



CONSTITUTION OF A BHS RIDING CLUB

Three Counties Riding Club

1. Title

The Club shall be known as the **Three Counties Riding Club**

2. Objectives

The objectives of the Club shall be:

- (a) To promote participation in and provide facilities for the amateur sport of riding in West Sussex, East Sussex and Surrey
- (b) To encourage riding as a sport and recreation, to promote good fellowship amongst riders and to improve and maintain the standard of riding and horsemanship.
- (c) To organise instructional meetings, lectures and competitive events and other activities to further the objects.
- (d) To be affiliated to The British Horse Society and to support and co-operate with recognised organisations interested in the breeding and use of all breeds and types of horses and ponies.
- (e) To concern itself with any object which will benefit the horse and horse user in the districts.

3. Membership

This shall consist of persons who have attained the age of eighteen years (and persons aged seventeen years and under if a junior section is formed) 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. No junior member may be a voting member of any Riding Club. However, Clubs with a junior membership may appoint a Junior Committee to discuss matters relevant to the junior membership. This Committee, through the Chairman of said Committee, may make recommendations to the Adult Committee for their consideration.

4. A member shall complete the application form as prescribed by the committee. Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. The committee may refuse membership only for good cause, such as conduct or character likely to bring the Club or the sport into disrepute. Appeal against refusal may be made to the members. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

5. The annual subscription shall be payable on the first day of the Club's financial year. Any member whose subscription is more than three months in arrears shall have his or her name removed from the Membership List after written notice to the effect has been sent to him or her. Any member joining the club on or after **1st January** shall be deemed to have paid his or her subscription for the ensuing year.

6. The Committee may expel from membership of the Club any member who has breached any of the rules of the Club, or who has in the opinion of the Committee have been guilty of any conduct derogatory to the character or prejudicial to the interest of the Club, provided that before expelling him or her the Committee shall allow the member to appeal the decision to the members and provide an explanation of his/her conduct and allow a proper opportunity of answering the allegations against him/her.

7. Administration

The Committee

- (a) All powers of management shall be vested in the adult Committee consisting of the Chairman, Honorary Secretary, Honorary Treasurer and up to **6** other Committee Members **4** shall form a quorum.
- (b) At the Annual General Meeting the current Committee Members will be re-elected in their roles. New members may be co-opted onto the Committee. Members wishing to resign or retire should inform the Secretary in advance, so that vacant positions can be advertised. Members are permitted to stand for a period of 5 years when a re-election is called. Retiring members shall be eligible for re-election unless stated otherwise.
- (c) The Chairman, Honorary Secretary and Honorary Treasurer shall be elected annually by the Committee from amongst their number.
- (d) The decision of the Committee shall be final unless over-ruled at a General Meeting.
- (e) The Committee shall be the sole authority for the interpretation of the rules and for anything relating to the club not provided therein and their decision shall be final and binding on the members.
- (f) The Committee may formulate bye-laws for the detailed running of the Club and elect subcommittees for any special activities of the Club which the Committee may authorise.
- (g) The Committee shall have the power to fill any casual vacancy arising amongst members of the Committee, but any person so co-opted shall retain office only until the next following Annual General Meeting and then shall be eligible for re-election.
- (f) ANY spend must be democratically approved in advance by the Committee at a normal meeting and noted accordingly. In the event that a decision cannot be decided a vote will be taken

8. The financial year of the Club shall commence on the **1st November** in each year.

9. The annual subscription shall be as set out below or such other sum as shall from time to time be determined by the Committee. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

Senior £26 - Junior £26 - Nifty Fifty £21 - Mini £16 - Non Riding - £11

10. The Committee may appoint annually a President and Vice-Presidents. They shall not by virtue only of such appointment become members of the Committee.

11. The Annual General Meeting shall be held in September/October of each year to transact the following business:

- (a) To receive and if approved to adopt a Statement of the Club's Accounts to the end of the preceding year.
- (b) To fill vacancies on the Committee
- (c) To appoint an Auditor
- (d) To deal with any special matter which the Committee may desire to bring to the members and to receive suggestions from the members for consideration by the Committee. Notice convening the General Meeting shall be sent to the members not less than **28** days before the meeting and shall specify the matters to be dealt with.

Special General Meeting

12. A special General Meeting may be called by the Committee, or by a request signed by not less than five members specifying the business to be discussed. The Secretary shall give all members ten days notice of the date of such a meeting and shall specify in such notice matters to be dealt with at the meeting.

Accounts

13. The Accounts of the Club shall be audited each year by the person appointed at the previous Annual General Meeting. The person should be experienced in accounting matters and not a member of the club.

Notices

14. Notice may be given to any member by sending it by post to him at his address in the United Kingdom registered in the records of the Club. If any member has no address in the United Kingdom such member shall not be entitled to receive any notice. The accidental omission to give notice of a meeting to or the non-receipt of a notice of a meeting by any member shall not invalidate the proceedings of the meeting.

