

# Jersey Dressage Club

## Rules and Constitution

(as approved by the Members at an AGM held on 5 May 2021)

### 1 Name

- 1.1 The Club shall be known as the **Jersey Dressage Club** and hereinafter referred to as the **Club**.

### 2 Objectives of the Club

- 2.1 The objects of the Club shall be:

- (a) To encourage dressage as a sport and recreation, to promote, assist in the development of and encourage all things relating to dressage in the Island of Jersey.
- (b) To provide opportunities for tuition, practice and competition in the area of dressage in the Island of Jersey.
- (c) Subject to consideration and approval of the Committee (as defined in paragraph 4.2), to support members to train for, and participate in, dressage events outside of the Island of Jersey.

### 3 Membership:

- 3.1 Membership of the Club shall be open to all individuals whilst supporting equality, diversity and inclusion within the Club.

- 3.2 There shall be four categories of members of the Club as follows (each a **Member** and together, the **Members**):

- (a) Senior Riding Member

A Senior Riding Member is classed as an individual who has reached the age of sixteen years as at 1 January of the then current year.

- (b) Junior Riding Member

A Junior Riding Member is classed as an individual who has not yet reached the age of sixteen years as at 1 January of the then current year.

Every Junior Riding Member shall have at least one parent or legal guardian who must also be a Senior Riding Member or Non-Riding Member (as appropriate).

The membership fees in respect of any Non-Riding Member who is a parent or legal guardian of a Junior Riding Member, shall be waived.

- (c) Non-Riding Member

A Non-Riding Member is classed as an individual who is a non-rider and supporter of the Club only and who will not be able to ride at any of the Club events, training clinics or competitions or training sessions.

The membership fees in respect of any Non-Riding Member who is a parent or legal guardian of a Junior Riding Member, shall be waived.

(d) Honorary Member

An Honorary Member is classed as an individual who the Committee may confer such membership, for services to the Club which are deemed to be deserving of such recognition. For the avoidance of doubt, all Honorary Members will be entitled to all privileges of membership of the Club (including the right to receive information in respect of Club business) as if they were a fully paid-up Member of the Club.

- 3.3 **Rate:** The rates for membership of the Club will be reviewed by the Committee before each AGM and any proposed changes to the rates for membership for the following calendar year will be proposed and considered at the AGM. Any changes to the rates of membership require consent by a majority of two-thirds of the Members present at the AGM.
- 3.4 **Fees:** All fees must be paid in full by a proposed member of the Club on or after 1 January each year (in advance of the next calendar year) and in any event, before such proposed member may participate in any event, training clinic or competition of the Club. Upon such fees being paid in full, that proposed member of the Club will become a Member.
- 3.5 **Application Form:** By the Member signing the application form for membership of the Club, it will constitute an acceptance by that Member of the rules and regulations (including this Constitution) of the Club.
- 3.6 **Right of Refusal:** The Committee has the right to refuse any application if it believes it is not in the best interests of the Club. Any such decision shall be recorded and included within the minutes of the meeting of the Committee. Any appeal of such refusal must be made in writing by such individual addressed to the Secretary of the Club within two (2) calendar months from the date of sending the notification of the refusal to the individual. The Committee will then meet to consider the appeal, review their decision and advise the individual within one (1) calendar month of receipt of such appeal of their decision which shall be final.
- 3.7 **Complaints:** Any complaints regarding the behaviour of Members shall be submitted in writing to the Secretary. The Committee will meet to hear complaints within 21 days of the complaint being received by the Secretary. The allegedly infringing Member will have the opportunity to explain their conduct at the hearing.
- 3.8 **Disciplinary Action:** The Committee has the power to take appropriate disciplinary action, including suspension and/or termination of membership from the Club.
- 3.9 **Breach of Rules:** Any Member found to have breached the rules set out in this Constitution may be subject to a disciplinary process, such process to be determined by the Committee on a case-by-case basis.

- 3.10 **Expulsion:** Any Member expelled from the Club shall not be permitted to re-apply for membership of the Club for a period of two years from their expulsion unless the reason for their expulsion results in a life ban from the Club. In respect of such expulsions, no refund of membership (or any other fees) will be repaid to that Member.
- 3.11 **Final Decision:** All decisions at disciplinary hearings are final in accordance with paragraph 4.7 below.

