

This is the annexure of 14 pages marked "A" referred to in Form 5 signed by me and dated [INSERT DATE]

## Annexure "A"

# GIDGEGANNUP EQUESTRIAN ASSOCIATION (INC) CONSTITUTION

### 1. NAME

The name shall be Gidgegannup Equestrian Association (Inc).

### 2. DEFINITIONS

In these rules, unless the contrary intention appears-

"the Association" or "the Club"	Gidgegannup Equestrian Association (Inc) referred to in rule 1
"year"	means the financial year 1 <sup>st</sup> December to 30 <sup>th</sup> November
"member"	means member of the Association
"the Act"	means the Associations Incorporation Act 1987
"convene"	means to call together for a formal meeting
"the Committee"	means the Committee of Management of the Association referred to in rule 10 (1)
"Committee member"	means person referred to in paragraph (a), (b), (c), (d) or (e) of rule 10 (1)
"the President"	means-
	(a) in relation to the proceedings at a Committee meeting or general meeting, the person presiding at the Committee meeting or general meeting in accordance with rule 11; or
	(b) otherwise than in relation to the proceedings referred to in paragraph (a), the person referred to in paragraph (a) of rule 10 (1) or, if that person is unable to perform his or her functions, the Vice President
"the Vice-President"	means the Vice-President referred to in paragraph (b) of rule 10 (1)
"the Secretary"	means the Secretary referred to in paragraph (c) of rule 10 (1)
"the Treasurer"	means the Treasurer referred to in paragraph (d) of rule 10 (1)
"secret ballot"	means voting conducted in written form (as opposed to a show of hands)
"Committee meeting"	means a meeting referred to in rule 15
"annual general meeting"	is the meeting convened under paragraph (b) of rule 16 (1)
"general meeting"	means a meeting to which all members are invited
"special general meeting"	means a general meeting other than the annual general meeting
"special resolution"	has the meaning given by section 24 of the Act, that is-

A resolution is a special resolution if it is passed by a majority of not less than three-fourths of the members of the association who are entitled under the rules of the association to vote and vote in person or by proxy at a general meeting of which notice specifying the intention to propose the resolution as a special resolution was given in accordance with those rules.

At a meeting at which a resolution proposed as a special resolution is submitted, a declaration by the person presiding that the resolution has been passed as a special resolution shall be evidence of the fact unless, during the meeting at which the resolution is submitted, a secret ballot is demanded in accordance with rule 17 (9).

If a secret ballot is held, a declaration by the person presiding as to the result of the secret ballot is evidence of the matter so declared.

### **3. OBJECTS OF THE ASSOCIATION**

- (1) The objects of the Association are-
  - (a) To encourage horse riding as a sport and recreation. To promote good fellowship among riders, and to improve and maintain the standard of riding and horsemanship.
  - (b) To provide instruction in riding and horsemanship, and to instil in members the proper care of their horses and gear.
  - (c) To promote the highest ideals of sportsmanship and to provide an opportunity for members to be involved in all kinds of equestrian activities and competition, both closed (i.e. for members only) and open (i.e. to involve members of the general equestrian community).
  - (d) To provide and maintain equipment for the use of the members of the Association.
  - (e) To endeavour to keep open and maintain facilities for equestrian activities.
  - (f) To encourage all members to be actively involved in the operation of the Association.
  - (g) To make rules, regulations and by-laws for the management of the Association's affairs.
- (2) The property and income of the Association shall be applied solely towards the promotion of the objects of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objects.

