HORSEMENS ADULT RIDING CLUB INC.

Rules of Association under the Associations Incorporation Act 2015

Updated October 2026

1. NAME

The name of the body shall be HORSEMENS ADULT RIDING CLUB INC.

2. INTERPRETATIONS

The words used in the Constitution shall bear the meanings below unless contradictory to the context.

ANNUAL GENERAL MEETING	Annual meeting of the Association whereby the Office bearers are nominated.
ASSOCIATION	Horsemens Adult Riding Club Inc also known as HARC
COMMITTEE	The elected Committee of the Association consisting of Officer Bearers and General Committee members
GENERAL MEETING	A meeting to which all Members are invited
MEMBER	Person who is a Full, Social or Associate member of the Association.
OFFICE BEARER	Committee position of President, Vice President, Secretary or Treasurer
SPECIAL RESOLUTION	A resolution that is passed by a majority of not less than 75% of the members of the association who are entitled under the rules of the association to vote.
SPECIAL GENERAL MEETING	A general meeting other than the Annual General Meeting

3. FINANCIAL YEAR

The Association's financial year will commence on 1 January and end on 31 December.

4. OBJECTIVES OF THE ASSOCIATION

4.1. To provide learning opportunities for members to further develop their riding and horse management skills.

4.2. To provide a safe riding environment that encourages social interaction and active participation for all members.

4.3. To encourage members to learn and to enjoy all aspects of sport connected with horses and horse riding.

5. NON PROFIT MAKING

HARC operates as a non-profit making organisation. The income (and any property) of the Association will be applied solely towards the promotion and administration of the objectives of the Association, payment of expenses and improvement of the Club's facilities. No part of that property or income will be paid or otherwise distributed, directly or indirectly, to the Committee, except in good faith in the promotion of these objectives.

6. COMMON SEAL AND EXECUTION OF DOCMENTS

6.1. The Association does not have a common seal.

6.2. The Association may execute a document (including a deed) if the document is signed by:

(a) two (2) Committee Members; or

(b) one (1) Committee Member and a person authorised by the Committee.

7. MEMBERSHIP

7.1. Eligibility

Any person who has reached the age of 18 who supports the objects or purposes of the Association is eligible to apply to become a member.

7.2. Applying for membership

7.2.1. A person who wants to become a member must apply in writing to the Association.

7.2.2. The application must be signed by the applicant.

7.2.3. The applicant must specify in the application the class of membership, if there is more than one, to which the application relates.

7.3. Dealing with membership applications

7.3.1. The Committee may decline any application for membership without stating a reason.

7.3.2. The Committee may delay acceptance of any application if further information in support of the application is required.

7.3.3. The Committee will consider applications in the order in which they are received by the Association.

7.3.4. An applicant's membership is confirmed when:

- the Committee accepts the application; and
- the applicant pays any membership fees payable to the Association and provides completed Membership Forms

7.3.5. If an application for membership is rejected, an applicant will have the right to appeal the decision. All appeals must be in writing, accompanied with supporting information, and received within 7 days of the rejection notification. Appeals will be considered by the Committee and a determination made.

7.4. Membership cessation

7.4.1. Resignation of Members of the Association

- A Member who gives written notice of their intention to resign from the Association to the Secretary or another Office Bearer ceases on that date to be a Member.
- The member remains liable for any monies that are owed to the Association at the time of the resignation.

7.4.2. Expulsion of Members of the Association

The Committee may decide to suspend a member's membership or to expel a member from the Association if:

- the Member contravenes any of these rules; or
- the Member acts detrimentally to the interests of the Association, the Committee will give the Member written notice of not less than thirty days.

The Committee will give the Member written notice of the proposed suspension or expulsion at least thirty days before the Committee meeting at which the proposal will be considered. The notice will state:

- when and where the Committee meeting will be held; and
- the grounds on which the proposed suspension or expulsion is based; and set out that that member or the member's representative, may attend the meeting and will be given reasonable opportunity to make written or oral (or both) submissions to the Committee about the proposed suspension or expulsion.

At the Committee meeting, the Committee must —

- give the member, or the member's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion; and give due consideration to any submissions so made; and decide:
- whether or not to suspend the member's membership and, if the decision is to suspend the membership, the period of suspension; or
- whether or not to expel the member from the Association.

