

CONSTITUTION

(April 2023)

Northside Riding Club Inc.

Northside Riding Club Inc.
Princess Anne Equestrian Arena
St Ives Showground
450 Mona Vale Road
St Ives NSW 2075

Postal Address:
Northside Riding Club Inc.
PO Box 72
Terrey Hills NSW 2084
info@northsideridingclub.org.au

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Part 1 **PRELIMINARY**

1 **Definitions**

- (a) In this Constitution, unless the content otherwise requires:
 - (i) **“the Act”** means the Association Incorporation Act 2009 (NSW)
 - (ii) **“the Club”** means Northside Riding Club Inc.
 - (iii) **“committee”** consists of office bearers and other committee members
 - (iv) **“Executive”** means the office bearers of the club
 - (v) **“general meeting”** includes a special meeting and an annual general meeting
 - (vi) **“Member”** means a member of the Club under Part 2.
 - (vii) **“register”** means the register of members kept according to Clause Part 27
 - (viii) **“the Regulation”** means the Association Incorporation Regulation 2016
 - (ix) **“Special Resolution”** has the same meaning as **given** in the Act.
 - (A) the person holding office under this constitution as Secretary of the Club; or
 - (B) where no such person holds that office, the Public Officer of the Club
 - (x) **“Sport”** means the sport of equestrian and horse sport including but not limited to the disciplines of dressage, eventing and showjumping..
 - (xi) **“Virtual Meeting”** means a meeting held by technology, telephone or video (or any combination of these technologies), which permits each committee member at a meeting of the committee or each Member at a general meeting to communicate with any other participant.

Part 2 **CLUB MEMBERSHIP**

2 **Membership Qualifications**

- (a) A person is qualified to be a Club Member only if:
 - (i) the person was a member (including an honorary or life member) of Northside Riding Club Inc. immediately before the date of incorporation; or
 - (ii) the person is a natural person who
 - (A) has attained the age of 5 years
 - (B) has applied for Club membership in accordance with clause 4
 - (C) is not a person who has been disqualified from Club membership under this constitution
- (b) A person under the age of 18 years
 - (i) is entitled to receive notice of, and may attend, all Club meetings and may participate in all Club activities
 - (ii) is entitled to be a member of any sub-Committee established by the Club and approved by the Executive
 - (iii) is not entitled to vote at any meeting or to hold any Committee office under clause 4
 - (iv) Persons under the age of 18 are not to be included in any count for determining whether a quorum exists for any Club meeting under clause Part 427(c).

3 Honorary Life Members

- (a) A person who has shown longstanding and valued service to the Club may be awarded Honorary Life Membership.
- (b) Any Club Member may forward a nomination for Honorary Life Membership to the Executive for consideration.
- (c) On the nomination of the Executive, any individual may be elected as an Honorary Life Member at any General Meeting by Special Resolution, subject to that individual completing an application in accordance with clause 4.
- (d) Upon becoming an Honorary Life Member, an individual is not required to pay any membership fees to the Club.
- (e) Nominations for Honorary Life Membership shall include a written statement outlining the history of services of any nominee, together with comments on the suitability of the honour.
- (f) The policies of the Club will set out any applicable:
 - (i) criteria to be met by an Honorary Life Member; and
 - (ii) privileges and benefits of an Honorary Life Member in addition to those set out in this constitution.
- (g) A person may be retrospectively recognised as an Honorary Life Member.

