

Rules and Constitution of the West Tamar Pony and Riding Club

(1) NAME

The Club shall be called 'The West Tamar Pony and Riding Club' (hereinafter called 'the Club').

(2) OBJECTS

1. The basic objects of the Club are as follows:-

- (a) To encourage young people to ride and learn to enjoy all kinds of sport connected with horses and riding, to provide instruction in riding and horse mastership and to instil in members the proper care of their animals to promote the highest ideals of sportsmanship, citizenship and loyalty thereby cultivating strength of character and self discipline.
- (b) To acquire by purchase, lease or otherwise lands and buildings for any purposes of the Club and to equip such lands and buildings with all necessary plans erections and improvements.
- (c) To join with any person, association or club interested in manners similar to the above objects in promoting or forwarding such objects.

2. In addition to the basic objects of the Club, the objects and purposes of the Club shall be deemed to include:-

- (a) The purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property that may be deemed necessary or convenient for any of the objects or purposes of the Club.
- (b) The buying, selling and supplying of, and dealing in, goods of all kinds.
- (c) The construction, maintenance and alteration of buildings or works necessary or convenient for any of the objects or purposes of the Club.
- (d) The accepting of any gift whether subject to a special trust or not, for any one or more of the objects or purposes of the Club.
- (e) The taking of such steps from time to time as the committee or the members in general meeting may deem expedient for the purpose of procuring contributions to the funds of the Club, whether by way of donations , subscriptions or otherwise.
- (f) The printing and publishing of such newspapers, periodicals, books, leaflets, or other documents as the committee or the members in general meeting may think desirable for the promotion of the objects and purposes of the Club.
- (g) The borrowing and raising of money in such manner and on such terms as the committee may think fit or as may be approved or directed by resolution passed at a general meeting.
- (h) Subject to the provisions of the Trustee Act 1898, or any subsequent Act, the investment of any moneys of the Club not immediately required for any of its objects or purposes in such a manner as the committee may from time to time determine.
- (i) The making of gifts, subscriptions or donations to any of the funds, authorities or institutions to which paragraph (a) or subsection (1) of Section 78 of the Income Tax and Social Services Contribution Assessment Act 1936 – 1964 of the Commonwealth, or any subsequent Act, relates.
- (j) The purchase or acquisition and undertaking of all or any part of the property, assets liabilities and engagements of any association with which the Club may at any time become amalgamated in accordance with the provisions of the Act and rules of the Club.
- (k) The doing of all such other lawful things as are incidental or conducive to the attainment of the basis objects of the Club or of any of the objects and purposes specified in the foregoing provisions of this sub-rule.

(3) MEMBERSHIP OF THE CLUB

1. The Club shall consist of all persons who have been duly elected Members, and who have not ceased to be Members by virtue of these Rules.

Members of the Club shall be of the following classes:-

- (a) Life Members – Life Members shall consist of any person whose services to the Club or in the interests of Pony Club objectives generally, who in the opinion of the committee be deserving of recognition and may only be so elected at an Annual General Meeting.
 - (b) Ordinary Members – A person aged under the age of 17 years at the 1st day of January immediately preceding the date of his or her application for membership of the Club if accepted as a member of the Club as hereinafter provided, shall be an ordinary member of the Club. An ordinary member of the Club shall, on the renewal of his or her membership, become an Associate Member of the Club, if he or she had attained the age of 17 years on the 1st day of January immediately preceding the date of the said renewal.
 - (c) Associate Member – A person aged between the ages of 17 and 21 years as at the 1st day of January immediately preceding the date of his or her application for membership of the Club, if accepted as a member of the Club. An Associate Member of the Club shall, on renewal of his or her membership, become a Senior Member of the Club if he or she had attained the age of 21 years on the 1st day of January immediately preceding the date of the said renewal.
 - (d) Senior Member – A person aged between the ages of 22 and 25 years as at the 1st day of January immediately preceding the date of his or her application for membership of the Club, if accepted as a member of the Club. A Senior Member of the Club may, on renewal of his or her membership, become an Adult Member of the Club if he or she had attained the age of 25 years on the 1st day of January immediately preceding the date of the said renewal
 - (e) Adult Member – A person aged 25 years or over at the 1st day of January immediately preceding the date of his or her application for membership of the Club, if accepted as a member of the Club as hereinafter provided shall be an adult member of the Club.
 - (f) Family Membership – The family of each ordinary, associate or senior member(s) is entitled to 2 adult memberships.
2. Persons desirous of becoming a member shall be nominated by two members of the Club and shall be elected by the committee by ballot. Two adverse votes shall disqualify the nominee from membership.

