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New Zealand Standardbred Riding Association **Rules and Regulations**

1.0 Name

The name of the Association shall be “New Zealand Standardbred Riding Association Incorporated”

2.0 Registered Office

The registered office shall be the residence of the Secretary, or any other place that shall be decided by the committee. Due notice of any change shall be given to the registrar of Incorporated Societies.

3.0. Objects

The objects of the Association shall be:

1. To encourage all persons to ride and enjoy all kind of sport connected with horses and riding, to install in them the proper care of their animals and to offer the opportunity of receiving instruction of a higher class and on more orthodox lines that many of them can obtain individually.
2. To instigate, co-ordinate and promote regional and national competitions, shows, rallies, displays and other events it deems suitable to promote the objects of the Association.
3. To purchase, lease, sell or exchange, hire or otherwise acquire and dispose of any real property of the Association.
4. To borrow and raise money and to secure the repayment thereof by debenture and bonds payable to the bearer or otherwise and either secured or not secured by mortgage or charge of all or any part of the property of the Association or by bills of exchange or promissory notes or other obligations or securities or such manner as the Association may determine.
5. To make rules or bylaws in accordance with the objects of the Association.
6. To provide the members with grounds and amenities for recreational purpose.
7. To print and publish in newspapers, magazines, periodicals, books, leaflets, radio scripts or films and such other descriptive educational or promotional material that this Association may think desirable for the purpose of its objects.
8. To do such things as are incidental or conducive to attainment of all the above objects.

4.0 Interpretation

In these rules and in and bylaws made there under, unless repugnant to the context, the singular shall include the plural and the plural shall include the singular and the male shall include the female. The “Association” shall mean “New Zealand Standardbred Riding Association Incorporated”. “Committee” shall mean “Management Committee” set up under rule 9 thereof.

The “Act” shall refer to the “Incorporated Societies Act 1908” or an Act of parliament that may replace it.

The term “Financial” where it applies to members in the categories listed under rule 8, serves to include only those members who have paid all entrance fees, levies and subscriptions for which defined due dates have passed.

Unless repugnant to the context, the term 'Full Member' shall include Life Members, Honorary Members and Non-Riding Members in all respects other than those specified in rule 8.

5.0 Colours

The colours shall be Black Tops with White Logo.

6.0 Seal

The common seal of the Association shall be kept in the custody of the Secretary of the Association and its use shall be attested by two Committee members appointed by the Committee for that purpose, to such documents as the Committee may from time to time direct. The Seal shall consist of the words “New Zealand Standardbred Riding Association Inc” around the outside of the circle.

7.0 Property

1. The property and effects of the Association shall be vested in the Association and the funds of the Association shall be controlled by the committee and shall be utilised in accordance with the objects of the Association and for paying such charges as maybe incurred in it's administration.
2. The Association may from time to time invest and reinvest in such securities and upon such terms as it may see fit the whole or any part of the funds which may not be required for the immediate business of the Association.
3. The Association in addition to the other power invested in it, have power to burrow or raise money from time to time by the issue of debenture bonds, mortgages or any other securities founded or based on all or any of the property or rights of the Association.
4. All monies shall be received by the Treasurer or Secretary and paid into a bank account directed by the committee in the name of the Association.
5. All cheques shall be signed by at least two persons appointed for the purpose by the Committee for it's own members.
6. The funds and property of the Association from whatever sourced derived, shall be applied solely towards the promotion of the Objects of the Association as set out in these rules and no portion of these funds shall be paid or transferred directly by way of dividend, bonus or otherwise to members of the Association.
7. No member of the Association shall derive any pecuniary gain from any of the property or operations of the Association, pecuniary gain does not include the winning of trophies, prizes or sponsorship.
8. Notwithstanding any of the foregoing provisions, the members of the Association present at the Annual General Meeting shall have power to vote an Honorarium to the Secretary, Treasurer or Auditor or any other Officer in appreciation of their services for the past year.
9. All cheques or Electronis Payments shall be signed/authorised by at least two persons appointed for the purpose by the Committee for it's own members.
10. The Association may hold an Internet banking account for the purposes of receiving funds and making payments electronically, the account must be set up for all Electronic payments made to require two peoples authorisation appointed for the purpose by the Committee for it's own members.

