

# Constitution of the Southern Carriage Driving Club



Version 1.0, December 2018

## ARTICLE I: NAME & PURPOSE

### **Section A: Name**

The name of the club is Southern Carriage Driving Club (SCDC)

### **Section B: Affiliation**

The club is affiliated to British Carriagedriving and follows their rules and regulations for competitions with local variations. Some variations are documented in the “Club Rules” and apply to all members and competitors at club events. The remaining variations will be stated in the schedule for the individual event to which they apply.

### **Section C: Purpose**

The purpose of this club shall be:

1. To promote the driving of horses, ponies, donkeys and mules as a sport and recreation, to encourage good fellowship amongst members and to improve the standard of driving and horsemanship.
2. To organise activities deemed to further the purpose of the club.
3. To concern itself with any purpose that will benefit the members of the club and promote the club purposes.
4. To raise funds to support the club’s purposes and for any charity nominated by the committee.

### **Section D: Finance**

5. The financial year of the Club shall commence on the 1st October each year
6. The Club accounts shall be audited every three years and on the appointment of a new Club Treasurer.

### **Section E: Closing the club**

7. A special resolution to wind up the affairs of the club must be proposed and then agreed at a general meeting or special meeting by at least two-thirds of those eligible to vote. As much of the clubs assets shall be realised as may be necessary to discharge the liabilities of the club. All the remaining assets shall be made over to such charity or charities as the committee shall decide.



## ARTICLE II: MEMBERSHIP & DUES

### **Section A: Eligibility**

8. The Membership shall consist of persons who have paid the due subscription for the current period. Only those who are fully paid up Members of the Club may participate in such events.
9. Membership shall be deemed to commence from the date on which the application was received by the Committee and not necessarily the date on the application form.
10. Honorary membership may be conferred by the Committee upon any persons deemed by them to have rendered notable service to the Club.
11. Membership shall be divided into the following categories:
  - a) Driving Member - able to vote
  - b) Supporter - unable to vote
12. Anyone desirous of becoming a member shall forward his or her name and address to the Committee of the Club on the appropriate Application Form to include a signed declaration agreeing to abide by the Club Rules, the correct payment and if required by the Club a signed declaration that they hold Third Party Insurance.
13. The annual subscription shall become due on the first day of the Club's financial year. Any member whose subscription is more than two months in arrears may have his/her name removed from the membership list. Any person joining the Club on or after 1st October in any year shall be deemed to have paid his/her subscription for the ensuing year.
14. The Committee may refuse to renew membership or during the year expel from membership of the Club any member who has willfully disobeyed any of 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 interest of the Club or to suspend from taking part in events for such period as the Committee thinks fit any member who acts in a manner prejudicial to the safety of another member. The decision of the Committee shall be final and binding.
15. Members may vote in person, by proxy, by post or by email. The Officer in charge of the return must be notified by the member in advance if they wish to vote by proxy, postal or email.
16. Any member of the Club driving an equine in any Club activity must hold Individual third party insurance if required by the Club.
17. All equines must be aged 4 years or over.
18. Driving members must have passed a Safety Assessment by an approved assessor of the Club before taking part in any driving events organised by the Club to meet conditions required by the Club's Insurance Company.
  - c) Separate assessments are required for single, pairs, tandems and teams.
19. Turnouts for any Club event must carry a capable, able groom minimum of 14 years old. Junior Whips must be a minimum of 10 years and carry a capable, able groom 18 years or over.
20. Members must show consideration for matters of safety, relating to both themselves and others at all Club events; and to comply with all reasonable requests, relating to safety, from event organisers.
21. Members and Supporters must not use social media to make any statements that could directly or indirectly damage the club.
22. Members and Supporters must not utilise social media to post any threatening, derogatory, obscene, indecent, seditious, offensive, pornographic, abusive, disparaging, racist, discriminatory, menacing, inflammatory, blasphemous, or defamatory statements



or material, including, but not limited to, statements or material concerning the club, its members or former members, its sponsors, affiliates and stakeholders.

23. The club reserves the right to monitor, intercept and review social media postings and activities to ensure that its rules are being complied with, and for its legitimate business purposes.