- A decision of the Committee to suspend the member's membership or to expel the member from the Association takes immediate effect.
- The committee must give the member written notice of the committee's decision, and the reasons for the decision, within seven days after the committee meeting at which the decision is made.
- A member whose membership is suspended or who is expelled from the Association may, within seven days after receiving notice of the Committee's decision under subrule (6.4.2), give written notice to the secretary requesting the appointment of a mediator under rule 23.
- If notice is given, the member who gives the notice and the committee are the parties to the mediation. The Committee will follow the steps outlined in its Dispute Resolution procedure.

7.5. Register of members

The Secretary shall on behalf of the Association maintain a register of members and record any changes in membership of the Association. This will be kept at their place of residence. A Member may, at any reasonable time, request to and subsequently inspect without charge the books, documents, records and securities of the Association.

8. MEMBERSHIP AND FEES

8.1. The Membership Fees of the Association will be determined annually at the Annual General Meeting (AGM).

8.2. The fees determined may be different for different classes of membership.

8.3. A Member must pay the annual membership fee to the Treasurer, or another person authorised by the Committee to accept payments, by the due date determined by the Committee.

8.4. A Member may attend but not present mounted at an Association rally or event, or formally represent the Association, until such time as their annual membership fee has been paid.

9. COMMITTEE

9.1. Committee members are elected to membership of the Committee at an AGM.

9.2. The Committee members consist of the office bearers of the Association and at least three General Committee members.

9.3. The Committee will determine the maximum number of members who may be General Committee members.

9.4. The following are the office bearers of the Association:

9.4.1. President

9.4.2. Vice President (can be combined with positions 8.3.3 or 8.3.4 if necessary)

9.4.3. Secretary

9.4.4. Treasurer

9.5. Payments to Committee Members

9.5.1. Committee members shall serve in a voluntary capacity and shall not receive remuneration for their services. However, the Association may reimburse committee members for reasonable expenses incurred on behalf of the Association, subject to approval by the Committee and provision of supporting documentation.

10. ELECTIONS, TERMS OF OFFICE & ROLES OF COMMITTEE MEMBERS

A Member becomes a committee member if they are elected to the Committee at the AGM; or if they are appointed by the Committee to fill a casual vacancy due to the resignation of a Committee member.

All Committee Members shall retire at the AGM, but shall be eligible for re-election for the coming Year if they remain valid Representatives

10.1. Nomination of Committee Members

At least 21 days before an AGM, the Secretary must send written notice to all members calling for nominations for election to the committee; and stating the date by which nominations must be received by the secretary

10.1.1. A member who wishes to be considered for election to the committee at AGM must nominate for election by sending written notice of the nomination to the secretary at least fourteen (14) days before the annual general meeting.

10.1.2. A member may nominate for one specified position of office holder of the Association or to be a general committee member.

10.2. Election of Office bearers

10.2.1. A general member shall be eligible to be an office bearer where they have been a general member of the Association during the term of the preceding year.

10.2.2. At the AGM, a separate election must be held for each position of office bearer of the Association.

10.2.3. If there is no nomination for a position, the chairperson of the meeting may call for nominations from the members at the meeting.

10.2.4. If only one member has nominated for a position, the chairperson of the meeting must declare the Member elected to the position.

10.2.5. If more than one member nominates for a position, the members at the meeting must vote in accordance with procedures that have been determined by the committee to decide who is to be elected to the position. This will be conducted by secret ballot.

10.2.6. Each member present at the meeting may vote for one member who has nominated for the position.

10.2.7. A member who has nominated for the position may vote for himself or herself.

10.2.8. On the member's election, the new chairperson of the Association may take over as the chairperson of the meeting.

10.2.9. In the event of vacancies occurring in the Committee through any cause whatsoever between the Annual General Meetings, such vacancies may be filled by a person appointed by the Committee.

10.2.10. No more than two (2) persons from one family shall hold office at any one time.

10.2.11. Committee members must meet the requirements of the Association Incorporated Act 2015 relating to undischarged bankrupts and certain criminal records.

10.2.12. The maximum term of office for an office bearer to occupy a specific role (President, Vice President, Treasurer or Secretary) is five years. This does not apply to General Committee roles.