8.0 Membership

1. All Candidates for the Association shall be elected by the Committee which shall have the power to reject any application without stating a reason. Applications are to be made on the prescribed form although the Committee shall have the discretion to accept any application otherwise made. The Committee shall have power to strike any member off the roll whose subscription has not been paid within two months after the due date. Before doing so, the Secretary shall give notice in the manner provided in rule 18 to any such member and seven days grace must be allowed.
2. The Association shall consist of Junior Members, Senior Members, Family Members, Life Members, Honorary Members and Non-Riding Members.
3. A Junior Member shall be a person under the age of 18 years.
4. A Senior Member shall be a person over the age of 18 years and actively riding in the Association.
5. Family Membership shall consist of up to and including two parents and two children.
6. Junior Members shall not be entitled to hold office or to exercise the power of voting.
7. All members shall pay an annual subscription of such a sum as the committee shall from time to time fix and such subscriptions shall be payable at the commencement of the new financial year.
8. Life Members may be elected at any General Meeting and shall only be elected from those members whom the Association desires to show appreciation for their past service, provided that no member shall be nominated except on the recommendation of the Committee. Life Members shall be entitled to all the privileges of the membership without being called upon for any subscription.
9. Honorary Members: The committee may at any time elect any person as an Honorary Member of the Association. Honorary Members shall not pay an annual subscription for the period of one financial year. An Honorary Member shall be eligible to hold office and vote at any General Meeting of the Association.
10. Non-Riding Members shall pay an annual subscription of such sum as the Committee shall from time to time fix and shall be payable in the same manner and at the same time as the annual subscription of the Senior Members, provided however, that Non-Riding Members shall not be required to pay any entrance fees. A Non-Riding Member shall be eligible to hold office and vote at any General Meeting of the Association.
11. All paid memberships are non refundable except in extreme circumstances, in which case a letter to the committee must be written and tabled at the following committee meeting. It will be at the committees discretion wether membership is refunded or not.

8.1 Social Media

1. We treat all social media postings, blogs, status updates and tweets as public 'comment'.
2. Postings (written, photos or videos) will be family-friendly and feature positive club news and events.
3. No personal information about our members will be disclosed.
4. No statements will be made that are misleading, false or likely to injure a person's reputation.
5. No statements will be made that might bring our club into disrepute, must not offend, intimidate, humiliate or bully another person, must not be misleading, false or injure the reputation of another person, should respect and maintain the privacy of members, must not bring the club into disrepute.
6. Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.
7. We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club.
8. Members may face disciplinary action (to be decided by the acting committee at the time) for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our member protection policy or code of conduct.
9. Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.
10. In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.

9.0 Management

1. The management of the affairs of the Association shall be vested in the Committee comprising the Officers and no more than nine general members elected in accordance with the rules of the Association.
2. Any members of the Association may serve on the committee with the exception of Junior Members.
3. The Committee shall look after the whole internal economy, shall exercise a general supervision over the properties and members, shall keep the whole of the insurable property of the Association insured against wilful damage, burglary loss or damage by fire, shall make all purchases and order such repairs as are deemed necessary and have the accounts audited one month prior to the Annual General Meeting.
4. The Committee shall have the power to make, alter, amend and repeal any bylaws for the carrying out and enforcing of these Rules and for regulating its own proceedings as it may be deemed expedient, providing that such bylaws are not inconsistent with these Rules. Such bylaws shall be recorded in a book to be kept for that purpose. The Committee shall also have the power to impose fines and dues under such Rules and bylaws.
5. Meeting of the Committee shall be convened by notice from the Secretary telephoned, delivered, posted or electronically at least seven days before each meeting.
6. Any member of the Committee except the Officers, who shall be absent from three consecutive meetings may at the discretion of the Committee, cease to hold office and the vacancy may be filled as provided for in these Rules.
7. At any Committee meeting, 50% of the full committee shall form a quorum.
8. All Committee members, other than the President shall have equal voting rights at Committee meetings. The President has a deliberate as well as a casting vote.
9. The Committee may appoint a financial member to fill any vacancy among its members or to fill any such office of the Association that may become vacant and such appointment shall hold good until the next Annual General Meeting of members. The Committee may appoint any special representative or delegates as it may deem necessary.
10. A meeting of the Management Committee may be called at any time by the President or Secretary or upon the Committee receiving a written request signed by two or more Committee Members.

