

RULES OF THE NORTHEERN RIVERS CUTTING HORSE CLUB INCORPORATED

Est. 1992

(As amended 20 February 2021)

1. NAME

The name of the Association shall be “Northern Rivers Cutting Horse Club” Incorporated (referred to in these rules as “The Association”)

2. OBJECTS

The objects of the Association shall be:-

- (a) To promote the working horses as a sport;
- (b) To promote cutting out of cattle by horse and rider as a sport;
- (c) To promote conduct and hold competitions for the recreation and enjoyment of members and persons interested in or connected with horse cutting;
- (d) To encourage horse cutting as a sport and to provide trophies, prizes, stakes and rewards for horse cutting.

3. MEMBERSHIP

- (a) Subject to these rules the members of the Association shall be comprised of the members of the Association immediately prior to incorporation together with such other people and organisations as the Committee admits to membership;
- (b) Membership is open to all individuals and organisations who accept the objects and rules of the Association;

An unincorporated Association is not capable of being a member of the Association

- (c) Individuals and organisations wishing to become members of the Association shall apply to the Committee for membership;
- (d) The Committee shall determine whether or not to accept an application for membership. The Committee is not required to supply reasons for accepting or rejecting an application for membership.

- (e) Members shall pay such fees as are determined by the Association at a General meeting.
- (f) A register of members shall be kept by the Association showing the name, address and date of commencement of membership for such member. Provisions for noting the date of cessation of membership shall also be contained in the register.
- (g) Membership shall cease upon resignation, expulsion or failure to pay outstanding membership fee within 3 months of the due date.
- (h) Membership fees shall fall due on the first day of each financial year of the Association. The financial year of the Association shall run from 1st January to 31st December or other such period as is determined by the Committee.
- (i) There will be no points awarded to unfinancial members. Points accrue in the point competition only from the date that membership fees are paid.

4. MEMBERS LIABILITY

The members of the Association shall have no liability to contribute towards the payment of debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association except to the amount of any unpaid membership fees.

5. DISCIPLINING OF MEMBERS

The procedure for discipline members shall be determined by the Committee. Any member who wishes to appeal against a decision expelling them from membership (or otherwise disciplining them.) may do so at the next general meeting of the Association.

6. MANAGEMENT – BY COMMITTEE

- (a) The Association shall have its affairs controlled and managed by the office bearers and other members known as the Committee.
- (b) The Committee shall consist of a President, Vice President x 2, Secretary and Treasurer and up to five other members.
- (c) The office bearers and other members of the Committee shall be elected at each annual general meeting. Any casual vacancy occurring in the Committee may be filled by a member appointed by the Committee.

- (d) Each member of the Committee shall hold office from the date of their election or appointment until the next annual general meeting.
- (e) Retiring Committee members are eligible for re-election.
- (f) The Committee shall meet as often as necessary to conduct the business of the Association and not less than once in each month.
- (g) the quorum for meetings of the Committee shall be one half the number of the Committee members elected at the previous annual general meeting.
- (h) Notice of Committee meetings shall be given at the previous Committee meeting or by such other means as the Committee may decide upon.
- (i) A member of the Committee shall cease to hold office upon resignation in writing; removal as a member of the Association; or absence from three successive Committee meetings without approval by the Committee.
- (j) The Committee may function validly provided its number is not reduced below the quorum.
- (k) Questions arising at any meeting of the Committee shall be decided by the majority of votes of those present.
In the case of equality of votes the person appointed to chair the meeting shall have a second or casting vote.

7. GENERAL MEETINGS

- (a) An annual general meeting of the Association shall be held each year within 6 months from the end of the financial year of the Association (except the first annual general meeting which shall be held within 2 months of the end of the first financial year and within 18 months of incorporation).
- (b) The Committee may, whenever it thinks fit, convene a special general meeting of the Association. A special general meeting must be convened by the Committee within 3 months of receiving a written request to do so from at least five percent of the membership of the Association.
- (c) At least 14 days notice of all general meetings shall be given to members. In the case of general meetings where a special resolution is to be proposed, notice of the meeting shall be given to members at least 21 days before the meeting.

- (d) No business other than that specified in the notice convening a general meeting shall be transacted at the meeting. in the case of the annual general meeting the following business shall be transacted whether specified or not:
 - i. confirmation of the minutes of the last annual general meeting and any recent special general meeting;
 - ii. receipt of the Committee's report upon the activities of the Association in the last financial year;
 - iii. election of office bearers and other members of the Committee;
 - iv. receipt and consideration of the statement which is required to be submitted to members by section 26(6) of the Association Incorporation Act.
- (e) The quorum for a general meeting shall be five members present in person.
- (f) Voting at general meeting shall be by a show of hands unless a secret ballot is demanded. Decisions shall be made by a simple majority vote except for those matters which must be decided by special resolution where a 3/4 majority is required.
- (g) All votes shall be given personally or by proxy but no members may hold more than 5 proxies.
- (h) In the case of any equality of votes the person appointed to chair the general meeting shall have a second or casting vote.
- (i) A member who wishes to appoint another member as proxy must notify the Association in writing at least 24 hours before the time of the meeting.
- (j) Nominations of candidates for election as office bearers or other Committee members may be made at the annual general meeting or in such other ways as may be determined by the Association at a general meeting.
- (k) Use of Technology at General Meetings where the meeting may be held in 2 or more venues can use any technology approved by the Committee to give Members a reasonable way to participate in the meeting. It will be considered that those Members using this technology will be taken to be present at the meeting and their vote will be valid. Annual General Meetings will be excluded from this use of technology. (New insert 20/02/2021)

8. OFFICE BEARERS

- (a) The President or, in the President's absence, the Vice-President, shall act as chairperson at each general meeting and Committee meeting of the Association.

