

# THE BARBADOS EQUESTRIAN ASSOCIATION

## CONSTITUTION

### NAME

1. The name of the Association is the Barbados Equestrian Association

### STATUS

2. The Association is an Amateur Body

### OBJECTS

3. The Association is established for the following purposes:-
  - i) The encouragement of equestrian activities in Barbados, especially Show Jumping, Dressage, Gymkhana, Cross-Country or Three Day Events and such other equestrian activities as may be appropriate.
  - ii) The promotion of International or Inter-Caribbean events and the selection of teams to represent Barbados.
  - iii) The classification of horses and riders into whatever categories may be appropriate
  - iv) The organisation of events to lead to Annual Championships of Riders and Horses in various categories.
  - v) The arrangement of events during the year to provide a programme of equestrian activities
  - vi) Affiliation or Membership, as appropriate, with International or Regional Equestrian Associations.

### MEMBERSHIP

4. The number of members of the Association is unlimited
5. Membership is in three basic classes, namely Clubs, Personal Members and Family Members.
  - i) **Clubs** – Any Equestrian Club whose Constitution has been submitted to, and has been accepted by, the Committee of Management of the Barbados Equestrian Association.
  - ii) **Personal Members**
    - a) Any individual over the age of 18 who is interested in Equestrian Sport.
    - b) A Junior Member – Any individual under the age of 18 who is interested in Equestrian Sport.
    - c) Honorary Member – Any individual who is appointed as an Honorary Member at an Annual General Meeting.
    - d) Life Member – who shall pay one subscription only which shall be fixed by the Association at a General Meeting.
    - e) Supporting Member – any individual who is interested in Equestrian Sport but is non competitive.
  - iii) **Family Membership** – Any Family who is interested in Equestrian Sport, some of whom may be competing in the Association's events. The application for membership must state number of competitors and children must become Individual members on attaining the age of 18.
6. Applications for membership by Clubs, Individual and Families (except Honorary Members) shall be made on the form prescribed by the Association. An applicant shall be proposed and seconded by a

Member of the Association and shall be elected to Membership at any General Meeting of the Association or Meeting of the Committee of Management.

7. The Secretary shall forthwith notify a Club or Candidate who has been elected to Membership of the Association.
8. Member Clubs shall register all of its individual members names and addresses with the Secretary of the Association.

### **SUBSCRIPTIONS**

9. The annual subscription of Members and Clubs shall be payable on the first day of January in each year. Subscriptions shall be fixed by the Association in the General Meeting.
10. An Honorary Member shall not be required to pay any subscription.
11. Any Member who has not paid his subscription by the first day of January shall be requested in the name of the Committee to pay the same within fourteen days and if his subscription is not paid by the thirty-first day of January his name may be removed from the list of members by the Committee.
12. No member shall in any year be entitled to exercise any rights or privileges of membership until his subscription for that year and all arrears (if any) are paid.

### **CESSATION OF MEMBERSHIP**

13. A member wishing to retire from the Association shall notify the Secretary in writing but shall remain liable for his or its subscriptions for the then current year.
14. If the conduct of any member is such as is, in the opinion of the Committee, injurious to the character or interests of the Association or to render him unfit to remain a member of the Association, the Committee may expel such member and if the Committee intends to act under this Article the member shall be given at least 14 days notice of the Committee Meeting at which his or her expulsion is sought and such member shall be entitled to submit, either orally or in writing, representations to that Meeting.

### **PRIVILEGES OF MEMBERSHIP**

15. The privileges of membership are:-
  - i) Personal members are entitled:-
    - a) To receive at such reduced charge or at no charge as the Committee may determine a copy of the Association's programme and Association notes.
    - b) To register with the Association, in any class specified by the Committee, Horses or Ponies of which such member is the owner and or keeper at such reduced charge or at no charge as the Committee may determine.
16. All personal members or members of Member Clubs are eligible for selection to represent Barbados at any International Equestrian Meeting.
17. All members are entitled to receive notice of, and, subject to these presents, to attend all General Meetings of the Association.

### **GENERAL MEETINGS**

18. The Association shall hold a General Meeting in every calendar year as its Annual General Meeting at such time in the month of November and at such place in Barbados as may be determined by the Committee and shall specify the meeting as such in notices calling it.

