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ASSOCIATIONS INCORPORATION ACT 2009 (NSW)

CONSTITUTION

of

Reining Australia

1. NAME OF ASSOCIATION

The name of the Association is Reining Australia Incorporated ("**Association**").

2. DEFINITIONS AND INTERPRETATION

(a) Definitions

In this Constitution unless the contrary intention appears:

"**Act**" means the *Associations Incorporation Act 2009 (NSW)*.

"**Association**" means Reining Australia Incorporated.

"**Board**" means the body consisting of the Directors.

"**Affiliate**" means a Reining Australia regional affiliate, which is a Member, or is otherwise affiliated with the Association.

"**Constitution**" means this Constitution of the Association.

"**Director**" means a member of the Board and includes any person acting in that capacity from time to time appointed in accordance with this Constitution but does not include the Executive Director.

"**Executive Director**" means the Executive Director of the Association for the time being appointed under this Constitution. Where the Association does not have an Executive Director, the Association secretary or Public Officer will, subject to confirmation by the Board, assume the functions of the Executive Director under this Constitution.

"**Financial year**" means the year ending on the next 31 December following incorporation and thereafter a period of 12 months commencing on 1st January ending on 31 December each year.

"**General Meeting**" means the annual or any special general meeting of the Association.

"**NRHA**" means the National Reining Horse Association and is the International body for Reining Australia

"**Intellectual Property**" means all rights subsisting in copyright, business names, names, trade marks (or signs), logos, designs, equipment including computer software, images (including photographs, videos or films) or service marks relating to the Association or any activity of or conducted, promoted or administered by the Association in Australia.

"**Honorary Membership**" means an individual appointed as a Honorary Member of the Association under **clause 5**.

“Member” means a member for the time being of the Association under **clause 5**.

“NSO” means National Sporting Organisation.

“Objects” means the objects of the Association in **clause 2**.

“Public Officer” means the person appointed to be the public officer of the Association in accordance with the Act.

“Register” means a register of Members kept and maintained in accordance with **clause 7**.

“Regulations” mean any Regulations made by the Board under **clause 32**.

“Special Resolution” means a special resolution defined in the Act.

“Sport” means the sport of Reining.

(b) The Act

Except where the contrary intention appears, in this Constitution, an expression that deals with a matter under the Act has the same meaning as that provision of the Act. Model rules under the Act are expressly displaced by this Constitution.

3. OBJECTS OF THE ASSOCIATION

The Association is established solely for the Objects. The Objects of the Association are to:

- (a) Promote, encourage, advance and administer reining in Australia.
 - (i) Foster events such as Reined Cow Horse.
- (b) Develop suitable and proper standards of performance and judging intended to govern all Reining Horse Contests approved by Reining Australia Incorporated.
- (c) Assemble and develop information to provide contestants and spectators a better understanding of a proper performance of the Reining Horse in the show arena.
- (d) Maintain a point score system for end of year awards gained by horses shown at approved Reining Australia Incorporated contests.
- (e) Hire, rent or otherwise acquire suitable premises to conduct functions and contests run by Reining Australia.
- (f) at all times, act on behalf of, and in the interest of, the Members and Reining Australia.
- (g) Further develop Reining Australia into an organised institution and with these Objects in view, to foster, regulate, organise and manage competitions, displays and other activities and to issue and award trophies to successful Members;
- (h) act as arbiter (as required) on all matters pertaining to the conduct of Reining Australia, including disciplinary matters;
- (i) pursue such commercial arrangements, including sponsorship and marketing opportunities as are appropriate to further the interests of Reining Australia
- (j) adopt and implement such policies as may be developed by NRHA, including (as relevant and applicable) member protection, anti-doping, health and safety, Youth reining, infectious diseases and such other matters as may arise as issues to be addressed in Reining Australia

- (k) represent the interests of its Members and of Reining Australia generally in any appropriate forum in Australia

4. POWERS OF THE ASSOCIATION

Solely for furthering the Objects, the Association has, in addition to the rights, powers and privileges conferred on it under section 25 of the Act, the legal capacity and powers of a company as set out under section 124 of the *Corporations Act 2001 (Cth)*.

5. MEMBERS ®

- (a) Membership is open to all individuals and organizations who accept the objects and rules of the Association. An unincorporated organization is not capable of being a member of the Association, but it may nominate individuals to be members to represent it.
- (b) Individuals and organizations wishing to become members of the Association shall apply to the Committee for membership.
- (c) 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.
- (d) Members shall pay such fees as are determined by the Association at a general meeting.
- (e) A register of members shall be kept by the Association showing the name, address and date of commencement of membership for each member. Provision for noting the date of cessation of membership shall also be contained in the register.
- (f) Membership shall cease upon resignation, expulsion, or failure to pay outstanding membership fees within two months of the due date.
- (g) Membership fees shall fall due on the first day of each financial year (January 1st)

MEMBERSHIP

The Association shall consist of members divided into the following classes:

FULL MEMBERS - (being natural persons who have paid the subscription specified). Each full member shall have one vote.