4 Application for Membership

- (a) A person may apply for Club membership in such a manner as the Club determines from time to time in meeting
- (b) Where the Club receives a membership application, together with the annual fee payable under clause 0,
- (c) An applicant becomes a Club member when his or her name is entered in the register.
- (d) Notwithstanding sub clause (d):
 - (i) the Committee may refuse to enter an applicant's name in the register if he or she is satisfied that the applicant has not attained the age of 5 years or has been disqualified from Club membership; and
 - (ii) the Club, at a Committee meeting within 2 months of a membership application being received, may determine whether to approve or reject the applicant as a member
 - (iii) Where the committee refuses to approve membership
 - (A) The applicant shall be notified in writing
 - (B) Any annual subscription paid by the applicant shall be refunded; and
 - (C) The person's name shall be removed from the register

5 Cessation of membership

- (a) A person ceases to be a Club member if the person
 - (i) Dies
 - (ii) Resigns
 - (iii) Is expelled from the Club
 - (iv) Fails to pay the annual renewal fee within 2 months of the due date

6 Resignation of Membership

- (a) A member may resign from Club or Committee membership at any time by giving written notice to the Secretary, or by giving notice at any meeting of the Club or Committee
- (b) Where a person resigns:
 - (i) there shall be no refund of any of the joining fee or annual subscription paid by that person; and
 - (ii) the register shall be noted accordingly

7 Register of Members

- (a) The Club shall establish and maintain a register of Club members in accordance with the Act (whether in written or electronic form), in which shall be entered (as a minimum):
 - (i) The full name, one or more of the residential or postal or email address, category of membership and date of entry of each Member, together with such other details as is required under the Act from time to time;
 - (ii) the full name, one or more of the residential or postal or email address and date of entry to office of each member of the Committee and (as applicable) the date on which each Committee member vacates office, the person who is authorised to use the common seal of the Club and any person appointed to act as trustee on behalf of the Club; and
 - (iii) where applicable, the date of termination of membership of any Member.
- (b) Members and Committee members shall provide notice of any change and required details to the Club within 28 days of such change.
- (c) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.
- (d) Having regard to the Act and subject to this clause 7, the register shall be available for inspection and copying by Members, upon reasonable request to the Committee. A Member may also in writing request the Committee provide the Member with a copy of the register.
- (e) Where a Member wishes to copy, or wishes to receive a copy, of the register, the Member must first provide to the Committee a statutory declaration setting out the purpose for which the copy is required and declaring the purpose is connected with the affairs of the Club.
- (f) Subject to the Act, the Executive may determine a reasonable charge for the cost of complying with a request under 7(e).
- (g) Subject to the Act, confidentiality considerations and privacy laws:
 - (i) the Committee may use the register to further the objects of the Club, in such manner as it considers appropriate; and
 - (ii) a Member must only use or disclose information in the register for a purpose that is directly connected with the affairs of the Club or that is related to the administration of the Act.
- (h) If the register is kept in electronic form it must be convertible into hard copy

8 Fees

- (a) A Club member shall pay an annual membership fee as the Club determines for that membership year, and this fee shall become due and payable
 - (i) When a person submits an application form for membership; and
 - (ii) In each subsequent calendar year, on 1 January or on such other date as the Club determines
 - (iii) Where the Club has determined a membership fee for a period of more than one year, a member who has paid such fee is not required to pay a further annual fee until the expiration of that period.

9 Members' Liabilities

- (a) The liability of a Club member to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the member in respect of Club membership as required by clause 0

10 Disciplining of Members

- (a) Where the Committee receives a complaint about a Club member or considers that a Club member;
 - (i) has persistently refused or neglected to comply with a provision or provisions of this constitution, or with any resolution or rule of the Club; or
 - (ii) has persistently and willfully acted in a manner prejudicial to the interest of the Club
- (b) The Committee may, by resolution
 - (i) Expel the member from the Club; or
 - (ii) Suspend the member from Club membership for a specified period, provided after considering any submission made in connection with a complaint it is satisfied that the facts alleged in the complaint are proven
- (c) Where the Committee passes a resolution under clause (b) the Secretary shall, as soon as practicable, send a written notice to the member which shall
 - (i) Set out the Committee's resolution and the grounds on which it is based;
 - (ii) State that the member may address the Committee at a Committee meeting;
 - (iii) State the date place and time of that meeting, which shall be not earlier than 14 days and not later than 28 days after service of the notice and inform the member that he or she may do either or both of the following:
 - (A) Attend and speak at the meeting
 - (B) Submit to the Committee at or prior to the date of that meeting written representations relating to the resolution
- (d) At a Committee meeting held under clause (c)(iii) the Committee shall
 - (i) Give the member an opportunity to make oral representations
 - (ii) Consider any written representations submitted to the Committee by the member at or prior to the meeting and
 - (iii) By resolution, determine whether to confirm or revoke the resolution, which was specified in the notice to the member