10.0 Executive

The Executive shall consist of the President, Vice President, Secretary and Treasurer. The Executive shall transact the business of the Association and generally fulfill all of the functions of the Committee between the Committee meetings. All decisions of the Executive must be ratified at the first ensuing meeting of the Committee. The Executive shall present to each meeting of the Committee a report of its activities.

11.0 Sub-Committee

1. The Committee or a general meeting of the Association may appoint or dissolve such sub-committees as it may consider necessary and shall prescribe the duties of each sub-committee.
2. In the appointment of any such sub-committee, the Committee shall not be restricted to choosing from its own members. Any member of the Association as listed in Rule 8 may serve on a sub-committee, provided that member is currently financial.
3. No decision of a sub-committee shall be binding until it has been ratified by the Committee, nor shall any sub-committee, unless it's specifically authorised to do so by the committee, have the right to transact any business in the name of the Association.
4. The Committee may at any time modify the duties of any sub-committee.

12.0 Officers

The Officers of the Association shall be :-

- President
- Vice President (s)
- Immediate Past President (optional)
- Secretary
- Treasurer

13.0 Election of the Management Committee

1. No member whose subscription is in arrears or who is otherwise unfinancial may be elected, provided that subscription for any reason will not be required to be paid before the Annual General Meeting at the start of the financial year.
2. A candidate must be proposed by one financial member and seconded by another. If the candidate is not present at the meeting, then the person proposing him/her must produce evidence satisfactory to the Chairperson that the candidate is willing to accept office.
3. All nominations, together with the names of each proposer and seconder must be in the hands of the Secretary seven clear days before the date of the Annual General Meeting.
4. Where the number of candidates is greater than the number of positions to be filled, a ballot shall be appointed by the Meeting.
5. The Committee shall be elected at the Annual General Meeting and shall hold office until the following Annual General Meeting or until the election or appointment of their successors.
6. Where no nomination for any position on the Committee has been received prior to the meeting, nominations for the unfilled positions will be accepted from the floor, provided that the meeting has filled positions for which nominations have been previously received.

14.0 Secretary, Treasurer

1. The officers of the Secretary and Treasurer may, at the option of the Committee or of the Association at a General Meeting, be vested in the same person.
2. The Secretary shall keep minutes of the proceedings of all meetings, read and file all correspondence and other papers and issue notices of the meeting and conduct all correspondence. All inward correspondence shall be addressed to the Secretary. He/She shall ensure that a register of the members is kept in terms of Section 21 of the Act.
3. The Treasurer shall collect and account for all subscriptions and dues and at once shall pay them into the Association's bank account. He/She shall pay all accounts passed by the Committee, furnish a report of the financial year, together with the duly audited balance sheet, statement of all monies received and paid during the preceding 12 months ending 31 March, statement of assets and liabilities for presentation at each Annual General Meeting. He/She shall generally in all financial matters, carry out the wishes of the Committee. No monies shall be paid out except as authorised by minutes of the Committee, then by cheque or Electronic Payment.
4. The Treasurer shall furnish the Register of Incorporated Societies with the returns required by Section 22 of the Act.
5. The End of Year finances and balance sheet is to be audited by a Registered Accountant or Account Consultant prior to the Annual General Meeting.

15.0 Chairperson

At all general meeting of the Association and at all Committee meetings at which he or she is present, the President shall preside. Should the President and Vice President(s) be absent, then the meeting of the members shall elect the Chairperson. At all general meetings of members and all meetings of the Committee, the Chairperson shall have deliberate vote and in the event that a vote is tied, he or she may have additional casting vote. The Chairperson's ruling on any point shall be final.

16.0 Patron, Vice President(s) and Honorary Auditor

1. The Association may have a patron and no more than three Vice Presidents. The number of Vice Presidents elected in any term shall be decided by the Annual General Meeting. The meeting shall decide whether or not to elect a Patron.
3. The Patron need not be a members of the Association.
4. The Vice President(s) shall be members of the Association.