YOUTH MEMBERS – (being natural persons up to the age of 18 years who have paid the subscription specified) shall be eligible to attend and speak at meetings but not be entitled to a vote.

LIFE MEMBERS – (being natural persons, Corporations or Partnerships who have paid the subscription specified or specified from time to time). Membership shall be for a period of twenty years from the date of payment of the subscription. Each life membership shall be entitled to one vote.

HONORARY MEMBERS - (being natural persons elected by the board without payment of fees). Each Honorary Membership shall have one vote and his membership shall be for such term as specified by the Board.

GREEN RIDER MEMBER – (being natural persons who have paid the subscription specified) shall be eligible to attend and speak at meetings but not be entitled to a vote.

AFFILIATE MEMBERS – (being Associations of societies with objects similar to those of this Association) All competing members of said Affiliate must be a member - being life members, full members, Green Rider members or constituent members of this Association and who have paid the subscription specified or specified from time to time).

Each Affiliate member shall have one vote and shall appoint a representative by memorandum in writing. Such representative shall have and may exercise on behalf of the affiliate member, full membership rights till the appointment is cancelled by memorandum in writing.

6. AFFILIATION ®

(a) Regional Affiliates

- (i) To be, or remain, eligible for membership, a Regional Affiliate or Club must be incorporated or in the process of incorporation. This process must be complete within one year of applying for membership under this Constitution.
- (ii) For such time as the Regional Affiliate is not incorporated, the secretary of any such unincorporated Regional Affiliate shall be deemed to be the Member (on behalf of the unincorporated entity), and shall be entitled to exercise the same voting and other rights and have the same obligations and shall follow such procedures on behalf of the unincorporated Regional Affiliate as incorporated Members, to the extent that this is possible.
- (iii) Any dispute or uncertainty as to the application of this Constitution to an unincorporated Regional Affiliate shall be resolved by the Board in its sole discretion.
- (iv) Failure to incorporate within the period stated in **clause 6 (a)(i)** shall result in the expulsion of the secretary (acting on behalf of the unincorporated entity) from membership. The expelled unincorporated entity shall not be entitled to re-apply for membership until it becomes incorporated.

(b) Application for Affiliation

An application for affiliation must be:

- (i) in writing on the form prescribed from time to time by the Board (if any), from the applicant or its nominated representative and lodged with the Association;
- (ii) accompanied by a copy of the applicant's constitution (which must be acceptable to the Association and must substantially conform to this Constitution) and the applicant's register of members; and
- (iii) accompanied by the appropriate fee (if any).

(c) Discretion to Accept or Reject Application

- (i) The Association may accept or reject an application whether the applicant has complied with the requirements in **clauses 6 (a)** and **6 (b)** or not. The Association shall not be required or compelled to provide any reason for such acceptance or rejection.
- (ii) Where the Association accepts an application, the applicant shall, become a Member. Membership shall be deemed to commence upon acceptance of the application by the Association. The Executive Director shall amend the Register accordingly as soon as practicable.
- (iii) Where the Association rejects an application the Association shall refund any fees forwarded with the application and the application shall be deemed rejected by the Association.

(d) Re-Affiliation

- (i) Regional Affiliates must re-affiliate annually with the Association in accordance with the procedures set down by the Association in Regulations from time to time.
- (ii) Upon re-affiliation a Regional Affiliate must lodge with the Association an updated copy of its constitution (including all amendments) and must provide details of any change in its Delegate and any other information reasonably required by the Association. Each Regional Affiliate must ensure that its constitution is amended to conform to any amendments made to this Constitution and/or to the NRHA or Equestrian Australia constitution.

(e) Deemed Membership

- (i) All members which or who are, prior to the approval of this Constitution under the Act, members of the Association, shall be deemed Members from the time of approval of this Constitution under the Act.
- (ii) Regional Affiliate shall provide the Association with such details as are reasonably required by the Association under this Constitution within one (1) month of the approval of this Constitution under the Act.
- (iii) Any members of the Association prior to approval of this Constitution under the Act, who are not deemed Members under **clause 6 (e)(i)** shall be entitled to carry on such functions analogous to their previous functions as are provided for under this Constitution.

7. REGISTER OF MEMBERS ®

(a) Association to keep Register

The Association shall keep and maintain a Register in which shall be entered (as a minimum):

- (i) the full name, address, category of membership and date of entry to membership of Member
- (ii) the full name, residential address and date of entry to membership of each Life Member;

Members and Life Members shall provide notice of any change and required details to the Association within one month of such change.

(b) Inspection of Register

Having regard to the Act, confidentiality considerations and privacy laws, an extract of the Register, of any Life Member or Director, shall be available for inspection (but not copying) by Members, upon reasonable request.

(c) Use of Register

Subject to the Act, confidentiality considerations and privacy laws, the Register may be used to further the Objects, in such manner as the Board considers appropriate.

