

PONY CLUB ASSOCIATION OF SA INC
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ZONE CONSTITUTION

Ref: ConstZne.08

1. The name of the Zone shall be:
Zone of the Pony Club Association of South Australia Inc.
(hereinafter called “the Zone or association”).

2. **OBJECTS**

- (a) To encourage young people to ride and learn to enjoy all kinds of sport Connected with horses and riding.
- (b) To provide instruction in riding and horsemanship for instructors and to instil in them the proper principles and methods of instruction.
- (c) To promote the highest ideals of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self-discipline.
- (d) To administer the running of the Zone in accordance with the Constitution and By-Laws of the Pony Club Association of South Australia Inc and to see all events held in the Zone by its members are run according to the rules for those events.

3. **MEMBERSHIP**

Any Pony Club which is an affiliated and financial member of the Pony Club Association of South Australia Inc. and whose regular rally place is within the boundaries of the Zone.

4. **HONORARY MEMBERSHIP**

In addition to the provisions of Rule 3, the Zone may admit to honorary membership any person for such period as it thinks fit. Such person shall have limited powers as are set from time to time by the Zone.

5. **AWARD OF MERIT or LIFE MEMBERSHIP**

The Zone may at its discretion award to any person, who has given long and or meritorious and outstanding service to the Zone, be given an Award of Merit or Life Membership.

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6. SUBSCRIPTIONS

- (a) Every Club of the Zone shall pay an annual subscription of such sum as the Zone shall determine by resolution at an Annual General Meeting, and such subscriptions shall be due and payable on the first day of September each year.
- (b) If any Member Club of the Zone shall fail to pay its annual subscription within two calendar months after the same becomes due and payable, the Zone may prevent such Member Club's delegates from being present at any Zone Meeting or Members taking part in any Zone or Inter Club event.
- (c) The Zone Committee may on such grounds as it thinks fit remit, either wholly or in part, any subscription due to it by any Club, or may grant time for payment thereof or of part thereof.

7. EXPULSION OR SUSPENSION OF MEMBER CLUBS

- (a) If at any time the Zone Committee should be of the opinion that owing to the conduct of any member Club the interests of the Association so require, it may, by letter invite such Club to resign from the Association within four (4) weeks specified by such letter. In default of the said Club's resignation the Association may expel the Club from membership provided that before expelling the said Club the Association shall call upon it for an explanation of its conduct and shall hear what it may say or consider any written explanation of its defence. A Club expelled in accordance with this Rule shall have no claim in the property of the Zone or Association.
- (b) If at any time in the opinion of the Zone Committee the conduct of a Club shall warrant or justify censure by the Zone, the Zone shall have the power to censure or to suspend such Club for such period censure or to suspend such Club for such period as it thinks fit and upon such terms and conditions as the Zone may deem necessary.

8. DISCIPLINE OF CLUB MEMBERS

If the conduct of any club member shall be contrary to the interests of the Zone or Association, the Zone Committee may require the said Club by notice in writing to explain the conduct of the said member, within four (4) weeks of the posting of the Zone letter. Should the Zone then direct the Club to censure discipline or suspend the member concerned, the Club shall do so forthwith. Such disciplining or suspension may prevent the member from attending Zone and or Club meetings and holding office on the Club or Zone Committee.

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9. MANAGEMENT

The Zone shall be administered by a Zone Committee which shall comprise of:-

- (a) (1) A President (3) A Secretary (5) A Chief Instructor
 (2) A Vice-President (4) A Treasurer (6) 2 club delegates

The Executive committee of the Zone shall comprise those members in (a)(1 to 5)
 The two delegates shall be from each financial affiliated Club of the Zone.