- (iv) Where the Committee confirms a resolution under clause (iii) the Secretary shall within 7 days confirmation give the member notice in writing of that fact and of the members' right of appeal under clause 11

11 Right of appeal of disciplined member

- (a) A member may appeal to the Club in a Committee meeting against a Committee resolution, which is confirmed under clause 10(d)(iv). An appeal must be made by lodging a notice to that effect with the Secretary not later than 14 days after the member is notified of the Committee's resolution.
- (b) Upon receipt of a notice of appeal, the Secretary shall notify the Committee and shall:
 - (i) List the appeal for decision at the next Committee meeting of the Club, where such a meeting has previously been notified to take place within 28 days of receipt of the notice of appeal; or
 - (ii) Where no Committee meeting has been notified to take place within 28 days of receipt of the notice of appeal, convene a Committee meeting to be held within that period
- (c) At a Committee meeting held in accordance with clauses (b)(i) and (b)(ii)
 - (i) The question of the appeal shall be transacted in priority to any other Club business;
 - (ii) The Committee and the member shall be given the opportunity to state their respective cases orally or in writing, or both; and
 - (iii) The members present shall vote by secret ballot on the question of whether the resolution shall be confirmed or revoked
- (d) If at the Committee meeting the Club passes a special resolution confirming the Committee's resolution, then that resolution is confirmed, and the member is disciplined accordingly

Part 3 THE COMMITTEE

12 Powers of the Committee

- (a) Subject to the Act, the Regulations and this constitution and to any resolution passed by the Club in Committee meeting, the Committee:
 - (i) Shall control and manage the affairs of the Club
 - (ii) May exercise all such functions as may be exercised by the Club, other than those functions that are required by this constitution to be exercised by a Committee meeting of the Club; and
 - (iii) Has power to perform all such acts and do all such things as appear necessary or desirable for the proper management of the affairs of the Club

13 Composition of the committee

- (a) The Committee shall consist of:
 - (i) the office-bearers of the club (referred to as the Executive), and
 - (ii) at least 12 (and no more than then 4 per phase/activity) other committee members who are responsible the following phases/activities:
 - (A) Dressage
 - (B) Show Jumping
 - (C) Combined Training
 - (D) Derby
 - (E) Hacking
 - (F) Other roles as deemed desirable from time to time, e.g. Social Media, Clinics, Sponsorship, Social events.
- (b) The Committee members may be elected electronically not more than 2 months before the end of each calendar year
- (c) The total number of committee members is to be determined by the Executive
- (d) The office bearers of the club (referred to as the Executive) shall be
 - (i) the President,
 - (ii) two Vice-Presidents,
 - (iii) the Treasurer and
 - (iv) the Secretary
- (e) A committee member may hold up to 2 offices (other than both the offices of president and vice-president).
- (f) Subject to this constitution, each Committee member shall hold office for the calendar year immediately following their election, commencing on 1 January ending 31 December and is eligible for re-election.
- (g) If no election is held
 - (i) The current Committee members shall continue in office until the end of the calendar year.
 - (ii) The Committee members elected shall hold office from the conclusion of that meeting until 31 December that year
- (h) A person may not hold a particular office on the Committee referred to in 13(a) above (**Office**) for more than five consecutive years (**Maximum Term**), but is eligible for re-election to another Office on the Committee at the expiration of that Maximum Term.
- (i) Subject to clause (j), an Office bearer who has served the Maximum Term shall not be eligible to hold the Office in which they held for the Maximum Term for two years following the completion of their Maximum Term.
- (j) If however after expiry of the Maximjum Term, the Office position remains vacant for 60 days, the Committee member who last held that Office may fill the vacancy in accordance with clause 0 and is eligible for re-election for up to three one year terms (or such additional terms as determined by the Committee in its discretion).
- (k) Any consecutive years served by each Committee member immediately prior to approval of this amended clause 0 do not count towards the Maximum Term under (h) after the adoption of this clause.

