



## **STANDARD RULES AND CONSTITUTION OF A BHS RIDING CLUB**

### **1. TITLE**

The Club shall be known as the West Devon Riding Club

### **2. OBJECTIVES**

The objectives of the Club shall be:

- (a) To promote participation in and provide facilities for the amateur sport of riding
- (b) To encourage riding as a sport and recreation, to promote good fellowship amongst riders and to improve and maintain the standard of riding and horsemanship.
- (c) To organise instructional meetings, lectures and competitive events and other activities to further the objects.
- (d) To be affiliated to The British Horse Society and to support and co-operate with recognised organisations interested in the breeding and use of all breeds and types of horses and ponies.
- (e) To investigate the subject of bridle tracks and rights of way with a view to opposing those that have been closed and maintaining and more clearly defining those that are in existence.

### **3. MEMBERSHIP**

3.1 This shall consist of persons who have attained the age of eighteen years (and persons aged seventeen years and under if a junior section is formed) and, having been accepted by the Committee, have paid the due subscription for the current period. Honorary membership may be conferred by the Committee upon any person deemed by them to have rendered notable service to the Club. No junior member may be a voting member of any Riding Club. However, when the Club has a junior membership it may appoint a Junior Committee to discuss matters relevant to the junior membership. This Committee, through the Chairperson of said Committee, may make recommendations to the Adult Committee for their consideration.

3.2 A member shall complete the application form as prescribed by the committee. Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. The committee may refuse membership only for good cause, such as conduct or character likely to bring the Club or the sport into disrepute. Appeal against refusal may be made to the members. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

3.3 The annual subscription shall be payable on the first day of the Club's financial year. Any member whose subscription is more than three months in arrears shall have his or her name removed from the Membership. Any member joining the club on or after November shall be deemed to have paid his or her subscription for the ensuing year.

3.4 The Committee may expel from membership of the Club any member who has breached any of the rules of the Club, or who has in the opinion of the Committee have been guilty of any conduct derogatory to the character or prejudicial to the interest of the Club, provided that before expelling him or her the Committee shall allow the member to appeal the decision to the members and provide an explanation of his/her conduct and allow a proper opportunity of answering the allegations against him/her.

### **4. ADMINISTRATION**

The Committee:

- (a) All powers of management shall be vested in the adult Committee consisting of the Chairperson, Secretary, Treasurer, Membership Secretary and up to eight other Committee members. Six shall form a quorum.
- (b) At the Annual General Meeting each year, one third of the members of the Committee shall retire the members to retire being those who have been longest 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.

- (c) The Chairperson, Secretary, Treasurer and Membership Secretary shall be elected annually by the member from amongst their number as set out in section 8 below.
- (d) The decision of the Committee shall be final unless over-ruled at a General Meeting.
- (e) The Committee shall be the sole authority for the interpretation of the rules and for anything relating to the club not provided therein and their decision shall be final and binding on the members.
- (f) The Committee may formulate bye-laws for the detailed running of the Club and elect subcommittees for any special activities of the Club which the Committee may authorise.
- (g) The Committee shall have the power to fill any casual vacancy arising amongst members of the Committee, but any person so co-opted shall retain office only until the next following Annual General Meeting and then shall be eligible for re-election.

## **5. NOMINATIONS AND ELECTIONS**

5.1 Candidates must be eligible according to the rules and be correctly nominated and seconded. It is the candidates' responsibility to ensure that this is done and they must give consent before being nominated. Information on the available roles should be distributed to the entire club membership. This should include a job role description, details of the date of the elections, and a nomination form.

5.2 All nomination forms are returned to the Club Secretary by a set date. After this date, any roles that have more than one person nominated for will need to be decided by a vote.

5.3 A list detailing each of the roles and the members that have applied is sent to all current club members with details of the date of the elections (this is usually at a committee meeting). Every member has the opportunity to vote for a person for each of the available roles

5.4 Any member not able to make the meeting must be allowed to make their vote via email. At the meeting, members mark their vote on a paper and these remain anonymous. Votes are counted, including any received prior to the meeting. In the event of a tie, the existing Chairperson has the casting vote.

5.5 If a committee member leaves during their term, or there are not enough nominations at the AGM, then the current Committee may co-opt a person to join the Committee –usually to carry out a specific job. That person may continue until the next AGM and then if it their wish, they may be formally elected to the Committee.

5.6 The Committee may appoint annually a President and Vice-Presidents. They shall not by virtue only of such appointment become members of the Committee

## **6. SUBSCRIPTIONS**

6.1 The financial year of the Club shall commence on the 1<sup>st</sup> November in each year.

6.2 The annual subscription shall be determined by the Committee and communicated at the AGM. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

6.3 To receive a discount on membership, renewal must take place by 31<sup>st</sup> January each year. Any membership renewal after this date will be treated as a new member at full cost.

## **7. ANNUAL GENERAL MEETING (AGM)**

7.1 The Annual General Meeting shall be held in November of each year to transact the following business:

- (a) To receive and if approved to adopt a Statement of the Club's Accounts to the end of the preceding year.
- (b) To fill vacancies on the Committee
- (c) To appoint an Auditor
- (d) To deal with any special matter which the Committee may desire to bring to the members and to receive suggestions from the members for consideration by the Committee. Notice convening the General Meeting shall be sent to the members not less than 20 days before the meeting and shall specify the matters to be dealt with.

7.2 A special General Meeting may be called by the Committee, or by a request signed by not less than five members specifying the business to be discussed. The Secretary shall give all members ten days' notice of the date of such a meeting and shall specify in such notice matters to be dealt with at the meeting.

7.3 The Accounts of the Club shall be audited each year by the person appointed at the previous Annual General Meeting. The person should be experienced in accounting matters and not a member of the committee.

7.4 Notice may be given, to any member by email. Members must supply an email address on their membership application to the Club. If any member does not supply an email address they shall not be entitled to receive any notice. The accidental omission to give notice of a meeting to or the non-receipt of a notice of a meeting by any member shall not invalidate the proceedings of the meeting.

7.5 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 prior notice has been sent to all members stating the proposed amendment.

7.6 Members shall be correctly turned out at all Club events. Any protective clothing required by current British Riding Clubs rules must be worn. (See current BRC Rulebook)

7.7 All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties.

7.8 In the event that dissolution of the Club shall occur, the assets of the Club shall be used first 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.

**West Devon Riding Club Committee.**

**Updated December 2015**