- (b) A Public Officer shall be appointed from members of the Zone Committee
- (c) The President and Vice-President who shall be financial members of financial member Clubs of the Zone, shall be nominated from the floor and elected by secret ballot at the Annual General Meeting of the Zone held in the month of August of each year.
- (d) Two delegates appointed from each member Club. Each member Club shall have the right to nominate two (2) alternate delegates. The delegates and the alternate delegates shall be financial members of financial member Clubs of the Zone. The names of the delegates and alternate delegates shall be submitted to the Zone Secretary by 31st day of July in each year in default of which such delegates and alternate delegates shall be deemed not to have been validly appointed unless the Zone Committee shall otherwise determine.
- (e) The “Zone Committee” shall include those persons described in paragraph (a), (b) and (c). No person shall hold more than one Zone Committee position at one time. The quorum for a Zone Committee meeting shall be a simple majority of Committee members.
- (f) A Treasurer, Secretary and Auditor who need not be a member of a Member Club, shall be appointed at the Annual General Meeting of the Zone, by those present and eligible to vote. A District Commissioner shall also be appointed at the Annual General Meeting of the Zone.
- (g) The Zone Committee shall have the power to appoint sub-committees as it deems fit and proper for the working of the Zone.
- (h) The Zone Committee shall have the power to impose any special fees for levies as it may deem necessary for the running of the Zone.
- (i) The Zone Secretary shall forward to the Association Secretary the names of two (2) delegates and two (2) alternate delegates to the Executive Council by the 30th day of September of that year.

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10. PROFESSIONALISM

Should any member of an affiliated Pony Club feel that an office bearer at Club, Zone or Executive level is engaged in professionalism detrimental to the Pony Club movement, he or she must submit in writing to the Zone Committee a complaint, with full details signed by at least six (6) financial Pony Club members. The Zone Committee may call a Special General Meeting not less than 10 days nor more than 21 days from the receipt of the complaint to consider the said complaint. Such Special General Meeting to hold a secret ballot to decide by simple majority whether the person in question should continue to hold office.

11. CASUAL VACANCIES

A quorum of the Zone Committee may appoint any member of any Member Club to the Zone Committee to fill any casual vacancy and any such person shall hold office for the remainder of the term of the casual vacancy caused by the retirement of the said office bearer.

12. ZONE COMMITTEE MEETINGS

Meetings of the Zone Committee shall be held as required or as laid down in the Zone By-Laws from time to time. The Secretary shall at any time if requested by the President or by any other two members of the Zone Committee convene a special meeting of the Committee. Questions arising at a meeting shall be decided by a simple majority and in the case of an equality, the Chairman shall have a casting vote only. Any Zone Committee member may request a secret ballot before the vote on any issue is taken.

The President shall preside at all meetings of the Zone Committee, or if he shall not be present at the meeting, the Vice-President at the meeting shall act as Chairman. If the President and Vice-President shall be absent from any meeting the Zone Committee shall choose one of its number to be Chairman of the meeting.

13. ATTENDANCE OF OFFICE BEARERS AT ZONE COMMITTEE MEETINGS

If any Office Bearer or delegate shall fail to attend three consecutive meetings of the Zone Committee without previously obtaining leave of absence the Zone Committee may declare the office vacant.

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14. BY-LAWS

The Zone Committee shall frame such By-Laws as it thinks necessary for the proper working of the Zone. But these By-Laws shall not contravene the By-Laws and Constitution of the Pony Club Association of South Australia Inc.

15. POWER (section 25 of the act)

For the purpose of carrying out its objects, an incorporated association may, subject to this Act and its rules –

- (1) acquire, hold, deal with, and dispose of, any real or personal property; and
- (2) administer any property on trust; and
- (3) open and operate ADI (authorised Deposit Taking institution) accounts; and
- (4) invest its moneys –
 - (i) in any security which money may, by Act of Parliament, be invested; or
 - (ii) in any other manner authorised by the rules of the association; and
- (5) borrow money upon which terms and conditions as the association thinks Fit; and
- (6) give such security for the discharge of liabilities incurred by the association As the association thinks fit; and
- (7) enter into any other contract it considers necessary or desirable.

16. ANNUAL GENERAL MEETING

An Annual General Meeting which shall be held before the 31st, August of each year may be attended by an financial member of any financial member Club who may speak but voting shall be restricted to two votes per member Club. Voting delegates must be 18 years of age or more. The quorum of an Annual General Meeting shall be the delegates or their proxies of a simple majority of financial member Clubs. The Secretary shall, at least fourteen (14) days before the Annual General Meeting send to every Club entitled to vote, the agenda of the

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Annual General Meeting. No business other than business of a formal nature shall be brought forward at the Annual General Meeting unless notice thereof has been given as herein provided.

Notices of motion for the Annual General Meeting must be received by the Secretary at least four clear weeks before the date of the Annual General Meeting. All member Clubs of the Zone Shall hold their Annual General Meeting in the month of July each year. Each Club shall send to the Zone a copy of the minutes of that Club's Annual General Meeting and the names and address of it's two (2) delegates and two (2) alternate delegates by the 31st day of July.