### **4. POWERS OF THE ASSOCIATION**

The powers conferred on the Association are the same as those conferred by section 13 of the Act, so that subject to the Act, the Association may do all things necessary or convenient for carrying out its objects and purposes, and in particular, may –

- (a) acquire, hold, deal with, and dispose of any real or personal property;
- (b) open and operate bank accounts;
- (c) invest its money -
  - i) in any security in which trust monies may lawfully be invested; or
  - ii) in any other manner authorised by the rules of the Association;
- (d) borrow money upon such terms and conditions as the Association thinks fit;
- (e) give such security for the discharge of liabilities incurred by the Association as the Association thinks fit;
- (f) appoint agents to transact any business of the Association on its behalf;
- (g) enter into any other contract it considers necessary or desirable;
- (h) act as trustee and accept and hold real and personal property upon trust, but does not have power to do any act or thing as a trustee that, if done otherwise than as a trustee, would contravene this Act or the rules of the Association; and
- (i) appoint a delegate or delegates as its representatives to any other body or bodies. Such delegates shall consist of a member or members of the Association as the Committee thinks fit and shall enjoy such powers and privileges as determined by the Committee. The Committee may, in writing, revoke wholly or in part any delegation under this paragraph.

### **5. MEMBERSHIP OF THE ASSOCIATION**

- (1) Membership categories shall be comprised of Full, Associate, Competition, Life and Social (non-riding) members, and-
  - (a) all membership be restricted to persons who are 18 years of age or over;
  - (b) a Competition member is entitled to ride at unrestricted club events, such as (but not limited to) an Adult Riding Club Association (ARCA) Interclub challenge, unofficial Competition, or unrestricted clinic/training day. It does not entitle the member to ride at regular club rally days or other restricted club events as determined from time to time by the Committee. The membership fee can be set by the Committee for a one-off club event and/or for a defined number of unrestricted events in the Association year;

- (c) Competition and Social members are not eligible for election to any Committee or sub-committee of the Association, do not have the right to nominate a person for election to any Committee, and cannot vote in person or by proxy at any meetings of the Association;
  - (d) a Life Member shall be nominated in writing to the Secretary of the Association, ratified by the Committee and then decided by a majority vote of not less than three-fourths (75%), by secret ballot, of members of the Association present at the next annual general meeting and entitled under the rules of the Association to vote and vote in person or by proxy. Life Membership shall be conferred on a member for special outstanding services to the Association. Life Membership will convey no special privileges, with the exception that they shall not be required to pay annual subscription fees of the Association.
- (2) Any person who wishes to become a member must apply to the Committee in writing on the membership application form provided by the Association and pay the required subscription fees as determined under rule 7 (1).
  - (3) The Committee members should preferably consider each application made under sub-rule (2) at a Committee meeting and then where this is the case at the Committee meeting or the next Committee meeting accept or reject that application. The Committee shall have the right to reject any application for membership and must communicate that rejection in writing to the person concerned.
  - (4) An applicant whose application for membership of the Association is rejected under sub-rule (3) must, if he or she wishes to appeal against that decision, give notice to the Secretary of his or her intention to do so within a period of 14 days from the date he or she is advised of the rejection.
  - (5) When notice is given under sub-rule (4), the Association in a general meeting no later than the next annual general meeting, must either confirm or set aside the decision of the Committee to reject the application, after having afforded the applicant who gave that notice a reasonable opportunity to be heard by, or to make representations in writing to, the Association in the general meeting.

## **6. REGISTER OF MEMBERS OF THE ASSOCIATION**

- (1) The Secretary, on behalf of the Association, must comply with section 27 of the Act by keeping and maintaining in an up to date condition a register of the members of the Association and their postal and/or residential addresses, contact details (phone/email) and emergency contact details. The Secretary, upon the request of a member of the Association, shall make the register available for the inspection of the member but shall have no right to remove the register for that purpose.
- (2) The register must be so kept and maintained in electronic form by the Secretary, and it is recommended a hard copy of this register be stored in a secure place in the Association's club rooms.
- (3) The Secretary must cause the name of a person who dies or who ceases to be a member under rule 8 to be deleted from the register of members referred to in sub-rule (1).

## **7. SUBSCRIPTIONS OF MEMBERS OF THE ASSOCIATION**

- (1) The Committee members may from time to time, by a majority vote of at least three-fourths (75%), at a Committee meeting determine the amount of the annual subscription to be paid by each category of member.
- (2) Each member must pay to the Treasurer or the bank account of the Association the amount of the subscription as determined under sub-rule (1). This must be done at the time of submission of a

membership application form to the Committee or such other date as the Committee may determine upon a written request from an applicant for an extension of time.