10.2.13. Office Bearers can renominate for an alternative office bearing role.

10.2.14. Following a gap of at least a year an office bearer can renominate for a previously held role.

10.3. Duties of the Office bearers

President

10.3.1. To preside at all meetings or arrange for the Vice President to preside in his/her absence.

10.3.2. To act as spokesperson for the Association as and when required.

10.3.3. To act as joint signatory of the Association banking accounts in conjunction with the Treasurer and Secretary or Vice President, any two of the three to sign.

10.3.4. To enforce the Rules of the Association as laid down from time to time.

Secretary

10.3.5. Attend and take minutes of all meetings and to distribute to the Committee members.

10.3.6. Liaise with the President regarding Agendas for meetings and on the Association's activities in general.

10.3.7. Prepare agendas for meetings. Agendas of all meetings to be distributed to all Members one (1) week prior to the meeting.

10.3.8. Handle all inward and outward correspondence.

10.3.9. Maintain a record of the Association's activities throughout the year.

10.3.10. Provide an address to which all mail may be directed and to take responsibility for appropriate action on receipt of mail.

10.3.11. To prepare and maintain a membership list of all financial Members of the Association and to circulate a copy of this list from time to time to all Committee members.

10.3.12. To ensure that the Association's Constitution is kept up to date and to keep the Department of Commerce and Consumer Protection informed of all changes to the Constitution.

10.3.13. To notify changes to the association's contact details and lodge special resolutions with the relevant parties.

10.3.14. To prepare Enrolment Forms as required.

10.3.15. To prepare, in conjunction with other Office Bearers, a list of rules for the Association from to time.

10.3.16. May act as joint signatory of the Association banking accounts in conjunction with the Treasurer and President, any two of the three to sign.

10.3.17. Unless the Members resolve otherwise at a General Meeting, to have custody of all books, documents, records and registers of the Association including those referred to in 9.2.7.

Vice President

10.3.18. To act as President when the President is unavailable to chair meetings.

10.3.19. To act as deputy to the President as and when directed.

10.3.20. May act as joint signatory of the Association banking accounts in conjunction with the Treasurer and President, any two of the three to sign.

Treasurer

10.3.21. To be responsible for all financial transactions on behalf of the Association.

10.3.22. To maintain a ledger of all income and expenditure.

10.3.23. To collect and maintain a record of membership fees.

10.3.24. To lodge an annual information statement within six months after the end of the financial year

10.3.25. To act as joint signatory of the Association banking accounts in conjunction with the President and Secretary, and two of the three to sign.

10.3.26. Unless the Members resolve otherwise at a general meeting, to have custody of all securities, books and documents of a financial nature and accounting records of the Association.

General Committee

10.3.27. General Committee roles shall be determined at the AGM or by the Office Bearers of the Committee as required. All members of the General Committee shall be delegated a role for the year, with examples of roles being:

- Rally Co-ordinator
- Newsletter Editor
- Helper Duties Coordinator
- Canteen Manager
- Uniform Officer
- Coaches Sheets/Points
- Website Officer
- Social Events Officer

10.4. Casual Committee vacancies

10.4.1. A casual vacancy occurs in the Committee and an office becomes vacant if the Committee Member:

- Dies
- Resigns by notice in writing delivered to the President or, if the Committee Member is the President, to the Vice-President, and that resignation is accepted by resolution of the Committee
- Is convicted of an offence under the Act
- Is permanently incapacitated by mental or physical ill-health
- Is absent from more than:
  - consecutive Committee Meetings; or

- 2 Committee Meetings in the same financial year without tendering an apology to the person presiding at each of those Committee meetings, of which meetings the Committee Member received notice, and the Committee has resolved to declare the office vacant.
- Is the subject of a resolution passed by a general meeting terminating his or her appointment as a Committee Member

11. FINANCIAL REPORTING

The Association must ensure that the current accounting practices are adequate and meet the requirements of the Association Incorporations Act 2015.

11.1. Source of funds

The funds of the Association may be derived from Membership fees, rally fees, donations, fund-raising activities, grants, interest and any other sources approved by the committee.

