



SUGGESTED RULES AND CONSTITUTION OF A BHS RIDING CLUB

1. Name of Club

The club will be called South Devon Riding Club Ltd (Hereinafter known as 'The club') and may also be known as SDRC. South Devon Riding Club Ltd will be affiliation to The British Horse Society. The club may also be registered with appropriate statutory bodies as required by its constitution and organisation.

2. Club Structures / Legal Structures

The Club is a Company Limited by Guarantee

3. Aims & Objectives

The aims and objectives of the club will be to undertake the following within the [area]:

- To promote participation in horse riding as a sport and recreational activity within the local community.
- To provide opportunities for coaching and competitive opportunities within the amateur sport of horse riding.
- To promote good fellowship amongst riders.
- To improve and maintain the standard of riding and horsemanship.
- To support and co-operate with organisations that promote equestrianism in all forms.
- To concern itself with any matter which will benefit the horse and horse user in the local community.
- To provide suitable facilities to further the aims of the club.

4. Membership

- a. Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in horse riding, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- b. Membership shall consist of persons who have attained the age of eighteen years, and having been accepted by the committee, have paid the due subscription for the current period. Honorary membership may be conferred by the committee upon any person deemed by them to have rendered notable service to the club.
- c. To become a member, persons shall complete an application via Sport 80 as prescribed by BRC and the committee and pay the annual membership fee.
- d. The membership will consist of the following categories:
 - Senior Member; this shall consist of persons who have attained the age of eighteen years old
 - Honorary Member; may be conferred by the Committee upon any person deemed by them to have rendered notable service to the Club

- e. The committee may refuse or remove membership only for good cause, such as conduct or character likely to bring the club, the sport, or The BHS into disrepute. Appeal against refusal or removal may be made to a committee of members established for the purpose. However, refusal of membership due to the lack of available facilities is allowable on a non-discriminatory basis.
- f. All members will be subject to this constitution and by joining the club will be deemed to accept these regulations and any codes of practice that the club has adopted.
- g. The members subscription is based on a rolling 12months.
- h. The annual subscription shall be determined by the committee.

5. Sports Equity

- a. The club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:
 - b. *Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.*
- c. The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality, or social/economic status.
- d. The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment, and abuse.
- e. All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- f. The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

6. Committee & Directors

- a. The legal obligations of the club shall be conducted by a minimum of 3 directors which shall consist of Chairperson (director), Treasurer (director) and a minimum of one other director alongside the Company Secretary.
- b. The directors along with the committee will oversee the day to day running and development of the club. In order for the club to run effectively there a minimum of 6 committee members will be required.
- c. The officers of the committee shall be elected at the AGM.
- d. The directors of "South Devon Riding Club Ltd" will be elected by the committee after the term of a three year period. There is a minimum requirement of 2 Directors and a Company

Secretary for the Limited Company to fulfil its legal obligations. Any changes will be communicated at the AGM.

- e. All committee members and directors must be members of the Club.
- f. The term of office for the committee shall be three years, and members shall be eligible for re-election. This will take place at the AGM where each committee member becoming eligible (after the 3 year period) will decide if they wish to be re-elected and give notice to the chair 7 days prior to the date of the AGM. The committee member will be required to be proposed and seconded by another member at the meeting.
- g. If the post of any officer or ordinary committee member should fall vacant after such an election, the committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- h. The committee will be responsible for adopting new policies (including with regard to Safeguarding, Health and Safety and Disciplinary matters), codes of practice and rules that affect the organisation of the club.
- i. The committee will have powers to appoint any advisers to the committee as necessary to fulfil its business.
- j. The committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The committee will be responsible for taking any action of suspension or discipline following such hearings.
- k. The committee meetings will be convened by the Secretary of the Club and be held no less than four times per year.
- l. Only the elected committee members will have the right to vote at committee meetings. This will be conducted by a show of hands at the meeting, with the person chairing the meeting (not necessarily the Chair) having the casting vote.
- m. Committee members will be required to "sign a code of conduct" and agree to these terms throughout their time elected on the committee. Committee members in breach of this code of conduct, lack of performance in their role, or being disruptive or holding the club from moving forwards can be voted off of the committee by a minimum of 2 other committee members.
- n. The quorum required for business to be agreed at Management Committee meetings will be three directors, inclusive of the Chairperson, Treasurer and at least one other director alongside the Company Secretary.