8. EFFECT OF MEMBERSHIP

Members acknowledge and agree that:

- (i) this Constitution constitutes a contract between each of them and Reining Australia and that they are bound by this Constitution and the Regulations and the NRHA constitution and regulations;
- (ii) they shall comply with and observe this Constitution and the Regulations and any determination, resolution or policy which may be made or passed by the Board or other entity with delegated authority;
- (iii) by submitting to this Constitution and Regulations they are subject to the by-laws and rules of the Association;
- (iv) the Constitution and Regulations are necessary and reasonable for promoting the Objects and particularly the advancement and protection of Reining Australia
- (v) they are entitled to all benefits, advantages, privileges and services of Association membership.

9. DISCONTINUANCE OF MEMBERSHIP

(a) Notice of Resignation

- (i) A Member having paid all arrears of fees payable to the Association may resign or withdraw from membership of the Association by giving one months notice in writing to the Association of such resignation or withdrawal.
- (ii) A Regional Affiliate may not resign, disaffiliate or otherwise seek to withdraw from the Association without approval by Special Resolution of the Region or Club. A copy of the relevant minutes of the Regional Affiliate meeting showing that the Special Resolution has been passed by the Regional Affiliate must be provided to the Association.
- (iii) If a Regional Affiliate ceases to be a Member under this Constitution, the Association membership of all Individual Members affiliated or registered with or through the Club shall not automatically cease at that time, but shall be dealt with in accordance with the Regulations.
- (iv) Upon the Association receiving notice of resignation of membership given under **clauses 9 (a) and 9 (b)**, an entry in the Register shall be made

recording the date on which the Member who or which gave notice ceased to be a Member.

(b) Discontinuance for breach

- (i) Membership of the Association may be discontinued by the Board upon breach of any clause of this Constitution or the Regulations, including but not limited to the failure to pay any monies owed to the Association, failure to comply with the Regulations or any resolutions or determinations made or passed by the Board or any duly authorised committee.
- (ii) Membership shall not be discontinued by the Board under **clause 9 (b) ((i))** without the Board first giving the accused Member the opportunity to explain the breach and/or remedy the breach.
- (iii) Where a Member fails, in the Board's view to adequately explain the breach, that Member's membership shall be discontinued under **clause 9 (b) ((i))** by the Association giving written notice of the discontinuance to the Member. The Register shall be amended to reflect any discontinuance of membership under this **clause 9 (c)** as soon as practicable.

(c) Discontinuance for failure to re-affiliate

Membership of the Association may be discontinued by the Board if a Regional Affiliate has not re-affiliated with the Association within one month of re-affiliation falling due. The Register shall be amended to reflect any discontinuance of membership under this **clause 9 (c)** as soon as practicable.

(d) Member to Re-Apply

A Member whose membership has been discontinued under **clauses 9 (b)** or **9 (c)**:

- (i) must seek renewal or re-apply for membership in accordance with this Constitution; and
- (ii) may be re-admitted at the discretion of the Board.

(e) Forfeiture of Rights

A Member who or which ceases to be a Member, for whatever reason, shall forfeit all rights in and claims upon the Association and its property and shall not use any property of the Association including Intellectual Property. Any Association documents, records or other property in the possession, custody or control of that Member shall be returned to the Association immediately. Where a Region or Club ceases to be a Member it shall also forfeit all representation rights on the Board and at General Meetings.

(f) Membership may be Reinstated

Membership which has been discontinued under this **clause (9)** may be reinstated at the discretion of the Board, with such conditions as it deems appropriate.

10. DISCIPLINE ®

- (i) Where the Board is advised or considers that a Member has allegedly:
 - (1) breached, failed, refused or neglected to comply with a provision of this Constitution, the Regulations, the NRHA constitution or

regulations or any resolution or determination of the Board or any duly authorised committee; or

- (2) acted in a manner unbecoming of a Member, or prejudicial to the purposes and interests of Reining Australia or NRHA
- (3) brought Reining Australia, NRHA, any other Member into disrepute;

the Board may commence or cause to be commenced, disciplinary proceedings against that Member, and that Member, will be subject to, and submits unreservedly to the jurisdiction, procedures, penalties and the appeal mechanisms of the Association set out in the Regulations.

- (ii) The Board may appoint a Judiciary Committee to deal with any disciplinary matter referred to it. Such a Judiciary Committee shall operate in accordance with the procedures expressed in the Regulations but subject always to the Act.
- (iii) The Board may refer the matter to NRHA to be dealt with under the rules and constitution of NRHA.

11. SUBSCRIPTIONS AND FEES ®

The annual membership subscription and any fees or other levies payable by Members to the Association, the time for and manner of payment, shall be as determined by the Board.

