

The
Constitution
Of
EQUESTRIAN
QUEENSLAND INC.
ABN 79598577242



Incorporation No. IA 01758
(As amended 20 March 2019)

TABLE OF CONTENTS

1.	Name of Association	3
2.	Objects of the Branch	3
3.	Powers of the Branch	5
4.	Application of Income	7
5.	Addition, Alteration or Amendment	7
6.	Liability of Members	7
7.	Members' contributions	7
8.	Distribution of Property on Winding up	8
9.	Accounts	8
10.	Model Rules	8
11.	Interpretation Clause	8
12.	Interpretation	9
13.	Affiliate Members	12
14.	Affiliate Member Constitutions	13
15.	Delegates	13
16.	Termination of Affiliate Membership	14
17.	Members	15
18.	Subscriptions, Fees and Levies	16
19.	Application for Branch Membership	16
20.	Register of Members	17
21.	Effect of Membership	17
22.	Discontinuance of Membership	17
23.	Discipline of Branch Members	18
24.	Annual General Meeting	22
25.	Notice of General Meeting	22
26.	Business	22
27.	Notices of Motion	23
28.	Special General Meetings	23
29.	Proceedings at General Meetings	23
30.	Voting at General Meetings	24
31.	Proxy voting	25
32.	Composition of the Board	26
33.	Election of Board	26
34.	Powers of the Board	27
35.	Board to Appoint Office Bearers	27
36.	Vacancies of Directors	27
37.	Meetings of the Board	29
38.	Chief Executive Officer	30
39.	Equestrian Sport Committees	31
40.	Board and Equestrian Sport Committees to Meet	31
41.	Composition of Equestrian Sport Committees	31
42.	Election of Equestrian Sport Committees	31
43.	Powers of the Equestrian Sport Committees	32
44.	Sport Committees to Appoint Office Bearers	34
45.	Vacancies of Sport Committee Members	34
46.	Conduct of Committees	35
47.	Delegations	36
48.	Defective Appointments	36
49.	Regulations	36
50.	Records and Accounts	37
51.	Auditor	38
52.	Notice	38
53.	Seal	38
54.	Patrons and Vice Patrons	38
55.	By-Laws	39
56.	Alteration of Statement of Purposes and Rules	39
57.	Indemnity	39
58.	Dissolution	39
	Annexure 1 – Appointment of Proxy	40

ASSOCIATIONS INCORPORATION ACT 1981 (Qld)

STATEMENT OF PURPOSES & RULES of EQUESTRIAN QUEENSLAND INC.

1. NAME OF ASSOCIATION

The name of the Association is Equestrian Queensland Inc. ("Branch").

2. OBJECTS OF THE BRANCH

The Branch is the peak body for the administration of Equestrian Sports in Queensland. The objects for which the Branch is established and maintained are to:

- (a) create a single uniform entity through and by which participation in Equestrian activities in Queensland can be conducted, promoted, regulated and administered;
- (b) conduct in Queensland such activities as are necessary or appropriate to give effect to, and are not inconsistent with, the objects of Equestrian Australia Ltd ("The Federation") as adopted by the Branch;
- (c) conduct, or to permit the conduct in conjunction with the Branch, of any activity in Queensland which may be conveniently carried out on premises subject for the time being to the control of the Branch or in Branch with activities related to the horse and pony which is intended to support, financially or otherwise, equestrian interests in Queensland;
- (d) adopt and accept the rules of the FEI and abide by the interpretation of such rules as determined from time to time by EA;
- (e) associate or affiliate with other persons or bodies having an interest in the promotion of sport or recreation, equestrian or otherwise, or in equestrian activities;
- (f) represent and act on behalf of, and in the interests of Members in all matters pertaining to Equestrian sport at a state level;
- (g) control, manage and conduct Equestrian sport competitions, exhibitions, events, demonstrations and displays at a State level;
- (h) use and protect the Intellectual Property of the Branch;
- (i) promulgate and secure uniformity in such rules and standards as may be necessary for the management of Equestrian sport, Equestrian sport competitions and related activities, including but not limited to the rules of the sport and coaching and officiating standards;
- (j) act in good faith and loyalty to ensure the maintenance and enhancement of the Branch and Equestrian sport, its standards, quality and reputation for the collective and mutual benefit of the Members and Equestrian sport;
- (k) strive for and maintain government, commercial and public recognition of the Branch as the authority for Equestrian activities in Queensland;
- (l) pursue through itself or others such commercial arrangements, including sponsorship and marketing opportunities, as are appropriate to further the objects of the Branch;
- (m) promote the economic and sporting success, strength and stability of the Branch in pursuit of these Objects;

- (n) encourage, conduct, promote, advance and govern Equestrian sport in Queensland;
- (o) promote the health and safety of riders, horses, officials and other individuals participating in Equestrian sport in any capacity;
- (p) act as final arbiter on all matters pertaining to the conduct of Equestrian (FEI) activities in Queensland, including disciplinary matters;
- (q) establish and conduct education and training programs for riders, coaches, judges, officials, volunteers, support personnel and staff in the implementation and interpretation of Equestrian sport rules and standards, and any of the policies, codes of conduct, protocols and principles which are formulated, adopted or implemented under the Object in Rule 2(o);
- (r) formulate, adopt, implement and observe appropriate policies, codes of conduct, protocols and principles including policies, codes of conduct, protocols and principles in relation to member protection, equal opportunity, equity, anti-doping, sports medicine, integrity, corruption, health, safety, junior and senior programs, infectious diseases and such other matters as arise from time to time as issues to be addressed in Equestrian sports;
- (s) represent the interests of its Members and of Equestrian Sports generally in any appropriate forum;
- (t) have regard to the public interest in its operations;
- (u) encourage Members to realise their potential and athletic abilities;
- (v) encourage and promote performance-enhancing drug free competition;
- (w) give, and where appropriate, seek recognition for Members to obtain awards or public recognition;
- (x) seek and obtain improved facilities for the enjoyment of Equestrian activities;
- (y) undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these Objects;
- (z) promote and facilitate scientific research for the purpose of acquiring knowledge of the horse and the pony and of furthering the interest of the breeders and owners of horses and ponies, and of improving breeding methods of horses and ponies;
- (aa) promote, encourage, select and manage Equestrian sport teams and individuals to represent Queensland in national competitions and events inside and outside Australia;
- (bb) foster relations between equestrian bodies and to act as the peak representative body for equestrian sport in Queensland;
- (cc) apply the property and capacity of the Company towards the fulfilment and achievement of these Objects; and
- (dd) assist, cooperate and liaise with applicable international and national anti-doping and integrity organisations having jurisdiction over Equestrian sport.

3. POWERS OF THE BRANCH

Solely for furthering the objects set out above, and in addition to the rights, powers and privileges provided under the Act, the Branch has power to:

- (a) to make contributions of money or property calculated to further the objects of The Federation;

- (b) to make recommendations and to assist in the formulation of rules and regulations governing the holding of exhibitions including recommendations of persons competent to officiate and prepare public panels of approved officials;
- (c) carry out such functions within Queensland as may from time to time be delegated to it by The Federation;
- (d) determine, collect and recover from members all subscriptions, fees and other charges from time to time due to the Branch;
- (e) distribute amongst Members such information as it may receive for that purpose from the Federal Board or elsewhere;
- (f) conduct and administer the affairs of the Branch;
- (g) generally conduct within Queensland the affairs of the Federation, subject however, to such directions as the Branch may from time to time receive from the Federation;
- (h) make By-Laws in the manner and subject to the Rules concerning all matters connected with the conduct of the affairs of the Branch, and the promotion, organisation, administration, regulation or conduct of horse shows and horse events at shows or other exhibitions within Queensland including, without limiting the generality of this provision, By-Laws relating to the registration of horses, affiliation of Show Societies, the conduct of competitors, the eligibility of competitors and horses, the classification of horses, the discipline of competitors and Members of the Branch and the appointment and accreditation of Judges and other officials.
- (i) purchase, take on lease or in exchange or otherwise acquire any real or personal estate which may be deemed necessary or convenient for any of the objects of the Branch and to sell, manage, lease, mortgage, give in exchange, dispose of or otherwise deal with any part of the rights or property of the Branch, whether subject to any charges or encumbrances or not and to erect, replace, maintain, reconstruct, adapt and furnish any offices or other buildings thereon and to sell, let, alienate, mortgage, charge or deal with all or any such lands, tenements or hereditaments or any part of them;
- (j) construct, maintain and alter any houses, buildings, grounds, courses, conveniences or works necessary or convenient for the purposes of, or which seem likely to advance, the Branch;
- (k) to borrow or raise money in such manner and on such terms as to the Branch Committee may deem expedient and to secure the repayment of any money borrowed or raised together with any interest payable thereon by debentures, mortgage, bill of sale, charge, bill of exchange or lien upon the whole or any part of the assets or rights of the Branch and in like manner to secure and guarantee the performance by the Branch of any obligation or liability it may undertake and to redeem and pay off any such security;
- (l) take, or otherwise acquire and hold shares, debentures or other securities of any company or body corporate;
- (m) take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price of any part of the Branch's property sold, or any money due to the Branch from any purchasers or others;
- (n) draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable and transferable instruments;
- (o) receive money on deposit with or without allowance of interest thereon;
- (p) invest and deal with any monies of the Branch, not immediately required for the objects of the Branch, in such manner as may from time to time be determined by the Board;
- (q) do all or any of the matters authorised either alone or in conjunction with any person, company or unincorporated body or by or through any factors, trustees or agents;