11.2. Control of funds

The Association must open an account in the name of the Association with a financial institution from which all expenditure of the Association is made and into which all funds received by the Association are deposited.

Subject to any restrictions imposed at a general meeting, the committee may approve expenditure on behalf of the Association.

The committee may authorise the treasurer to expend funds on behalf of the Association up to a specified limit without requiring approval from the committee for each item on which the funds are expended.

All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Association must be signed by —two (2) office holders;

All funds of the Association must be deposited into the Association's account within five (5) working days after their receipt.

11.3. Financial statements and financial reports

For each financial year, the committee must ensure that the requirements imposed on the Association under Part 5 of the Act relating to the financial statements or financial report of the Association are met.

Without limiting subrule (1), those requirements include — as a tier 1 association, the preparation of the financial statements; and

- if required, the review or auditing of the financial statements or financial report, as applicable; and
- the presentation to the annual general meeting of the financial statements or financial report, as applicable; and

- if required, the presentation to the annual general meeting of the copy of the report of the review or auditor's report, as applicable, on the financial statements or financial report.

Retain its financial records for at least 7 years after the transactions covered by the records are completed.

12. MANAGEMENT

12.1. Committee Meetings

12.1.1. The committee must meet at least eight times in each year on the dates and at the times and places determined by the Committee.

12.1.2. The date, time and place of the first committee meeting must be determined by the committee members as soon as practicable after the AGM at which the Committee members are elected.

12.1.3. Special committee meetings may be convened by the President or any 2 committee members.

12.1.4. The purpose of Committee meetings is to make decisions on the day-to-day administration of the Association.

12.2. Voting at Committee Meetings

12.2.1. Each committee member present at a committee meeting has one vote on any question arising at the meeting.

12.2.2. A motion is carried if a majority of the committee members present at the committee meeting vote in favour of the motion.

12.2.3. If the votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.

12.2.4. A vote may take place by the committee members present indicating their agreement or disagreement or by a show of hands, unless the committee decides that a secret ballot is needed to determine a particular question.

12.2.5. If a secret ballot is needed, the chairperson of the meeting must decide how the ballot is to be conducted.

12.3. Annual General Meeting

12.3.1. The Committee must determine the date, time and place of the AGM.

12.3.2. The Annual General Meetings must be held within four months after the end of the Association's financial year unless permission is sought from the Commissioner to hold this at another date.

12.3.3. The Secretary must give all Members not less than 21 days notice of an Annual General Meeting and that notice must specify when and where the

Annual General Meeting is to be held and the particulars and order in which business is to be transacted, as follows:

- the consideration of the accounts and reports of the Committee
- the election of Committee members to replace outgoing Committee members
- and any other business requiring consideration by the Association at the general meeting

The purpose of the AGM is to:

12.3.4. Confirm the minutes of the previous annual general meeting and of any special general meeting held since then if the minutes of that meeting have not yet been confirmed.

12.3.5. To receive and consider —

12.3.6. the committee's annual report on the Association's activities during the preceding financial year.

12.3.7. the financial statements of the Association for the preceding financial year and if required as part of this to receive and review an auditor's report on the financial statements or financial report.

12.3.8. to review and endorse any proposed changes to the Constitution. Note: Members must be given at least fourteen days' notice of all motions to alter, repeal or add to the Constitution prior to the AGM.

12.3.9. to elect the office holders of the Association and other committee members.

12.3.10. to confirm or vary the entrance fees, subscriptions and other amounts (if any) to be paid by members.

12.3.11. any other business of which notice has been given.

12.4. Quorum

12.4.1. The quorum needed at a Committee meeting for decisions to be ratified shall be no less than five Committee members.

12.4.2. The quorum for General and Special General meetings for decisions to be ratified shall be no less than 50% of members.

12.5. Voting at General Meetings

All Full members are eligible to vote at general and special general meetings and are entitled to one vote. For clarity it is noted, Associate and Social Members do not have voting rights

12.6. Proxies of members of the Association

12.6.1. A member may appoint in writing another member who is a natural person to be the proxy of the appointing member and to attend, and vote on behalf of the appointing member at, any general meeting.

12.6.2. A member may be a proxy for a maximum of 5 other members.

12.6.3. Proxy forms must be lodged with the Secretary prior to the commencement of the meeting. Forms must be signed by the appointing member.