12. EXISTING DIRECTORS

- (i) The members of the administrative or governing body (Reining Australia) in office immediately prior to approval of this Constitution under the Act shall continue in those positions until the next Annual General Meeting following such adoption of this Constitution. After this General Meeting the positions of Directors shall be filled, vacated and otherwise dealt with in accordance with this Constitution.
- (ii) The person known and appointed to the position of Executive Director immediately prior to approval of this Constitution under the Act shall continue in that position following such approval, subject to any contractual arrangements.

13. POWERS OF THE BOARD

Subject to the Act and this Constitution, the business of the Association shall be managed, and the powers of the Association shall be exercised, by the Board. In particular, the Board as the governing body for Reining Australia in Australia shall be responsible for acting on National, State and local issues in accordance with the Objects and shall operate for the benefit of the Members and the community throughout and shall govern Reining Australia in accordance with this Constitution and in particular the Objects.

14. COMPOSITION OF THE BOARD

(a) Composition of the Board

The Board shall comprise:

- (i) eleven (11) elected Directors minimum, preferable one (1) from each affiliate, who must all be individual Members and who shall be elected under clause 15 (b);

(b) Portfolios

The Board may allocate portfolios and/or titles to Directors.

15. ELECTED DIRECTORS ®

(a) Nominations

- (1) Nominations for elected Director positions shall be called for forty-eight (48) days prior to the Annual General Meeting. When calling for nominations details of the necessary qualifications and job descriptions for the positions shall also be provided. Qualifications and job descriptions shall be as determined by the Board from time to time.
- (2) Nominations for elected Director positions shall also be accepted from the floor at a General Meeting. Nomination from the floor must be seconded by another current Member.
- (3) Nominees for elected Director positions must declare any position they hold in a Region or a Club including as an officer (howsoever described including as a Delegate) or as a full time employee.

(b) Form of Nomination ®

Nominations must be:

- (i) in writing;
- (ii) on the prescribed form (if any) provided for that purpose;
- (iii) signed by from two (2) Members in good standing;
- (iv) certified by the nominee (who must be an Individual Member) expressing his willingness to accept the position for which she is nominated; and
- (v) delivered to the Association not less than fourteen (14) days before the date fixed for the Annual General Meeting.

(c) Elections ®

- (i) If the number of nominations received for the Board is equal to the number of vacancies to be filled or if there are insufficient nominations received to fill all vacancies on the Board, then those nominated shall be declared elected only if approved by the majority of Members entitled to vote.
- (ii) If there are insufficient nominations received to fill all vacancies on the Board, or if a person is not approved by the majority of Members under **clause 15 (c)(a)**, the positions will be deemed casual vacancies under **clause (e)**.
- (iii) If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in alphabetical order, for each vacancy on the Board.

- (iv) Voting shall be conducted in such manner and by such method as may be determined by the Board from time to time.

(d) Term of Appointment for Elected Directors

- (i) Directors elected under this **clause 15** shall be elected for a term of two (2) years. Subject to provisions in this Constitution relating to earlier retirement or removal of Directors, elected Directors shall remain in office from the conclusion of the Annual General Meeting at which the election occurred until the conclusion of the second Annual General Meeting following.
- (ii) Following the adoption of this Constitution, no person who has served as an elected Director for a period of four (4) consecutive full terms shall be eligible for election as an elected Director until the next Annual General Meeting following the date of conclusion of his last term as an elected Director.

(e) Casual Vacancies

Any casual vacancy occurring in the position of Director may be filled by the remaining Directors from among appropriately qualified persons. Any casual vacancy may only be filled for the remainder of the Director's term under this Constitution.

(f) Grounds for Termination of Director

In addition to the circumstances in which the office of a Director becomes vacant by virtue of the Act, the office of a Director becomes vacant if the Director:

- (i) dies;
- (ii) becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;
- (iii) resigns his/her office in writing to the Board;
- (iv) is absent without the consent of the Board from meetings of the Board held during a period of six (6) months;
- (v) in the opinion of the Board (but subject always to this Constitution):
 - (1) has acted in a manner unbecoming or prejudicial to the Objects and interests of the Association; or
- (i) has brought the Association into disrepute;
- (vi) is removed by Special Resolution; or
- (vii) would otherwise be prohibited from being a director of a corporation under the *Corporations Act 2001 (Cth)*.

(g) Board May Act

In the event of a casual vacancy or vacancies in the office of a Director or Directors, the remaining Directors may act but, if the number of remaining Directors is not sufficient to constitute a quorum at a meeting of the Board, they may act only for the

purpose of increasing the number of Director to a number sufficient to constitute such a quorum.

16. MEETINGS OF THE BOARD

(a) Board to Meet

The Board shall meet as often as is deemed necessary in every calendar year for the dispatch of business (and shall be at least as often as is required under the Act) and subject to this Constitution may adjourn and otherwise regulate its meetings as it thinks fit. A Director may at any time convene a meeting of the Board within a reasonable time.

(b) Decisions of Board

Subject to this Constitution, questions arising at any meeting of the Board shall be decided by a majority of votes and a determination of a majority of Directors shall for all purposes be deemed a determination of the Board. All Directors shall have one (1) vote on any question. Where voting is equal, the chairperson may exercise a casting vote. If the chairperson does not exercise a casting vote, the motion will be lost.