- (3) Subject to sub-rule (4), a member whose subscription is not paid within 21 days after submission of a membership application form, or such other date as determined by the Committee under sub-rule (2), ceases on the expiry of that period to be a member, unless the Committee decides otherwise.
- (4) A person exercises all the rights and obligations of a member for the purpose of these rules if his or her subscription is paid on or before the relevant date fixed by or under sub-rule (2) or within 21 days thereafter, or such other time as the Committee allows.
- (5) If mid-year membership is offered by the Committee any new member who joins the club after 30<sup>th</sup> June shall be required to pay a membership fee for the remainder of that year of one half of the annual Full subscription.

#### **8. TERMINATION OF MEMBERSHIP OF THE ASSOCIATION**

Membership of the Association may be terminated upon-

- (a) Receipt by the Secretary or another Committee member of a notice in writing from a member of his or her resignation from the Association. Such person remains liable to pay to the Association the amount of any subscription due and payable by that person to the Association but unpaid at the date of termination; or
- (b) Non-payment by a member of his or her subscription within 21 days of the date of submission of a membership application form, unless the Committee decides otherwise in accordance with rule 7 (3).
- (c) Expulsion of a member in accordance with rule 9.

#### **9. SUSPENSION OR EXPULSION OF MEMBERS OF THE ASSOCIATION**

- (1) If the Committee considers that a member should be suspended or expelled from the Association because they fail to observe the rules of the Association, or their conduct in any respect is derogatory to the character or prejudicial to the interest of the Association, the Committee must communicate in writing to the member-
  - (a) notice of the proposed suspension or expulsion and of the time, date and place of the Committee meeting at which the question of that suspension or expulsion will be decided; and
  - (b) particulars of that conduct,not less than 21 days before the date of the Committee meeting referred to in paragraph (a).
- (2) At the Committee meeting referred to in a notice communicated under sub-rule (1), the Committee may, having afforded the member concerned a reasonable opportunity to be heard by, or to make representations in writing to, the Committee, suspend or expel or decline to suspend or expel that member from membership of the Association and must, forthwith after deciding whether or not to suspend or expel that member, communicate that decision in writing to that member.
- (3) Subject to sub-rule (5), a member has his or her membership suspended or ceases to be a member 14 days after the day on which the decision to suspend or expel a member is communicated to him or her under sub-rule (2).
- (4) A member who is suspended or expelled under sub-rule (2) must, if he or she wishes to appeal against that suspension or expulsion, give notice to the Secretary of his or her intention to do so within the period of 14 days referred to in sub-rule (3).
- (5) When notice is given under sub-rule (4)-

- (a) the Association in a general meeting, must either confirm or set aside the decision of the Committee to suspend or expel the member, after having afforded the member who gave that notice a reasonable opportunity to be heard by, or make representations in writing to, the Association in the general meeting; and
  - (b) the member who gave that notice is not suspended or does not cease to be a member unless and until the decision of the Committee to suspend or expel him or her is confirmed under this sub-rule.
- (6) Any member who is expelled from the Association or who shall for any other reason whatsoever cease to be a member, shall have no claim to or interest in the property or funds of the Association.

