

Discipline Committee and other By-Laws

Date: 25 June 2012

Updated 14th June 2013

EQUESTRIAN SOUTH AUSTRALIA

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These Regulations are made by the Association's Board under rule 31 of the Constitution.

1. INTERPRETATION AND DEFINITIONS

This Regulation will be interpreted in the same manner as the Constitution and in accordance with it. In this Regulation, all words or phrases defined in the Constitution have the corresponding definition. Further, unless the contrary intention appears:

Committee means, in this Regulation, any committee of the Board created under this Regulation.

Constitution means the constitution of the Association as amended from time to time.

Discipline means an element of Equestrian, including but not limited to Dressage, Eventing, Jumping, Show Horse, Carriage Driving, Vaulting and Interschool.

Executive Officer means the executive officer of the Association appointed by the Board in accordance with the Constitution.

NCAS means the National Coaching and Accreditation Scheme.

Chair means the chair of the Association appointed in accordance with the Constitution from time to time.

Regulation means this regulation.

2. COMMITTEE ESTABLISHMENT

- (a) The Constitution recognises the following Committees for the respective Equestrian disciplines:
 - (i) Dressage South Australia;
 - (ii) Eventing South Australia;
 - (iii) Jumping South Australia;
 - (iv) Show Horse South Australia;
 - (v) Vaulting South Australia;
 - (vi) Carriage Driving South Australia;
 - (vii) Interschool South Australia.

Under this Regulation, the Board will establish Committees for these disciplines. Such Committees will be constituted and managed in accordance with this Regulation.

- (b) In addition to those noted in clause 2(a), the Board will establish a Committee to administer the Association's NCAS program. Such Committee will be constituted and managed in accordance with this Regulation.

3. COMMITTEE TERMS OF REFERENCE

- (a) Each Committee is responsible for:
 - (i) promoting and developing its discipline from junior to national level in South Australia and implementing Equestrian Australia policy and rules applicable to the discipline;
 - (ii) establishing a strategic plan for the discipline within guidelines provided by the Association from time to time;
 - (iii) appointment of committees to conduct at least one state championship event or one showcase event annually;
 - (iv) appointment of state selectors;
 - (v) selection and training of state squads; in association with the EA policies;
 - (vi) recruitment, training and appointment of adequate numbers of qualified national officials, who must be members of the Association;
 - (vii) appointment of members to management and technical positions in the manner set out by the committee in conjunction with the (ESA) Executive Officer;
 - (viii) establishing an annual budget for the discipline's funds and stewardship of such funds, but this is expressly subject to the approval of the Board and Executive Officer;
 - (ix) conducting meetings as it determines necessary for the conduct of business or as directed by the Board;
 - (x) provision of copies of meeting minutes and an annual report to the Board on request;
 - (xi) appointing two or three representatives to ensure that an open forum is conducted with the Board at least annually on dates agreed by the Board.
 - (xii) to engage in fundraising activities to assist the discipline development. Such activities to be conducted in consultation with the (ESA) Board and (ESA) Executive Officer.
 - (xiii) the funds of each discipline committee will remain the funds of the relevant discipline committee to expend in accordance with their budget subject at all times to the overall cash flow requirements of the Association. At the end of the financial year any remaining funds of

each discipline will be transferred into the equity reserves of the Association and will be reported in each disciplines reserves.

- (b) The NCAS Committee is responsible for:
 - (i) administering the training and assessment of Equestrian coaches to enable them to obtain accreditation through the NCAS;
 - (ii) advising on the development and administration of Equestrian coaching in South Australia.
 - (iii) establishing an annual budget for the discipline's funds and stewardship of such funds, but this is expressly subject to the approval of the (ESA) Board and (ESA) Executive Officer.
- (c) For the avoidance of doubt, Committees are administrative representatives of the Association and are not authorised, entitled or empowered to enter into contracts or to incur liabilities on behalf of the Association or independently.

4. COMMITTEE STRUCTURE

4.1 Committees

- (a) Each Committee will comprise a maximum of 12 Individual Members (excluding the (ESA) Chair and (ESA) Executive Officer), being:
 - (i) a maximum of nine people appointed by the Board from nominations received following a process to be set by the Board;
 - (ii) up to three people co-opted by the other Committee members; and
- (b) Other than representatives co-opted under clause 4.1(a)(ii), all representatives shall be appointed to a Committee for a period of three years, unless otherwise set out in this Regulation or determined by the Board. Representatives co-opted under clause 4.1(a)(ii) may only be co-opted for 12 months.
- (c) For transitional arrangements in adopting these By-Laws, the terms of the committee persons still enduring their term on the committee shall by random selection determine their term on the Committee such that three committee members are required for election each year.
- (d) The (ESA) Chair and (ESA) Executive Officer are ex-officio members of any Committee.
- (e) The Board may, at any time, remove people from a Committee if it deems it appropriate.

4.2 National Coaching Accreditation Scheme South Australia

- (a) The NCAS Committee will comprise:
 - (i) six people appointed by the Board from nominations received following a process to be set by the Board, which shall consist of two representatives who are registered coaches in each of Level I, Level II and Level III where possible; and

- (ii) up to two people co-opted by the other NCAS Committee members.
- (b) Other than representatives co-opted under clause 4.2(a)(ii), all representatives shall be appointed to the NCAS for a period of three years, unless otherwise set out in this Regulation or determined by the Board. Representatives co-opted under clause 4.2(a)(ii) may only be co-opted for 12 months.
- (c) The (ESA) Chair and (ESA) Executive Officer are ex-officio members of the NCAS.
- (d) The Board may, at any time, remove people from the NCAS Committee if it deems it appropriate.