(c) Resolutions not in Meeting

- (i) A resolution in writing, signed or assented to by email, facsimile or other form of visible or other electronic communication by all the Directors for the time being present in Australia shall be as valid and effectual as if it had been passed at a meeting of Directors duly convened and held.
- (ii) Without limiting the power of the Board to regulate its meetings as it thinks fit, a meeting of the Board may be held where one (1) or more of the Directors is not physically present at the meeting, provided that:
 - (1) 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;
 - (2) notice of the meeting is given to all the Directors entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Board or this Constitution and such notice specifies that Directors are not required to be present in person;
 - (3) if a failure in communications prevents **clause 20** from being satisfied by that number of Directors which constitutes a quorum, and none of such Directors are present at the place where the meeting is deemed by virtue of the further provisions of this Rule to be held then the meeting shall be suspended until **clause 20** is satisfied again. If such condition is not satisfied within fifteen (15) minutes from the interruption the meeting shall be deemed to have terminated or adjourned; and
 - (4) any meeting held where one (1) or more of the Directors is not physically present shall be deemed to be held at the place specified in the notice of meeting provided a Director is there present and if no Director is there present the meeting shall be deemed to be held at the place where the chairperson of the meeting is located.

(d) **Quorum**

At meetings of the Board the number of Directors whose presence is required to constitute a quorum is six (6).

(e) **Notice of Board Meetings**

Unless all Directors agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their apology or presence) not less than fourteen (14) days written notice of the meeting of the Board shall be given to each Director. The agenda shall be forwarded to each Director not less than four (4) days prior to such meeting.

(f) **Chairperson**

The Board shall appoint a chairperson from amongst its number. The chairperson shall be the nominal head of the Association and will act as chair of any Board meeting or General Meeting at which he is present. If the chairperson is not present, or is unwilling or unable to preside at a board meeting the remaining Directors shall appoint another Director to preside as chair for that meeting only.

(g) **Directors' Interests**

A Director is disqualified by holding any place of profit or position of employment in the Association or in any company or incorporated association in which the Association is a shareholder or otherwise interested or from contracting with the Association either as vendor, purchaser or otherwise except with express resolution of approval of the Board. Any such contract or any contract or arrangement entered into by or on behalf of the Association in which any Director is in any way interested will be void unless approved by the Board.

(h) **Conflict of Interest**

A Director shall declare his interest in any:

- (i) contractual matter;
- (ii) selection matter;
- (iii) disciplinary matter; or
- (iv) financial matter;

in which a conflict of interest arises or may arise, and shall, unless otherwise determined by the Board, absent himself from discussions of such matter and shall not be entitled to vote in respect of such matter. If the Director votes the vote shall not be counted. In the event of any uncertainty as to whether it is necessary for a Director to absent himself from discussions and refrain from voting, the issue should be immediately determined by vote of the Board, or if this is not possible, the matter shall be adjourned or deferred.

(i) **Disclosure of Interests**

- (i) The nature of the interest of such Director must be declared by the Director at the meeting of the Board at which the relevant matter is first taken into consideration if the interest then exists or in any other case at the first meeting of the Board after the acquisition of the interest. If a Director becomes interested in a matter after it is made or entered into the

declaration of the interest must be made at the first meeting of the Board held after the Director becomes so interested.

- (ii) All disclosed interests must also be disclosed to each Annual General Meeting in accordance with the Act.

(j) General Disclosure

A general notice that a Director is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration under **clause 16 (i)** as regards such Director and the said transactions. After such general notice it is not necessary for such Director to give a special notice relating to any particular transaction with that firm or company.

(k) Recording Disclosures

Any declaration made, any disclosure or any general notice given by a Director in accordance with **clauses 16 (i)** and/or **(j)** must be recorded in the minutes of the relevant meeting.

17. DELEGATONS

The Board may by instrument in writing create or establish or appoint special committees, individual officers and consultants to carry out such duties and functions, and with such powers, as the Board determines from time to time.

18. ANNUAL GENERAL MEETING

- (i) An Annual General Meeting of the Association shall be held in accordance with the Act and this Constitution and on a date and at a venue to be determined by the Board.
- (ii) All General Meetings other than the Annual General Meeting shall be Special General Meetings and shall be held in accordance with this Constitution.

19. SPECIAL GENERAL MEETINGS

(a) Requisition of Special General Meetings

- (i) The Executive Director shall on the requisition in writing of not less than five percent (5%) of voting Members convene a Special General Meeting.
- (ii) The requisition for a Special General Meeting shall state the object(s) of the meeting, shall be signed by the Members making the requisition and be sent to Reining Australia and may consist of several documents in a like form, each signed by one or more of the Members making the requisitions.
- (iii) If the Executive Director does not cause a Special General Meeting to be held within one (1) month after the date on which the requisition is sent to the Association, the Members making the requisition, or any of them, may convene a Special General Meeting to be held not later than three (3) months after that date.
- (iv) A Special General Meeting convened by Members under this Constitution shall be convened in the same manner, or as nearly as possible as that, in which meetings are convened by the Board.