## **10. COMMITTEE OF MANGEMENT**

- (1) Subject to sub-rule (11), the affairs of the Association will be managed exclusively by a Committee of Management consisting of-
- (a) a President
  - (b) a Vice President
  - (c) a Secretary
  - (d) a Treasurer
  - (e) not less than 4 and not more than 8 other persons
- (2) Committee members must be elected to membership of the Committee at an annual general meeting or appointed under sub-rule (10), and must be Full or Associate financial members or Life members of the Association.
- (3) Subject to sub-rule (10), a Committee member's term will be from his or her election at an annual general meeting until the election referred to in sub-rule (2) at the next annual general meeting after his or her election, but he or she is eligible for re-election to membership of the Committee.
- (4) Except for nominees under sub-rule (9), a person is not eligible for election to membership of the Committee unless a member has nominated him or her for election by delivering notice in writing of that nomination on the approved nomination form of the Association, signed by-
- (a) the nominator; and
  - (b) the nominee to signify his or her willingness to stand for election,
- to the Secretary prior to the commencement time on the day on which the annual general meeting concerned is to be held.
- (5) In lieu of signatures under sub-rule (4) the nominator may complete the nominee name(s) on the approved nomination form of the Association and email the form to the nominee(s) for acceptance who must then forward the email to the approved email address of the Association from their email account, with the statement in the subject or text of the email "Attention Secretary: I accept the attached nomination to the Committee", 24 hours prior to the commencement time on which the annual general meeting concerned is to be held.
- (6) A person who is eligible for election or re-election under this rule may –
- (a) nominate himself or herself for election or re-election; and
  - (b) vote for himself or herself.
- (7) If the number of persons nominated in accordance with sub-rule (4) for election to membership of the Committee exceeds the number of vacancies in that membership to be filled, a secret ballot, by the simple majority method, shall be conducted at the annual general meeting to decide who shall be elected.

- (8) If the number of persons nominated in accordance with sub-rule (4) for election to membership of the Committee does not exceed the number of vacancies in that membership to be filled-
- (a) the Secretary must report accordingly to; and
  - (b) the President must declare those persons to be duly elected as members of the Committee, at the annual general meeting concerned.
- (9) If vacancies remain on the Committee after the declaration under sub-rule (8), additional nominations of Committee members may be accepted from the floor of the annual general meeting. If such nominations from the floor do not exceed the number of vacancies the President must declare those persons to be duly elected as members of Committee. Where the number of nominations from the floor exceeds the remaining number of vacancies on the Committee, elections for those positions must be conducted as per sub-rule (7).
- (10) If a vacancy remains on the Committee after the application of sub-rule (9), or when a casual vacancy within the meaning of rule 14 occurs in the membership of the Committee-
- (a) the Committee may appoint a member to fill that vacancy; and
  - (b) a member appointed under this sub-rule will -
    - i) hold office until the election referred to in sub-rule (2); and
    - ii) be eligible for election to membership of the Committee,at the next following annual general meeting.
- (11) The Committee may delegate, in writing, to one or more sub-committees (consisting of such member or members of the Association as the Committee thinks fit) the exercise of such functions of the Committee as are specified in the delegation other than-
- (a) the power of delegation; and
  - (b) a function which is a duty imposed on the Committee by the Act or any other law.
- (12) Any delegation under sub-rule (11) may be subject to such conditions and limitations as to the exercise of that function or as to time and circumstances as are specified in the written delegation and the Committee may continue to exercise any function delegated.
- (13) The Committee may, in writing, revoke wholly or in part any delegation under sub-rule (11).

## **11. PRESIDENT AND VICE-PRESIDENT**

- (1) Subject to this rule, the President must preside at all general meetings and Committee meetings.
- (2) In the event of the absence from a general meeting of-
- (a) the President, the Vice-President; or
  - (b) both the President and the Vice-President, a Committee member elected by the other members present at the general meeting,
- must preside at the general meeting.
- (3) In the event of the absence from a Committee meeting of-
- (a) the President, the Vice-President; or
  - (b) both the President and the Vice-President, a Committee member elected by the other Committee members present at the Committee meeting,
- must preside at the Committee meeting.

- (4) In addition to rule (1) other duties of the President include-
- (a) To liaise with the other clubs using the same grounds, known as the Gidgegannup Showgrounds.
  - (b) To liaise with the local shire on relevant matters.
  - (c) To be the spokesperson for the Association on such occasions as a spokesperson is required.
  - (d) To enforce the rules and regulations of the Association as laid down from time to time.

