services, or those of a substitute, to assist with two Club events during the year. Failure to comply with this condition may result in withdrawal of Club membership benefits such as tuition, team place, entry to closed club competitions or discounted show entry. In addition, the member may not be eligible for any Club trophy. Full membership benefits will only be reinstated following a full day's help at an event. In addition to assisting at Club events, members representing the Club in teams must be prepared to offer his or her services, or those of a substitute, to fulfil the allocated club helper requirement at all team events attended.

**17) Turn Out**

Members are expected to be properly attired during all Club events. Hard hats, to current safety standards, must be worn when mounted. In addition, members should make every effort to uphold the Club's standards and be accoutred correctly on all occasions. The wearing of Club clothing when representing the Club at an event is encouraged.

**18) Quora**

- a) The quorum for a Special or Annual General Meeting will be fifteen members.
- b) The quorum for the Committee will be five members of the Committee.

**19) Amendments to the Rules**

These rules may be added to, repealed, or amended, by resolution at any Annual or Special General Meeting, provided that no such resolution, shall be deemed to have been passed, unless carried by a majority of at least two thirds of the members present and voting thereon, and provided that at least two weeks' notice has been given to all members stating the proposed amendment.

**20) Dissolution of the Club**

In the event that dissolution of the Club shall occur, the assets of the Club shall be first used to discharge all liabilities of the Club and the remaining assets shall be given, or transferred, to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

It is proposed that any remaining assets shall be shared equally by Hampshire & Isle of Wight Air Ambulance and Kent, Surrey & Sussex Air Ambulance.