20. NOTICE OF GENERAL MEETING

- (i) Notice of every General Meeting shall be given to every Region, Club and Life Member or other Member entitled to receive notice at the address appearing in the Register kept by Reining Australia. The auditor, Executive Director and Directors shall also be entitled to notice of every General Meeting, which shall be sent to their last notified address. No other person shall be entitled as of right to receive notices of General Meetings.
- (ii) A notice of a General Meeting shall specify the place and day and hour of meeting and shall state the business to be transacted at the meeting.
- (iii) At least twenty-one (21) days' notice of a General Meeting shall be given to those Members entitled to receive notice, together with:
 - (1) the agenda for the meeting;
 - (2) any notice of motion received from Members entitled to vote.
- (iv) Notice of every General Meeting shall be given in the manner authorised in **clause 36**.

21. BUSINESS

- (i) The business to be transacted at the Annual General Meeting includes the consideration of accounts and the reports of the Board and auditors, the election of Directors under this Constitution and the appointment of the auditors.
- (ii) All business that is transacted at a General Meeting and all business that is transacted at an Annual General Meeting, with the exception of those matters set down in **clause 21 ((i))** shall be special business.
- (iii) No business other than that stated on the notice for a General Meeting shall be transacted at that meeting.

22. NOTICES OF MOTION

Members entitled to vote may submit notices of motion for inclusion as special business at a General Meeting. All notices of motion must be submitted in writing to the Executive Director not less than fourteen (14) days (excluding receiving date and meeting date) prior to the General Meeting.

23. PROCEEDINGS AT GENERAL MEETINGS

(a) Quorum

No business shall be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum requires 20 members.

(b) Chairperson to preside

The chairperson of the Board shall, subject to this Constitution, preside as chair at every General Meeting except:

- (i) in relation to any election for which the chairperson is a nominee; or
- (ii) where a conflict of interest exists.

If the chairperson is not present, or is unwilling or unable to preside the Board Members present shall appoint another Director to preside as chairperson for that meeting only.

(c) Adjournment of Meeting

- (i) If within half an hour from the time appointed for the meeting, a quorum is not present the meeting shall be adjourned until the same day in the next week at the same time and place or to such other day and at such other time and place as the chairperson may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting will lapse.
- (ii) The chairperson may, with the consent of any meeting at which a quorum is present, and shall, if so directed by the meeting, adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (iii) When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- (iv) Except as provided in **clause 23 (c) ((iii))** it shall not be necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

(d) Voting Procedure

At any meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by:

- (i) the chairperson; or
- (ii) a simple majority of Members.

(e) Recording of Determinations

Unless a poll is demanded under **clause 23 (d)**, a declaration by the chairperson that a resolution has on a show of hands been carried or carried unanimously or by a particular majority or lost and an entry to that effect in the book containing the minutes of the proceedings of the Association shall be conclusive evidence of the fact without proof of the number of the votes recorded in favour of or against the resolution.

(f) Where Poll Demanded

If a poll is duly demanded under **clause 23 (d)** it shall be taken in such manner and either at once or after an interval or adjournment or otherwise as the chairperson directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded.

24. VOTING AT GENERAL MEETINGS

(a) Members Entitled to Vote

Each Member shall be entitled to one (1) vote at General Meetings.

(b) Chairperson May Exercise Casting Vote

Where voting at General Meetings is equal the chairperson may exercise a casting vote. If the chairperson does not exercise a casting vote the motion will be lost.

25. GRIEVANCE PROCEDURE ®

(i) The grievance procedure set out in this rule applies to disputes under these rules between a Member and:

(1) another Member; or

(2) the Association.

(ii) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of all parties.

(iii) If the parties are unable to resolve the dispute at the meeting or if a party fails to attend that meeting, then the parties must, within ten (10) days, refer the dispute to for resolution to an independent tribunal established by the Board in accordance with the procedures determined by the Board from time to time.

(iv) The Board may prescribe additional grievance procedures in Regulations consistent with this **Rule 25**.

26. RECORDS AND ACCOUNTS ®

(a) Records

The Association shall establish and maintain proper records and minutes concerning all transactions, business, meetings and dealings of the Association and the Board and shall produce these as appropriate at each Board or General Meeting.

(b) Records Kept in Accordance with Act

Proper accounting and other records shall be kept in accordance with the Act. The books of account shall be kept in the care and control of the Treasurer.

(c) Association to Retain Records

The Association shall retain such records for seven (7) years after the completion of the transactions or operations to which they relate.

(d) Board to Submit Accounts

The Board shall submit to the Members at the Annual General Meeting the statements of account of the Association in accordance with this Constitution and the Act.