## **12. SECRETARY**

The Secretary must-

- (a) co-ordinate the correspondence of the Association;
- (b) keep full and correct minutes of the proceedings of the Committee and of the Association (except when a Minute Recorder is appointed, then this will be their duty);
- (c) comply on behalf of the Association with-
  - i) section 27 of the Act with respect to the register of members of the Association, as referred to in rule 6;
  - ii) section 28 of the Act by keeping and maintaining in an up to date condition the rules of the Association and, upon the request of a member of the Association, must make available those rules for the inspection of the member and the member may make a copy of or take an extract from the rules but will have no right to remove the rules for that purpose; and
  - iii) section 29 of the Act by maintaining a record of -
    - (A) the names and residential or postal addresses of the persons who hold the offices of the Association provided for by these rules, including all offices held by the persons who constitute the Committee and persons who are authorised to use the common seal of the Association under rule 22; and
    - (B) the names and residential or postal addresses of any persons who are appointed or act as trustees on behalf of the Association,and the Secretary must, upon the request of a member of the Association, make available the record for the inspection of the member and the member may make a copy of or take an extract from the record but will have no right to remove the record for that purpose;
- (d) unless the members resolve otherwise at a general meeting, have custody of all books, documents, records and registers of the Association, including those referred to in paragraph (c) but other than those required by rule 13 to be kept and maintained by, or in the custody of, the Treasurer; and
- (e) perform such other duties as are imposed by these rules on the Secretary.

## **13. TREASURER**

The Treasurer must-

- (a) be responsible for the receipt of all moneys paid to or received by, or by him or her on behalf of, the Association and must issue receipts in the name of the Association for those moneys presented in the form of cash;
- (b) pay all moneys referred to in paragraph (a) into such account or accounts of the Association as the Committee may from time to time direct;
- (c) make payments from the funds of the Association with the authority of a general meeting or of the Committee and in so doing ensure that all cheques are signed by at least two (2) of the Executive Committee (President, Vice President, Secretary, Treasurer);
- (d) comply on behalf of the Association with sections 25 and 26 of the Act with respect to the accounting records of the Association by-

- i) keeping such accounting records as correctly record and explain the financial transactions and financial position of the Association;
  - ii) keeping its accounting records in such manner as will enable true and fair accounts of the Association to be prepared from time to time;
  - iii) keeping its accounting records in such manner as will enable true and fair accounts of the Association to be conveniently and properly audited; and
  - iv) submitting to members at each annual general meeting of the Association accounts of the Association showing the financial position of the Association at the end of the immediately preceding financial year.
- (e) whenever directed to do so by the President, submit to the Committee a report, balance sheet or financial statement in accordance with that direction;
  - (f) unless the members resolve otherwise at a general meeting, have custody of all securities, books and documents of a financial nature and accounting records of the Association, including those referred to in paragraphs (d) and (e); and
  - (g) perform such other duties as are imposed by these rules on the Treasurer.

#### **14. CASUAL VACANCIES IN MEMBERSHIP OF COMMITTEE**

A casual vacancy occurs in the office of a Committee member and that office becomes vacant if the Committee member-

- (a) dies;
- (b) resigns by notice in writing delivered to the President or, if the Committee member is the President, to the Vice-President;
- (c) is convicted of an offence under the Act;
- (d) is permanently incapacitated by mental or physical ill-health;
- (e) is absent from more than-
  - i) 3 consecutive Committee meetings; or
  - ii) 3 Committee meetings in the same financial year without tendering an apology to the person presiding at each of those Committee meetings; of which meetings the member received notice, and the Committee has resolved to declare the office vacant;
- (f) ceases to be a member of the Association; or
- (g) is the subject of a resolution passed by a general meeting of members terminating his or her appointment as a Committee member.

#### **15. PROCEEDINGS OF COMMITTEE**

- (1) The Committee must meet together for the dispatch of business not less than 10 times in each year and the President, or at least half the members of the Committee, may at any time convene a meeting of the Committee.
- (2) Each Committee member has a deliberative vote.
- (3) A question arising at a Committee meeting must be decided by a majority of votes unless stated otherwise in these rules, but, if there is no majority, the person presiding at the Committee meeting will have a casting vote in addition to his or her deliberative vote.
- (4) At a Committee meeting 50% of Committee members constitute a quorum.