7. Finances

- a. The club treasurer will be responsible for the finances of the club.
- b. The financial year of the club will run from 1st October- 30th September in each year.
- c. All club monies will be banked in an account held in the name of the club.

- d. An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- e. Any cheques, BACS or other electronic means of payment (PayPal etc.) drawn against club funds should hold the signatures of or be authorised by the treasurer or one of up to two other officers.
- f. All members of the club shall, be liable for the sum of £1 in the event of the club becoming insolvent.

8. Annual General Meetings and Extraordinary General Meetings

- a. General meetings are the means whereby, subject to any other constitutional provisions, the members of the club exercise their democratic rights in conducting the Club's affairs.
- b. The club shall hold the Annual General Meeting (AGM) in the month of November to:
 - Approve the minutes of the previous year's AGM.
 - Receive reports from the Chairman and Secretary.
 - Receive a report from the Treasurer and approve the Annual Accounts.
 - Receive a report from those responsible for certifying the Club's accounts.
 - Elect the members onto the committee.
 - Agree the membership fees for the following year.
 - Consider any proposed changes to the Constitution.
 - Deal with other relevant business.
 - Confirm details of Insurances.
- c. Notice of the AGM will be given by the club Secretary with at least 14 days' notice in writing stating the location of the meeting, its time and a brief description of the business to be transacted shall be given to all members.
- d. Proposed changes to the constitution shall be sent to the Secretary prior to the AGM, who shall circulate them at least 7 days in writing before an AGM.
- e. All members have the right to vote at the AGM.
- f. The quorum for AGMs will be 20% of the membership.
- g. The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
- h. An Extraordinary General Meeting (EGM) shall be called by an application in writing at least 14 days before the appointed date to the Secretary supported by at least 10% of the members of the Club. The committee shall also have the power to call an EGM on 14 days' notice by decision of a simple majority of the committee members. Members shall be sent details of the subject of business of such an EGM.
- i. All procedures shall follow those outlined above for AGMs.

9. Amendments to the constitution

This constitution will only be changed through agreement by a simple majority vote at an AGM or EGM.

10. Discipline and appeals

- a. All concerns, allegations or reports of poor practice/abuse will be recorded and reported to a committee member.
- b. All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- c. The committee will meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- d. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.
- e. There will be the right of appeal to the committee following disciplinary action being announced. The committee should consider the appeal within 30 days of the Secretary receiving the appeal.

11. Liabilities, Indemnities and Insurance

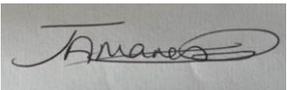
- a. Depending upon the Constitution of the club, the committee members may have personal liability for all liabilities and indemnities of the club. They shall consider carefully their obligations in this regard. If the club is formed with its own legal identity, liabilities will be limited to the value of the shares or membership held by individual members of the club.
- b. Whilst affiliated to the British Horse Society, the club shall be entitled to benefit from Public and Employer's Liability Insurance as per the BHS Schemes of Insurance. It may also take out Property, Directors and Officer's Liability and other insurance as required, and shall present details of such insurance to its AGM each year. The club shall seek to take out appropriate schemes of insurance, particularly with regard to potential property damage or personal injury claims to which the club may be subject based on its ordinary club activities, and confirmation as to the details of the schemes of insurance held shall be presented to each AGM of the club.

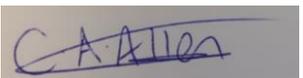
12. Dissolution

- a. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- b. In the event of dissolution, provided that the club is solvent, all debts should be cleared with any club funds. Any assets of the club that remain following this will be transferred not to the committee, as resolved by the EGM or AGM to a suitable Not for Profit organisation or the British Horse Society.

13. Declaration

South Devon Riding Club Ltd hereby adopts and accepts this constitution [together with the Articles/other formal constitutional documents presented to it].

Name	Jody Manester	Position	Chairperson
Sign		Date	28/11/2024

Name	Charlotte Allen	Position	Company Secretary
Sign		Date	28/11/2024

2024