(e) **Accounts Conclusive**

The statements of account when approved or adopted by an Annual General Meeting shall be conclusive except as regards any error discovered in them within three months (3) after such approval or adoption.

(f) **Accounts to be Sent to Members**

The Executive Director shall cause to be sent to all persons entitled to receive notice of Annual General Meetings in accordance with this Constitution, a copy of the statements of account, the Board's report, the auditor's report and every other document required under the Act (if any).

(g) **Negotiable Instruments**

All cheques, promissory notes, bankers, drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to the Association, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by any two (2) duly authorised Directors or in such other manner as the Board determines.

27. AUDITOR

- (i) The accounts of the Association shall be examined and the correctness of the profit and loss accounts and balance sheets ascertained by an auditor or auditors at the conclusion of each Financial Year in accordance with the Act.

28. INCOME

- (a) Income and property of the Association shall be derived from such sources as the Board determines from time to time.

- (b) The income and property of the Association shall be applied solely towards the promotion of the Objects.

- (c) Except as prescribed in this Constitution or the Act:

- (i) no portion of the income or property of the Association shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise to any Member; and

- (ii) no remuneration or other benefit in money or money's worth shall be paid or given by the Association to any Member who holds any office of the Association.

- (d) Nothing in **clauses 28 (b)** or **28 (c)** shall prevent payment in good faith of or to any Member for:

- (i) any services actually rendered to the Association whether as an employee, Director or otherwise;
- (ii) goods supplied to the Association in the ordinary and usual course of operation;
- (iii) interest on money borrowed from any Member;
- (iv) rent for premises demised or let by any Member to the Association;

- (v) any out-of-pocket expenses incurred by the Member on behalf of the Association;

provided that any such payment shall not exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in a similar transaction.

29. WINDING UP

- (i) Subject to this Constitution the Association may be wound up in accordance with the Act.
- (ii) The liability of the Members of the Association is limited.
- (iii) Every Member undertakes to contribute to the assets of the Association if it is wound up while a Member, or within one year after ceasing to be a Member, for payment of the debts and liabilities of the Association contracted before the time at which it ceases to be a Member and the costs, charges and expenses of winding up the Association, such an amount not exceeding one dollar (\$1.00).

30. DISTRIBUTION OF PROPERTY ON WINDING UP

If upon winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities any assets or property, the same shall not be paid to or distributed amongst the Members but shall be given or transferred to another organisation or organisations having objects similar to the Objects and which prohibits the distribution of its or their income and property among its or their Members to an extent at least as great as is imposed on the Association by this Constitution. Such organisation(s) to be determined by the Members in General Meeting at or before the time of dissolution, and in default thereof by such judge of the Supreme Court of New South Wales or other Court as may have or acquire jurisdiction in the matter.

31. ALTERATION OF CONSTITUTION

This Constitution shall not be altered except by Special Resolution.

32. REGULATIONS

(a) Board to Formulate Regulations

The Board may formulate, issue, adopt, interpret and amend such Regulations for the proper advancement, management and administration of the Association, the advancement of the purposes of the Association and Reining Australia as it thinks necessary or desirable. Such Regulations must be consistent with the Constitution, the NRHA By-laws, NSO constitution (EA), any regulations made by NSO and any policy directives of the Board.

(b) Regulations Binding

All Regulations are binding on the Association and all Members.

(c) Regulations Deemed Applicable

All clauses, rules, by-laws and regulations of the Association in force at the date of the approval of this Constitution insofar as such clauses, rules, by-laws and regulations are not inconsistent with, or have been replaced by this Constitution, shall be deemed to be Regulations and shall continue to apply.

(d) Bulletins Binding on Members

Amendments, alterations, interpretations or other changes to Regulations shall be advised to Members by means of Bulletins approved by the Board and prepared and issued by the Executive Director. Regions and Clubs shall take reasonable steps to distribute information in the Bulletins to Individual Members. The matters in the Bulletins are binding on all Members.

33. STATUS AND COMPLIANCE OF ASSOCIATION

(a) Recognition of Association

The Association is recognised by the International Body controlling reining and is recognised by NSO (EA) as the controlling authority for Reining in Australia and subject to compliance with this Constitution and the NSO constitution shall continue to be so recognised and shall administer Reining Australia in accordance with the Objects.

(b) Compliance of Association

The Members acknowledge and agree the Association shall:

- (i) be or remain incorporated in New South Wales;
- (ii) apply its property and capacity solely in pursuit of the Objects and Reining Australia;
- (iii) do all that is reasonably necessary to enable the Objects to be achieved;
- (iv) act in good faith and loyalty to ensure the maintenance and enhancement of Reining Australia, its standards, quality and reputation for the benefit of the Reining Australia and its Members;
- (v) at all times act in the interests of Reining Australia and its members;
- (vi) not resign, disaffiliate or otherwise seek to withdraw from NSO without approval by Special Resolution; and
- (vii) abide by the NSO constitution and the rules of Reining Australia.