- (5) Subject to these rules, the procedure and order of business to be followed at a Committee meeting must be determined by the Committee members present at the Committee meeting.
- (6) As required under sections 21 and 22 of the Act, a Committee member having any direct or indirect pecuniary interest in a contract, or proposed contract, made by, or in the contemplation of, the Committee (except if that pecuniary interest exists only by virtue of the fact that the member of the Committee is a member of a class of persons for whose benefit the Association is established), must-
  - (a) as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Committee; and
  - (b) not take part in any deliberations or decision of the Committee with respect to that contract.
- (7) Sub-rule (6) (a) does not apply with respect to a pecuniary interest that exists only by virtue of the fact that the member of the Committee is an employee of the Association.
- (8) The Secretary must cause every disclosure made under sub-rule (6) (a) by a member of the Committee to be recorded in the minutes of the meeting of the Committee at which it is made.

## **16. GENERAL MEETINGS**

- (1) The Committee-
  - (a) may at any time convene a special general meeting;
  - (b) must convene annual general meetings within the time limits provided for the holding of such meetings by section 23 of the Act, that is, in every calendar year within 4 months after the end of the Association's financial year or such longer period as may in a particular case be allowed by the Commissioner; and
  - (c) must, within 30 days of-
    - i) receiving a request in writing to do so from not less than 10% of membership, convene a special general meeting for the purpose specified in that request; or
    - ii) the Secretary receiving a notice under rule 9 (4), convene a general meeting to deal with the appeal to which that notice relates.
  - (d) must, after receiving a notice under rule 5 (4), convene a general meeting, no later than the next annual general meeting, at which the appeal referred to in the notice will be dealt with. Failing that, the applicant is entitled to address the Association at that next annual general meeting in relation to the Committee's rejection of his or her application and the Association at that meeting must confirm or set aside the decision of the Committee.
- (2) The members making a request referred to in sub-rule (1) (c) (i) must-
  - (a) state in that request the purpose for which the special general meeting concerned is required; and
  - (b) sign that request.
- (3) If a special general meeting is not convened within the relevant period of 30 days referred to-
  - (a) in sub-rule (1) (c) (i), the members who made the request concerned may themselves convene a special general meeting as if they were the Committee; or
  - (b) in sub-rule (1) (c) (ii), the member who gave the notice concerned may him or herself convene a special general meeting as if he or she were the Committee.

- (4) When a special general meeting is convened under sub-rule (3) (a) or (b) the Association must pay the reasonable expenses of convening and holding the special general meeting.
- (5) Subject to sub-rule (7), the Committee (usually via the Secretary) must give to all members not less than 14 days notice of a special general meeting and that notice must specify-
  - (a) when and where the general meeting concerned is to be held; and
  - (b) particulars of the business to be transacted at the general meeting concerned and of the order in which that business is to be transacted.
- (6) Subject to sub-rule (7), the Committee (usually via the Secretary) must give to all members not less than 21 days notice of an annual general meeting and that notice must specify-
  - (a) when and where the annual general meeting is to be held;
  - (b) the particulars and order in which business is to be transacted, as follows-
    - i) first, the consideration of the accounts and reports of the Committee;
    - ii) second, the election of Committee members to replace outgoing Committee members; and
    - iii) third, any other business requiring consideration by the Association at the general meeting.
- (7) A special resolution may be moved either at a special general meeting or at an annual general meeting, however the Committee (usually via the Secretary) must give to all members not less than 21 days notice of the meeting at which a special resolution is to be proposed. In addition to those matters specified in sub-rule (5) or (6), as relevant, the notice must also include the resolution to be proposed and the intention to propose the resolution as a special resolution.
- (8) The Committee (usually via the Secretary) must give a notice under sub-rule (5), (6) or (7), or under paragraph (b) of rule 17 (2) by-
  - (a) serving it on a member personally; or
  - (b) sending it by email or post to a member at the address of the member appearing in the register of members kept and maintained under rule 6.
- (9) When a notice is sent by post under sub-rule (8) (b), sending of the notice will be deemed to be properly effected if the notice is sufficiently addressed and posted to the member concerned by ordinary prepaid mail.

