

TOKAI DISTRICT RIDING ASSOCIATION

February 2012

1. NAME

The name shall be the **TOKAI DISTRICT RIDING ASSOCIATION**, hereafter referred to as the Association.

2. MISSION STATEMENT

The Association is a non-profit umbrella organisation that represents the broader riding community and related parties and interest groups in Tokai and the surrounding areas. The Association's main objectives are to;

- a). **PRESERVE** the tradition of horse riding in the Tokai area and surrounds, thereby supporting the longer term planning and preservation of its rural atmosphere.
- b). **PROTECT** the interests of any of the following that could be represented by the Association: (i) riders, owners and horses; (ii) horse related non-profit social intervention programmes; (iii) and the currently constituted Tokai Branch of the Pony Club (a non-profit organisation) or other such similar organisations and (iv) any other appropriate future sub committees, organisations and taskforces deemed requiring protection.
- c). **PROVIDE** community-based, multi-purpose equestrian facilities in Tokai.
- d). **PROMOTE** recreational riding and all disciplines of equestrian sport.
- e). **COMMUNICATE** and negotiate with organisations relevant to any of the above.

3. MEMBERSHIP

Membership shall be available to all applicants acceptable to the constitutionally elected committee and shall fall into the following categories:

- i. **ADULT MEMBERS** who shall be 18 years and over and have full voting rights if their subscriptions with the Association are fully paid up.
- ii. **JUNIOR MEMBERS** shall be those members who have not yet attained their 18th birthday. Junior members will not have voting rights in the Association.
- iii. **SPONSORED MEMBERS** shall be those members that are unable to pay the membership fee but are considered important by the Association. Sponsored members shall not have voting rights in the Association.

Any application for membership shall be subject to the approval of a majority of the committee holding office at the time of receipt of the application.

4. SUBSCRIPTIONS

The amount of entrance fee, and subscriptions for all classes of membership and levies during any particular financial year shall be determined by the Committee and approved at an Annual or Special General Meeting of members. **Subscriptions become due on 1 March each year** and members who have not paid by 31 March will be regarded as being members not in good standing.

5. CESSATION OF MEMBERSHIP

Any member violating any of the rules or regulations of the Association, or participating in any activity that in the opinion of the Committee is prejudicial to the best interests of the Association, shall, by a vote of two-thirds of the committee, cease to be a member and his or her subscription shall be forfeited for the current year. The member shall, however, have the right to appeal to a General Meeting of the Association and in the event of two-thirds of the members present upholding the decision of the Committee, the person shall thereupon cease to be a member of the Association, subject to no further appeal at law or otherwise.

Members whose fees and subscriptions are not paid in full by the 31st day of March each year shall be considered not in good standing with the Association. Any member not in good standing for a further 31 days shall have his or her membership terminated.

6. FINANCIAL YEAR

The financial year of the Association shall commence on 1 March each year and end on the succeeding last day of February.

7. GENERAL MEETINGS

a) ANNUAL GENERAL MEETING. This meeting, of which at least seven days notice shall be given per email to each member, shall be held annually within three months after the close of the financial year. The Committee's report and the Financial Statement shall be considered by such meeting together with other business on the Agenda.

b) SPECIAL GENERAL MEETING. When deemed necessary by the Committee or on a requisition signed by not less than 10 members of the Association, a Special General Meeting shall be called, for the discussion of any matter affecting the interests of the Association. The motion(s) to be placed before the committee must be clearly stated in any requisition received. Notice of such Special General Meeting shall be sent by the secretary to all members at least seven days before the meeting takes place, together with a copy of the motion(s) proposed for discussion. Any member, whose subscription for the last year then current is unpaid before the commencement of any General Meeting shall not be entitled to vote at such a meeting.

At all General Meetings, 10 members form a quorum. Should there not be a quorum, the members may, after the expiration of half an hour from the time appointed for the assembling, adjourn the Meeting until such time as they consider it expedient.