- (r) take any gift of property whether subject to any special trust or not for any one or more of the objects of the Branch, provided the Branch shall only deal with any such trusts in such manner as is allowed by law;
- (s) lend and advance money to, give credit to, or otherwise assist, any person or body corporate, including to guarantee or indemnify any person's or body corporates performance;
- (t) take such steps by personal or written appeals, public meetings or otherwise as may from time to time be deemed expedient for the purposes of procuring contributions to the funds of the Branch in the form of donations, annual subscriptions or otherwise;
- (u) subscribe to, become a member of or co-operate with any other organisation whether incorporated or not whose objects are similar, in whole or in part, to those of the Branch, so long as that other organisation prohibits the distribution of its income and property amongst its members at least to the extent provided under the Branch's Statement of Purposes and Rules;
- (v) print and publish any newspapers, periodicals, books or leaflets and develop and implement any computer system or software package that the Branch may think desirable for the promotion of its objects;
- (w) appoint, hire, employ, remove, replace or reinstate secretaries, managers, servants, employees and other persons in and for the carrying out of the objects of the Branch and to pay them in return for services rendered to the Branch, salaries, wages and gratuities, as appropriate;
- (x) buy, sell and deal in all kinds of articles, commodities and provisions both liquid and solid for Members or other persons frequenting the premises or facilities of or under the control of the Branch;
- (y) subscribe to any charities and to grant donations for any public purpose;
- (z) produce, develop, create, licence and otherwise exploit, use and protect Intellectual Property;
- (aa) establish and maintain corporate entities to carry on and conduct the business affairs and undertakings, or any aspect thereof, of the Branch and for that purpose, to utilise any of the assets of or held on behalf of the Branch;
- (bb) promote any other person or company for any purpose calculated to benefit the Branch;
- (cc) amalgamate with any one (1) or more incorporated bodies having objects altogether or in part similar to those of the Branch 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 that imposed upon the Branch under its Statement of Purposes and Rules;
- (dd) purchase or otherwise acquire and undertake all or any part of the property, assets and liabilities of any one (1) or more of the companies, institutions, societies or Associations whose activities or purposes are similar to those of the Branch, or with which the Branch is authorised to amalgamate or generally for any purpose calculated to benefit the Branch;
- (ee) transfer all or any part of the property, assets, liabilities and engagements of the Branch to any one (1) or more of the incorporated bodies with which the Branch is authorised to amalgamate;
- (ff) enter into arrangements with any government or authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Branch, and to obtain rights, privileges and concessions from such government or authority and carry out, exercise and comply with any such rights, privileges and concessions;
- (gg) take and effect insurance or seek, obtain and in its discretion act on, any professional advice necessary or appropriate; and

- (hh) do all such acts and things as are incidental, conducive or subsidiary to all or any of the objects of the Branch.
- (ii) to do all such other things as are incidental or conducive to the attainment of the above objects or any of them.

4. APPLICATION OF INCOME

- (a) The income and property of the Branch shall be applied solely towards the promotion of the objects of the Branch as set out in this Statement of Purposes & Rules.
- (b) Except as prescribed in this Statement of Purposes:
 - (i) no portion of the income or property of the Branch 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 Branch to any Member who holds any office of the Branch.
- (c) Nothing contained in **Clauses 4(a) or (b)** shall prevent payment in good faith of or to any Member or Director for:
 - (i) any services actually rendered to the Branch whether as an employee or otherwise;
 - (ii) goods supplied to the Branch in the ordinary and usual course of operation;
 - (iii) interest on money borrowed from any Member or Director;
 - (iv) rent for premises demised or let by any Member or Director to the Branch;
 - (v) any out-of-pocket expenses incurred by the Member or Director on behalf of the Branch; or
 - (vi) any other reason;

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.

5. ADDITION, ALTERATION OR AMENDMENT

No addition, alteration or amendment shall be made to this Statement of Purposes or the Rules unless the same has been approved by a Special Resolution.

6. LIABILITY OF MEMBERS

The liability of the Members of the Branch is limited.

7. MEMBERS' CONTRIBUTIONS

Every Member of the Branch undertakes to contribute to the assets of the Branch in the event of it being wound up while a Member, or within one (1) year after ceasing to be a Member for payment of the debts and liabilities of the Branch contracted before the time at which he ceases to be a Member, and the costs, charges and expenses of winding up and for an adjustment of the rights of contributors among themselves, such amount as may be required not exceeding \$1.00.

8. DISTRIBUTION OF PROPERTY ON WINDING UP

If upon winding up or dissolution of the Branch 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 of the Branch but shall be given or transferred to some body or bodies having purposes similar to the purposes of the Branch 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 Branch by this Statement of Purposes and which is also not carried on for profit and which is similarly exempt from income tax. Such body or bodies to be determined by the Members of the Branch at or before the time of dissolution, and in default thereof by such judge of a Supreme Court as may have or acquire jurisdiction in the matter.

9. ACCOUNTS

True accounts shall be kept of the sum of money received and expended by the Branch and the manner in respect of which such receipt and expenditure takes place and of the property, assets and liabilities of the Branch and, subject to any reasonable restrictions as to time and manner of inspecting the same that may be imposed in accordance with the Rules of the Branch for the time being, shall be open to the inspection of the Members. Once at least in every year the accounts of the Branch shall be examined by one (1) or more properly qualified auditor or auditors who shall report to the Members in accordance with generally accepted accounting principles and/or practices and/or the provisions of the Act.

10. MODEL RULES

Unless expressly stated in this Constitution the provisions of Clause 47 of the Act as they relate to the Model Rules will not apply to this association.

11. INTERPRETATION CLAUSE

The specification of the objects of the Branch in **Clause 2** and the powers set out in **Clause 3** of this Statement of Purposes, are not in any particular order and are not to be construed so as to lead to the construction that any object or power is more important than any other object or power nor than any object or power which is specified in detail is more important than any object or power which has not been specified in detail, and no particular object or power will be limited by reference to any other and the rule of construction known as the *ejusdem generis* rule shall not apply.

PART I - INTERPRETATION

12. INTERPRETATION

12.1 Definitions

In these Rules unless a contrary intention appears, these words shall have the following meanings:

“Act” means the Associations Incorporation Act 1981, as amended, of Queensland, of which these Rules must be read in conjunction with.

"Affiliate Member" means any group, body, organization or Show Society that meets the terms of the National Policy for Affiliation as approved by the Equestrian Australia Ltd. 2002 and as amended from time to time, who is so registered, for such time as they remain a financial member, or otherwise remains registered with the Branch and meet the membership requirements of the Branch.

"Board" means the body consisting of the Directors.

“Branch” means Equestrian Queensland Inc.

"Branch Member" means either an Individual or Affiliate Member of the Branch who is so registered, for such time as they remain a financial member, or otherwise remains registered with the Branch and the membership requirements of the Branch.

"Chair" means the President for the time being of the Branch.

"Club" denotes any body (incorporated) not formed for profit which has amongst its activities the breeding, use, care, study and/or exhibition of horses and/or ponies, being a body conducting its activities principally in Queensland.

“Delegate” means the person appointed from time to time by an Affiliate Member to represent and act for and on behalf of that Affiliate Member at General Meetings.

"Director" means a member of the Board and includes the President appointed in accordance with these Rules but does not include the Chief Executive Officer.

“EA” means Equestrian Australia Ltd (Federation).

"Equestrian Sport" means the Sports of Dressage, Eventing, Show Jumping, Carriage Driving, Queensland Interschool Equestrian Association, Show Horse and Vaulting

"Financial year" means the year ending 31 December in each year.

“Finance Director” means Treasurer

"Chief Executive Officer" means the Chief Executive Officer and Secretary of the Branch for the time being appointed under these Rules.

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

"Honorary Life Member" means an individual appointed as an Honorary Life Member of the Branch for the time being as outlined in these Rules.

"Individual Member" means a registered Member of the Branch, including any competitor, coach or other official who is so registered, for such time as he remains a financial member, or otherwise remains registered with the Branch and the membership requirements of the Branch.

"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 Branch or any event, competition or Equestrian activity of or conducted, promoted or administered by the Branch.

"Member" means any category of membership for the time being of the Branch as outlined in these Rules.

"Ordinary Member" means any individual or affiliate who pays the appropriate fee for membership in the association.

"Regulations" means any Regulations made by the Board under **Rule 54**.

"Rules" means these Rules of the Branch and include the Statement of Purposes of the Branch.

"Seal" means the common seal of the Branch and includes any official seal of the Branch.

"Special Resolution" means a resolution passed in accordance with the Act.

"Sport Committee Member" means any individual elected or appointed to a committee responsible for the management of an Equestrian Sport.

"Voting Member" means a natural person or affiliate who is afforded this right depending upon their class of membership as outlined in these Rules.

12.2 Interpretation

In these Rules:

- (a) a reference to a function includes a reference to a power, authority and duty;
- (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority or the performance of the duty;
- (c) words importing the singular include the plural and vice versa;
- (d) words importing any gender include the other genders;
- (e) references to persons include corporations and bodies politic;
- (f) references to a person include the legal personal representatives, successors and permitted assigns of that person;
- (g) a reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction); and
- (h) a reference to "writing" shall unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.