## **17. QUORUM AND PROCEEDINGS AT GENERAL MEETINGS**

**(1) At a general meeting 10% of membership present in person constitute a quorum.**

- (2) If within 30 minutes after the time specified for the holding of a general meeting in a notice given under rule 16 (5) or (6)-
  - (a) as a result of a request or notice referred to in rule 16 (1) (c) or as a result of action taken under rule 16 (3) a quorum is not present, the general meeting lapses; or
  - (b) otherwise than as a result of a request, notice or action referred to in paragraph (a), the general meeting stands adjourned to a time, date and venue determined by the President within a period of not more than 14 days of the general meeting. The new time, date and venue must be conveyed as soon as reasonably possible to all members of the Association as per rule 16 (8).

- (3) If within 30 minutes of the time appointed by sub-rule (2) (b) for the resumption of an adjourned general meeting a quorum is not present, the members who are present in person or by proxy may nevertheless proceed with the business of that general meeting as if a quorum were present.
- (4) The President may, with the consent of a general meeting at which a quorum is present, and must, if so directed by such a general meeting, adjourn that general meeting from time to time and from place to place.
- (5) There must not be transacted at an adjourned general meeting any business other than business left unfinished or on the agenda at the time when the general meeting was adjourned.
- (6) When a general meeting is adjourned for a period of 30 days or more, the Committee (usually via the Secretary) must give notice under rule 16 of the adjourned general meeting as if that general meeting were a fresh general meeting.
- (7) At a general meeting-
  - (a) an ordinary resolution put to the vote will be decided by a majority of votes cast on a show of hands, subject to sub-rule (9), and in the event of equal voting the person presiding at the general meeting will have a casting vote in addition to his or her deliberative vote; and
  - (b) a special resolution put to the vote will be decided in accordance with section 24 of the Act as defined in rule 2, and, if a secret ballot is demanded, in accordance with sub-rules (9) and (11).
- (8) A declaration by the President of a general meeting that a resolution has been passed as an ordinary resolution at the meeting will be evidence of that fact unless, during the general meeting at which the resolution is submitted, a secret ballot is demanded in accordance with sub-rule (9).
- (9) At a general meeting, a secret ballot may be demanded by the President or by two or more members present in person and, if so demanded, must be taken in such manner as the President directs.
- (10) If a secret ballot is demanded and taken under sub-rule (9) in respect of an ordinary resolution, a declaration by the President of the result of the secret ballot is evidence of the matter so declared.
- (11) A secret ballot demanded under sub-rule (9) must be taken immediately on that demand being made.

## **18. MINUTES OF MEETINGS OF THE ASSOCIATION**

- (1) The Secretary (or Minute Secretary) must cause proper minutes of all proceedings of all general meetings and Committee meetings to be taken and then to be entered within 30 days after the holding of each general meeting or Committee meeting, as the case requires, in a minute book kept for that purpose.
- (2) The President must ensure that the minutes taken of a general meeting or Committee meeting under sub-rule (1) are checked and signed as correct by the Chairperson of the general meeting or Committee meeting to which those minutes relate or by the Chairperson of the next succeeding general meeting or Committee meeting, as the case requires.

- (3) When minutes have been entered and signed as correct under this rule, they are, until the contrary is proved, evidence that-
- (a) the general meeting or Committee meeting to which they relate (in this sub-rule called "the meeting") was duly convened and held;
  - (b) all proceedings recorded as having taken place at the meeting did in fact take place at the meeting; and
  - (c) all appointments or elections purporting to have been made at the meeting have been validly made.

## **19. VOTING RIGHTS OF MEMBERS OF THE ASSOCIATION**

Subject to these rules, each member present in person or by proxy at a general meeting is entitled to a deliberative vote.

## **20. PROXIES OF MEMBERS OF THE ASSOCIATION**

An eligible member (in this rule called "the appointing member") may appoint in writing another member who is a natural person to be the proxy of the appointing member and to attend, and vote on behalf of the appointing member at, the designated general meeting. This appointment in writing must be on the approved Proxy form of the Association and submitted to the Secretary no less than 24 hours prior to the commencement time of the general meeting concerned. This authority will be revoked at the conclusion of that general meeting.

