



## Constitution Document- 2024

### 1. Name

The club is called Berkeley & District Riding Club (hereinafter, the **Club**).

### 2. Club Structure

- a. The Club is an unincorporated club managed by an elected Committee and affiliated to British Riding Clubs.
- b. As an unincorporated club Members are jointly and severally liable.

### 3. Objectives

The objectives of the club are:

- To promote horse riding as a sport and recreational activity
- To organise instruction, competitions and social activities
- To promote good fellowship amongst riders.
- To improve and maintain the standard of riding, horsemanship and horse welfare.
- To be affiliated to the British Horse Society and to support and co-operate with other recognised organisations, particularly those within the Club's designated area, BRC Area 9.
- To organise activities to support the Club's finances.

### 4. Management & Administration

- a. The Club is managed by a committee (hereafter, the **Committee**) which consists of a Chairperson, a Secretary, a Treasurer and a minimum of 4 other members.
- b. The officers of the committee shall be elected at the AGM and must be members of the Club.
- c. The term of office for the committee is three years. Members are eligible for re-election.
- d. If the post of any committee member becomes vacant after such an election, the committee have the power to fill the vacancy until the succeeding Annual General Meeting.
- e. The committee will be the sole arbiter of the interpretation and application of the club's constitution and will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the club, unless overruled by Members at a General Meeting.
- f. The committee will have powers to appoint any advisers to the committee as necessary.

- g. The quorum required for business to be agreed will be 4
- h. Any decision of the Committee shall be final and binding on all members, unless over-ruled by the members at a General Meeting.

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

- a. The club shall hold their Annual General Meeting (AGM) in the month of January to:
  - Approve the minutes of the previous year's AGM.
  - Receive a report from the Chairman.
  - Receive a report from the Treasurer and approve the Annual Accounts.
  - Receive a report from those responsible for certifying the Club's accounts.
  - Elect members onto the committee.
  - Consider any proposed changes to the Constitution.
  - Deal with other relevant business.
  - Receive suggestions from members
- b. Notice of the AGM will be given in writing by the club Secretary to Members with at least 28 days' notice.
- c. Proposed changes to the constitution shall be sent to the Secretary prior to the AGM, who shall circulate them at least 7 days in writing before an AGM.
- d. All members, including Friends have the right to vote at the AGM. The quorum will be 25% of Members. The Chairperson will hold the casting vote.
- e. An Extraordinary General Meeting (EGM) can be called by an application in writing at least 14 days before the appointed date 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 on 14 days' notice by decision of a simple majority of the committee members. Members shall be sent details of the subject of business of such an EGM. All procedures shall follow those outlined above for AGMs.

## **6. Amendments to the constitution**

- a. The constitution can be changed by the Committee between AGM's, but all members must be notified, in writing, of such changes.
- b. Any changes made between AGM's will be considered at the following AGM. Members, through agreement by a simple majority vote can then make further changes to the Constitution, if required.

## **7. Finances**

- a. The club treasurer will be responsible for the finances of the club.

- b. The financial year of the club runs with the calendar year.
- c. All club monies will be banked in an account held in the name of the club.
- d. The Club's accounts will be audited each year by a suitably qualified person, who is not a Committee Member. The audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- e. All members of the club shall be jointly and severally responsible for the financial liabilities of the club.
- f. All surplus income or profits arising from the Club's activities will be reinvested in the Club. No such surpluses or assets will be distributed to members.

## **8. 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. Membership is open to anyone over eighteen who pays the relevant subscription fee.
- c. Honorary membership may be conferred by the committee upon any person deemed by them to have rendered notable service to the club.
- d. There are 2 membership categories:
  - Senior Riding Members, who can join via the Sport80 portal:- <https://britishridingclubs.sport80.com/public/wizard/a/1355> and pay the annual membership fee.
  - Friend/Non riding Member join via the Membership Secretary or Club website. [www.bdrc.org.uk](http://www.bdrc.org.uk)
- e. Full Riding members will be required to contribute a minimum of five hours of their time to help with club duties (rallies, events etc.). Members who fail to undertake their helper hours two years running will be asked not to rejoin, unless for good reason as decided by the Committee. Friends/Non riding members are encouraged to help.
- f. The committee may refuse or remove membership from anyone who breaches the Club's Constitution, rules, Code of Conduct or bye-laws, or who, in the opinion of the Committee, is guilty of conduct prejudicial to the best interests of the Club or which is likely to bring the Club's reputation into disrepute. Appeal against refusal or removal may be made to the Committee. Refusal of membership due to the lack of available facilities is allowable on a non-discriminatory basis.
- g. All members will be subject to this constitution and by joining the club will be deemed to accept these regulations and any bye-laws that the club has adopted including the Club's "Code of Conduct."
- h. The annual subscription shall be determined by the committee. In 2024 the Annual subscription is £35 for Riding Members and £10 for Friends Membership.

## 9. Extent of Members Liability

No member shall have any liability to any other member for any loss or damage caused to that member as a result of: (1) any of the Club's activities, or (2) any act or omission of a member, or (3) any decision taken by the Committee, or (4) of any act or omission of any individual member of the Committee in the exercise of their duties and responsibilities as a Committee member, unless and to the extent that: (1) such loss or damage is the death of, or personal injury to, a member, and (2) that loss or damage arises from an act of negligence by a member and (3) that member is the liable member, that is the member who committed the act of negligence which caused such loss or damage.

## 10. Discipline and appeals

- a. The Committee may expel from the Club any member who materially breaches any provision of the Club's Constitution, rules or bye-laws, or who, in the opinion of the Committee, is guilty of conduct prejudicial to the best interests of the Club or which is likely to bring the Club's reputation into disrepute. Before expelling a member the Committee shall ensure that that member has a reasonable opportunity to explain themselves and to respond to the allegations made against them.
- b. The committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution/Code of Conduct. The committee will be responsible for taking any action of suspension or expulsion following such hearings.
- c. 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 of the Club** which shall be approved yearly. The Club Welfare Officer (CWO) is the lead contact for all members in the event of any safeguarding concerns.
- d. All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- e. The committee will meet to hear complaints within 21 days of a complaint being lodged. 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 7 days of the hearing. There will be the right of appeal to the committee following disciplinary action being announced. The committee should consider the appeal within 30 days of the Secretary receiving the appeal.

## 11. 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 behaviour and promote equality of opportunity.
- e. The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

## 12. 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, provided that the club is solvent, all debts should be cleared with any club funds. Any assets of the club that remain following this will be transferred to a suitable Not for Profit organisation or the British Horse Society.
- c. All trophies will be returned to their donors.

## 13. Declaration

We, the undersigned, agree to abide by the provisions of this Constitution and to act in good faith at all times, ensuring that we convey the opinions of those we represent.

<b>Name</b>		<b>Position</b>	Chair
<b>Sign</b>		<b>Date</b>	

<b>Name</b>		<b>Position</b>	
<b>Sign</b>		<b>Date</b>	