12.3 Severance

If any provision of these Rules or any phrase contained in them is invalid or unenforceable in any jurisdiction, the phrase or provision is to be read down for the purpose of that jurisdiction, if possible, so as to be valid and enforceable, and otherwise shall be severed to the extent of the invalidity or unenforceability, without affecting the remaining provisions of these Rules or affecting the validity or enforceability of that provision in any other jurisdiction.

12.4 The Act

Except where a contrary intention appears, in these Rules, an expression that deals with a matter dealt with by a particular provision of the Act, has the same meaning as that provision of the Act.

PART 11 – AFFILIATE MEMBERS

13. AFFILIATE MEMBERS

13.1 Recognition of Affiliate Members

The entity which is recognised as the official representative of and administrator of equestrian sports which are conducted under EA and/or FEI Rules in a particular locality or region of Queensland is or shall be recognised as an Affiliate of the Branch and shall administer equestrian sports in that particular locality or region of Queensland, subject to the control of the Branch and in accordance with the objects of the Branch.

13.2 Compliance of Affiliate Members

Each Affiliate Member shall:

- (a) be subject to the control and direction of the Branch;
- (b) be incorporated in its particular State;
- (c) appoint a Delegate annually to represent it at General Meeting and meetings of the Affiliate Clubs;
- (d) adopt the objects of the Branch and Rules which reflect, and which are to the extent permitted or required by the State Act, in conformity with these Rules;
- (e) support the Branch in the attainment and promotion of its objects;
- (f) encourage all members of their Club to also be an individual member of Equestrian Queensland; and
- (g) by adopting the objects of the Branch, abide by these Rules.

13.3 Operation of Rules

The Branch and the Affiliate Members agree:

- (a) that they are bound by these Rules and that these Rules operate to create uniformity in the way in which the objects of the Branch and Equestrian Queensland are to be conducted, promoted and administered;
- (b) that should an Affiliate Member be having administrative, operational or financial difficulties, including but not limited to where an Affiliate Member:
 - (i) takes or has taken or has instituted against it any action or proceeding, whether voluntary or compulsory, having as its object the winding up of the Affiliate Member; or
 - (ii) enters into a composition or arrangement with its creditors, other than a voluntary winding up by members for the purpose of reconstruction or amalgamation; or
 - (iii) a mortgagee or other creditor takes possession of any of its assets;the Branch may by resolution in General Meeting act to assist that Affiliate Member in whatever manner it considers appropriate, including, but not limited to the appointment of an administrator; and
- (c) where the Board considers or is advised that an Affiliate Member has allegedly:
 - (i) breached, failed, refused or neglected to comply with a provision of these Rules, Regulations, By-Laws or any resolution or determination of the Board; or

- (ii) acted in a manner prejudicial to the objects and interests of the Branch and/or Equestrian Queensland; or
- (iii) brought the Branch, any other Affiliate Member or Equestrian Queensland into disrepute;

the Board may, after allowing the Affiliate Member the opportunity to explain, adjudicate and if necessary penalise that Affiliate Member for such conduct or omission with such penalty as it thinks appropriate.

13.4 Re-Affiliation

- (a) Affiliate Members must re-affiliate with the Branch annually in accordance with the procedures set down by the Branch from time to time.
- (b) Upon re-affiliation an Affiliate Member must lodge with the Branch any amendments to its constitution and changes in its Delegate.

14. AFFILIATE MEMBER CONSTITUTIONS AND RULES

14.1 Constitution

The constitutional documents of each Affiliate Member should reflect the objects of the Branch and shall acknowledge that the Affiliate Member is subject to the control and direction of the Branch, and shall conform with such incidental variations as are necessary having regard to the State Act applicable.

14.2 Disallowal

Each Affiliate Member shall provide to the Branch a copy of its constitutional documents and all amendments to these documents. Each Affiliate Member acknowledges and agrees that Equestrian Queensland may disallow any provision in an Affiliate Member Constitution that, in the Board's opinion, is contrary to the objects of the Branch, the Statement of Purposes and Rules or the Regulations and By-Laws.

14.3 Amendments to Affiliate Member Constitutions

Each Affiliate Member will take all steps to ensure its constitutional documents and rules are in conformity with these Rules and will ensure their documents are amended in conformity with future amendments made to these Rules, subject to any prohibition in any relevant State Act.

14.4 Register of Members

Each Affiliate Member shall maintain, in a form acceptable to the Branch, a register of all its members. Each Affiliate Member shall provide a copy of the register at a time and in a form acceptable to the Branch, and shall provide regular updates of the register to the Branch if so requested.

15. DELEGATES

15.1 Appointment of Delegate

Each Affiliate Member shall appoint a Delegate at its annual general meeting for a term of one (1) year.

15.2 Delegates as Representative

Each Delegate shall represent his Affiliate Member at General Meetings. This person shall be exclusively entitled to receive all notices, as would otherwise be received by the Affiliate Member

and such person shall be entitled to attend any Branch organised Affiliate Member meetings or forums and General Meetings and to vote as the Delegate of the appointing Affiliate Member.

15.3 Affiliate Member to Advise

- (a) Each Affiliate Member shall advise the Chief Executive Officer of its appointed Delegate's name, address, phone number and position with the Affiliate Member within 14 days of his appointment.
- (b) An Affiliate Member may at any time revoke any appointment of a person as its Delegate but must simultaneously make a fresh appointment, and any such revocation and fresh appointment shall be by memorandum in writing signed by the President and Secretary of the Affiliate Member and take effect at the time of lodgement of the memorandum of revocation and fresh appointment with the Chief Executive Officer.
- (c) Save to the extent otherwise provided, in any matter arising under these Rules the Delegate of an Affiliate Member shall have full and exclusive power and authority to represent and bind such Affiliate Member and all decisions made by the Delegate shall be deemed decisions of such Affiliate Member. Each Affiliate Member shall be responsible for the acts and omissions of its Delegate, and the acts and omissions of each such Delegate shall be deemed to be the acts and omissions of the Affiliate Member that appointed such Delegate.

16. TERMINATION OF AFFILIATE MEMBERSHIP

An Affiliate Member shall cease to be a Affiliate Member if:

- 16.1** that Body resigns by notice in writing to the Chief Executive Officer signed by the President and Secretary of that Body;
- 16.2** in the opinion of the Board, the constitution, objects, or activities of that Body be amended or changed so as to deprive that Body of the status of being an Eligible Person;
- 16.3** is removed by a resolution of the Board at which at least $\frac{3}{4}$ of the total committee are present and provided that a majority of $\frac{3}{4}$ of those present vote in favour of the resolution;
 - 16.3.1** the Board is of the opinion that Body has failed or omitted to observe or perform any of the provisions of the Rules on the part of that Body to be observed and performed, and declares that Body be expelled;
 - 16.3.2** the Board calls upon that Body to resign;
- 16.4** that Body is dissolved; or
- 16.5** that Body fails to pay its annual subscription for a period of thirty (30) days after the amount becomes due.

PART III – MEMBERSHIP

17. MEMBERS

17.1 Classes and Rights of Members

The Branch Membership consists of Ordinary Members and any of the following classes of members:

- (a) Competitor members and participant members who shall pay the appropriate fee for entry to the level of membership and as such will have access to all levels of competition, the right to be present, debate and vote at General Meetings and nominate and be elected as a Board member or Sport Committee member;
- (b) Supporter members, who shall pay the appropriate fee for entry to this level of membership and as such will have the right to be present, debate and vote at General Meetings and nominate and be elected as a Board member or Sport Committee member;
- (c) Junior Members, who are under 18 years of age and who shall pay the appropriate fee for entry to this level of membership, shall have the right to enter competition deemed appropriate for a junior rider, but will have no voting rights in relation to General Meetings, nor are they able to nominate or be a member of the Board or Sports Committee;
- (d) Affiliate Members, who shall pay the appropriate fee for entry to this level of membership, which subject to these Rules, shall be represented by their Delegate who shall have the right to be present, debate and vote at General Meetings;
- (e) Life Members, who upon paying the appropriate fee associated with this level of membership and who, subject to these Rules have been afforded this status, shall have access to all levels of competition, shall have the right to be present, debate and vote at General Meetings and nominate and be elected as a Board member or Sport Committee member; and
- (f) Such classes of Members, created in accordance with **Rule 17.2** below.

17.2 Creation of New Classes

The Board, may from time to time, either in its own right, or upon recommendation from Branch Members, create new classes of membership with such rights, privileges and obligations as are determined applicable, even if the effect of creating a new class is to alter rights, privileges or obligations of an existing class of Branch Members.

17.3 Honorary Life Members

- (a) The Board may recommend to the Annual General Meeting that any person who has rendered distinguished or special service to Equestrian Queensland, may be granted Honorary Life Membership.
- (b) A resolution of the Annual General Meeting to confer life membership on the recommendation of the Board must be passed by a Special Resolution. The vote on such resolution will be taken by secret ballot.

17.4 Number of Ordinary Members

The number of Ordinary Members is unlimited as is the number of members in any particular Class of Membership.

18. SUBSCRIPTIONS, FEES AND LEVIES

The annual membership subscription (if any), fees and any levies payable by Branch Members, the time for and manner of payment shall be as determined by the Board from time to time.

All subscriptions, fees and levies payable must be accompanied by the appropriate application or renewal form.

19. APPLICATION FOR BRANCH MEMBERSHIP (New Members)

19.1 Application

An application for Branch Membership must be:

- (a) in writing on the form/s provided or as otherwise prescribed by the Board from time to time;
- (b) accompanied by the appropriate fee, if any.