## **21. RULES OF THE ASSOCIATION**

- (1) The Association may alter or rescind these rules, or make rules additional to these rules, in accordance with the procedure set out in sections 17, 18 and 19 of the Act, which is as follows-
- (a) Subject to sub-rule (1) (d) and (1) (e), the Association may alter its rules by special resolution but not otherwise;
  - (b) Within one month of the passing of a special resolution altering its rules, or such further time as the Commissioner may in a particular case allow (on written application by the Association), the Association must lodge with the Commissioner notice of the special resolution setting out particulars of the alteration together with a certificate given by a member of the Committee certifying that the resolution was duly passed as a special resolution and that the rules of the Association as so altered conform to the requirements of this Act;
  - (c) An alteration of the rules of the Association does not take effect until sub-rule (1) (b) is complied with;
  - (d) An alteration of the rules of the Association having effect to change the name of the association does not take effect until sub-rules (1) (a) to (1) (c) are complied with and the approval of the Commissioner is given to the change of name;
  - (e) An alteration of the rules of the Association having effect to alter the objects or purposes of the association does not take effect until sub-rules (1) (a) to (1) (c) are complied with and the approval of the Commissioner is given to the alteration of the objects or purposes.
- (2) These rules bind every member and the Association to the same extent as if every member and the Association had signed and sealed these rules and agreed to be bound by all their provisions.

## **22. COMMON SEAL OF THE ASSOCIATION**

- (1) The Association may have a common seal on which its corporate name appears in legible characters, however this is not mandatory.

- (2) The common seal of the Association must not be used without the express authority of a majority decision of the Committee and every use of the common seal must be recorded in the Committee meeting minutes.
- (3) The affixing of the common seal of the Association must be witnessed by any two (2) of the President, the Vice President, the Secretary, and the Treasurer. Or in the absence of a common seal the signatories of any two (2) the above will suffice.
- (4) The common seal of the Association must be kept in the custody of the Secretary or of such other person as the Committee from time to time decides.

### **23. INSPECTION OF RECORDS, etc. OF THE ASSOCIATION**

A member may at any reasonable time inspect without charge the books, documents, records and securities of the Association.

### **24. DISPUTES AND MEDIATION**

- (1) The grievance procedure set out in this rule applies to disputes under these rules between-
  - (a) a member and another member; or
  - (b) a member and the Association; or
  - (c) if the Association provides services to non-members, those non-members who receive services from the Association, and the Association.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 14 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be-
  - (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement-
    - i) in the case of a dispute between a member and another member, a person appointed by the Committee of the Association;
    - ii) in the case of a dispute between a member or relevant non-member (as defined by sub-rule (1) (c)) and the Association, a person who is a mediator appointed to, or employed with, a not for profit organisation.
- (5) A member of the Association can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must-
  - (a) give the parties to the mediation process every opportunity to be heard;
  - (b) allow due consideration by all parties of any written statement submitted by any party; and

- (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) The mediation must be confidential and without prejudice.
- (11) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

## **25. AFFILIATION**

The Association may co-operate with, become a member of, or affiliate to any body or bodies having objectives similar in whole or in part to its own objectives, as decided by a majority vote at a Committee meeting.

## **26. LIABILITY**

Neither the Association nor any person acting on its behalf shall be held responsible for any accident, damage, injury or loss to members, horses, other persons or property at any events conducted by the Association, meetings, or at which any member may be representing the Association. All members of the Association must sign a Release and Waiver of Liability form provided by the Association.

## **27. INSURANCE**

The Association shall maintain a Public Liability Insurance Policy to indemnify against legal liability of the Association.

## **28. DISTRIBUTION OF SURPLUS PROPERTY ON WINDING UP OF THE ASSOCIATION**

If upon the winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred to another association incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to its individual members, and which association shall be determined by resolution of the members.