



## STANDARD RULES AND CONSTITUTION OF A BHS RIDING CLUB

### 1. Name of Club

The club will be called East Mendip Riding Club (Hereinafter known as 'The club') and may also be known as EMRC will be affiliated to The British Horse Society.

### 2. Aims & Objectives

The aims and objectives of the club will be:

- o To promote participation in horse riding as a sport and recreational activity within the local community
- o To provide opportunities for coaching and competitive opportunities within the amateur sport of horse riding
- o To promote good fellowship amongst riders
- o To improve and maintain the standard of riding and horsemanship.
- o To support and co-operate with organisations that promote equestrianism in all forms.
- o To concern itself with any matter which will benefit the horse and horse user in the local community
- o To provide suitable facilities to further the aims of the club

### 3. Membership

- a. Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in horse riding, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- b. 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.
- c. To become a member, persons shall complete an application form as prescribed by the committee and pay the annual membership fee.
- d. The membership will consist of the following categories
  - Senior Member **£24.00**
  - Junior Member **£15.00**
  - Honorary Member **Nil**
  - Non Riding Member **£15.00**
- e. The committee may refuse membership only for good cause, such as conduct or character likely to bring the club, the sport or The BHS 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.
- f. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.
- g. 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 their name removed from the membership list after written notice to the effect has been sent to them.
- h. The annual subscription shall be determined by the committee.

### 4. Sports Equity

- a. The club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

*Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally*

*accessible to everyone in society.*

- b. The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- c. The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- d. All club members have a responsibility to oppose discriminatory behavior and promote equality of opportunity.
- e. The club will deal with any incidence of discriminatory behavior seriously, according to club disciplinary procedures.
- f. The club has a zero tolerance to any form of discrimination, harassment, bullying. The club wants to ensure that everyone is always treated with dignity and respect and is protected from any such behaviours/actions.

#### **5. Committee**

- a. The affairs of the club shall be conducted by a committee which shall consist of Chairperson, Honorary Secretary, Honorary Treasurer and up to 6 other committee members.
- b. The officers of the committee shall be elected among their number at the first meeting after the AGM
- c. All committee members must be members of the Club.
- d. If required, the committee shall elect a Vice Chair from among its members.
- e. The term of office for the committee shall be three years, and members shall be eligible for re-election.
- f. If the post of any officer or ordinary committee member should fall vacant after such an election, the committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- g. The committee will be responsible for adopting new policies, codes of practice and rules that affect the organisation of the club.
- h. The committee will have powers to appoint any advisers to the committee as necessary to fulfil its business.
- i. The committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The committee will be responsible for taking any action of suspension or discipline following such hearings.
- j. The committee meetings will be convened by the Secretary of the Club and be held no less than 10 times per year.
- k. Only the posts listed above will have the right to vote at committee meetings.
- l. The quorum required for business to be agreed at Management Committee meetings will be a minimum of 40% of the elected committee.
- m. No junior member may be a voting member the club. However, if the club has a junior membership the committee 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.

## **6. Finances**

- a. The club treasurer will be responsible for the finances of the club.
- b. The financial year of the club will run from 1<sup>st</sup> January and end on 31<sup>st</sup> December in each year.
- c. All club monies will be banked in an account held in the name of the club.
- d. An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- e. Any cheques, BACS or other electronic means of payment (PayPal etc.) drawn against club funds should hold the signatures of or be authorised by the treasurer or one of up to two other officers.
- f. All members of the club shall be jointly and severally responsible for the financial liabilities of the club.

## **7. Annual General Meetings and Extraordinary General Meetings**

- a. General meetings are the means whereby the members of the club exercise their democratic rights in conducting the Club's affairs.
- b. The club shall hold the Annual General Meeting (AGM) in the month of October to:
  - Approve the minutes of the previous year's AGM.
  - Receive reports from the Chairman and Secretary.
  - Receive a report from the Treasurer and approve the Annual Accounts.
  - Receive a report from those responsible for certifying the Club's accounts.
  - Elect the members onto the committee.
  - Agree the membership fees for the following year.
  - Consider any proposed changes to the Constitution.
  - Deal with other relevant business.
- c. Notice of the AGM will be given by the club Secretary with at least 15 days' notice to be given to all members.
- d. One third of the members of the committee shall retire at the meeting, 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.
- e. Proposed changes to the constitution shall be sent to the Secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.
- f. All members have the right to vote at the AGM.
- g. The quorum for AGMs will be 25% of the membership
- h. The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
- i. An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.
- j. All procedures shall follow those outlined above for AGMs.

## **8. Amendments to the constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

## **9. Discipline and appeals**

- a. All concerns, allegations or reports of poor practice/abuse relating to the welfare of children, young people and vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the safeguarding policy and procedures. The Club Welfare Officer (CWO) is the lead contact for all members in the event of any safeguarding concerns.
- b. All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- c. The committee will meet to hear complaints within 10 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- d. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the

complaint and the member against whom the complaint was made within NUMBER days of the hearing.

- e. There will be the right of appeal to the committee following disciplinary action being announced. The committee should consider the appeal within 10 days of the Secretary receiving the appeal.

**10. Dissolution**

- a. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- b. In the event of dissolution, all debts should be cleared with any club funds. Any assets of the club that remain following this will 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.

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