19.2 Discretion to Accept or Reject Application

- (a) The Board may accept or reject an application whether the applicant has complied with the requirements in **Rule 19.1** or not. The Board will make a decision on an application within 28 days of receiving the application.
- (b) Where the Board, by majority vote, accepts an application, the applicant will become a Branch Member.
- (c) Membership of the Branch will commence upon acceptance of the application by the Board.
- (d) If the Board rejects an application, the Branch will refund any fees forwarded with the application, and the application will be deemed rejected by the Branch. There is no right of appeal against the rejection of membership under this **Rule 19**.

19.3 Deemed Membership

- (a) All Branch Members, at the time of approval of these Rules under the Act, shall be deemed Members of the Branch from the time of approval of these Rules under the Act.
- (b) Affiliate Members shall have 1 year from the approval of these Rules under the Act in which to amend their constitution in accordance with these Rules, and for such time as their constitutions do not conform shall not be unduly penalised for such non-compliance, the extent that such non-compliance is not wilful or calculated to cause harm or prejudice to the Branch.

19.4 Branch Membership Renewal

In order to remain a Branch Member, Individuals or Affiliates must renew their membership by returning to the Branch the appropriate form along with the prescribed fee or otherwise remain registered or financial members of the Branch in accordance with the Branch procedures applicable from time to time.

20. REGISTER OF MEMBERS

20.1 Branch to Keep Register

The Branch shall keep and maintain a Register of Branch Members in which shall be entered:

- (a) the full name, address, class of membership and date of entry of the name of each Member; and
- (b) the full name, address and date of entry of the name of each Delegate.

20.2 Inspection of Register

Having regard to confidentiality considerations and privacy requirements, an extract of the Register, excluding the address or any other personal information of any Member or Delegate, shall be available for inspection by Members, upon reasonable request.

21. EFFECT OF MEMBERSHIP

Branch Members acknowledge and agree that:

- (a) these Rules constitute a contract between each of them and the Branch and that they are bound by the Rules, Regulations and By-Laws of Equestrian Queensland;
- (b) they shall comply with and observe these Rules, Regulations and By-Laws and any determination, resolution or policy which may be made or passed by the Board or any duly authorised Committee;
- (c) by submitting to these Rules, Regulations and By-Laws they are subject to the control and jurisdiction of the Branch;
- (d) the Rules, Regulations and By-Laws are necessary and reasonable for promoting the objects of the Branch and particularly the advancement and protection of Equestrian Queensland;
- (e) they are entitled to all benefits, advantages, privileges and services of Branch membership; and
- (f) they will not become a party to any suit at law or equity, against the Branch, any member of the Board or any other person subject to these Rules, until all remedies and avenues of appeal allowed by these Rules have been exhausted, save with the written consent of the Board.

22. DISCONTINUANCE OF MEMBERSHIP

22.1 Notice of Discontinuance

A Branch Member (other than an Affiliate Member) shall cease to be a member if:

- (a) the member resigns by notice in writing to the Chief Executive Officer giving 1 month's notice to the Branch of such intention to withdraw or resign and upon the expiration of that period of notice, the Member shall cease to be a Member;
- (b) the member dies;
- (c) the member is declared insane;
- (d) the member fails to pay the annual subscription for a period of thirty (30) days after the amount becomes due.

22.2 Expiration of Notice Period

Upon the expiration of a notice given under **Rule 22.1**, an entry, recording the date on which the Member who or which gave notice ceased to be a Member.

22.3 Forfeiture of Rights

A Branch Member who ceases to be a member, for whatever reason, shall forfeit all right in and claim upon the Branch, its property including its Intellectual Property and all competition rights.

22.4 Delegate Position Lapses

The position of Delegate shall lapse immediately on cessation of membership of an Affiliate Member.

22.5 Member to Re-Apply

A Member whose membership has been discontinued or lapsed under **Rule 22.1**:

- (a) must re-apply for membership in accordance with these Rules; and
- (b) may be re-admitted at the discretion of the Board.

23. DISCIPLINE OF BRANCH MEMBERS

23.1 Board may Initiate Disciplinary Action

Where the Board is advised or considers that a Branch Member has allegedly:

- (a) breached, failed, refused or neglected to comply with a provision of these Rules, Regulations and By-Laws, any resolution or determination of the Board or any duly authorised Committee; or
- (b) is convicted of an indictable offence; or
- (c) has acted in a manner unbecoming of a Branch Member or prejudicial to the objects, character and interests of the Branch and/or Equestrian Australia; or
- (d) brought the Branch or the Equestrian Federation of Australia into disrepute;

the Board may commence or cause to be commenced disciplinary proceedings ("proceedings") against that Branch Member, and that Branch Member will be subject to, and submits unreservedly to the jurisdiction, procedures, penalties and appeal mechanisms of the Branch set out in this **Rule 23**.

23.2 The Board may commence proceedings, or investigate conduct that may warrant the commencement of proceedings by referring the matter to a Judiciary Committee ("Judiciary").

23.3 Judiciary Committee

23.3.1 The Board where appropriate, will implement the Disciplinary By-Laws of Equestrian Australia Ltd as adopted at a Meeting of the Federation Directors on July 12 1999 as may be amended from time to time.

23.3.2 The Board may adopt any specific By-Law set by Equestrian Queensland Inc. that is complementary to and in conjunction with the Disciplinary By-Laws of Equestrian Australia Ltd.

23.3.3 The Judiciary shall, as always, continue to have the power and jurisdiction, under this Constitution, as are afforded it under the Disciplinary By-Laws of Equestrian Australia Ltd as amended from time to time.

23.3.4 A Judiciary Committee shall be convened and function as follows:

- (a) The Board may convene a Judiciary Committee of such persons, on such terms and for such purpose(s) as is required. A member of Judiciary Committee shall act as Committee Secretary and keep records of all investigations and decisions.

- (b) The jurisdiction of a Judiciary Committee shall be unlimited in all matters referred to it throughout Queensland including but not limited to referrals between Branch Members.
- (c) Every referral to a Judiciary Committee shall be clear and unambiguous and shall clearly set out the matter(s) required to be investigated or determined by the Committee.
- (d) Upon a referral to a Committee the Committee Secretary shall, as soon as practicable, appoint a time and place suitable to the Committee for the proceedings.
- (e) A Judiciary Committee shall conduct any referral to it within such time as the Board directs, provided always that a concerned person may apply for an adjournment by application in writing to the Committee Secretary. Such application must be received 3 days prior to commencement of proceedings.
- (f) A Judiciary Committee shall have power to require the attendance of any Branch Member at any proceedings before it. Notice shall be given in accordance with this **Rule 23**. Where a Branch Member who is required to attend, fails to attend without reasonable excuse, the Judiciary Committee may draw inferences from that failure to attend.
- (g) The Judiciary shall appoint a Chair annually from amongst its own.

23.4 Judiciary Committee Procedure

Proceedings commenced under this Rule shall be conducted as follows.

- (a) Upon receipt of a referral the Committee may request the party or parties concerned in the referral to appear before them. Such request shall be in writing either delivered personally or in appropriate cases by post or facsimile to the appropriate address or facsimile number of the party or parties concerned. The Committee shall inquire into, or determine, the matters in question. A notice given by post shall be deemed to have been given on the day following that on which it shall be posted. A notice given by facsimile shall be deemed to be given upon receipt of a confirmation report confirming the facsimile was received at the facsimile number to which it was sent.
- (b) Proceedings shall take place as soon as practicable. All parties concerned shall be given at least 7 days notice of the proceedings by the Committee. The notice shall:
 - (i) be in writing;
 - (ii) state that the party or parties concerned, are required to appear and in what capacity;
 - (iii) state the nature of the proceedings and the matters or alleged offence(s) the subject of investigation or determination, the possible penalty or penalties and the date, place and time of the hearing;
 - (iv) be delivered in accordance with **Rule 23.4(a)** above.
- (c) Persons appearing before the Committee shall be entitled to call witnesses but must state their case in person unless the Committee has permitted presentation through an advocate. They and their witnesses shall be given a full opportunity to be heard. In their absence, or in the absence of their witnesses, a decision may be made by default. Before making a decision in default of appearance, the Committee must satisfy itself that the party concerned was aware of the time, date and place of hearing and had been requested to appear in accordance with this Rule.

- (d) The Committee Chairman shall announce the opening of the proceedings, stating the Committee's authority, jurisdiction, composition and the nature and purpose(s) of the proceedings.
- (e) The procedure to be followed at proceedings shall be clearly explained by the Committee Chairman. The Chairman shall state who is entitled to be present throughout proceedings during evidence and submissions.
- (f) The matter(s) the subject of proceedings shall then be read to the person(s) concerned. The body or person reporting the matter(s) the subject of the proceedings shall be given the opportunity to report the circumstances of those matter(s). The person(s) concerned will be given the opportunity to respond to this report and present evidence/submissions as to their view of the circumstances of those matter(s). Any witnesses called by either the reporting body or the person(s) concerned will be given the opportunity to give evidence or make submissions. Witnesses may be questioned on their evidence. Evidence and/or submissions may be tendered in writing.
- (g) The Committee will consider the evidence presented. The Committee may adjourn the hearing if necessary to do so. No other person shall be present or partake in any discussion with the Committee at this time. If the Committee finds an offence has not been committed or not proved it will advise the Board, and dismiss the charge, accordingly.
- (h) If the Committee finds an offence has been committed or proved it may impose, in its discretion, an appropriate penalty or penalties. The Judiciary will report its findings to the Board with such recommendations as it considers appropriate, for ratification. The Committee Chairman will declare the proceedings closed.
- (i) If a decision cannot be given immediately after proceedings, the relevant party or parties must be advised of the time and place at which the decision will be given. The decision, any penalty, the reasons for the decision and notice of the person's appeal rights shall be given in writing and signed by the Board Chairman.
- (j) Every decision of a Committee under this Rule shall be conveyed in writing to the parties concerned.