5. COMMITTEE PROCEDURES

5.1 Convening a Meeting

- (a) All Committees established under this Regulation shall meet as often as required, but at least six times annually;
- (b) All Committee members will be provided with at least 14 days' written notice of all meetings of the Committee, unless all Committee members agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced in writing or by their presence). Written notice of each Committee meeting, specifying the general nature of the business to be transacted, shall be served on each Committee member by:
 - (i) delivering it to the Committee member personally; or
 - (ii) sending it by electronic communication (subject to receiving appropriate confirmation that the notice has been effectively dispatched) in accordance with the Committee member's last notified contact details.

Alternatively, Committee members may nominate another preferred method of communication.

5.2 Meeting Procedure

- (a) A quorum for the transaction of business of a meeting will be constituted by:
 - (i) any 50% of the elected/appointed/co-opted committee members; or
 - (ii) any three members of the NCAS Committee.

No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week.

- (b) At all meetings of a Committee, the Committee chair shall preside. If the Committee chair is absent or unwilling to act, the meeting shall appoint one of the other Committee members to preside at that meeting. The Committee chair shall be appointed annually by the Committee from amongst their number.

- (c) Questions arising at a Committee meeting shall be determined on a show of hands or, if demanded by a member, by a poll taken in such a manner as the person presiding at the meeting may determine.
- (d) Each Committee member present at a Committee meeting (except the (ESA) Executive Officer, but including the (ESA) Chair) is entitled to one deliberative vote on any issue. Therefore there is no casting vote.
- (e) A resolution in writing signed or assented to by facsimile, text or other form of visible or other electronic communication by all the Committee members for the time being present in Australia shall be valid and effectual as if it had been passed at a meeting of the Committee duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Committee members.
- (f) Without limiting the power of the Committee to regulate its meeting as it thinks fit, a meeting of Committee members may be held where one or more of the Committee members is not physically present at the meeting, provided that:
 - (i) notice of the meeting has been given to all the Committee members entitled to notice in accordance with the procedures detailed in clause 5.1(b);
 - (ii) all persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously – whether by means of telephone or other form of communication;
 - (iii) in the event that a failure in communications prevents the conditions in clause 5.2(f)(ii) from being satisfied by that number of Committee members which constitutes a quorum, then the meeting shall be suspended until the condition is satisfied again. If such condition is not satisfied within 15 minutes from the interruption, the meeting shall be deemed to have terminated; and
 - (iv) any meeting held where one or more of the Committee members is not physically present shall be deemed to be held at the place specified in the notice of meeting provided a Committee member is there present and if no Committee member is there, the meeting shall be deemed to be held at the place where the chair of the meeting is located.

5.3 Annual Meeting

- (a) Unless otherwise determined by the Board, the "Annual Meeting" of a Committee is called to deal with the following business:
 - (i) for a Committee, the election of any Technical / Sport positions on the Committee as required; and
 - (ii) any other business which a Member desires to bring before the meeting of which at least seven days notice in writing has been given to the Committee.

No business other than that set out in the notice convening the meeting shall be transacted at the meeting. The Annual Meeting is to be called after ESA AGM with Committee elections.

5.4 Appointment of people by Committee's subject to Board approval

For the avoidance of doubt, the Board may, at any time, remove and/or replace any person who has been elected or appointed to a Committee position.

6. ELECTION OF BOARD

6.1 Nomination for Board

Nominations for the Board shall be called for by the (ESA) Executive Officer at least 56 days prior to the Annual General Meeting. Nominations must be completed on the prescribed form.

6.2 Form of Nomination

Nominations must be:

- (a) in writing;
- (b) on the prescribed form (if any) provided for that purpose;
- (c) signed by a nominator and a seconder, who shall be Individual Members; and
- (d) certified by the nominee expressing his willingness to accept the position for which he is nominated.

6.3 Receipt of Nominations

Nominations must be received by the (ESA) Executive Officer at least 42 days prior to the Annual General Meeting and shall be sent to those Branch Members entitled to receive notice under these Rules of the Annual General Meeting with the agenda for that General Meeting.

6.4 Qualifications of Nominees

Nominations shall be open to any Individual Senior and Senior Show Horse Member, Honorary Life Members and Life Members

7. CATEGORIES OF MEMBERSHIP

7.1 Rights of Members

- (a) Honorary Life Members shall have the right to be present, debate and vote at General Meetings.
- (b) Life Members shall have the right to be present, debate and vote at General Meetings.
- (c) Individual Members include:
 - (i) Competitor and shall have the right to be present, debate and vote at General Meetings
 - (ii) Participant and shall have the right to be present, debate and vote at General Meetings.

- (iii) Supporter and shall have the right to be present, debate and vote at General Meetings.
- (d) Junior Members shall have the right to be present but not debate or vote at General Meetings.

8. GRIEVANCE PROCEDURES

8.1 Mediation on Grievance Procedures

Any monetary payments for mediation that are required to be paid will be determined by the Board.