- (l) Where a casual vacancy occurs on the Committee
 - (i) The Committee may appoint a Club member (or a Committee member in accordance with clause (j) to fill the vacancy
 - (ii) The appointment shall be notified to the next Committee meeting of the Club
 - (iii) Unless the Club at that meeting rejects the appointment, the person appointed shall hold office as a Committee member until 31 December in that calendar year
- (m) Diversity
 - (i) The Club promotes the benefits of diversity and inclusion and encourages all Members from any background to nominate for election as a Committee member regardless of their gender identity, sexuality, ability, disability, ethnicity, geographical location, discipline orientation or involvement in the Sport.

14 Powers of the Executive (Office Bearers)

- (a) The Executive:
 - (i) is to control and manage the business and affairs of the Club on an ongoing basis;
 - (ii) may make decisions relating to urgent Club matters;
 - (iii) may exercise all the functions that may be exercised by the Club, other than those functions that are required by this constitution or the Act to be exercised by the Club in a general meeting of members ; and
 - (iv) has the power to perform all the acts and do all things that appear to the Executive to be necessary or desirable for the proper management of the affairs of the Club.
- (b) Quorum for Meetings of the Executive
 - (i) The quorum for an Executive meeting is at least three members of the Executive
 - (ii) Each Executive member present at an Executive meeting, including the person presiding, shall have one vote, but in the event of an equality of votes on any question, the person presiding may exercise a casting vote

15 Election of Committee members

- (a) Nominations of candidates for election as Committee members
 - (i) shall be made electronically, witnessed by 2 Club members and accompanied by the written consent of the nominee, which may be endorsed on the nomination form and
 - (ii) Shall be delivered to the Secretary
- (b) If only one nomination is received for a particular office on the Committee, the person nominated shall be deemed to be elected to that office
- (c) If no nomination is received for an office on the committee, candidates may be nominated from the floor at the Committee meeting
- (d) If no nomination is then received
 - (i) The current Committee member may agree to continue in that office for an extra year, and if this is approved by the members at that meeting that person shall be deemed to be elected to that office or
 - (ii) The vacant office shall be filled as a casual vacancy by the incoming Committee in accordance with clause 17(b)
- (e) If more than one person is nominated for an office on the Committee a ballot shall be held

- (f) A ballot shall be conducted in such usual and proper manner as the Committee may direct
- (g) A person may only be nominated for one office on the Committee but where a person is unsuccessful in a ballot for an office that person may be subsequently nominated under clause (c) for a position which no candidates have been nominated

16 The Secretary

- (a) The Secretary of the Club shall keep minutes of
- (b) All appointments of Committee members
- (c) The names of members present at Committee meetings, general meetings, and annual general meetings; and
- (d) All proceedings at Committee meetings, general meetings and annual general meetings
- (e) Minutes of proceedings at a meeting shall be approved at the next succeeding meeting

17 The Treasurer

- (a) The treasurer shall ensure that
 - (i) All money due to the Club is collected and received, and that all payments authorised by the Club are made; and
 - (ii) Correct books and accounts are kept showing the financial affairs of the Club, including details of receipts and expenditure connected with the activities of the Club.
- (b) If required by the Act or resolution of the Committee, a properly qualified auditor or auditors shall be appointed by the Executive and the remuneration of such auditor or auditors fixed and duties regulated in accordance with the Act. The treasurer may make a recommendation to the Committee regarding a proposed auditor to be appointed in accordance with this clause, for the Committee to consider.