#### **4 The Committee**

- 4.1 Every member of the Committee shall also be a Member of the Club.
- 4.2 **Power and Management:** All powers of management of the Club shall be vested in the Committee, which shall consist of a Chairman, a Deputy Chairman, Treasurer, Secretary and may also include at least two other committee members (the **Committee**). Each role of the Committee to be undertaken by a different individual. In the event that the number of individuals on the Committee falls below this requirement, the Committee may exercise their powers under paragraph 4.10 below.
- 4.3 **Duties:** When undertaking their duties as a member of the Committee, such member of the Committee shall, at all times, act (i) in the best interests of the Club and its Members and (ii) with the utmost integrity and diligence.
- 4.4 **Notice of Meeting:** The Committee shall meet as often as necessary with at least seven days' clear notice being given to all members of the Committee (the **Notice Period**), unless such Notice Period is waived unanimously by all members of the Committee. Five members of the Committee shall form a quorum at a meeting of the Committee.
- 4.5 **Appointment:** At the Annual General Meeting of the Club each year, the Members will elect the Committee, each of which shall be elected for a period of one year. Retiring members of the Committee shall be eligible for re-election.
- 4.6 **Retiring Committee Member:** Within 4 weeks' of retirement from the Committee, such Member shall:
- (a) handover/return the following to any member(s) of the Committee; all property of the Club including any equipment, monies, receipts, paperwork, passwords (for the website and/or OneDrive account); and
  - (b) in respect of any data of the Club to be returned, the retiring member of the Committee must either by OneDrive or sent to the email address of the Club to ensure data/information is not lost, systems are maintained and procedures are followed particularly with regard to safeguarding data of any Member. Any information/data held on any personal account/system must be deleted by the retiring Committee Member.

Upon retirement of a Committee member, any online passwords and/or login credentials must be changed by the Committee.

- 4.7 **Final Decision:** Any decision of the Committee shall be final, unless over-ruled by the Members at an Annual General Meeting or a Special General Meeting.
- 4.8 **Interpretation:** The Committee shall be the sole authority for the interpretation of these Rules and Constitution or of anything relating to the Club not provided herein and its decision shall be final and binding on all Members.
- 4.9 **Sub-committee:** The Committee has power to appoint any sub-committees for any special activities of the Club which it authorises.
- 4.10 **Vacancy:** The Committee shall have full power to fill any vacancy occurring on the Committee. Any person so co-opted shall retain office only until the next Annual General Meeting and shall then be eligible for election. In the event that a Vacancy cannot be filled, the Members shall be notified as soon as practicable.
- 4.11 **President:** The Chairman, or in his/her absence, the Deputy Chairman, shall preside at all meetings, sign documents and minutes. In the event of an equality of votes, the Chairman shall have the casting vote.
- 4.12 **Expenses:** All positions of the Committee are honorary and no expenses will be paid to any member of the Committee for their participation on the Committee. If at any time a Committee member provides additional services to the Club and payment is reasonable, then it must be agreed with the Committee prior to the occasion and the individual must not be involved in that discussion. All receipts relating to any expenditure by the Club or of a member of the Committee (relating to the Club) must be handed to the Treasurer as soon as possible following the expenditure.
- 4.13 The Committee shall create and maintain accurate and up-to-date records of each and every Member in a manner compliant with the Data Protection (Jersey) Law 2018 as amended from time to time.

The Club's policy on Data Protection is as follows: *Jersey Dressage Club collects and stores (in electronic and paper format) the following personal data: Name, Address, Telephone number, email address details and age (for Junior Members only). This personal data is used for legitimate purposes, including (but not limited to) the following: Circulation of membership and meetings information, issuing of invoices, forwarding of BD information received by the Club, circulating competition schedules, displaying names & competition times, providing information for training, sports and social purposes and organising of helpers. Save for lawful purposes, personal data will not be transferred outside of the Club. Personal data will be held continually whilst the individual remains a paid-up member of the Club and will be deleted after 48 months should membership cease, or unless advised to the contrary in writing.*

## 5 General Meetings

### Annual General Meeting

- 5.1 The Club will hold a general meeting of all its Members on an annual basis, known as the Annual General Meeting (**AGM**).