### **Section B: Membership Fees**

24. The annual membership subscription shall be such a sum as shall from time to time be recommended by the Committee, approved at the next following Annual General Meeting and applied with effect from the 1st January.

### **Section C: Members Privacy**

25. The Club is committed to protecting members' privacy. We will only use the information we collect concerning members lawfully, for the purpose of disseminating club information (inc. events and insurance), assisting with Rights of Way (Access) issues and in accordance with the General Data Protection Regulation (GDPR)
26. Current and previous members have a right at any time to stop the club from contacting them and the club will act accordingly and in a timely manner.
27. The personal information given to the club will be held securely. If we intend to transfer members' information outside of the club, we will always obtain the members consent first.

## **ARTICLE III: OFFICERS**

### **Section A: Officers & Committee**

28. The officers shall make up a Committee to represent the club and carry out its purposes
29. All powers of management shall be vested in a Committee consisting of the Chairman, Secretary, Treasurer and other Committee Members appointed at the Annual General Meeting. Jobs may be shared.
30. One third of the committee shall form a quorum.
31. The Chairman shall be elected annually by the Committee from amongst their number. Other members will usually serve for at least three years.
32. The decision of the Committee shall be final unless overruled at a General Meeting.
33. The Committee shall be the sole authority for the interpretation of the Rules and for anything relating to the Club, not provided for therein and their decision shall be final and binding on the members.
34. 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. Sub Committee members need not necessarily be members of the main Committee.
35. The Committee shall have the power to fill any actual vacancy arising amongst members of the Committee but any person so called shall retain office only until the next following Annual General Meeting and shall then be eligible for re-election.
36. A committee member shall vacate office (i) by notice in writing to the secretary, (ii) if a resolution is passed by three quarters of members at an AGM, (iii) if he or she fails to attend three consecutive committee meetings without an acceptable reason.



## ARTICLE IV: MEETINGS

### **Section A: Annual General Meeting**

37. The Annual General Meeting shall be held each year to transact the following business:
- a) to receive and if approved to accept a statement of the Club's accounts up to the preceding year. If agreed the outstanding liabilities of the Committee may be discarded.
  - b) to fill vacancies on the Committee in respect of which nominations shall be submitted in writing not less than fourteen days before the Annual General Meeting.
  - c) to deal with any special matter which the Committee may desire to bring before the members and to receive suggestions from the members for consideration by the Committee.
38. Notice convening the General Meeting shall be sent to members not less than two weeks before the meeting and shall specify the matters to be dealt with.
39. 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 ten days' notice of the date of such a meeting and shall specify in such notice matters to be dealt with at such a meeting.
40. Notice may be given by post or email to any member at the address registered in the records of the Club. If any member has no address in the UK such member shall not be entitled to receive any notice. The accidental omission to give notice of a meeting to a member or the non-receipt of a notice of a meeting shall not invalidate the proceedings of that meeting.
41. These rules may be added to, repealed or amended by resolution at any Annual or Special General Meeting provided that no such resolution shall be deemed to have been passed unless carried by a majority of the members present and voting thereon and provided that seven days prior notice has been sent to all members stating the proposed amendment.

### **Section B: Special Meetings**

42. Special meetings may be called by the committee or a group of 5 or more members

### **Section C: Committee meetings**

43. The committee will meet in person no less than 4 times a year.
44. The committee may make use of current technology to meet as a group or sub-group.
45. Minutes will be kept for each meeting.



## ARTICLE V: EVENTS OF ALL TYPES

### **Section A: Events**

46. Organisers of any event (including training) will present outline plans and predicted costings to the committee in advance of the event so that permission to proceed can be granted.
47. Events must also be minuted by the committee to ensure an auditable trail for insurance cover and to meet our obligations for health and safety.
48. All events will have a risk assessment lodged with the Health & Safety Officer and on display at the event.
49. The Club, its Committee or persons acting on their behalf shall not be held Responsible for any incident, accident or injury to any person or property however caused.

## ARTICLE VI: AMENDMENTS

### **Section A: Selection**

50. These bylaws may be amended by a two-thirds (2/3) majority vote of the membership.

### **Section B: Notice**

51. All members shall receive advance notice of the proposed amendment at least five days before the meeting.