23.5 Penalties

- (a) Penalties which may be imposed include:
 - (i) a reprimand;
 - (ii) suspension, from such activities of the Branch, including but not only competition, on such terms and for such period as the penalising authority thinks fit;
 - (iii) exclusion from a particular competition, activity, event or events;
 - (iv) expulsion from the Branch;
 - (v) fines, imposed in such manner and in such amount as the Committee or Board thinks fit;
 - (vi) such combination of any of the above penalties as the Committee or Board thinks fit.
- (b) During proceedings the subject(s) of the proceedings may be suspended, on such terms and for such period as the Committee thinks fit, and shall remain under suspension unless the Committee authority decides otherwise.

23.6 Effect of Penalty

- (a) Where an Affiliate Member is suspended under this Rule its membership of, and representation rights and privileges in, the Branch shall be forfeited during the period of such suspension.
- (b) Where an Individual Member is suspended under this Rule, all rights and privileges of that Member shall be forfeited, either partially or completely, during the period of suspension. In the case of complete suspension, a Member shall also forfeit all Affiliated Club rights during the currency of the suspension.
- (c) Where a Branch Member is expelled under this Rule its or his membership of, and representation rights and privileges in, the Branch shall be forfeited immediately and membership shall cease. The provisions of **Rule 22** shall apply.

23.7 Appeals

- (a) The Board where appropriate, will implement the Appeals By-Laws of Equestrian Australia Ltd as adopted at a Meeting of the Federation Directors on February 8 2000, as may be amended from time to time.
- (b) A Branch Member who has received a penalty or an adverse finding by the Board or an Equestrian Sport Committee may, within 21 days from the determination of the Board or Committee, appeal in writing to the Chief Executive Officer. Such an appeal must be lodged according to this Rule.
- (c) A Branch Member who has received a penalty or an adverse finding by a Judiciary of the Branch also may, within 21 days from the determination against which it is appealing, appeal in writing to the next highest authority.
- (d) Immediately upon the receipt of an appeal the Board will convene a duly constituted Appeals Committee of such independent persons as it deems appropriate to hear the matter.
- (e) Any appeal against a finding handed down by a Judiciary of the Branch, the Board or an Equestrian Sport Committee will be conducted where appropriate, according to the EA National Appeal By-Laws. In any case, the matter will be heard anew and the laws of natural justice shall apply.

PART IV - GENERAL MEETINGS

24. ANNUAL GENERAL MEETING

- (a) An Annual General Meeting of the Branch shall be held in accordance with the provisions of the Act and on a date and at a venue to be determined by the Board.
- (b) All General Meetings other than the Annual General Meeting shall be Special General Meetings and shall be held in accordance with these Rules.

25. NOTICE OF GENERAL MEETING

25.1 Notice of General Meetings

- (a) Notice of every General Meeting shall be:
 - (i) given to every Affiliate and Individual Member at the address appearing in the Register kept by the Branch. No other person shall be entitled as of right to receive notices of General Meetings; and/or
 - (ii)
 - (iii) advertised prominently in Branch communication channels and on the Branch website, at least twenty eight (28) days prior to the proposed General Meeting.
- (b) 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.
- (c) The notice of a General Meeting shall include:
 - (i) the agenda for the meeting; and
 - (ii) any notice of motion received from the Board, an Affiliate or Individual Member.

26. BUSINESS

26.1 Business of General Meetings

- (a) 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 Sport Committee members and members of the Board of Management, Special Resolutions, or the appointment and fixing of the remuneration of the Auditors.
- (b) All business that is transacted at a General Meeting, and also all that is transacted at an Annual General Meeting, with the exception of those matters set down in **Rule 26.1(a)**, shall be special business.

26.2 Business Transacted

No business other than that stated on the notice shall be transacted at that meeting.

27. NOTICES OF MOTION

27.1 Notices of Motion to be Submitted

All notices of motion for inclusion as special business at a General Meeting must be submitted in writing to the Chief Executive Officer not less than 40 days (excluding receiving date and meeting date) prior to the General Meeting.

27.2 Unsuccessful Notice of Motion

A motion of which due notice has been given, if unsuccessful, cannot be resubmitted, nor may any other motion having a similar effect be moved at a subsequent General Meeting for a period of 12 months.

28. SPECIAL GENERAL MEETINGS

28.1 Special General Meetings May be Held

The Board may, whenever it thinks fit convene a Special General Meeting of the Branch and, where, but for this Rule more than 15 months would elapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.

28.2 Requisition of Special General Meetings

- (a) The Board may by resolution convene a Special General Meeting. The Chief Executive Officer shall convene a Special General Meeting within 28 days of receiving a requisition signed by 10% of the Branch Members.
- (b) The requisition for a Special General Meeting shall state the object(s) of the meeting, shall be signed by the Branch Members making the requisition and be sent to the Branch and may consist of several documents in a like form, each signed by 1 or more of the Members making the requisition.
- (c) If the Board does not cause a Special General Meeting to be held within 28 days after the date on which the requisition is sent to the Branch, the Branch Members making the requisition, or any of them, may convene a Special General Meeting to be held not later than 3 months after that date.
- (d) A Special General Meeting convened by Members under these Rules shall be convened in the same manner, or as nearly as possible as that, in which meetings are convened by the Board. All reasonable expenses incurred in convening the meeting shall be refunded by the Branch to the persons incurring the expenses.

29. PROCEEDINGS AT GENERAL MEETINGS

29.1 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 for General Meetings of the Branch shall consist of double the number of members presently on the Board of Management plus 1, or more members, present personally or by proxy and eligible to vote.

29.2 President to Preside

The President shall, subject to these Rules, preside as Chairman at every General Meeting of the Branch. If the President is not present, or is unwilling or unable to preside, the Vice-President shall preside. If the Vice-President is not present, or is unwilling or unable to preside, the Board shall appoint one of their number to preside as Chairman for that meeting only.

29.3 Adjournment of Meeting

- (a) 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 2 weeks at the same time and place or to such other day and at such other time and place as the Board 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.
- (b) The Chairman 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.
- (c) When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- (d) Except as provided in **Rule 29.3(c)** it shall not be necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

29.4 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 or secret ballot is (before or on the declaration of the result of the show of hands) demanded:

- (a) by the Chairman; or
- (b) by any Branch Member eligible to vote.

29.5 Recording of Determinations

Unless a poll is demanded under **Rule 29.4**, a declaration by the Chairman 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 Branch shall be conclusive evidence of the fact without proof of the number of the votes recorded in favour of or against the resolution.

29.6 Where Poll Demanded

If a poll is duly demanded under **Rule 29.4** it shall be taken in such manner and either at once or after an interval or adjournment or otherwise as the Chairman directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded.

29.7 Where Secret Ballot is Demanded

Voting will always be by a show of hands or a poll unless at least 20% of the members present demand a secret ballot under **Rule 29.4**. If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides. The result of the secret ballot shall be the resolution of the meeting at which the secret ballot was demanded.

30. VOTING AT GENERAL MEETINGS

30.1 Branch Members Entitled to Vote

Each Branch Member if eligible, shall have one (1) vote at General Meetings which, subject to these Rules, shall be exercised by them personally or by proxy, or in the case of Affiliates, by its Delegate. No other Member shall be entitled to vote, but shall, subject to these Rules, have and be entitled to exercise those rights set out in **Rule 17.1** and the Branch By-Laws.

Where a Branch Member's annual subscription is 30 days in arrears at the time of the General Meeting or a Branch Member is indebted to the Branch for whatever sum, they shall not be entitled to vote.

30.2 President may Exercise Casting Vote

Where voting at General Meetings is equal the Chairman may exercise a casting vote. .

30.3 Methods of Voting

Where voting is required to be by secret ballot or where a poll is demanded the Chairman may appoint a returning officer and scrutineers. In the event of a ballot for the election of any Board Position the Chairman may not appoint any candidate for election as scrutineer or returning officer.

31. PROXY VOTING

31.1 Proxy Voting Permitted

Proxy voting shall be permitted at all General Meetings provided a proxy form in the form set out in **Annexure 1** (or as otherwise approved by the Board from time to time) has been duly completed, executed and is lodged with the Chief Executive Officer 48 hours prior to the commencement of the meeting. No Branch Member entitled to vote shall exercise more than 1 proxy vote at any one time.

31.2 Proxy

The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll. A Branch Member shall be entitled to instruct his proxy to vote in favour or against any proposed resolution. No instrument appointing a proxy shall be valid after the conclusion of the General Meeting it was specifically executed for.

PART V - THE BOARD

32. COMPOSITION OF THE BOARD

The Board shall comprise:

- (a) 7 Ordinary Directors;

who shall each be elected under **Rule 33**.

The Chief Executive Officer shall be entitled to notice of, attend and participate in debate at, all meetings of the Board, but shall have no entitlement to vote.

33. ELECTION OF BOARD

33.1 Term of Appointment

Directors shall be elected in accordance with these Rules for terms of three (3) years, which shall commence in accordance with **Rule 36.4**.