13. CONVENING SPECIAL GENERAL MEETINGS

13.1. The Committee may at any time convene a Special General Meeting of the Association

13.2. The Committee must, within 30 days of receiving a request in writing to do so from not fewer than 20% of Members, convene a Special General Meeting for the purpose specified in that request.

13.3. Members making a request referred to in sub-rule (1) (c) must state in that request the purpose for which the Special General Meeting concerned is required; and sign the request

13.4. If a Special General Meeting is not convened within the relevant period of 30 days referred to in sub-rule (1) (c), the Members who made the request concerned may themselves convene a Special General Meeting as if they were the Committee.

13.5. When a Special General Meeting is convened under sub-rule (3), the Association must pay the reasonable expenses of convening and holding the Special General Meeting.

13.6. Subject to sub-rule (7), the Secretary must give all Members not less than 14 days' notice of a Special General Meeting and that notice must specify when and where the general meeting concerned is to be held; and particulars of the business to be transacted at the general meeting concerned and of the order in which that business is to be transacted

13.7. A special resolution may be moved either at a Special General Meeting or at an Annual General Meeting, however the Secretary must give all Members not less than 21 days' notice of the meeting at which a special resolution is to be proposed. In addition to those matters specified in sub-rule (10.13) or (11.6), as relevant, the notice must also include the resolution to be proposed and the intention to propose the resolution as a special resolution.

13.8. The Secretary must give a notice under sub-rule (10.13), (11.6) or (11.7) by

- notifying Representatives by email; and
- publishing the details on relevant social media sites

13.9. When a notice is sent to Members as specified under sub-rule (11.8) sending of the notice will be deemed to be properly effected if the notice is sufficiently addressed and emailed to the Members concerned with a Read Receipt Request

13.10. Committee Members or Members who live remotely can attend meetings through electronic means if necessary

14. GENERAL

14.1. Dissolution of the Association

The Association may be dissolved or wound up by a Special Resolution at any general or extraordinary meeting called for such purpose, with the consent of 75% of Members voting at such a meeting.

If, upon the dissolution or winding up of the Association, there remain any funds after the satisfaction of all the debts and liabilities of the Association, and the costs, charges and expenses of that winding up, the same shall not be paid to or distributed among the Members but shall be given or transferred to some other association or institution having objectives similar wholly or in part to the objectives of the Association.

14.2. Affiliation

The Association may co-operate with, become a member of, or affiliate to any body, e.g. Equestrian Australia, ARCA, or bodies having objectives similar in whole or part to its own objectives, provided that a majority of the Members is in favour of such affiliation.

14.3. Powers

The Committee may purchase, take on lease or in exchange or on hire or otherwise acquire, hold mortgage, lease or dispose of any real or personal property either solely or in partnership and shall enjoy such rights, power and privileges and do all such things as may be necessary or expedient for those purposes.

14.4. General

Neither the Association or any person acting on its behalf will be held responsible for any accident, damage, injury or loss to members, their horses or belongings at any rally, ride, meetings, or competitive event hosted by the Association, or any event where a Member may be representing the Association.

14.5. Publication by committee members of statements about Association business prohibited

A committee member must not publish, or cause to be published, any statement about the business conducted by the Association at a general meeting or committee meeting unless the committee member has been authorised to do so at a committee meeting;

and the authority given to the committee member has been recorded in the minutes of the committee meeting at which it was given.

14.6. Resolution of Complaints

- If members have a complaint it must be put in writing to the committee. The complaint must set out all the details of the grievance or dispute.
- The President, or person designated to deal with the complaint must attempt to resolve the matter within the complaint.
- If there is a dispute between two (2) or more people, mediation may be recommended at this stage, where an impartial third party attempts to assist the parties to resolve their dispute.
- If mediation fails, or is not considered appropriate in the circumstances, the matter is referred to an impartial grievance committee.
- The committee sums up the issues, and after considering all the information presented to them, the committee makes a decision. The committee informs the parties of their decision or recommendations.

14.7. Alteration of rules

If the Association wishes to alter or rescind any of these rules, or to make additional rules, the Association may do so only by Special Resolution and by otherwise complying with Part 3 Division 2 of the Act.