(4) MANAGEMENT OF THE CLUB

The entire management and control of the Club (except as otherwise provided by these Rules) shall be in the hands of a Committee consisting of:-

- (a) President
- (b) Vice President
- (c) District Commissioner
- (d) Assistant District Commissioner
- (e) Honorary Secretary
- (f) Honorary Treasurer
- (g) Seven other members

Only adult, associate, senior or life members shall be eligible to be a member of the committee. The committee may, subject to these rules, exercise all such powers and functions as may be exercised by the Club other than those powers and functions that are required by these rules to be exercised by general meetings of members of the Club; and subject to the Act and these rules, has the power to perform all such acts and things as appear to the committee to be essential to the proper management of the business and affairs of the Club.

(5) INCOME AND PROPERTY OF THE CLUB

The income and property of the Club, however derived, shall be applied solely towards the promotion of the objects and purposes of the Club and no portion thereof shall be paid or transferred, directly or indirectly, by dividend bonus or otherwise to any member of the Club.

(6) RESIGNATION

A member may resign his or her membership by giving to the Secretary notice in writing to that effect. No refund of subscriptions paid shall be due unless the Committee shall otherwise determine.

(7) EXPULSION

If at any time the Committee shall be of the opinion that the interests of the Club so require they may by letter invite any member to resign from the Club within a time specified in such letter. In default of his or her resignation the question of his or her expulsion shall be submitted to an extraordinary general meeting of members to be held within four weeks after the date specified in such letter as the date before which he or she shall have been invited to resign. The member whose expulsion is sought shall have notices of such meeting and of the grounds upon which it is sought to expel him or her.

At such meeting the member whose expulsion is under consideration shall be allowed offer an explanation of his or her conduct verbally or in writing and if two thirds of the members present shall vote for his or her expulsion he or she shall thereupon cease to be a member of the Club. Provided that the voting at any such extraordinary meeting shall be by ballot if not less than three members present thereat shall so demand.

It shall be in the power of the Committee to exclude such member from the club house and grounds and to withhold from him or her all benefits and privileges of membership until such extraordinary general meeting shall be held.

(8) EFFECT OF CEASING TO BE A MEMBER

Any person on ceasing to be a member of the Club shall forfeit all right to and claim upon the Club and its property and funds.

(9) ELECTION OF MEMBERS OF COMMITTEE

At the annual general meeting all members of the committee shall retire but shall be eligible for re-election. They shall remain in office until their successors are appointed at the annual general meeting next following their appointment.

Any two members may propose any other candidates for office in writing to the Secretary fourteen days at least before the date of the meeting. Voting shall be by show of hands. The President of the meeting shall determine the method by which Committee members shall be elected in the event that 100% committee nominations are not received.

(10) VACATION OF OFFICE

For the purposes of these rules, the office of an officer of the Club or of an ordinary committee person becomes vacant if the officer or committee person:-

- (a) dies,
- (b) becomes bankrupt or applies to take advantage of any law relating to bankrupt or insolvent debtors or compounds with his or her creditors, or makes any assignment of his or her estate for their benefit,
- (c) becomes of unsound mind,
- (d) resigns his or her office by writing under his or her own hand addressed to the committee,
- (e) ceases to be resident in the State,
- (f) fails, without leave granted by the committee, to attend three consecutive meetings of the committee,
- (g) ceases to be a member of the Club, or
- (h) fails to pay all arrears of subscription due by him or her within fourteen days after he or she has received a notice in writing signed by the public officer stating that he or she has ceased to be a financial member of the Club.