33.2 Nomination for Board

Nominations for the Board shall be called for by the Chief Executive Officer at least 48 days prior to the Annual General Meeting. When calling for nominations the Chief Executive Officer shall also provide details of the necessary qualifications and job descriptions for the positions. Qualifications and job descriptions shall be as determined by the Board from time to time.

33.3 Form of Nomination

Nominations must be:

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

33.4 Receipt of Nominations

Nominations must be received by the Chief Executive Officer at least 40 days prior to the Annual General Meeting and shall be sent to those Branch Members entitled to receive notice under these Rules of the Annual General Meeting with the agenda for that General Meeting.

33.5 Qualifications of Nominees

Subject to nominees having the appropriate qualifications as indicated in **Rule 17.1**, nominations shall be open to any Individual Member.

33.6 Elections

The elections shall be by secret ballot on papers prepared by the Chief Executive Officer. Branch Members eligible and wishing to cast a vote for the election of candidates to the Board must do so on the designated ballot form and in the manner so prescribed by the Board from time to time. A ballot paper received at the Branch Office less than forty-eight (48) hours prior to the scheduled commencement time for the Annual General Meeting will not be counted. Candidates standing for election will be elected to the Board on a simple majority of votes received in decreasing order until all vacancies are filled.

34. POWERS OF THE BOARD

Subject to the Act and these Rules the business of the Branch shall be managed, and the powers of the Branch, shall be exercised, by the Board. In particular, the Board as the State controlling authority for Equestrian Sport in Queensland shall be responsible for acting on all State issues in accordance with the objects and shall operate for the benefit of the Members and the community throughout Queensland and shall in exercising these powers:

- (a) govern Equestrian Sport in Queensland in accordance with the Branch objects and powers;
- (b) determine major strategic directions;
- (c) apply policies determined by the Branch Members at General Meetings;
- (d) review the Branch's performance in achieving its pre-determined aims, objectives and policies;
and
- (e) convene a Judiciary Committee as required in accordance with Equestrian Australia Ltd Procedures & Judiciary By-Laws;
- (f) manage State responsibilities.

35. BOARD TO APPOINT OFFICE BEARERS

The Board shall appoint a Board Chairman from amongst their number annually, who shall hold office at the pleasure of the Board. The Board shall also appoint annually:

- (a) a Board Vice-Chairman from amongst their number who shall hold office at the pleasure of the Board;
- (b) an Honorary Treasurer of the Branch from amongst their number who shall hold office at the pleasure of the Board;
- (c) a Branch Secretary to hold office at the pleasure of the Board. The Branch Secretary will be the Chief Executive Officer unless determined otherwise by the Board;
- (d) any other positions from amongst their number who shall hold office at the pleasure of the Board.

36. VACANCIES OF DIRECTORS

36.1 Grounds for Termination of Director Office

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:

- (a) dies;
- (b) becomes bankrupt or makes any arrangement or composition with his creditors generally;
- (c) 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;
- (d) resigns his office in writing to the Branch;
- (e) is absent without the consent of the Board from meetings of the Board held over a period of three (3) months;

- (f) holds any office of employment with the Branch;
- (g) without the prior consent or later ratification of the Members in General Meeting holds any office of profit under the Branch;
- (h) is directly or indirectly interested in any contract or proposed contract with the Branch and fails to declare the nature of his interest;
- (i) in the opinion of the Board:
 - (i) has acted in a manner unbecoming or prejudicial to the objects and interests of the Branch and/or Equestrian Sport; or
 - (ii) has brought the Branch, any Branch Member or Equestrian Sport into disrepute;
- (j) is removed by Special Resolution; or
- (k) would otherwise be prohibited from being a director of a corporation under the Corporations Law.

36.1.1 A Board member has no right of appeal against their removal from office under **Rule 36**.

36.2 Casual Vacancies

Any casual vacancy occurring in the position of Director may be filled by the remaining Directors from among appropriately qualified Individual Members. Any casual vacancy may only be filled for the remainder of the respective Director's term under these Rules.

36.3 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 Directors to a number sufficient to constitute such a quorum.

36.4 Commencement of Appointment

Subject to these Rules, the office of all Directors shall commence from the conclusion of the Annual General Meeting at which he is elected until the conclusion of the third Annual General Meeting following.

36.5 Election and Re-Election

Directors shall hold office on a rotational basis for three (3) years. They are eligible for re-election. The rotational basis for election or re-election of Directors after the adoption of this Constitution is as follows:

First year: 2 Ordinary Directors

Second year: 2 Ordinary Directors

Third Year: 3 Ordinary Directors

Once a Director has completed 2 consecutive terms (6 years) on the Board of Management, they must step down from the Board for a minimum period of 12 months, before they may seek re-election.

37. MEETINGS OF THE BOARD

37.1 Board to Meet

The Board shall meet at least bi-monthly in every calendar year for the dispatch of business and may adjourn and, subject to these Rules otherwise regulate, its meetings as it thinks fit. The President or 3 Directors may at any time, and the Chief Executive Officer shall, on the requisition of the President or 3 Directors, convene a meeting of the Board within a reasonable time.

37.2 Decisions of Board

Subject to these Rules, 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. The Chairman shall also have a casting vote where voting is equal. The Chief Executive Officer shall not be entitled to vote.

37.3 Resolutions not in Meeting

- (a) A resolution in writing, signed or assented to by any form of visible or other electronic communication by all the Directors for the time being present in Queensland shall be as valid and effectual as if it had been passed at a meeting of Directors duly convened and held. Any such resolution may consist of several documents in like form each signed by one (1) or more of the Directors.
- (b) Without limiting the power of the Board to regulate their meetings as they think fit, a meeting of Board may be held where one or more of the Directors is not physically present at the meeting, provided that:
 - (i) 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;
 - (ii) 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 and such notice specifies that Directors are not required to be present in person;
 - (iii) in the event that a failure in communications prevents condition (i) 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 article to be held then the meeting shall be suspended until condition (i) is satisfied again. If such condition is not satisfied within 15 minutes from the interruption the meeting shall be deemed to have terminated;
 - (iv) any meeting held where one 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 Chairman of the meeting is located.

37.4 Quorum

At meetings of the Board the number of Directors whose presence is required to constitute a quorum is 4, or such other number as may be fixed by the Board from time to time, but which shall be not less than 4.

37.5 Notice of Board Meetings

Unless all Directors agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their presence) not less than 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 7 days prior to such meeting.

37.6 Conflicts

- a) A Director shall not vote in respect of any contract or proposed contract with the Branch in which he is interested or any matter arising from that contract and if he does so vote his vote shall not be counted.
- b) A Director when elected to the Board shall immediately resign from any other position they hold on an Equestrian Sport Committee or a Committee of Management of an affiliated organization associated with Equestrian Queensland or any official position with another organisation which provides an actual or perceived conflict of interest.

37.7 President as Chairman

The President shall be the nominal head of the Branch and will act as Chairman of any Board meeting or General Meeting at which he is present. If the President is not present, or is unwilling or unable to preside, the remaining Directors shall appoint one of their number to preside as Chairman in his place for that meeting only.

38. CHIEF EXECUTIVE OFFICER

38.1 Appointment of Chief Executive Officer

The Chief Executive Officer shall be appointed by the Board for such term in and on such conditions as it thinks fit. The Chief Executive Officer:

- (a) shall not, and may not:
 - (i) be a Director or be regarded as a member of the Board; or
 - (ii) vote at any meeting of the Board;
- (b) shall be entitled to attend and participate in debate at all meetings of the Board, unless the Board otherwise determines;
- (c) shall not be eligible to be appointed or elected to the Board for a period of three (3) years commencing on the date that the person ceases to be an employee of the Branch.

38.2 Chief Executive Officer to Administer

The Chief Executive Officer shall administer and manage the Branch in accordance with these Rules.

38.3 Specific Duties

The Chief Executive Officer shall:

- (a) as far as is practicable attend all Board meetings and all General Meetings;
- (b) prepare and distribute the agenda for all Board meetings and General Meetings;
- (c) facilitate the recording and preparation of minutes of the proceedings of all meetings of the Board and the Branch and shall use his best endeavours to distribute those minutes to Member Branches promptly from the date of the meeting;
- (d) regularly report to the Board and/or the Branch on the activities of, and issues relating to, the Branch; and

(e) be the public officer of the Branch in accordance with the Act.

38.4 Broad Power to Manage

Subject to the Act, these Rules, the Regulations and any policy directive of the Board, the Chief Executive Officer has power to perform all such things as appear necessary or desirable for the proper management and administration of the Branch. No resolution passed by the Branch in General Meeting shall invalidate any prior act of the Chief Executive Officer or the Board which would have been valid if that resolution had not been passed.

38.5 Chief Executive Officer may Employ

The Chief Executive Officer may employ such personnel as are deemed necessary from time to time. Such appointments shall be for such period and on such conditions as the Chief Executive Officer determines.

PART VI EQUESTRIAN SPORT COMMITTEES

39. EQUESTRIAN SPORT COMMITTEES

Without limiting the generality of these Rules, there shall, until the Board determines otherwise in the manner contemplated by **Rule 47.1**, be Equestrian Sport Committees.

39.1 The Equestrian Sport Committees will be known respectively as the:

- (i) Carriage Driving Committee;
- (ii) Dressage Committee
- (iii) Eventing Committee;
- (iv) Interschool Committee
- (v) Show Horse Committee;
- (vi) Showjumping Committee;
- (vii) Vaulting Committee;

and any other Equestrian Sport as may be established pursuant to the Rules of Equestrian Queensland.