- 5.2 Subject to paragraph 5.3 below, the Committee shall have discretion as to the format and manner in which the AGM is held (which may be held by way of a virtual meeting) subject to the meeting being held in the Island of Jersey.
- 5.3 The Committee may resolve to hold an AGM by way of email provided:
- (a) the Committee has contacted (via the email address provided to the Club), every Member entitled to attend and vote at the AGM (together, the **Voting AGM Members**) and requested their consent to the AGM being held by way of email (the **AGM Request**); and
  - (b) the Committee has received approval from at least 51% of those Voting AGM Members that have responded to the AGM Request, within 21 days of the date of the AGM Request.
- 5.4 The AGM is the opportunity for Members to receive confidential information regarding the finances and activities of the Club's activities over the past calendar year. Members will have the opportunity to review the financial report of the Club (which shall include a copy of all the bank statements of the Club, in accordance paragraph 8.7 below) and have a general discussion regarding the Club's proposed activities for the forthcoming year. Any points for discussion may be forwarded to the Chairman at least fourteen (14) days before the AGM if Members do not wish to make a public statement.
- 5.5 The AGM will also address the following:
- the retirement/election/re-election of the members of the Committee;
  - the identity and appointment of an auditor (pursuant to paragraph 7 below);
  - any amendments to these Rules and Constitution or other procedure of the Club; and
  - discuss any special matters that the Committee need to bring to the attention of the Members.
- 5.6 The AGM of the Club will be held during the first quarter of each calendar year. At least twenty-one (21) days' notice of such AGM will be sent to all Members by the Secretary by email (and/or on any social media platform limited for use by current Members only used from time to time).

#### Special General Meeting

- 5.7 Members may, at any time, request the Chairman to convene a general meeting of the Club (which is not an AGM) known as a **Special General Meeting**. Such Special General Meeting shall be requested in writing (whether in hand-written form or by email) addressed to the Chairman and shall be requested by at least six fully paid-up Members.
- 5.8 At least fourteen (14) days' notice of such Special General Meeting will be sent to all Members by the Secretary by email (and/or on any social media platform limited for use by current Members only).

## Voting

- 5.9 Only Members who have fully-paid up their membership fees are entitled to vote at any AGM or Special General Meeting and must have been a fully paid-up Member for a period of at least six months prior to the Annual General Meeting or Special General Meeting (as applicable).

## Written resolutions

- 5.10 Members may pass a resolution in writing without holding a meeting (which may include an AGM) if the following conditions are met:
- (a) the resolutions and supporting documents are sent electronically to every Member of the Club entitled to vote (via the email address provided to the Club) (the **Written Resolution Email**);
  - (b) at least two-thirds of the Members (entitled to vote) that have responded within 21 days of the Written Resolution Email indicate their approval of the passing of such resolution in writing (either in wet ink or electronically); and
  - (c) such approval is either hand-delivered or sent electronically to a member of the Committee or the Club's email address.

Such written resolution shall be as effective as if it had been passed at a meeting of all Members entitled to vote duly convened and held.

## **6 Treasurer**

The Treasurer shall keep an accurate record and account of all monies received and paid by them on behalf of the Club. In addition, they shall pay all accounts agreed by the Committee and shall prepare a clear and detailed accounts in January financial statement each year for submission to the Club's auditors and present the findings of the auditors review and a financial statement to the Members at the AGM. Furthermore, the Treasurer shall prepare for the Committee a half-yearly financial statement at the beginning of July covering the first six months of the calendar year.

## **7 Auditors**

The Committee shall have the power to appoint an auditor (being an independent professional accountant who is not a member of the Club or a member of the Committee) to examine the accounts and report thereon. Such appointment to be recorded in the minutes relating to such general meeting.

## **8 Bank Accounts**

- 8.1 The Club shall have at least one bank account known as a Current Account held with a bank chosen by the Committee which shall hold a minimum working balance of approximately £5,000 at all times.
- 8.2 The Committee may open more than one account (which can be a savings account) on behalf of the Club should the Committee feel it appropriate to do so.

- 8.3 Where the balance of the Current Account exceeds £5,000, all monies over and above £5,500 shall be deposited into a separate account of the Club to the Current Account of the Club (which can be a Savings Account) held with a bank chosen by the Committee (and which can be the same or a different bank to which the Current Account is situated).
- 8.4 At least two (2) members of the Committee shall be appointed as signatories for any of the Club's bank account(s), one of whom must be the Treasurer.
- 8.5 Any expenditure by the Club at or over the value of one thousand (£1,000) pounds sterling (or equivalent currency) shall be authorised by the Members.
- 8.6 Access to any online banking services should be accessible and monitored weekly by at least one signatory on the accounts of the Club.
- 8.7 At every meeting of the Committee, the Treasurer shall present a copy of the latest bank statements of the Club (for all bank accounts held by the Club). For the avoidance of doubt, a copy of the latest bank statements of the Club shall also be included within the financial report presented at the AGM.

