

# *Dumfries & Galloway Horse Driving Club*

## **Club Constitution**

1. The name of the club shall be "The Dumfries and Galloway Horse Driving Club". Hereafter it will be referred to as "the Club". The Club will be affiliated to British Carriage Driving and subject to its rules and principles.

2. **Aim**

To encourage and assist persons of all ages interested in the driving of horses and ponies.

3. **Membership**

- a) Any person interested in the driving of horses and ponies, or interested in supporting the club is eligible to be a Full, Junior or Supporting member. Full members and Supporting members will have full voting rights. Junior members (those under the age of eighteen when they join).
- b) The sole right of election to membership shall be vested in the committee and the committee shall have the power to refuse membership to any individual without assigning any reason.
- c) Continuation of membership is dependent upon the payment of an annual subscription and following the rules of the Club and the British Carriage driving.

4. **Administration**

The administration of the club and all its assets shall be vested in the Committee.

- a) The Committee shall consist of a minimum of **Five** elected members as follows:

The Chairperson who should be nominated by the Committee from amongst its members and elected annually by the AGM.

Vice-Chairperson who will be elected annually by the Committee from amongst the committee members.

Secretary and Treasurer will serve for 3 years and then be elected by the Committee.

All other members who are elected every three years.

All members of the Committee are entitled to vote and will serve on the Committee for three years. At the end of that time, they may seek re-

election to the Committee if they so wish. Election to the committee can only take place at the AGM.

- b) Nominations for election to the Committee with a proposer and seconder must be received in writing by the Secretary on an official nomination paper not later than the date stated on the nomination paper, which must be such as to allow the Secretary to include all nominations with their proposers and seconders in the notice calling the AGM. The nomination must also include the names of the Committee members due to retire.
- c) Co-Option Any member of the Committee may co-opt another member of the Club to fill a vacancy until the next AGM and also co-opt any ex-technical assistance as may be required. This co-option must be acceptable to the majority of the Committee.

## 5. Finance

- a) All subscriptions are due on the 1<sup>st</sup> January and shall be sent to the Secretary to process and send funds to the Treasurer. These must be paid by 31<sup>st</sup> January. The level of subscription for each type of membership will be set annually by the Committee and submitted to the AGM for approval.
- b) Banking The Club will maintain current and savings accounts so as to make best use of its monies. The current account may be held in a Bank convenient to the Treasurer. All cheques drawn on the current account and withdrawal slips for savings accounts shall be signed by any two of either the Secretary, the chairman and another person appointed by the Committee.
- c) Accounts Proper account books shall be kept by the Club showing the amounts received and expended and proper recording all transactions of the Club. A balance sheet shall be drawn up by 31<sup>st</sup> December every year and an account of income and expenditure shall be prepared for the financial year ending on that date. The balance sheet and income and expenditure account of the club together with a Treasurers report thereon shall be submitted to the members at the AGM. An auditor will be appointed annually by the Committee if required.

## 6. Meetings

- a) Annual General Meeting  
An annual General Meeting of the Club will be held as soon as conveniently practicable after the end of the financial year at a time and place to be decided by the Committee. At least **three** weeks' notice shall be sent to every member. The business of the meeting shall be to receive the chairpersons report, to approve a statement of accounts, to elect a chairperson and committee and to transact such other business as may

have been included in the notice calling the AGM. Only full members and supporters who have paid their annual subscription prior to the Annual General Meeting may vote, Junior members have no vote. With the exception of the election of committee members, which in the event of a contest is by secret ballot, votes will be taken by a show of hands. The Chairperson will have the casting vote in the event of a tie.

b) Extraordinary General Meeting

The Chairperson or any ten members of the club acting together may convene an extraordinary general meeting of the club at a time and place to be selected by the chairman by sending a written request to the secretary, specifying the business to be brought before such a meeting. Three weeks' notice stating the subject of the meeting shall be sent to all members of the club. The other rules relating to the conduct or any extraordinary general meeting shall be the same as for the AGM.

c) Committee Meeting

The committee shall meet as necessary for the successful running of the club. The Chairperson shall preside at every meeting of the committee or in their absence the vice-chairperson. If neither is able to attend the committee shall choose one of its members to be chairperson. Voting shall be conducted as directed by the chairperson of the meeting; each member (except ex-officio) shall be entitled to one vote. In the event of equality of vote the Chairperson shall have the casting vote.

d) Quorum The quorum for an annual or extraordinary meeting shall be **ten** members present. The quorum for a committee meeting shall be **four**. If within half an hour from the time appointed for the meeting, a quorum is not present the meeting shall stand adjourned to such a time and place as the chairman shall direct. If at such an adjourned meeting a quorum is not present, those members who are present shall be a quorum and may transact the business for which the meeting was called.

## 7. Discipline

- a) The Club will adhere to the principles and rules of British Carriage Driving covering Horse Driving Trials, shows and events.
- b) If it appears to the committee of the Club, or any judge or official appointed at an event to be in overall charge that any person has breached these rules, they will be dealt with according to the disciplinary procedure of the British Carriage Driving.

## 8. Dissolution

The Club may be dissolved at a General or Annual General Meeting by the Majority vote of the members present. In such an event, all the Club's assets after meeting its liabilities shall be disposed of according to the wishes of a majority of the members present.

**9. Alteration of Constitution**

This constitution can only be altered by a General or Annual General Meeting provided that proper notice of the meeting and the business to be conducted has been made, and not less than two thirds of the members present at the meeting shall have voted in favour of the alteration.