39.2 The Board may delegate specific responsibilities for the affairs of each Equestrian Sport within the State to each of the Equestrian Sport Committees and to any other committee as deemed necessary from time to time.

40. BOARD AND EQUESTRIAN SPORT COMMITTEES TO MEET

The Equestrian Sport Committees or their representatives will meet with the Board at least twice in any calendar year to address issues of management or concern related to the effective and efficient conduct and development of equestrian activities in the State.

41. COMPOSITION OF EQUESTRIAN SPORT COMMITTEES

An Equestrian Sport Committee shall comprise:

- (a) 7 members;

who shall each be elected under **Rule 45.5**.

The Chair of the Board shall at all times be an ex-officio member of all Equestrian Sport Committees and is entitled to notice of, attend and participate in debate at, all meetings of the respective Committees.

42. ELECTION OF EQUESTRIAN SPORT COMMITTEES

42.1 Term of Appointment

Committee members shall be elected in accordance with these Rules for terms of three (3) years, which shall commence in accordance with **Rule 45.4**.

42.2 Nomination for Sports Committees

Nominations for election to Equestrian Sport Committees shall be called for by the Chief Executive Officer at least 48 days prior to the Annual General Meeting. When calling for nominations the Chief Executive Officer shall also provide details of the necessary qualifications and job descriptions for the positions. Qualifications and job descriptions shall be as determined by the Board from time to time.

42.3 Form of Nomination

Nominations must be:

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

42.4 Receipt of Nominations

Nominations must be received by the Chief Executive Officer at least 40 days prior to the Annual General Meeting and shall be sent to those Branch Members entitled to receive notice under these Rules of the Annual General Meeting with the agenda for that General Meeting.

42.5 Qualifications of Nominees

Subject to nominees having the appropriate qualifications, nominations shall be open to any Individual Member. Nominees may include with their nomination a resume which shall be distributed with their nomination to all Branch Members entitled to receive notice under these Rules of the Annual General Meeting.

42.6 Elections

- (a) The election of members of each Equestrian Sport Committee shall be held in conjunction with the election of the Board.
- (b) Subject to these Rules, each Individual Member shall be entitled to vote for one Sport only as nominated by the respective Individual Member at the time of their annual membership renewal.
- (c) The elections shall be by secret ballot on papers prepared by the Chief Executive Officer. Branch Members eligible and wishing to cast a vote for the election of candidates to a Sport Committee must do so on the designated ballot form and in the manner so prescribed by the Board from time to time. A ballot paper received at the Branch Office less than forty-eight (48) hours prior to the scheduled commencement time for the Annual General Meeting will not be counted. Candidates standing for election will be elected to a Sport Committee on a simple majority of votes received in decreasing order until all vacancies are filled.

- (d) An Individual Member eligible under these Rules, may nominate only one person who is an Individual Member for election to any Equestrian Sport Committee.
- (e) All eligible Persons nominated to serve on or elected to an Equestrian Sport Committee (including appointed members) must be financial Individual Members of the Branch.
- (f) Should there be no more than the required number of nominations received in respect of vacancies to be filled at the Annual General Meeting then such nominated candidates shall be deemed elected.
- (g) The Board must appoint at least two (2) scrutineers to count the votes.

43. POWERS OF THE EQUESTRIAN SPORT COMMITTEES

Subject to these Rules, the business of the various Equestrian Sports shall be managed, under the direction of the Board, by the respective Sport Committees. In particular, the Sport Committees shall be responsible for:

- (a) developing the respective Equestrian Sports throughout Queensland in accordance with the Branch's objects;
- (b) in conjunction with the Board, determine major strategic direction for their respective Equestrian Sport;
- (c) applying policies determined by the Board or Branch Members at General Meetings;
- (d) reporting to and receiving direction from their respective national Equestrian Sports Committee in all matters pertaining to their Sport,
- (e) the day to day running of the respective Equestrian Sport in the State;
- (f) the selection and training of State training squads in the respective Equestrian Sports and the organisation of special coaching for members of the State squad in their respective Sport;
- (g) the selection, training and fostering of young rider squads;
- (h) maintaining and training adequate numbers of officials in their respective Sport to conduct official events and maintain lists of accredited officials;
- (i) fundraising activities to assist the respective Sports development, such activities to be conducted in consultation with the Board to ensure that all Equestrian Sports are given equal opportunity to conduct activities;
- (j) providing annual budgets for approval by the Board and to review monthly comparisons and variations of their accounts as presented to the Board. Each Sports Committee will also provide separate budgets for any special event not included in the budget for presentation to the Board for its approval as per Board policy as amended from time to time;
- (k) net funds of each Equestrian Sport Committee after the payment of all administrative costs and taxes will remain the funds of the relevant Committee to expend in accordance with their budget, subject at all times to the overall cash flow requirements of the Branch;
- (l) any sponsorship moneys obtained, which are to be separately identified in the accounts of the Board, will only be used for the purpose for which the sponsorship was provided or for which the Equestrian Sport obtained the funds;
- (m) assisting in managing sponsorship in accordance with any directions received from the Board from time to time, particularly with regard to conflicting sponsors;
- (n) providing an annual report to the Annual General Meeting of Members setting out the revenue and expenditure of that Equestrian Sport Committee and a summary of its operation for the year;

- (o) reviewing the respective Equestrian Sport's performance in achieving its pre-determined aims, objectives and policies;
- (p) conducting events and the like for the development and promotion of the respective Equestrian Sport;
- (q) presenting to the Board for ratification, By-laws, Rules and Policies as required for the effective conduct of each respective Equestrian Sport;
- (r) making recommendations to the Board regarding the conduct of the respective Equestrian Sports as required.

44. SPORT COMMITTEES TO APPOINT OFFICE BEARERS

Each respective Equestrian Sport Committee shall appoint a Committee Chairman from amongst their number annually, who shall hold office at the pleasure of the Committee. The Committee shall also appoint annually:

- (a) a Committee Vice-Chairman from amongst their number, who shall hold office at the pleasure of the Committee;
- (b) an Honorary Treasurer of the Committee from amongst their number, who shall hold office at the pleasure of the Committee;
- (c) a Secretary of the Committee from amongst their number, who shall hold office at the pleasure of the Committee.
- (d) two (2) other Persons who may have skills or expertise desirous of the Committee. Any such appointed Person must be approved by the Board and shall only serve on the respective Equestrian Sport Committee for a period of one (1) year at a time, after which they may be reappointed for a further term should the respective Committee so decide. Appointees to any Equestrian Sport Committee are entitled to cast a vote at committee meetings.

45. VACANCIES OF SPORT COMMITTEE MEMBERS

45.1 Grounds for Termination of Sport Committee Members

In addition to the circumstances in which the office of an Equestrian Sports Committee member becomes vacant by virtue of the Act, the office of an Equestrian Sports Committee member becomes vacant if the member:

- (a) dies;
- (b) becomes bankrupt or makes any arrangement or composition with his creditors generally;
- (c) 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;
- (d) resigns his office in writing to the Branch;
- (e) is absent without the consent of the Committee from meetings of the Committee held during a period of three (3) months;
- (f) holds any office of employment with the Branch;
- (g) without the prior consent or later ratification of the Members in General Meeting holds any office of profit under the Branch;

- (h) is directly or indirectly interested in any contract or proposed contract with the Branch and fails to declare the nature of his interest;
- (i) in the opinion of the Board:
 - (i) has acted in a manner unbecoming or prejudicial to the objects and interests of the Branch and/or Equestrian Australia; or
 - (ii) has brought the Branch, any Branch Member or Equestrian Sport into disrepute;
- (j) is removed by Special Resolution;
- (k) would otherwise be prohibited from being a director of a corporation under the Corporations Law.

45.2 Casual Vacancies

Any casual vacancy occurring in the position of an Equestrian Sport Committee member may be appointed by the remaining Committee members from among appropriately qualified Individual Members. Such appointments must be minuted accordingly and approved by the Board. Any Sport Committee member appointed by the respective Equestrian Sport Committee to fill a casual vacancy shall hold office for the balance of the term of the person who vacated the position or in the case of the vacancy arising out of an amendment to these Rules, for a term so determined by the respective Sport Committee at the time of their appointment.

45.3 Equestrian Sport Committee May Act

In the event of a casual vacancy or vacancies in the office of an Equestrian Sports Committee member, the remaining Committee members may act but, if the number of remaining Committee members is not sufficient to constitute a quorum at a meeting of the respective Sports Committee, they may act only for the purpose of increasing the number of Committee members to a number sufficient to constitute such a quorum.

45.4 Commencement of Appointment

Subject to these Rules, the office of all Equestrian Sport Committee members shall commence from the conclusion of the Annual General Meeting at which he is elected until the conclusion of the third Annual General Meeting following.

45.5 Election and Re-Election

- (a) Equestrian Sport Committee members shall hold office on a rotational basis for three (3) years. They are eligible for re-election. The rotational basis for election or re-election as a Sport Committee member after the adoption of this Constitution is as follows:

First year: 2 Committee members

Second year: 2 Committee members

Third year: 3 Committee members

Once a Sport Committee member has completed 2 consecutive terms (6 years) on their respective Sport Committee, they must step down from that Sport Committee for a minimum period of 12 months, before they may seek re-election.