19. Notices of any resolution or nomination to be proposed at the Annual General Meeting shall be deposited with the Secretary on or before the 30th September preceding the Meeting.
20. All General Meetings other than the Annual General Meetings shall be called Extraordinary General Meetings.
21. The Committee may call Extraordinary General Meetings whenever it consider such course necessary and shall call such a meeting upon the requisition in writing of 10 members entitled to attend and vote at a General Meeting to consider such matters as shall be stated in the requisition. Should the Committee neglect, for a period of 21 days, to send out notices of such a meeting, the requisitionists may themselves call the General Meeting.
22. Seven days' notice at least of any General Meeting specifying the place, the day and hour of the meeting and in the case of special business the nature of the business to be transacted shall be given in manner hereinafter mentioned to such persons as are under these presents entitled to receive such notices from the Association.
23. The accidental omission to give notice of a Meeting or to send any document to or the non-receipt of such notice or other document shall not invalidate any resolution passed or proceeding had at any Meeting.

### **PROCEEDINGS AT GENERAL MEETINGS**

24. All business shall be deemed special that is transacted at an Extraordinary General Meeting and all that is transacted at an Annual General Meeting shall be deemed special with the exception of the election of the Officers of the Association and the members of the Committee, the consideration of the accounts, balance sheet, the report of the Committee and the appointment of auditors.
25. At all General Meetings the chair shall be taken by the President and in his absence the Vice President. In the absence of both the President and the Vice President the chair shall be taken by the next senior member of the Committee. If no member of the Committee is present within fifteen minutes after the time appointed for holding the Meeting, or is willing to act as Chairman, the members present shall choose some one of their number to take the Chair.
26. No business shall be transacted at any General Meeting unless a quorum is present when the Meeting proceeds to business, and for all purposes the quorum shall be 15 members personally present and entitled to vote. If within half an hour from the time appointed for the meeting a quorum be not present, the Meeting, if convened upon the requisition of or by members, shall be dissolved. In any other case it shall stand adjourned to such day and to such place as may be appointed by the Chairman. At any such adjourned Meeting the members present and entitled to vote, whatever their number, shall have power to decide upon all matters which could properly have been disposed of at the Meeting from which the adjournment took place.
27. The chairman, with the consent of the meeting, may adjourn any General 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.
28. At any General Meeting a resolution put to the vote of the Meeting shall be decided by a show of hands unless before or upon the declaration of the result of the show of hands a poll be demanded by the Chairman or by at least five persons present in person and having the right to vote and unless a poll be so demanded 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 or not carried by a particular majority shall be conclusive evidence thereof. The demand for a poll may be withdrawn.
29. If a poll be demanded in the manner aforesaid it shall be taken at such time and place and in such manner as the Chairman may direct and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded. Members who are not present at an original meeting shall be entitled to attend and vote an adjournment thereof.

30. In the case of an equality of votes either on a show of hands or on a poll the Chairman of the Meeting shall be entitled to a further or casting vote.
31. The demand of a poll shall not prevent the continuance of the Meeting for the transaction of any business other than the question on which a poll has been demanded.

### **VOTE OF MEMBERS**

32.
  - i) Personal members present in person shall be entitled to vote at General Meetings of the Association in manner hereinafter provided but Junior Members shall not be entitled to vote at General Meetings of the Association.
  - ii) Each Member Club shall annually appoint a representative to all General Meetings of the Association. Such representative shall have one vote at all General Meetings.

### **OFFICERS**

33. The Officers of the Association shall consist of a President, a Vice President, a Secretary and a Treasurer, who shall be elected for a 2 year period and shall be eligible for re-election to that office for a further 2 year period.
34. An Officer who has held that office for 2 consecutive terms shall thereafter be eligible for re-election on an annual basis only, if proposed by what shall constitute a majority of votes by the General Membership of the Association.
35. In the case of any casual vacancy in any of the offices the Committee shall as soon as practicable convene an Extraordinary General Meeting for the election of some member to fill such casual vacancy until the next Annual General Meeting or may also appoint one of themselves to do the duties of the office so vacated until the holding of such Extraordinary General Meeting or until the next Annual General Meeting.
36. The Committee of the Association shall consist of:
  - a) The Officers ex-officio
  - b) A representative of each member Club provided that such a person is also a member of the Barbados Equestrian Association.
  - c) At least five other Members, elected by the Association in each year and shall retire annually but shall be eligible for re-election. These members shall consist of
    - A Show Jumping Representative
    - A Dressage Representative
    - A Competitors Representative
    - A Public Relations Officer 1 or 2 as available
    - A Show Co-Ordinator 1 or 2 as available
  - d) Supernumerary Members appointed by the Committee pursuant to Article 42 and have no vote
37. Candidates for election to the Committee shall be proposed and seconded by members entitled to vote at General Meetings.
38. Nomination for the posts of Officers of the Association or Members of the Committee to be elected under Article 36 (b) (c) shall be received at the General Meeting at which the election is proposed to be held. Provided always that the proposer and seconder shall provide evidence of the willingness of the person nominated to serve in the capacity in which he shall be nominated.
39. If there are more candidates for election than vacancies a poll shall be taken. If the number of candidates for election is equal to or less than the number of vacancies to be filled all candidates shall be deemed elected.
40. If any member of the Committee does not attend four consecutive meetings of the Committee he shall, unless the Committee otherwise determine, be deemed to have retired a such member of the Committee

