

## **CONSTITUTION 2020**

### **TITLE**

The club shall be known as OLD BERKELEY HUNT RIDING CLUB.

### **OBJECTIVES**

The objectives of the club shall be:-

To encourage riding as a sport and recreation, to promote good fellowship amongst riders and to improve and maintain the standard of riding and horsemanship.

To organise instructional meetings and competitive events and other activities deemed to further good horsemanship

To support and co-operate with other recognised organisations interested in the encouragement of good horsemanship.

To concern itself with any object which will benefit the horse and horse user in the district.

### **MEMBERSHIP**

Membership shall consist of persons who have attained the age of eighteen years and have paid the due subscription for the current period. The club year will run from 1<sup>st</sup> January to the 31<sup>st</sup> December each year.

Honorary membership may be conferred by the Committee upon any person deemed by them to have rendered notable service to the club.

Anyone wishing to become a member must complete a membership application form and comply with the conditions of membership. The Committee shall have the right to reject any application for membership it deems unsuitable.

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 may have his or her name removed from the Membership List without notification.

The Committee may expel from membership of the Club any member who has not complied with the rules of the Club or who has, in the opinion of the Committee, been guilty of any conduct derogatory to the character or prejudicial to the interests of the Club, providing that before expelling him or her, the Committee shall call upon him or her for an explanation of his or her conduct and give him or her a proper opportunity of answering the allegations.

## **ADMINISTRATION**

The committee:

All powers of management shall be vested in the Committee consisting of the Chairman, Secretary, Treasurer and all other committee members: four shall form a quorum.

At the Annual General Meeting each year, 2 members shall retire – the members to retire being those that have been longest in office. Retiring members shall be eligible for re-election.

The Chairman, Secretary and Treasurer shall be elected annually by the Committee from among their number.

The decision of the Committee shall be final unless over-ruled at a General Meeting.

The Committee shall be the sole authority for the interpretation of the rules or for anything relating to the Club not provided therein and their decision shall be final and binding on the members.

The Committee may formulate byelaws for the detailed running of the Club and elect sub-committees for any special activities of the Club which the Committee may authorise.

The Committee shall have the power to fill any casual vacancy arising amongst members of the Committee, but any person so co-opted shall retain office only until the next Annual General Meeting and shall then be eligible for re-election.

The financial year of the Club shall commence on 1 January in each year.

The annual subscription shall be a sum determined by the Committee.

The Annual General Meeting shall be held in January / February each year to transact the following business:-

To receive and if approved to adopt an examiner for the Statement of the Club's Accounts to the end of the following year.

To fill vacancies on the Committee

Notice convening the AGM shall be sent to members not less than 21 days before the meeting and shall specify matters to be dealt with.

A Special General Meeting may be called by the Committee, or by a request signed by not less than five members, specifying the business to be discussed. The Secretary shall give all members 10 days notice of such a meeting and shall specify in such notice the matters to be dealt with.

The accounts of the Club shall be examined each year by a suitable person.

Notice may be given to any member by post or email to him or her at the address registered in the records of the club. The accidental omission to give notice of a meeting or the non-receipt of a notice of a meeting by any member shall not invalidate the proceedings.

The rules set out in this constitution may be added to, repealed or amended by resolution at any Annual or Special General Meeting provided that no such resolution is passed unless carried by a majority of two thirds of the members present and voting, and provided that prior notice has been sent to all members stating the proposed amendment.

Members shall be correctly turned out at all club events. Any protective clothing required by current British Riding Club rules must be worn. ( See current BRC Rulebook )

The Club, its Committee or persons acting on its behalf, will not be held responsible for claims for anything which may happen to competitors, their helpers, onlookers, horses, vehicles or property in connection with, or arising from, any Club event and it shall be a condition of entry that each entrant shall indemnify the Committee against legal action arising from any accident. The Club has an obligation to ensure adequate insurance cover for all events and activities.

## **REVENUE**

All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties but should be used solely to further the objectives of the Club.

In the event of dissolution of the Club, the assets of the club shall be used first to discharge all liabilities of the club and the remaining assets shall then be given or transferred to another registered charity or the sports governing body for use by them in related community sports

## **DATA PROTECTION AND PRIVACY**

The Data Protection Act currently exempts private clubs from the need for registration of their databases, but the Club will follow best practice guidelines as follows:

The Membership Secretary holds a simple UK-based electronic database of the information provided by members on their membership application form including e-mail addresses where supplied. This information is provided to other Committee Members as necessary for the purposes of checking against entries, points, leagues, helpers etc. and to the BHS to meet the Club's obligations arising from affiliation thereto.

Member contact details will be used for mailing newsletters, renewal reminders and other club information the Committee deems appropriate. E-mail addresses will only be used if the member has given permission via the membership form and will only be used for club business. From time to time, the Club may allow third party material to be included with mailings to offset the costs but undertake not to pass contact details to any third party at any time.

Committee Members undertake to treat any member contact details as confidential and for the use of club business only. Membership records will be kept for five years or at the discretion of the Committee. Any member who has any concern regarding the use or holding of their contact details at any time should contact the Membership Secretary in writing giving details of the nature of their concern.