46. CONDUCT OF COMMITTEES

The Chairman of any Equestrian Sport Committee, Coaching Committee, Sub-Committee or the Judiciary Committee shall cause to be kept minutes of each meeting of the Committee, Sub-Committee

or Judiciary Committee of which that Person is Chairman and those minutes shall be furnished to the Board at the Board meeting following the respective Committee's meeting and likewise the Board Secretary will be responsible to furnish to each Secretary of a Committee a summary of the most recent minutes of the Board meeting prior to that Committee meeting.

46.1 Quorums

A quorum in the case of the:

- (a) Equestrian Sports Committees will be four (4) voting members.

46.2 Meetings

Subject to these Rules, the respective Committee Persons may meet together for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings as they think fit for the transaction of business but in any event no less frequently than bi-monthly.

46.3 Conflicts

- a) A Sport Committee member shall not vote in respect of any contract or proposed contract with the Branch in which he is interested or any matter arising from that contract and if he does so vote his vote shall not be counted.
- b) A person, when elected or appointed to a Sport Committee shall immediately resign from any official position within another organization, which provides an actual or perceived conflict of interest. Membership of a Management Committee of an Affiliated Member shall not be considered a conflict of interest.

PART VI - MISCELLANEOUS

47. DELEGATIONS

47.1 Board may Delegate Functions

The Board may by instrument in writing create or establish or appoint from among its own members, the Members of the Branch or otherwise, Special Committees, individual officers or consultants to carry out such duties and functions, and with such powers, as the Board determines.

47.2 Delegation By Instrument

The Board may in the establishing instrument delegate such functions as are specified in the instrument, other than:

- (a) this power of delegation; and
- (b) a function imposed on the Board or the Chief Executive Officer by the Act or any other law, or these Rules or by resolution of the Branch in General Meeting.

47.3 Delegated Function Exercised in Accordance With Terms

A function, the exercise of which has been delegated under this Rule, may whilst the delegation remains unrevoked, be exercised from time to time in accordance with the terms of the delegation.

47.4 Procedure of Delegated Entity

The procedures for any delegated entity shall, with any necessary or incidental amendment, be the same as that applicable to meetings of the Board under these Rules.

47.5 Delegation may be Conditional

A delegation under this Rule may be made subject to such conditions or limitations as to the exercise of any function or at the time or circumstances as may be specified in the delegation.

47.6 Revocation of Delegation

The Board may by instrument in writing, revoke wholly or in part any delegation made under this Rule, and may amend or repeal any decision made by such body or person under this Rule.

48. DEFECTIVE APPOINTMENTS

All acts done by any meeting of the Board or by any Sub-Committee appointed by the Board or by any person acting in the name of and with the authority of the Board shall notwithstanding it shall be afterwards discovered that there was some defect in the appointment of the Board, Branch Sub-Committee or person acting aforesaid or that they or any of them were disqualified, be as valid as if the Board, or Branch Sub-Committee or person aforesaid had been duly qualified and appointed.

49. REGULATIONS

49.1 Board to Formulate Regulations

The Board may formulate, issue, adopt, interpret and amend such Regulations for the proper advancement, management and administration of the Branch, the advancement of the objects of the Branch and Equestrian sport as it thinks necessary or desirable. Such Regulations must be consistent with the Statement of Purposes and Rules of the Branch and any policy directives of the Board.

49.2 Regulations Binding

All Regulations made under this Rule shall be binding on the Branch, Clubs and Members.

49.3 Regulations Deemed Applicable

All rules, by-laws and regulations of the Branch in force at the date of the approval of these Rules under the Act insofar as such rules and regulations are not inconsistent with, or have been replaced by these Rules, shall be deemed to be Regulations under this Rule.

49.4 Bulletins Binding on Members

Amendments, alterations, interpretations or other changes to Regulations shall be advised to Members by means of Bulletins approved by Board and prepared and issued by the Chief Executive Officer. Bulletins are binding upon all Members.

50. RECORDS AND ACCOUNTS

50.1 Chief Executive Officer to Keep Records

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

50.2 Records Kept in Accordance With Act

Proper accounting, banking 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 Chief Executive Officer and/or the Director of Finance.

50.3 Branch to Retain Records

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

50.4 Board to Submit Accounts

The Board shall submit to the Members at the Annual General Meeting the Statements of Account of the Branch in accordance with these Rules.

50.5 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 3 months after such approval or adoption.

50.6 Negotiable Instruments

- (a) All cheques, promissory notes, bankers drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to the Branch, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by any two (2) of the President, Finance Director, Chief Executive Officer or by another member approved by the Board.
- (b) Where any payment made by the organization exceeds \$100.00, it must be made by cheque or electronic funds transfer.

51. AUDITOR

- (a) A properly qualified auditor or auditors shall be appointed and the remuneration of such auditor or auditors fixed at the Annual General Meeting. The auditor's duties shall be regulated in accordance with the Act.
- (b) The accounts of the Branch shall be examined and the correctness of the profit and loss accounts and balance sheets ascertained by an auditor or auditors at least once in every year.

51.1 AUDIT COMMITTEE

- (a) An audit and risk committee must be formed by the Branch whose role must include ensuring there are adequate controls and systems in place to alert management of the Branch and the Board to potential risks associated with the operation of the Branch (Audit Committee).
- (b) Subject to Rule 51.1(c), the composition, duties and functions of the Audit Committee shall be determined by the Board.
- (c) The Audit Committees will be comprised of at least one person who is not a Director or employee of the Branch and who is a Certified Practising Accountant or Chartered Accountant.

52. NOTICE

52.1 Manner of Notice

- (a) Notices may be given by the Chief Executive Officer to any Branch Member by sending the notice by pre-paid post or facsimile transmission or where available, by electronic mail, to the Branch Member's registered address or facsimile number or electronic mail address as maintained on the organization's database.
- (b) 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 two (2) days after posting.

- (c) 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.
- (d) Where a notice is sent by electronic mail, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the electronic mail message was received at the electronic mail address to which it was sent.

52.2 Notice of General Meeting

Notice of every General Meeting shall be given in the manner authorised in these Rules.

53. SEAL

53.1 Safe Custody of Seal

The Chief Executive Officer shall provide for safe custody of the Seal.

53.2 Affixing Seal

The Seal shall only be used by authority of the Board and every document to which the seal is affixed shall be signed by two (2) Directors one of whom must be either the President or the Director of Finance.

54. PATRONS AND VICE PATRONS

54.1 The Branch at its Annual General Meeting may appoint annually on the recommendation of the Board a Chief Patron and such number of Patrons and Vice-Patrons.

54.2 Where any position referred to in **Rule 54.1** is not filled, the Board may invite a person to accept that office for a term expiring at the next Annual General Meeting.

55. BY-LAWS

55.1 The Board of Management may make, amend or repeal by-laws, not inconsistent with these rules, for the ongoing management of the association.

55.2 A by-law may be set aside by a vote of members at a general meeting of the association.

56. ALTERATION OF STATEMENT OF PURPOSES AND RULES

56.1 These Rules and the Statement of Purposes of the Branch shall not be altered except by Special Resolution in accordance with the Act requiring a majority of three-quarters of votes of those Branch Members present personally or by proxy and eligible to vote.

56.2 Subject always to **Rule 56.1** no proposal for amendment of these Rules at a General Meeting shall be considered or dealt with unless:

56.2.1 the notice convening the General Meeting specified the details of the proposed amendment to be considered at such meeting; and

56.2.2 such notice was sent to each Member entitled to vote at such a Meeting.

56.3 No amendment, repeal or addition to these Rules will be valid until it is approved and registered by the Chief Executive.

57. INDEMNITY

57.1 Every Director, officer, auditor, manager, employee or agent of the Branch shall be indemnified out of the property or assets of the Branch against any liability incurred by him in his capacity as Director, officer, auditor or agent in defending any proceedings, whether civil or criminal, in which judgement is given in his favour or in which he is acquitted or in connection with any application in relation to any such proceedings in which relief is, under the Act, granted to him by the Court.

57.2 The Branch shall indemnify its Directors, officers, managers and employees against all damages and costs (including legal costs) for which any such Director, officer, manager or employee may be or become liable to any third party in consequence of any act or omission except wilful misconduct:

- (a) in the case of a Director or officer, performed or made whilst acting on behalf of and with the authority, express or implied of the Branch; and
- (b) in the case of an employee, performed or made in the course of, and within the scope of his employment by the Branch.

58. DISSOLUTION

- (a) Subject to paragraph (b) below, the Branch may be wound up in accordance with the provisions of the Act.
- (b) The provisions of **Clauses 7 and 8** of the Statement of Purposes and Rules relating to the winding up and dissolution of the Branch shall take effect and be observed as if the same were repeated in these Rules.

ANNEXURE 1
APPOINTMENT OF PROXY
EQUESTRIAN QUEENSLAND INC.

I.....of.....
.....

being an eligible Branch Member of Equestrian Queensland Inc. as defined by Rule 7 of these Rules, hereby
appoint.....of.....

.....
or failing him/her the Chairman for the time being of the Meeting as my proxy to attend and vote on my behalf at
the General Meeting of the Branch (Annual General Meeting or Special General Meeting, as the case may be) to
be held on the.....day of.....and at any adjournment thereof.

My proxy is authorized to vote in favour of / against (delete as appropriate) the resolution/s (insert resolution
details below as required).

- 1.....
- 2.....
- 3.....
- 4.....

Signed this.....day of.....200

.....
(Signature)