



Introduction

The name of the Club is Southern Tasmanian Eventing Association (STEA). The objects for which the club is formed are to promote competition, training and general improvement in the sport of Horse Trials in Southern Tasmania (and any social and equestrian activities deemed desirable). The financial year of the club (in these Rules called 'the Club year') is the period beginning on the first of July in each year and ending on the thirtieth of June next following.

Memberships

Membership

- a) The Club shall consist of honorary life members, ordinary riding members, and junior members.
- b) Junior members will be accepted from the beginning of the year in which they turn five years of age and be considered a junior until their eighteenth birthday.

Honorary Life Members

The Committee of its own motion shall have power to elect as an Honorary Life Member any member of long standing who in the opinion of the Committee has over a long period of years rendered outstanding meritorious service to the Club. An Honorary Life Member shall not be required to pay any subscription, but shall be entitled to all the privileges and benefits of financial membership.

Membership Fees

- a) The entrance fee shall be determined at the Annual General Meeting and may vary for different classes of members.
- b) Members who join after the thirtieth of March shall pay 50% of the membership fee which does not include the annual veterinarian levy.

Expulsion of Members

Every member on joining the Club impliedly undertakes to comply with these Rules and by-laws and any refusal or neglect to do so, or any conduct detrimental to the interests of the Club may render such member liable to expulsion by the Committee.

Member contact details

- a) Every member shall communicate any change of their details from time to time to the Secretary.
- b) The committee will not disclose the details associated with membership to any third party.

Expectations of members

- a) Members are expected to assist with the preparation and management of the home ground by attending working bees from time to time.
- b) When competing it is expected that members assist prior to a competition by organising a steward for the day or attending a working bee; failure to do so may result in a member's entry being withdrawn from the competition.
- c) STEA has a solid reputation for being supportive to other riders and conducting themselves in a supporting, accepting and helpful manner; it is expected that members aim to maintain this standard.

Committee

Arrangement of the Committee

- a) The Committee shall consist of the President, Vice President, Secretary, Treasurer and a minimum of four other members. A quorum of the Committee shall be constituted by more than half of the committee.
- b) The Committee shall meet from time to time as it deems desirable.
- c) Committee meetings may be called by the President or Secretary or any three Committee members by a request in writing to the President or Secretary.
- d) Elected, active (working) Committee members shall not pay entry fees on their first horse in a solely Club run day, except in an official competition or championship.
- e) The Committee may appoint one of its number or any member of the Club to be Event Secretary with such duties as the Committee may direct from time to time.
- f) In the event of a casual vacancy occurring in the Committee, the Committee may appoint a member of the Club to fill the vacancy and the member so appointed shall hold office until the Annual General Meeting next following his appointment.

Duties of the Committee

The Committee shall define the duties of the several members and officers of the Committee who shall in all respects be subject to the control of the Committee and may:

- a) Purchase or otherwise acquire any books, newspapers or periodicals and dispose of them as it may think fit.
- b) Determine from time to time the conditions on which and times when members may use the property of the Club or any parts thereof and when and under what conditions the premises of the Club or any part thereof shall be used by members.
- c) Regulate and control its own meetings and the transaction of business thereat.
- d) Appoint from time to time any three or more members of the Club (at least one of whom shall be a member of the Committee and Chairman) to a sub-committee for any particular purpose, and revoke their appointment.
- e) Delegate (subject to such conditions as it thinks fit) any of its powers to sub-committee and other members of the Club co-opted for that purpose as it may determine and make such regulations as to the proceedings of such sub-committee as may be thought desirable. Duties which may be so delegated to sub-committees or committeemen include those of publicity, social affairs, assisting the Secretary, representation on allied associations or the administrative equestrian bodies, grading, training and such others as the Committee shall from time to time determine.

- f) Borrow, raise or secure the payment of money and sell and dispose of the assets of the Club provided that any expenditure over the value of \$1000.00 must be approved by a special resolution of members at a General Meeting.