## **9 Alterations to these Rules and Constitution**

- 9.1 Any alteration to these Rules and Constitution shall be made either at an AGM or at a Special General Meeting called for that purpose.
- 9.2 No resolution to change these Rules and Constitution shall be passed unless passed by a majority of two-thirds of the Members present at the meeting and such Members having been fully paid-up Members for 6 months.

## **10 Representation**

Any member of the Committee, duly authorised by a resolution of the Committee, shall represent the Club before the Royal Court of Jersey and elsewhere in all matters both real and personal.

## **11 Rules**

- 11.1 All Members of the Club are bound by these Rules and Constitution and those of its Committee and each Member shall have been deemed to have consented to that through one or more of the following:
- (a) by being a Member or a day Member of the Club (if applicable);
  - (b) being a judge or a visiting official; and/or
  - (c) being any other official appointed by the Club.
- 11.2 For clarification the Club will follow the Competition Rules as applied by British Dressage (BD) which are updated annually and can be located at [www.britishdressage.co.uk/competitions/competition-rules](http://www.britishdressage.co.uk/competitions/competition-rules).
- 11.3 For all competitions please see below:

- (a) Should classes be oversubscribed then the following applies:
  - (i) any one horse may compete in two tests per day;
  - (ii) any one Member may only compete a maximum of two horses per day.
- (b) Members entering a BD Qualifier (as defined by British Dressage) may also enter the same grade unaffiliated class on the same day.
- (c) The Club relies on Members to volunteer to help run events, training clinics and competitions. All Members are obliged to be prepared to help at every event they enter, or if all jobs are filled, some future event, in any one membership year. Failure to help may result in entries being refused.
- (d) For unaffiliated classes, refund of entry fees can be requested and will be given as 50% of the entry fee, if the request is received by the Secretary after the close of entries but before times are published. Once times are published there will be no refund. All refunds must be passed by the Secretary to the Treasurer for the Committee's approval and payment. Any refunds relating to BD classes will be issued in accordance with the current BD rule book (at the time).
- (e) No Member shall conduct themselves in a manner or be guilty of behaviour which is derogatory to the character or prejudicial to the interests of the Club. In particular (but without prejudice to the generality of the foregoing) no Member shall behave in a manner which could be perceived as bullying, offensive, vexatious, abusive or unpleasant towards any person(s) involved in the activity of the Club including via any form of social media. A breach of this paragraph may lead to disciplinary action by the Committee.
- (f) It is a duty of every Member to assist the Club in their investigations of breaches of the these Rules and Constitution and an unreasonable failure or refusal to assist in such investigations will in itself constitute a breach of these Rules and Constitution.
- (g) Members shall not ill-treat horses or ponies at any time whether by misuse or neglect of their needs.
- (h) Members (including, for the avoidance of doubt, Members that are also members of British Dressage and competing under BD Rules) are responsible for the actions of those persons representing, assisting or supporting them, or otherwise acting on their behalf at events supported by the Club. Specific rules may apply at each event organised by the Club and all Members must avail themselves of those rules.
- (i) The Club has the right to amend or cancel any event and/or competition if the circumstances deem it necessary. Where possible notice will be placed on the Club's website and/or social media platform limited to Members only advising of the change but otherwise it will be the Secretary's responsibility to ensure all Members are notified at the first available opportunity.
- (j) The judge's decision is final and courtesy should be shown to the judge and officials at all times.



- (k) All Members must obey any reasonable instruction or request from the Committee at any event, training clinic or competition.
- 11.4 All accidents however minor must be reported and an entry in the accident book made. This must be recorded by the Committee member or first aider in attendance.
- 11.5 The Committee will provide first aid cover (including first aid box and accident book) at all competitions.
- 11.6 The Committee shall appoint a Safeguarding Officer and such appointment shall be reviewed on an annual basis by the Committee..

## **12 Dissolution**

- 12.1 A resolution to dissolve the Club can only be passed at an AGM or Special General meeting through a vote of at least two-thirds of all paid-up Members of the Club who are in attendance at the relevant meeting and have been a paid-up Member for a minimum of at least 6 calendar months (at the date of the meeting).
- 12.2 Upon dissolution of the Club, the Members of the Club at that time shall decide how all assets of the Club (whether real or cash) shall be distributed which shall be any of the following;
  - (i) equally between all local equestrian clubs present in Jersey; or
  - (ii) equally between any one or more locally registered charities; or
  - (iii) a combination of both (i) and (ii) above.
- 12.3 The Members shall have no right to disburse the assets of the Club amongst themselves or to any profit-making entity related to any of the Members.