(11) VACANCIES ON COMMITTEE

In the event of a vacancy on the committee the Committee shall have power to elect any member of the Club to fill such vacancy but the proceedings of the Committee shall not be invalidated in the consequence of their being less than the prescribed number.

(12) MEETINGS OF THE COMMITTEE

The Committee shall meet together for the despatch of business so often as the President or in his or her absence the Secretary shall deem necessary but not less than once in every month. At least three days notice shall (if possible) be given to each committee person and the Committee may adjourn and otherwise regulate its meetings as it thinks fit. A quorum shall be five members. At every meeting the Committee President shall preside and in his or her absence the members shall choose one of their numbers to preside.

Questions arising at any meeting shall be decided by majority of votes and in the case of any equality of votes the President shall have a second or casting vote.

The Committee shall cause to be kept a minute book showing the resolutions proposed and passed and all other proceedings at their meetings.

(13) SUB-COMMITTEES

- (a) The Committee may from time to time appoint from among their number such sub-committee as they may deem necessary or expedient and may depute or refer to them such of the powers and duties of the Committee as the Committee may determine. Such sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the direction of the Committee.
- (b) Sub-rule (a) hereof shall apply in the like manner. Such sub-committees appointed by any general meeting or constituted or established under the rules of the Club shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the direction of the general meeting. A quorum shall be three members entitled to vote thereat.

(14) ANNUAL GENERAL MEETING

The Annual General Meeting of the Club shall be held in the month of August in each year at a time and place and on a date in each year to be fixed by the Committee for the following purpose:

- (a) To receive from the committee a report balance sheet and statement of accounts for the preceding financial year.
- (b) To elect the committee and other Officers (if any) for the ensuing year.
- (c) To decide on any resolution which may be duly submitted to the meeting as hereinafter provided.
- (d) To deal with any special matter which the Committee desires to bring before members and to receive suggestions from the members for the consideration by the Committee.

(15) EXTRAORDINARY GENERAL MEETING

An extraordinary general meeting may be convened at any time by the Committee and shall be convened within twenty one days from receipt of a requisition in writing signed by not less than five members specifying the object of the meeting for any of the following purposes:-

- (a) To deal with any special matter which the Committee may desire to place before the members including the expulsion of a member.
- (b) To consider and if approved sanction any duly made alteration of the Rules.
- (c) To receive the resignation of the Committee or remove any member or members thereof from office and to fill any vacancy or vacancies caused thereby.
- (d) To deal with any special matter which the members requiring the meeting may desire to place before the Club.

(16) NOTICES OF GENERAL MEETING

The Public Officer of the Club shall, at least fourteen days before the date fixed for holding a general meeting of the Club cause to be sent by post, email or delivered personally to each member eligible to vote at such general meeting such written notification specifying the place, day and time for the holding of the meeting and the nature of the business to be transacted thereat.

(17) THE CHAIR AND VOTING

At all general meetings of the Club the President and in his or her absence a member of the Committee selected by the meeting or in the absence of any member of the Committee a member selected by the meeting shall take the chair.

Every member present and entitled to vote shall have one vote upon every matter and in the case of equality of votes the President shall have a second or casting vote.

No member shall be entitled to vote at any general meeting unless all moneys due from them to the Club shall have been paid prior to the commencing of such meeting.

Ordinary Members shall not be eligible to vote at any meeting of the Club.

(18) QUORUM

The quorum at all general meetings shall be seven members entitled to vote there at.

(19) FINANCIAL YEAR

The financial year of the Club shall end on the last day of June in each year on which day the accounts of the Club shall be balanced.

(20) NOTICES

A notice may be served by or on behalf of the Club upon any member either personally or by sending it through the post in a prepaid letter addressed to the member at his or her usual or last known place of abode.