- (b) If the President and Vice-President are absent from the meeting or unwilling to act, the members present at the meeting shall elect one of their number to act as chairperson.
- (c) The Secretary shall keep records of the business of the Association including the rules, register of members, minutes of all general and Committee meetings and a file of correspondence.
- (d) The Treasurer shall ensure that all money received by the Association is paid into an account in the Association's name. Payments shall be made through a petty cash system or by cheque signed by 2 signatories or by any other electronic means as authorised by the Committee.. Major or unusual expenditure shall be authorised in advance by the Committee or a general meeting.
- (e) The Treasurer shall ensure that correct books and accounts are kept showing the financial affairs of the Association. These records shall be available for inspection by any members and shall be held in the custody of the Treasurer.

9. SPECIAL RESOLUTIONS

- (a) A Special resolution must be passed by a general meeting of the Association to effect the following changes
 - i. a change of the Association's name;
 - ii. a change of the Association's rules;
 - iii. a change of the Association's objects;
 - iv. an amalgamation with another incorporated Association;
 - v. to voluntary wind up the Association and distribute its property;
 - vi. to apply for registration as a Company.
- (b) A Special resolution shall be passed in the following manner:
 - i. a notice must be sent to all members advising that a general meeting is to be held to consider a special resolution;

- ii. the notice must give details of the proposed special resolution and give at least 21 days notice of the meeting;
- iii. a quorum must be present at the meeting;
- iv. at least 3/4 of those present in person or by proxy must vote in favour of the resolution;
- v. in situations where it is not possible or practicable for a resolution to be passed as described above, a request may be made to the Corporate Affairs Commission for permission to pass the resolution in some other way.

10. PUBLIC OFFICER

- (a) The Committee shall ensure that a person is appointed as Public Officer.
- (b) The first Public Office shall be the person who completed the application for incorporation of the Association.
- (c) The Committee may at any time remove the Public officer and appoint a new Public Officer provided that person appointed is 18 years of age or older and a resident of New South Wales.
- (d) The Public Officer shall be deemed to have vacated his position in the following circumstances:
 - i. death
 - ii. resignation
 - iii. removal by the Committee or a general meeting
 - iv. bankruptcy or financial insolvency
 - v. mental illness
 - vi. residency outside New south Wales
- (e) When a vacancy occurs in the position of Public Officer the Committee shall within 14 days notify the Corporate Affairs Commission by the prescribed form and appoint a new Public Officer.

- (f) The Public officer may be an office bearer, committee member or any other person regarded as suitable for the position by the Committee.

11. MISCELLANEOUS

- (a) The Association shall effect and maintain insurance as required under the Associations Incorporation Act together with any other insurance which may be required by law or regarded as necessary by the Association.
- (b) The funds of the Association shall be derived from the fees of members, donations, grants and such other sources approved by the Association.
- (c) The Common Seal of the Association shall be kept in the custody of the Secretary and shall only be affixed to a document with the approval of the Committee. The stamping of the Common Seal shall be witnessed by the signatures of 2 members of the Committee.
- (d) The Association may at any time pass a special resolution determining how any surplus property is to be distributed in the event that the association should be wound up.
- (e) Beginner Horse events are classified as Non Affiliate events. If a horse has one NCHA monies (except Snafflebit & Grassroot events) or three beginner horse events they do not qualify for this event.
(Amended 20/02/2021 by deleting old wording and appended Annexure and inserting new wording)
- (f) New members may ride on practice days if full club membership is paid prior to riding and a fee for cattle hire paid as determined for the day.
- (g) Persons must be financial members for thirty (30) days to be eligible to vote.
- (h) Practice days are restricted strictly to financial members of the Association. Non-members of the Association are not permitted and will not be permitted to take part in any event, competition or practice organised by the Association.
(Amended by deleting 'All Events, competitions and' and commencing clause with Practice)
- (i) At competitions arranged by the Association a one day membership is available. The one day membership fee will be \$2.00. This fee must be paid before any person will be allowed to take part in any event, competition or practice day.

- (j) (Amended 20/02/2021) by deleting all wording within this clause)
- (k) Custody of books, etc. Except as otherwise provided by these rules, the public officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the association.
- (l) Inspection of book, etc. The records, books and other documents of the association shall be open for inspection, free of charge, by a member of the association at any reasonable hour.