8. OFFICE BEARERS AND THE COMMITTEE

The Office Bearers, who shall be elected at the Annual General Meeting each year to form the Committee of the Association, shall consist of the primary positions of Chairperson, Vice Chairperson, Secretary and Treasurer and at least three additional Committee members but not exceeding nine in total. Candidate members standing for election to the primary positions are required to be named for such positions prior to election at the AGM while additional Committee positions and portfolios shall be allocated at the first regular Committee meeting following the Annual General Meeting. All office bearers shall retire at the Annual General Meeting next ensuing, but shall be eligible for re-election. Should the offices of any of the Committee Members become vacant during the course of the year, the Committee may fill such vacancies.

The Committee may at any time appoint such sub-committees as it may deem desirable. Persons serving on the sub-committees need not be members of the General Committee but must be members of the Association. The Convener of said sub committee must be a General Committee member.

Save in exceptional circumstances, meetings of the Committee shall take place not less frequently than once every three months and minutes are to be kept. Any members of the Committee failing to attend three consecutive meetings without leave of absence having been requested or without good and sufficient reason shall forfeit his or her seat and the Committee may fill the vacancy. It may also fill any vacancy created by resignation or through any other cause. At any committee meeting, four shall form a quorum.

The Committee shall have the full power to speak on behalf of- and transact all business of- the Association which does not specifically, under this constitution, require the sanction of a General Meeting, provided that such communications and business are approved by a majority vote of the General Committee Members. Any such transactions on behalf of the Association require that correspondence with a summary of any such transaction, is distributed to all standing Committee members at the time that the transaction is entered into.

The Committee is further empowered to frame rules for the proper conduct and control of the affairs of the Association, provided such rules shall not be in conflict with anything herein contained and the rules should be approved at the Annual General Meeting.

Members of the Committee shall be indemnified from the funds of the Association against the cost on any legal proceedings that may be instituted against them and against all loss, damages, expenses or other penalties that they may suffer or incur in consequence of the performance of their duties. The Committee and any future sub-committees shall not be held responsible for any loss, damages or accident that may occur at any functions staged by the Association or be held responsible for any loss, damages or accident incurred by any one of its members.

9. FUNDS AND PROPERTY

The funds and property of the Association shall be vested in the Committee, and no payment from the funds of the Association shall be made, unless the Committee approves the payment. One or more banking accounts in the name of the Association shall be maintained with conveniently situated bank and shall be operated by the Chairperson (or Vice Chairperson) and Treasurer jointly.

10. DISPOSAL OF ASSETS IN THE EVENT OF THE ASSOCIATION BECOMING DEFUNCT

In the event of the Association becoming defunct at any time, the last elected Committee shall hand over all cash, trophies and other assets belonging to the Association to the Western Province Horse Society, in trust, for any club or association which may subsequently be formed within the greater Tokai area, having objectives similar to this Association. If no such successor is formed within the area within a period of 10 years from the date of handing over the assets to the Western Province Horse Society the assets shall become the property of SARDA or a selected Social Intervention organisation.

11. BOOKS

The books of the Association shall consist of a Minute Book, in which shall be entered or recorded the minutes of all meetings of the Association. All members of the Association shall have the right to access the books and records of the Association at any reasonable time.

12. AUDIT

An annual income of R50 000 and above would be audited and anything below would be examined by an external accountant.

13. CHAIRPERSON

At any meeting of the Association, the Chairperson of such meetings shall have the right to exercise a casting as well as a deliberative vote and his or her ruling on any matter arising out of the foregoing clauses shall be final.

14. CONSTITUTION

After this Constitution has been discussed and ratified at the first General Meeting of the Association no alteration shall be made to the Constitution until the following General Meeting and thereupon by vote of two thirds of the members present at a General Meeting duly convened. Notice incorporating any proposed alteration shall be sent, not less than 14 days before the meeting, to the Secretary who shall give at least 7 days notice of such meeting and of the proposed alteration, to all members of the Association.

SIGNED ON THE _____ DAY OF _____

AT _____

CHAIRPERSON

VICE-CHAIRPERSON

(Print name)

(Print name)