

DYFED CARRIAGE CLUB CONSTITUTION

1 NAME

1.1: The club is known as The “Dyfed Carriage Club”.

2 E-MAIL

2.1: The web address of the club is www.dyfedcarriageclub.co.uk

3 AIM OF THE CLUB

3.1: To encourage and promote amateur carriage driving in South and West Wales at all levels. To educate amateur carriage drivers in the principles of safe carriage driving practice and good animal welfare.

4 AFFILIATION

4.1: The DCC recommends that all active driving members of the DCC take up membership of the BDS as, membership of the BDS provides an excellent information resource along with an inclusive third party liability insurance. Membership of the BDS also allows active DCC drivers to take part in BDS organised events throughout the United Kingdom. Membership of the BDS is not obligatory.

5 MEMBERSHIP

5.1: Membership is open to all.

5.2: All Membership applications shall be subject to approval by the Executive Committee.

5.3: New members joining after 30th July, will retain Membership until 1st October of the following year.

5.3: Membership fees will be reviewed at the discretion of the Executive Committee & ratified at the Club’s Annual General Meeting (AGM).

5.4: The Executive Committee shall reserve the right to refuse application for Membership without disclosing any reason.

6 OFFICERS AND COMMITTEE

6.1: The officers of the club shall consist of a Chairperson, Vice-Chairperson, Honorary Secretary, and Honorary Treasurer.

6.2: The executive committee will be composed of the officers of the club.

6.3: The Chairman, Vice-Chairman, shall hold office for one year and, shall put themselves forward for election at the club’s AGM. The Honorary Secretary and Honorary Treasurer shall hold office for four years and at the end of their tenure, shall put themselves forward for election at the club’s AGM. If any Officer’s position remains uncontested at election time, club members

DYFED CARRIAGE CLUB

CONSTITUTION

shall ask the incumbent officer (s) to continue in their position for a further period of, one year for Chairman and Vice Chairman, and four years for Hon Treasurer and Hon Secretary.

6.4: The committee are all paid up members of the club and shall, subject to approval by the executive committee, appoint the following positions each year:

- 1) A Member of the Committee to act as the Events Organiser
- 2) A Member(s) of the Committee to act as the Advertising / Press Officer
- 3) A Member of the committee to be the health and safety officer responsible for conducting risk assessments at DCC run events.

6.4: No person whilst an undischarged bankrupt may serve on the Executive Committee or hold any other office or appointment within the Club.

6.5: The Executive Committee may appoint a President, to officiate at AGMs and major functions of the Club. This appointment does not entitle the honorary officer to vote at committee meetings.

7 MEMBERS MEETINGS

7.1: The management of the Club shall be in the hands of the Officers of the Club.

7.2: Executive Committee Meetings shall be held as often as is deemed necessary and not less than four times per year.

7.3: General Meetings shall be held on the first Monday of each Month at a suitable venue. This is currently held at the Whitemill Inn Whitemill Carmarthenshire. In the absence of the Chairman and Vice Chairman, the members present shall elect a person to chair the Meeting.

7.4: Twenty of the Committee shall form a quorum. Executive Committee Members must attend 50% of the scheduled Meetings each year, unless absence is agreed with the other executive officers otherwise their position will be considered void, but they may re-stand for election.

7.5: For any motion passed it must be favoured by the majority. At both members meetings and the AGM everyone's vote has equal weight, notwithstanding paragraph 5.5. Voting will be either by a show of hands or a paper ballot. This will be dependent upon the nature of the motion and will be decided by the Executive Committee.

7.6: It is not the practice that the Chairman of the Club shall have a vote, although the person chairing Executive Committee and Monthly Meetings shall have a casting vote, if necessary.

DYFED CARRIAGE CLUB

CONSTITUTION

7.8: The Executive Committee shall have the power to fill any casual vacancy arising among the members of the Executive Committee, but any person so co-opted shall retain office only until the next following AGM and shall be eligible for re-election.

7.9: The Executive Committee may formulate byelaws for the detailed running of the Club and have the power to form Sub-Committees to deal with special projects.

7.10: The Minutes Secretary shall keep minutes of all business transacted at official Monthly Meetings.

7.11: The Executive Committee shall be the sole authority for the interpretation of the rules or anything relating to the club not provided therein, and their decision shall be final and binding on the members.

7.12: Any Officer who has resigned shall immediately return all papers required by the Committee to the Secretary.

8 EXPULSION OF MEMBERS

8.1: The Executive committee may suspend or even expel from membership of the club any member who has wilfully disobeyed any rules of the club, or who, in the opinion of the Executive Committee, has been guilty of any conduct derogatory to the character or prejudicial to the interests of the club, provided that before expelling him or her the Executive Committee shall call upon him or her for an explanation of his or her conduct and shall hear what he or she may wish to state in his or her defence.

9 ANNUAL GENERAL MEETINGS

9.1: The Annual General Meeting shall be held before the 31st October of each year and each member shall receive Notice of at least Twenty One days prior as to the time and place of the Meeting.

9.2: At the AGM the following business will be transacted:

- 1) To receive, and if approved, adopt a statement of the Group's accounts to the end of the preceding year.
- 2) To fill any vacancies on the Executive Committee and conduct elections. Nominations for the Executive Committee must be received at least four weeks before the AGM.
- 3) To appoint an auditor.
- 4) To deal with any special matter that the Executive committee may desire to bring before the members, and to receive suggestions from the members for

DYFED CARRIAGE CLUB

CONSTITUTION

consideration by the Executive Committee, to be received at least two weeks before the Meeting.

9.3: The rules of this Constitution may be added to, repealed or amended by resolution at any Annual General Meeting or Extraordinary General Meeting, provided that no such resolution shall be deemed to have 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.

9.4: An Extraordinary General Meeting may be called by the Executive Committee, or by request signed by not less than twenty paid up club members, specifying the business to be discussed. The secretary shall give all members ten days notice of such a meeting, and shall specify in such notice the matters to be dealt with at the meeting.

10 FINANCE AND SUBSCRIPTIONS

10.1: The annual subscription to the club shall be payable on 1st January of each year. Any membership whose subscription is more than four weeks in arrears shall have his or her name automatically removed from the membership list.

10.2: The annual subscriptions are as follows:

Single Membership:£10:00

Family Membership (Couple + children under 16):£15:00

Honorary Membership: This is granted by the club to people who have made a substantial contribution to carriage driving and/or equine welfare.

10.3: The financial year of the group shall commence on the 1st **September** each year.

10.4: The accounts of the club shall be audited each year by the auditor appointed at the previous Annual General Meeting.

10.5: The treasurer shall keep and maintain an accurate system of accounts showing a complete record of all income and expenditure and, the assets and liabilities of the club. They shall, at the end of each Financial Year provide a Balance Sheet and Income and Expenditure Account for that year.

10.6: Any member organising an event where monies are being received on behalf of the club, must be accountable to the Treasurer for producing Income and Expenditure Sheets, complete with all necessary receipts, within a reasonable period after the event.

DYFED CARRIAGE CLUB CONSTITUTION

10.7: The Executive Committee shall conduct the affairs of the club, but may not incur financial liability beyond the funds of the club.

10.8: No Executive Committee Member(s) shall be personally liable for any debt of the club howsoever caused or through the negligence of any other Member(s).

10.9: In the event of disbandment of the club, the final Chairman and Treasurer will be responsible for liquidating all assets.