(21) SECRETARY

The Secretary shall conduct the correspondence of the Club and shall have custody of all documents and records belonging to the Club. The Secretary shall keep full and correct minutes of all proceedings and records of all competitions of the Club.

(22) BANKING AND FINANCE

The Treasurer shall keep the accounts of the Club and shall make up the annual statement of accounts and balance sheet of the Club to the end of the financial year of the Club for presentation at the annual general meeting.

The Treasurer shall cause to be kept such bank accounts as are required by the club.

All cheques drafts, bills of exchange, promissory notes and other negotiable instruments drawn on such accounts shall be signed by at least two of the President, Secretary, Treasurer and Vice-President or such other persons as the Committee shall authorise.

(23) CUSTODY OF BOOKS AND DOCUMENTS OF THE CLUB

The accounts books and records shall be kept at the Club's office or such other place as the committee may decide.

(24) AUDITOR

At every annual general meeting of the Club the members present shall appoint a person to serve as auditor for the ensuing year. A vacancy occurring in office of auditor during the year shall be filled by the Committee. The first auditor of the Club may be appointed by the Committee before the first annual general meeting and if so appointed, shall hold office until the first annual general meeting unless previously removed by a resolution of the members at a general meeting in which case the members at that meeting may appoint an auditor to act until the first annual general meeting.

Except as hereinbefore provided the auditor may only be removed from office by special resolution.

(25) AUDIT OF ACCOUNTS

Once at least in each financial year of the Club, the accounts of the Club shall be examined by the Auditor.

The Auditor shall certify as to the correctness of the accounts of the Club and shall report thereon to the members present at the annual General Meeting.

In his or her report and in certifying to the accounts, the Auditor shall state:-

- (a) whether he or she has obtained the information required by him or her;

- (b) whether in his or her opinion, the accounts are properly drawn up so to exhibit a true and correct view of the financial position of the Club according to the information at his or her disposal and the explanations given to him or her and as shown by the books of the Club;
- (c) whether the rules relating to the administration of the funds of the Club have been observed.

The Public Officer of the Club shall cause to be delivered to the Auditor a list of all accounts, books, and records of the Club.

The Auditor:-

- (a) has a right of access to the accounts, books, records, vouchers, and documents of the Club,
- (b) may require from the servants of the Club such information and explanations as may be necessary for the performance of his or her duties as Auditor,
- (c) may, in relation to the accounts of the Club, examine any member of the committee or servant of the Club.

(26) ANNUAL SUBSCRIPTION

The annual subscription payable by members shall be referable to the class of membership and shall be set by the committee.

(27) ALTERATION OF THE RULES

No alteration or addition to these rules may be made other than by the affirmative votes of at least three quarters of the members of the Club entitled under these rules to vote as may be present in person at a general meeting of which notice specifying the intention to propose the resolution as a special resolution has been given.

(28) INTERPRETATION OF RULES

In the event of a dispute in respect to the interpretation of these rules the Committee shall seek such opinion as it considers required. Any such opinion given shall be final and binding on members.

(29) MEMBERS BOUND BY RULES

Every member shall be bound by and subscribed to the Rules of the Club.

(30) MARGINAL NOTES

The catchwords or headings in the margin of these rules shall not be taken as part thereof or in any such manner effect the interpretation or construction of the same.

(31) BORROWING

The Committee may have the power to borrow money and to issue debenture stock bonds or such other security in any form or manner for the purposes of the Club.

(32) SEAL OF THE CLUB

- (a) the seal of the Club shall be in the form of a rubber stamp inscribed with the name of the Club encircling the word 'Seal'.
- (b) The seal of the Club shall not be affixed to any instrument except by the authority of the Committee, and the affixing thereof shall be attested by the signatures of either two members of the committee or of one member of the committee and of the public officer of the Club or such person as the committee may appoint for that purpose, and that attestation is sufficient for all purposes that the seal was affixed by authority of the committee.
- (c) The seal shall remain in the custody of the public officer.