18 Casual vacancy

- (a) A casual vacancy occurs in the office of a Committee member if the member
 - (i) Dies
 - (ii) Ceases to be a Club member
 - (iii) Becomes an insolvent under administration within the meaning of the companies legislation
 - (iv) Resigns office in accordance with clause 0
 - (v) Is removed from office under clause 19
 - (vi) Becomes of unsound mind or a person whose estate is liable to be dealt with under any law relating to mental health; and
 - (vii) Is absent without the Committees consent from all Committee meetings held during a period of 6 months

19 Removal of Committee member

- (a) The Club may remove any Committee member from office before the expiration of the members' term by special resolution passed at a Committee meeting and may by resolution appoint another person to hold office for the balance of the term of the member so removed

- (b) Where a special resolution for the removal of a Committee member is proposed, that member may make oral or written representations to the Club at the meeting before the vote on the resolution is taken, the Chairperson at the meeting shall ensure that any written representation is read out at the meeting

20 Committee Meetings and Quorum

- (a) The Committee shall meet at least 5 to 6 times in each period of 12 months at such time and place as the Committee determines
- (b) The President or any Committee member may convene additional Committee meetings
- (c) Oral or written notice of a Committee meeting shall be given to each Committee member by the convener or the Secretary at least 5 days (or such other period as may be agreed upon by all the Committee members) before the time appointed for holding the meeting
- (d) At any Committee meeting, the quorum shall be 50 % of the committee members
- (e) No business shall be transacted by the Committee unless a quorum is present, and if a quorum is not present within half an hour of the time appointed for the meeting the meeting stands adjourned to a time to be determined by the Secretary.
- (f) If a quorum is not present within half an hour of the appointed time at the adjourned meeting, the meeting shall be dissolved.
- (g) At a Committee meeting
 - (i) The President or, in the President's absence, one of the Vice-Presidents, shall preside; or
 - (ii) If the President and both Vice-Presidents are absent or unwilling to preside, the remaining members of the Committee at that meeting shall choose a person to preside.

21 Sub-Committee

- (a) The Club may establish one or more sub- Committees to to be associated with specific disciplines and/or specific extra events/activities/roles, but any such sub-Committee shall not be a member of the Committee unless, the Club, decides otherwise
- (b) The provisions relating to the election and term of office of Committee members shall apply to the position of a sub-Committee head so nominated to the Committee
- (c) A sub-Committee established by the Club:
- (d) Shall have such powers, authorities, duties and functions as may be determined by the Club from time to time

22 Voting and Decisions

- (a) Questions arising at any Committee meeting shall be determined by the majority vote of the members present
- (b) Each member present at a Committee meeting, including the person presiding, shall have one vote, but in the event of an equality of votes on any question, the person presiding may exercise a casting vote
- (c) The Committee may act notwithstanding any vacancy on the Committee, as long as a quorum is present at any meeting
- (d) Any act or decision of the Committee is valid even if a defect is later discovered in the appointment or qualifications of any Committee member

Part 4 **GENERAL MEETINGS**

23 Holding Annual General Meetings

- (a) With the exception of the first annual general meeting, the Club shall convene an annual general meeting of its members at least once in each calendar year, except if unusual unforeseen circumstances prevail (e.g. COVID, reference to Department of Fair Trading)
- (b) The Club shall hold its first annual general meeting within 18 months after its incorporation under the Act

24 Annual General meeting – Procedure

- (a) The annual general meeting shall be convened on such date and at such place as the Committee thinks fit, subject to the Act
- (b) In addition to any other business, which may be transacted at an annual general meeting, the business of an annual general meeting shall be:
 - (i) To confirm the minutes of the last annual general meeting
 - (ii) To receive reports from the Committee or immediate past Committee upon the activities of the Club during the preceding year
 - (iii) Where required, to elect Committee members;
 - (iv) To receive and consider the audited accounts of the Club in respect of the previous financial year; and
 - (A) Where the Club by special resolution determines that the accounts shall not be audited, a statement pursuant to the section 26 (6) of the Act.