17. SPECIAL GENERAL MEETING

A Special General Meeting may be called by the President. The Zone Committee may consider calling a Special General Meeting on receipt of a letter from three member Clubs, provided that such letter or complaint is not frivolous or capricious. Such Special Meeting shall be called not less than ten (10) days nor more than twenty eight (28) days from the date of the request.

18. PROCEDURE AT SPECIAL GENERAL MEETING

The President shall take the chair, or in his absence, the procedure as laid down under Rule 11 for determination of the Chairman shall be applied. The quorum for a Special General Meeting shall be the delegates, or their proxies from a majority of member Clubs eligible to attend that meeting. If a quorum shall not be present thirty minutes after the hour appointed the meeting shall stand adjourned to such a day, being at least fourteen (14) days hence, as the members present may appoint and at such adjourned meeting no quorum shall be required. Resolutions at Special General Meetings shall be decided by a simple majority of votes unless otherwise laid down in the Constitution. In the notice requesting a Special General Meeting the business to be discussed must be clearly stated and no other business shall be voted on.

19. REPRESENTATION AT ANNUAL GENERAL MEETINGS OR SPECIAL GENERAL MEETINGS.

- (a) Each Club shall be represented by two (2) delegates or their alternative delegates whose names shall reach the Zone Secretary by the 31st day of the month of July.
- (b) The Chairman at any Annual General Meeting or Special General Meeting shall not have a deliberative vote but in the case of an equality he shall have a casting vote.

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20. NOTICE

A notice posted to the last recorded address of the Secretary of a member Club, honorary member, or office bearer, shall be deemed to have been served on such a member on the fourteenth (14th) day following the day of posting.

21. ALTERATION TO CONSTITUTION

This Constitution shall not be altered or added to by any Zone. Only the Pony Club Association of South Australia Inc., may delete, or add to this Constitution at an Annual General Meeting or Special General Meeting.

22. FINANCIAL YEAR

Each financial year of the Zone shall commence on the first (1st) day of July and conclude on the next thirtieth (30th) day of June.

23. FUNDS

All funds of the Zone shall be paid into a bank to the credit of the Zone. All accounts payable by the Zone shall be paid by cheque, signed by the President, or Vice-President and Treasurer or Secretary.

24. INVESTMENT FUNDS

The Zone Committee may invest the funds of the Zone upon mortgage over real or personal property, or deposit the same with a bank or other lending institution as the Zone may from time to time direct.

25. GENERAL

The decision of the Zone Committee on the interpretation of any Rule or By-Law of the Zone shall be conclusive and binding on all members unless and until it shall be over-ruled by a resolution at a Special General Meeting. Any dispute or disagreement which shall arise between any members of the Zone in matters relating to the Zone may be referred by any party in the dispute or disagreement to the Zone Committee (which may appoint a Disputes Committee which may hear and resolve such dispute or disagreement) and any decision of the Zone Committee or a Disputes Committee shall be conclusive and binding on the members concerned.

The affairs of all Clubs and Zones shall follow the rules of the Pony Club Association of South Australia Inc., and the Australian Pony Club Council and the British Horse Society Pony Club except where the Rules of the last mentioned Club cannot be complied with under Australian conditions.

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26. LEGAL LIABILITY

This Zone, the Pony Club Association of South Australia Incorporated and the member Clubs shall not be liable for damages through any proceeding of any kind except to the extent of the indemnity afforded to it or them by any policy of insurance then in force in relation to any such claim made against it, the Pony Club Association and member Clubs.

27. WINDING-UP BY SPECIAL RESOLUTION, (under part 5 Div. 1 of the Act)

“Special Resolution” of an incorporated association means –

- (1) where the rules of the association provide for the **membership** of the Association – a resolution passed at a duly convened meeting of the Members of the association if –
 - (i) at least 21 days written notice specifying the intention to propose The resolution as a special resolution has been given to ALL Members of the association; and
 - (ii) it is passed at a meeting referred to this in paragraph by a majority of not less than **three quarters** of such members of the association as being entitled to do so, vote in person or, where proxies are allowed by proxy, at the meeting.

28. NON-PROFIT CLAUSE

The assets and income of the Zone shall be applied solely in furtherance of its objects and no portion shall be distributed directly or indirectly to its members except as bona fide compensation for services rendered or expenses incurred on behalf of the State.