Executive Roles on the Committee

- (a) Role of the President** - Charged with providing leadership and direction to the Committee, the President is responsible for ensuring that the Committee fulfills its responsibilities for the governance and success of the club. He/she also works to optimize the relationship between the Committee, any paid employees, volunteers and other members, and to achieve the club's agreed goals. The President is generally the spokesperson for the club and should work to maintain key relationships within and outside of the club.
- (b) Role of the Vice President** - The Vice President is responsible for assisting the President to fulfill his/her responsibilities for the governance and success of the club. At times the Vice President will need to work with the President to help him/her understand concerns and alternative points of view within the club.
- (c) Role of the Treasurer** - The Treasurer is responsible for the financial supervision of the club to allow the Committee to provide good governance of the club. The Treasurer is the chief financial management officer whose tasks include the preparation of annual budgets, planning for the STEA's financial future and monitoring STEA's revenue and expenditure. It is desirable that the treasurer is well organised and possesses a level of financial expertise.
- (d) Role of the Secretary** - The Secretary is responsible for the documentation and communication of the activities of the Committee. The secretary is the primary administration officer of the Committee and provides the links between the Committee, members and outside agencies. The Secretary should be a good communicator, maintain confidentiality on relevant matters and have the ability to delegate tasks. Amongst the Secretary's tasks are to prepare agendas and prepare and distribute minutes.
- (e) Role of the Event Secretary** - The Event Secretary is responsible for the general organisation of one day events and championships. They liaise with pony clubs before competitions to ensure entries are in on time and after competitions to ensure our relationships with pony clubs remains strong. They take entries and ensure competitors have the appropriate level of EA membership. The Event Secretary is also responsible for ensuring competitors assist before or at competitions and organise a vet and riders rep if required.

Meetings

Annual General Meeting

- a) The Secretary shall at least 14 days before the date fixed for holding an Annual General Meeting advise members notice of such meeting specifying the place and day for holding of the meeting. These Rules may only be altered by a special resolution passed at the Annual General Meeting or at a special meeting called for that purpose. The Annual General Meeting shall be held on such day (being not later than two months after the close of the financial year of the Club) as the Committee may determine.
- b) The majority of members of the Club present at the Annual General Meeting shall constitute a quorum for the transaction of the business at a General or Special General Meeting except when the business is a special resolution.
- c) Each officer and Committee member shall hold office until the Annual General Meeting next after the date of his election, but is eligible for re-election.
- d) Conduct of elections at the Annual General Meeting shall be decided by simple majority. If only one candidate nominates for an office, that candidate will be deemed elected to that office.
- e) All members standing for election must be financial members of the club, and only financial members

may vote.

- f) The President shall present a Presidential Report at each Annual General Meeting.
- g) The Treasurer shall present an audited balance sheet at each Annual General Meeting.

General Meetings

General meetings are to be held monthly subject to variation as determined by the Committee.

Additional Guidelines

Club Property

- a) No member shall remove from its place nor take away from the Club grounds any article or property of the Club without prior consent of the committee.
- b) No member shall damage, deface or destroy any Club property whatsoever and is liable for any costs incurred by the Club.
- c) No member shall have any proprietary rights or interest in any of the Club property.
- d) The Committee shall have absolute control and unfettered discretion in dealing with Club property.
- e) The Committee may from time to time acquire club property in conjunction with other parties.

Auditor

An auditor, not necessarily a Club member, shall be appointed and shall undertake an annual audit a per the TEA constitution.

Cheques

All cheques shall be signed by any two of the President, Vice President, Secretary and Treasurer and such other persons as may be appointed by the Committee.

Joint agreements

A joint agreement exists between STEA and Hobart and Districts Pony Club. The terms of the agreement are outlined in a Memorandum of Understanding attached at Appendix 1, which is reviewed annually by both executive committees.