Rules

15. These rules may be added to, repealed or amended by resolution at any Annual or Special General Meeting, provided that no such resolution, shall be deemed to have been passed, unless carried by a majority of at least two-thirds of the members present and voting thereon and provided that prior notice has been sent to all members stating the proposed amendment.

Dresscode at Events

16. Members shall be correctly turned out at all Club events. Any protective clothing required by current British Riding Clubs rules must be worn. (See current BRC Rulebook)

Income and Profits

17. All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties.

Dissolution of the Club

18. In the event that dissolution of the Club shall occur, the assets of the Club shall be used first to discharge all liabilities of the Club and the remaining assets shall be given or transferred to another registered CASC, a registered animal charity nominated here as St Tiggywinkles <http://www.stiggywinkles.org.uk/> or the sport's governing body for use by them in related community sports.

Complaints Procedure

19. If you have a complaint or grievance about a TCRC Event or an Area 13 Club Event, Qualifier or BRC event, then these should be reported directly to the Secretary, Chairman or Chef d'Equipe of that event. Protests or complaints made must be in writing addressed to the organiser and accompanied by a deposit of £20. Protests must be made no later than 30 minutes after the incident which gave rise to that protest, 30 minutes after the results have been published or, in the case of protests against qualification of ponies/horses or riders, 60 minutes after the start of the class.

In the case of a BRC event. Please see BRC Rulebook G14.1-G14.3. Protests. This should not be discussed publicly on our or Area 13 Riding Clubs or BRC social media forums. If you prefer not to raise your complaint with the Event or the Event Secretary then it should be reported to the TCRC Committee who will review the grievance made and if deemed fair will make an official register of the complaint. It is not appropriate or deemed to be within the spirit of the riding club to air your grievance on social media. If you wish to discuss this on your own personal social media page then that would be your choice, but be aware that your comments from that page can be sent copied and forwarded. Please see Section 19. Use of Social Media.

Use of Social Media

20. These guidelines apply to TCRC Committee, Members and Volunteers, who create or contribute to Facebook, blogs, twitter, wikis, social networks, virtual worlds, or any other kind of Social Media. Whether you log into Twitter, Yelp, Wikipedia, MySpace or Facebook pages, or comment on online media stories — these guidelines are for you.

While all TCRC members are welcome to participate in Social Media, we expect everyone who participates in online commentary to understand and to follow these simple but important guidelines. These rules might sound strict and contain a bit of legal-sounding jargon but please keep in mind that our overall goal is simple: to participate online in a respectful, relevant way that protects our reputation and of course follows the letter and spirit of the riding clubs and the law.

1. Be transparent and state that you are a member of TCRC or fellow Club. Your honesty will be noted in the Social Media environment. If you are writing about TCRC, another Club or a fellow competitor, use

your real name, identify who are you and be clear. If you have a vested interest in what you are discussing, be the first to say so.

2. Never represent yourself or your Club in a false or misleading way. All statements must be true and not misleading; all claims must be substantiated.
3. Post meaningful, respectful comments — in other words, please, no spam and no remarks that are off-topic or offensive.
4. Use common sense and common courtesy: for example, it's best to ask permission to publish or report on conversations that are meant to be private or internal. Make sure your efforts to be transparent don't violate your Club or fellow members/competitors privacy, confidentiality, their character and follow these guidelines for external speech.
5. When disagreeing with others' opinions, keep it appropriate and polite. If you find yourself in a situation online that looks as if it's becoming antagonistic, do not get overly defensive and do not disengage from the conversation abruptly: but feel free to disengage from the dialogue in a polite manner that reflects well on you and TCRC
6. If you want to write about a competition, club or fellow competitor, make sure you behave diplomatically, have the facts straight and that you have the appropriate permissions.
7. Please never comment on anything related to legal matters, litigation, or similar.
8. Never participate in Social Media when the topic being discussed may be considered a crisis situation. Even anonymous comments may be traced back to your or IP address.
9. Be smart about protecting yourself, your privacy, and the Club. What you publish is widely accessible and will be around for a long time, so consider the content carefully. **Google has a long memory.**

We recognise the web is a 24/7 medium, and Members comments are welcome at any time. However, given the need to manage these as outlined above, the Club generally only monitor comments and postings during regular business hours. Once posted, the Club **reserves the right to delete submissions** that contain:

1. Vulgar language
2. Personal attacks of any kind
3. Comments or content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, genetics, status with regard to public assistance, national origin, physical or intellectual disability or sexual orientation
4. Spam or links to other sites
5. Clearly off topic
6. Advocate illegal activity
7. Promote particular services, products, or political organizations unless prior permission is given
8. Infringe on copyrights or trademarks
9. Personally identifiable medical information
10. Information that may compromise the safety, security or proceedings of the public or any criminal or civil investigations.

If there are repeated violations then Three Counties will revoke membership and/or ban user's participation.

