



## **Ellen Valley Riding Club Constitution**

### **1. Name of Club**

The club will be called Ellen Valley Riding Club (Hereinafter known as 'The club') and may also be known as EVRC. EVRC will be affiliation to The British Horse Society. The club may also be registered with appropriate statutory bodies as required by its constitution and organisation.

### **2. Club Structures / Legal Structures**

This club is a non profit organisation. For insurance purposes, an unincorporated club consists of its committee members and not the membership in its entirety

### **3. Aims & Objectives**

The aims and objectives of the club will be to undertake the following within the [area]:

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

### **4. 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 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 which shall be set out in the AGM prior.
- d. The membership will consist of the following categories:
  - Senior Member
  - Junior Member
  - Non-Riding Member
- e. The committee may refuse or remove 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 or

removal may be made to a committee of members established for the purpose. However, refusal of membership due to the lack of available facilities is allowable on a non-discriminatory basis.

f. All members will be subject to this constitution and by joining the club will be deemed to accept these regulations and any 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.

j. Membership is Non Transferable & can only be used by the person named on form.

## **5. 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.

## **6. Committee**

a. The affairs of the club shall be conducted by a committee which shall consist of Chairperson, Secretary, Treasurer and a minimum of 6 other committee members.

b. The officers of the committee shall be elected at the AGM. Names must be provided in writing to the Secretary prior to the AGM

c. All committee members must be paid up members of the Club in the year prior to AGM

d. If agreed, 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. If a member would like to step down prior to this term ending, written resignation must be provided no later than 6 weeks prior to AGM.
- 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 (including with regard to Safeguarding, Health and Safety and Disciplinary matters), 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 5 times per year. Minutes from the meeting will be provided to committee members in bullet form for ease of reference.
- 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 7
- 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.
- n. If a committee member misses 3 consecutive meetings or 4 in the year their committee space will become vacant & can be filled by members prior to the succeeding AGM.
- o. The office bearers may refuse or remove committee membership only for good cause, such as conduct or character likely to bring the club, the sport, or The BHS into disrepute.

## **7. Finances**

- a. The club treasurer will be responsible for the finances of the club.
- b. The financial year of the club will run from 1st January and end on 31st 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, if it is not an incorporated organisation, be jointly and severally responsible for the financial liabilities of the club.
- g. All monies raised by members must be given to 1 of the 3 office bearers within 7days. No monies can be held back for future events by a single member.

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

- a. General meetings are the means whereby, subject to any other constitutional provisions, 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 January to:
  - Approve the minutes of the previous year's AGM.
  - Receive reports 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 the members onto the committee if space allows
  - Agree the membership fees for the following year.
  - Consider any proposed changes to the Constitution.
  - Deal with other relevant business.
  - Confirm details of Insurances.
- c. Notice of the AGM will be given by the club Secretary with at least 28 days' notice in writing stating the location of the meeting, its time and a brief description of the business to be transacted shall be given to all members.
- d. Except in exceptional circumstances, one third of the members of the committee shall retire at the meeting, typically based on length of service. 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 in writing before an AGM.
- f. All members have the right to vote at the AGM.
- g. The quorum for AGMs will be no less than 13
- 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 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.

- j. All procedures shall follow those outlined above for AGMs.

## 9. Amendments to the constitution

This constitution (which may be supplemented by formal articles if a Company or a CIO Constitution) will only be changed through agreement by a simple majority vote at an AGM or EGM.

## 10. 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 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.
- 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 [21] 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 7 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 [30] days of the Secretary receiving the appeal.

## 11. Liabilities, Indemnities and Insurance


- a. Depending upon the Constitution of the club, the committee members may have personal liability for all liabilities and indemnities of the club. They shall consider carefully their obligations in this regard. If the club is formed with its own legal identity, liabilities will be limited to the value of the shares or membership held by individual members of the club.
- b. Whilst affiliated to the British Horse Society, the club shall be entitled to benefit from Public and Employer's Liability Insurance as per the BHS Schemes of Insurance. It may also take out Property, Directors and Officer's Liability and other insurance as required, and shall present details of such insurance to its AGM each year. The club shall seek to take out appropriate schemes of insurance, particularly with regard to potential property damage or personal injury claims to which the club may be subject based on its ordinary club activities, and confirmation as to the details of the schemes of insurance held shall be presented to each AGM of the club.

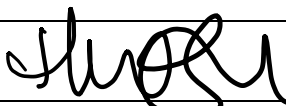
## 12. Dissolution

- 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 not to the committee, as resolved by the EGM or AGM to a suitable Not for Profit organisation or the British Horse Society.

## 13. Declaration

EVRC hereby adopts and accepts this constitution [together with the Articles/other formal constitutional documents presented to it].

<b>Name</b>	Peter Bainbridge	<b>Position</b>	Chair
<b>Sign</b>		<b>Date</b>	13/05/22

<b>Name</b>	Hannah Waugh	<b>Position</b>	Secretary
<b>Sign</b>		<b>Date</b>	13/05/22