



# **Nelson Riding Club Incorporated Constitution**

**Reviewed 12<sup>th</sup> September 2015**

1) The Club shall be known as “Nelson Riding Club Incorporated” and hereinafter referred to as “NRC”.

## 2) Objectives

The objectives of NRC are:

- a) To encourage riding as a sport and recreation, to promote good fellowship amongst riders and improve and maintain the standard of riding and horsemanship.
- b) To organize instructional meetings, lectures and competitions and other activities deemed to further the objectives.
- c) To only be affiliated to the New Zealand Riding Clubs and / or Bridleways Incorporated if voted for at the most recent AGM by majority vote.
- d) To support and cooperate with recognized local and national organisations associated with or influencing equestrian activities as appropriate.

## 3) Membership

- a) An individual who is seventeen (17) years or older is eligible to apply to join NRC and the Committee has full discretion whether or not to accept such an application.
- b) The annual membership subscription shall be determined by Committee and will fall due on the 1<sup>st</sup> April each year. The Committee will notify members in writing 30 days prior to 1<sup>st</sup> April of any changes to the membership criteria or subscription fees. The membership subscription must be renewed by 1st May each year to maintain your ongoing membership.
- c) NRC Committee may award Honorary / Life membership to any person who has in the opinion of the Committee, rendered notable service to NRC. Life/Honorary members shall have all the rights and privileges of individual members including voting rights.
- d) Every financial/Life member shall receive a copy of the NRC Constitution on first becoming a member of NRC and shall receive regular newsletters (at least quarterly) and special notices by email or post.
- e) **Membership may be revoked by the Committee if:**
  - i) The member resigns by written notice or email to the NRC Secretary
  - ii) A member wilfully disobeys any of the rules of NRC, or who has in the opinion of the Committee been guilty of any conduct derogatory to the character or prejudicial to the interests of NRC, provided that before expelling him/her, the Committee shall call upon him/her for an explanation of their conduct and shall hear what they may wish to urge in their defence, either in person or in writing.

## 4) Committee

- a) The Committee of NRC will be appointed at the Annual General Meeting. The Committee will consist of President, Vice-President, Secretary, and Treasurer and usually up to four members as general Committee members.
- b) Where it is deemed necessary, the Committee may co-opt extra members to the Committee. Co-opted Committee members may be given voting rights.
- c) Members of NRC who wish to stand for election or re-election to the Committee may be nominated, in writing, twenty-one (21) days prior to the A.G.M.
- d) The President shall have been a Committee member for a minimum of one (1) year prior to AGM election. A member of NRC may hold the position of President for a maximum term of three (3) consecutive years. Should the committee agree, the President may stay in the role longer than 3 years.
- e) The President or Secretary shall prepare the Agenda for each meeting. The Secretary shall record minutes of the meeting, conduct all business, deal with all correspondence at the instruction of the Committee.

- f) The President or Vice-President shall take the chair at all meetings. If neither is present, a member of the Committee elected from those present shall take the chair for the duration of that meeting only.
- g) The decision of the Committee shall be final unless overruled at an Annual General or Special Meeting. The Committee shall be the sole authority for the interpretation of the rules or for anything relating to NRC not provided herein and its decision shall be final and binding on the members.
- h) The Committee may formulate by-laws for the detailed running of NRC and select sub-committees for any special activities of NRC.
- i) A Committee member, who does not attend a committee meeting for three or more consecutive meetings without advising of reasons for non-attendance, shall be deemed to have resigned from the Committee.

## **5) Annual General Meeting**

- a) An Annual General Meeting shall be held no later than 30 April in each year. Notification of an Annual General Meeting shall be given to members at least 21(twenty-one) days prior to the meeting, giving the time and place for the meeting.
- b) The Annual General Meeting will:
  - i) Receive and if approved, adopt a statement of NRC Accounts to the end of the preceding year.
  - ii) Elect officers and committee
  - iii) Appoint an auditor
  - iv) Agree any changes to NRC Rules as required
  - v) Elect delegate(s) to represent NRC on committee of Equestrian Park Management Board Incorporated
  - vi) Deal with any special matter, which the Committee may desire to bring before the members and receive suggestions from the members for consideration by the Committee.

## **6) Special Meeting**

- a) A Special Meeting may be called at any time by the Committee, or by not less than six members, on receipt of a Notice of Motion by the Secretary. The Secretary shall give all members 21 (twenty-one) days notice of the date of such a meeting and shall specify in such notice matters to be dealt with at such a meeting.

## **7) Voting**

- a) Any member may vote at an Annual General Meeting or Special Meeting.
- b) At all Committee meetings only those Committee members present may vote and there will be no proxy votes permitted. Visiting or intending members may, at the invitation of the Chairperson, speak at any Committee meeting but do not have the right to vote.
- c) Voting will be by a show of hands or written ballot as decided by Committee members. A postal ballot may be organized for election of officers at an Annual General Meeting.
- d) In the event of an equal vote, the Chairperson shall exercise a casting vote.

## **8) Quorum**

- a) A Quorum shall consist of 6 (six) members for Special or Annual General Meetings.
- b) For Committee meetings, a Quorum shall consist of a majority of the appointed Committee. The recommended number is at least 50% of committee members in attendance.

## **9) Funds**

- a) The financial year of the club shall commence on 1<sup>st</sup> April.

- b) All funds shall be handled solely by the Treasurer, who will write invoices, receipts and cheques, and make payments via internet banking, make payments and investments with the approval of the Committee.
- c) The President, Secretary and Treasurer shall be authorised signatories to the account, the signature of the Treasurer or that of either of the other signatories shall be sufficient to operate the account.
- d) The Treasurer will maintain the NRC asset register and prior to the AGM the Treasurer and one other member of the Committee will undertake a stock take of the assets.

#### **10) Dissolution of Nelson Riding Club**

- a) NRC may, with the approval of 75% of the members present at an Annual General or Special Meeting, be wound up, provided that proper due notice of any such proposal shall have been given twenty-one (21) days before the Meeting date.
- b) NRC shall not be dissolved except under the provision of the Incorporated Societies Act 1908 and upon the winding up of NRC may direct the method of disposition of the funds and property of NRC after the winding up thereof in such a manner as shall provide for the payment of all costs, debts, liabilities and thereafter as NRC shall direct for such one or more incorporated societies with objects similar to that of NRC and not carried on for the purpose of profit or gain to any proprietor, member or shareholder and which is by the terms of its rules or other document constituting that Society or governing its activities prohibited from making any distribution whether by way of money, property or otherwise howsoever to any such proprietor, member or shareholder or in the alternative to such one or more charities as NRC shall determine.

#### **11) Updating the Constitution**

- a) The Committee may from time to time agree to delete or amend or make additions to the Constitution. A special meeting can be called at any time during the year to serve this purpose. Any proposed amendment to these rules must be presented to the Secretary, in writing, 21 (twenty-one) days prior to the Special Meeting in the form of a Notice of Motion. Any such alteration must have the approval of 75% (seventy five percent) of members present at the meeting.