17.0 Subscriptions, Entrance Fees and Levies

1. The rate of annual subscriptions and entrance fees paid be the various classes of members shall be fixed from time to time by the Association at the Annual General Meeting.
2. The Association may impose a levy on members for development, improvement or maintenance of the Association facilities.
3. Notice of any change in the subscription and entrance fee or any proposed levy must be given to members with the notice convening a General Meeting.
4. A General Meeting of members shall have the power to delegate the responsibility of fixing subscription rates and entrance fees to the Management Committee for any particular year. A General Meeting shall also have the power to over ride the Committee decision to fix new rates.
5. It shall be the responsibility of the Management Committee to fix due dates for the payment of all subscriptions, fees and levies, beyond which members who have failed to pay will be considered "not financial". All such dates must be indicated along with all requests to pay such monies.

18.0 Expulsion

1. Any member of the Committee may be removed from office by resolution which is voted for by at least 60% of the members present and voting at a Special Meeting called for the purpose.
2. The Committee may at any time by letter invite any member within a specified time to resign for wilful infringement or for failure in the observance of any provisions of the rules of this Association or conduct which in any respect shall be, in the opinion of the Committee, detrimental to the character or prejudicial to the interests of the Association.
3. If a member then fails to resign, the Committee shall consider whether or not to expel the member at their next meeting.
4. Any member expelled under this rule shall forfeit his/her subscription.

19.0 Resignation

No member shall retire from the Association until they have paid the subscriptions and any arrears due and have given in writing, to the Secretary, their intention to resign. Such notice must be given on, or before the Annual General Meeting or the member will be liable for the subscription for the current year.

20.0 Meetings

1. Notice of all General Meetings shall be sent to each member not later than 14 clear days prior to the date of such meeting.
2. The Annual General Meeting shall be held before the end of May, which shall take precedence over all other business shall be to receive the Annual Report and Balance Sheet for the year and to hold elections.
3. Special General Meetings may be called by the Committee or on the written request of at least 10 members other than Junior Members.
4. The method of voting at a General Meeting shall be by a show of hands unless a ballot is demanded by any member entitled to vote, in which case it shall be held by ballot. But elections for any position shall in any event be by ballot in accordance with the provisions of Rule 13.
5. At any General Meeting-25% of the financial members other than Junior Members, shall form a quorum.

21.0 Notice of Motion

Notices of motion must be delivered in writing to the Secretary not less than 21 clear days before this meeting to which they pertain. Such notices of motions are duly received by the secretary and shall be circulated to members not less than 14 clear days before the meeting.

22.0 Prizes

All prizes must be selected within two weeks after the order for such prizes shall have been issued unless permission to hold over such order be first obtained from the Committee. No member whose subscription is in the arrears or from whom fines or dues are owing shall be entitled to receive any order for prizes that have been won during the year until such subscription, fines or dues are paid.

23.0 Alteration of Rules

1. These rules may be rescinded, altered or added to or any new Rule introduced by a resolution passed by 60% majority of the members present and voting at a General Meeting of the Association called for the purpose.
2. In the event of any difficulty or question arising which is not provided for in the Rules, it shall be referred to the Committee to decide, be their decision shall be subject to an Appeal to the Annual General Meeting.
3. The Secretary shall notify the Register of Incorporated Societies of any changes to these Rules in the manner prescribed by the Act.
4. No addition to or alteration or recession of the Rules shall be approved if it effects the non-profit aim, personal benefit clause or winding up clause.

24.0 Financial Year

The Financial Year shall terminate on the 31st March each year.

25.0 Winding Up

The Association shall not be wound up except by Special Resolution passed in accordance with Section 23 of the Act and if upon winding up of the Association and after the satisfaction of all its debts and liabilities, there remains any property whatsoever, the same shall not be paid to or distributed among the members but shall be transferred to some other Riding Club, Association, Society or determined by the members of the Association at or before the time of winding up and in default thereof, by any Judge of the High Court of New Zealand.

26.0

Indemnity of Officers and Trustees of the Association shall be indemnified by the Association from all losses and expenses incurred by them in or about the discharge of their respective duties except such as happen through their own wilful acts or defaults. No Officer or Trustee of the Association shall be liable for joining any loss or expense happening to the Association unless the same thing happen through his/her own wilful act or default.