(c) Operation of Constitution

The Association and the Members acknowledge and agree:

- (i) that they are bound by this Constitution and that this Constitution operates to create uniformity in the way in which the Objects and Reining Australia are to be conducted, promoted, encouraged, advanced and administered throughout Australia;
- (ii) to ensure the maintenance and enhancement of Reining Australia], its standards, quality and reputation for the benefit of the Members and Reining Australia
- (iii) not to do or permit to be done any act or thing which might adversely affect or derogate from the standards, quality and reputation of Reining Australia and its maintenance and enhancement;

- (iv) to promote the economic and community service success, strength and stability of each other and to act interdependently with each other in pursuit of their respective objects;
- (v) to act in the interests of Reining Australia and the Members;

34. ASSOCIATIONS CONSTITUTION

(a) Constitution of the Association

This Constitution will clearly reflect the objects of the Reining Australia constitution and will conform to the NRHA Handbook for General Rules and Regulations and Show Rules and Regulations excepting the Reining Australia Eligibility levels, subject always to the Act.

Reining Australia shall also conform to the NRHA Judges Guidelines and shall also utilise Reining Australia judges where applicable for eligible shows

(b) Operation of NRHA Bylaws

(i) The Association will take all reasonable steps to ensure this Constitution conforms to the NRHA Bylaws subject always to the Act.

(ii) The Association shall provide to NRHA a copy of this Constitution and all amendments to this document. The Association acknowledges and agrees that it shall comply with the NRHA International Affiliate Program as outlined under the NRHA General rules and regulations, subject always to the Act.

(c) Operation of NSO (Equestrian Australia) constitution

The Association will take all reasonable steps to ensure this Constitution conforms to the NSO constitution subject always to the Act.

The Association shall provide to NSO a copy of this Constitution and all amendments to this document. The Association acknowledges and agrees that the NSO has power to veto any provision in its Constitution which, in NSO's opinion, is contrary to the objects of NSO.

(d) Register

The Association shall maintain, in a form acceptable to NSO but otherwise in accordance with the Act, a Register of all Regions and Clubs and if appropriate all Individual Members.

35. STATUS AND COMPLIANCE OF REGIONAL AFFILIATES

(a) Compliance

Regional Affiliates acknowledge and agree that they shall:

- (i) be or remain incorporated in their state;
- (ii) recognise the Association as the authority for Reining in Australia and NRHA as the international authority for Reining;

- (iii) adopt and implement such communications and Intellectual Property policies as may be developed by the Association from time to time; and
- (iv) have regard to the Objects in any matter of the Region or Club pertaining to Reining Australia

(b) Regional Affiliate Constitutions

- (i) The constituent documents of Regional Affiliates will clearly reflect the Objects and will conform to this Constitution.
- (ii) Regional Affiliates will take all reasonable steps necessary to ensure their constituent documents conform to this Constitution.
- (iii) Regional Affiliates shall provide to the Association a copy of their constituent documents and all amendments to these documents. Regions and Clubs acknowledge and agree that the Association has power to veto any provision in a Region or Club constitution which, in the Association's opinion, is contrary to the Objects.
- (iv) The constituent documents of each Regional affiliate shall, at the earliest available opportunity, but within one year of the commencement of this Constitution, recognise the Association as the authority for Reining in Australia and NRHA as the international governing authority for Reining in Australia.

(c) Register

Regional Affiliates shall maintain, in a form acceptable to the Association, a register of all Members. Each Regional Affiliate shall provide a copy of the register at a time and in a form acceptable to the Association, and shall provide regular updates of the register to the Association.

36. NOTICE

- (i) Notices may be given by the Association to any person entitled under this Constitution to receive any notice by sending the notice by pre-paid post or facsimile transmission or where available, by electronic mail, to the Member's registered address or facsimile number or electronic mail address, or in the case of a Delegate, to the last notified address, facsimile number or electronic mail address.
- (ii) Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting the notice. Service of the notice is deemed to have been effected three (3) days after posting.
- (iii) Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the facsimile was sent to/or received at the facsimile number to which it was sent.
- (iv) Where a notice is sent by electronic mail, service of the notice shall be deemed to be effected the next business day after it was sent.

37. INDEMNITY

- (i) Every Director and employee of the Association shall be indemnified out of the property and assets of the Association against any liability incurred by them in their capacity as Director or employee in defending any proceedings, whether civil or criminal, in which judgement is given in their favour or in which they are acquitted or in connection with any application in relation to any such proceedings in which relief is granted by the Court.
- (ii) The Association shall indemnify its Directors and employees against all damages and losses (including legal costs) for which any such Director or employee may be or become liable to any third party in consequence of any act or omission except wilful misconduct:
 - (ii) in the case of a Director, performed or made whilst acting on behalf of and with the authority, express or implied of the Association; and
 - (iii) in the case of an employee, performed or made in the course of, and within the scope of their employment by the Association.