25 Special General meetings

- (a) The Committee may convene a special general meeting of the Club whenever it thinks fit
- (b) On the requisition in writing of not less than 10 members, the Committee shall convene a special general meeting. The requisition:
 - (i) Shall state the purpose or purposes of the meeting;
 - (ii) Shall be signed by the members making the requisition;
 - (iii) Shall be lodged with the Secretary; and
 - (iv) Consist of several documents in similar form, each signed by one or more of the members making the requisition
- (c) If the Committee fails to convene a special general meeting within 2 months of the date on which the requisition was lodged with the Secretary, anyone or more of the members requisitioning the meeting may convene it within 4 months of that date
- (d) A special general meeting convened by one or more members under sub-clause (c) may be convened in the same manner as Committee meetings are convened by the Committee, and any member who incurs expense in so doing shall be reimbursed by the Club for that expense

26 Notice of Meetings, Resolutions etc

- (a) Notice of any Committee meeting, any special resolution or any other matter, may be given;
 - (i) By email to the address shown in the register and by using other electronic means (e.g. Facebook);
 - (ii) A notice of a meeting shall
 - (A) In the case of an annual general meeting or a special general meeting, be posted or published at least 21 days before the date of the meeting; specify the date, place and time of the meeting;
 - (B) Specify any resolution which it is intended to proposed as a special resolution; and
 - (C) Give any other appropriate details of the meeting
 - (D) Where the Club holds Committee meetings on a regular basis, a notice to this effect may be advised by electronic means (e.g. email or Facebook).

27 Procedure at Club meetings

- (a) This clause applies to all Club meetings including annual general meetings
- (b) No item of business shall be transacted at a meeting unless a quorum of members is present during the time that the meeting is considering that item
- (c) A quorum shall be for annual general meeting – 20 members: and for any other meeting 10 members, excepting committee meetings per clause Part 320(d)
- (d) If a quorum is not present within half an hour of the appointed commencement time, the meeting shall be dissolved and shall stand adjourned until the same place, at a time to be determined by advice of the secretary.
- (e) Business transacted at any Club meeting shall be as determined by the Chairperson, and shall include any matter of which notice has been given under clause 27 and, for an annual general meeting, the matters required by clause 25

28 Presiding member

- (a) The President or, in the President's absence, one of the Vice-Presidents, shall preside as Chairperson at each Club meeting
- (b) If the President and both Vice-Presidents are absent or are unwilling to preside, the members present shall elect one of their number to preside at the meeting
- (c) The Chairperson of a meeting at which a quorum is present may, with the consent of the majority of members present, adjourn the meeting to another time and place
- (d) Except for an annual general meeting, notice of an adjourned meeting is not required to be given

29 Making of decision

- (a) A question arising at a Club meeting shall be determined on a show of hands unless a poll is demanded at or before the declaration of the show of hands
- (b) Except where a poll is demanded, a declaration by the Chairperson that a resolution has been carried (whether or not by a particular majority) or lost, or an entry to that effect in the minutes of the meeting, is evidence of that fact without proof of the number of votes recorded for or against the motion
- (c) At a Club meeting, a poll may be demanded by the Chairperson or by at least three members present in person or by proxy at the meeting

30 Voting

- (a) Special resolution
 - (i) The quorum for dealing with a Special Resolution shall be at least 20 members.
 - (ii) A special resolution must be passed by a majority which comprises not less than three-quarters of the Club members who are in attendance in person or by proxy & eligible to vote at a Committee meeting of which not less than 21 days written notice specifying the intended special resolution was given in accordance with this constitution; or
 - (iii) Where it is made to appear to the committee that it is not possible or practicable for the resolution to be passed in accordance with clause (ii) the resolution is passed in a manner specified by the committee.
- (b) A member has only one vote, which must be given in person or by proxy, on any question arising at a Club meeting. No member may hold more than 5 proxies except the chair of the meeting
- (c) In the case of an equality of votes on any question, the Chairperson of the meeting may exercise a casting vote
- (d) A member or proxy is not entitled to vote at any Club meeting unless all money due and payable by the member to the Club has been paid

31 Appointment of Proxies

- (a) Each member is entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed
- (b) The notice appointing the proxy is to be in the form set out in Appendix 1 in these rules

Part 5 MISCELLANEOUS

32 Virtual meetings

- (a) A General Meeting or Committee meeting may be held by means of a Virtual Meeting of the Club.
- (b) The following provisions apply to a Virtual Meeting of the Club:
 - (i) all persons participating in the meeting must be linked by technology, telephone, audio-visual or other instantaneous means for the purpose of the meeting;
 - (ii) each of the persons taking part in the meeting must be able to hear and be heard by each of the other persons taking part at the commencement of the meeting and each person so taking part is deemed for the purposes of this Constitution to be present at the meeting;
 - (iii) at the commencement of the meeting the Secretary (or other person determined by the office bearers) must identify and confirm the presence of each person taking part in the meeting;
 - (iv) a person may not leave a Virtual Meeting by disconnecting from the technology, telephone, audio-visual or other communication equipment unless that person has previously notified the chair;

- (v) a person may conclusively be presumed to have been present and to have formed part of a quorum at all times during a Virtual Meeting unless that person has previously notified the chair of leaving the meeting; and
- (vi) a minute of proceedings of a Virtual Meeting is sufficient evidence of the proceedings and of the observance of all necessary formalities if the minute is certified to be a correct minute by the chair.

33 Insurance

- (a) The Club shall effect and maintain insurance pursuant to section 44 of the Act and may effect and maintain any other insurance

34 Funds – Source

- (a) The funds of the Club shall be derived from annual membership fees, donations and such other sources as the Club or the Committee may determine

35 Funds – Management

- (a) Subject to any resolution passed by the Club in Committee meetings, the Club funds shall be used in pursuance of the objects of the Club in such a manner as the Club may determine
- (b) All negotiable instruments shall be agreed upon by two members of the Executive and/or Committee, being members authorised to do so by the Committee
- (c) No member of the Committee may incur any expenditure on behalf of the Club subject to any guidelines approved by the Club, or commit the Club to any expenditure, for an amount in excess of \$1,000 per day re: an instructor, and \$500 in any other case unless authorised to do so. Amounts greater than these must be tabled at Committee meetings for approval

36 Alteration of objects and constitution

- (a) The statement of objects and this constitution may be altered, rescinded or added to only by a special resolution of the Club

37 Common seal

- (a) The common seal of the Club shall be kept in the custody of the Public Officer or the Secretary
- (b) The common seal shall not be used on any instrument except by the authority of the Committee or the Club in Committee meeting and the signature of two Committee members shall attest its use

38 Custody of books etc

- (a) The Secretary shall keep in his or her custody or under his or her control all records, books and other documents relating to the Club in electronic form, except where otherwise provided by this constitution or determined by the Committee

39 Inspection of books

- (a) The records, books and other documented of the Club shall be open to inspection free of charge, by any member of the Club at any reasonable hour

40 Service of Notices

- (a) A notice may be served by or on behalf of the Club upon any member either personally or by sending it to the member's email address as shown in the register of members
- (b) Where a notice is sent to a person by emailing it to the person, it shall, unless the contrary is proved, be deemed to have been served on the person at the time at which it would have been delivered in the ordinary course of time

41 Financial year

- (a) The financial year of the Club shall be the calendar year, except where the Club otherwise determines at a Committee meeting

APPENDIX 1

FORM OF APPOINTMENT OF PROXY

I,
(full name)

of
.....
.....
(address)

being a current member of Northside Riding Club Inc. hereby appoint
.....
(full name of proxy)

of
.....
.....
(address)

being a member of Northside Riding Club Inc., as my proxy to vote for me on my behalf at the general meeting of the club (annual general meeting or special general meeting, as the case may be) to be held on the

..... day of and at any
(day) (month & year)

My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution

.....
.....
.....
.....

(insert details)

.....
(Signature of member appointing proxy) (date)

NOTE: A proxy vote may not be given to a person who is not a current member of the club.