41. If a casual vacancy occurs the Committee may appoint a member of the Association to fill the vacancy.
42. The Committee may appoint any member of the Association to be supernumerary members of the Committee, for any period, not exceeding its term of office, in its absolute discretion. Such members shall not be entitled to vote at meetings of the Committee.
43. The office of a member of the Committee shall become vacant:
  - a) If he is no longer a full member or a life member of the Association or being appointed under Article 42 is no longer a member of the Association
  - b) If by notice in writing to the Association he resigns his office.
  - c) If he is removed from office by a resolution duly passed by the Association in General Meeting.

### **POWERS OF THE COMMITTEE**

44. The business of the Association shall be managed by the Committee which may exercise all of the powers of the Association and do on behalf of the Association all such acts as may be exercised and done by the Association as are not by those presents required to be exercised and done by the Association in General Meeting, and, subject as aforesaid, as may be prescribed by the Association in General Meeting but no regulation made by the Association in General Meeting shall invalidate any prior acts of the Committee which would have been valid if such regulation had not been made.
45. The Committee shall have power to make such bye-laws, rules and regulations as they think fit regulating the affairs of the Association. Such bye-laws shall be binding on all members of the Association provided by they are not inconsistent with this Constitution.
46. The Committee may from time to time appoint such Committees and sub-Committees as it may deem necessary and may delegate to such Committees such of the powers and duties of the Committee (including the power to appoint Committees and sub-Committees, the power to appoint additional members thereof, the power to regulate their procedure and the power to delegate powers and duties as it may think fit). Such Committees and sub-Committees shall consist of such member or members of the Committee or of the Association as it may think fit. The Officers of the Association shall be ex-officio members of such Committees and sub-Committees.
47. The Committee may hire and dismiss and generally regulate the employment of a secretary or any other servant as it deems necessary.

### **PROCEEDINGS OF THE COMMITTEE**

48. The Committee may meet together for the despatch of business, adjourn and otherwise regulate its meetings as it thinks fit, but it shall meet at least four times in every year.
49. Any three members of the Committee, by notice in writing addressed to the Secretary of the Association, stating as far as practicable the business to be transacted, may require the Secretary to convene a Meeting of the Committee.
50. Five members personally present shall form a quorum at a meeting of the Committee.
51. Questions arising at any meeting of the Committee shall be decided by a majority of votes, and in the case of any equality of votes the Chairman of the meeting shall have a second or casting vote.
52. The President, or in his absence, the Vice President, or in the absence of both the next senior officer of the Association shall take the chair at Meetings of the Committee, but if the President or Vice President or other officers of the Association shall not be present at any Meeting within fifteen minutes after the time appointed for holding the same or shall be unwilling to act as Chairman the members of the Committee present shall choose one of their number to be Chairman of such Meeting.
53. The Committee shall cause proper minutes to be made of all proceedings of the Committee and any of the Committees or sub-Committees appointed by the Committee and of the attendances thereat.

### **ASSOCIATION FUNDS**

54. The funds of the Association shall be kept by the Treasurer under the supervision of and in such place and manner as shall be determined by the Committee. The Committee shall have power to expend the Association's funds in such manner as it thinks fit in accordance with these presents.

### **ACCOUNTS**

55. The Treasurer shall cause proper books of account to be kept in respect to:-
- a) All sums of money received and expended by the Association and all matters in respect of which the receipts and expenditure shall take place.
  - b) All sales and purchases of goods by the Association.
  - c) The assets and liabilities of the Association.

Proper books shall not be deemed to be kept if there are not kept such books of account as are necessary to give a true and fair view of the state of affairs of the Association and to explain its transactions.

56. The Association accounts shall be made up to the 30<sup>th</sup> September in each year. The Committee shall cause to be prepared, audited and printed every year a Statement of receipt and expenditure, and a balance sheet made up to the 30<sup>th</sup> day of September, which shall be submitted to the Association at the next Annual General Meeting and a copy of the same shall be sent to each member together with a notice convening such meeting.
57. At the Annual General Meeting in each year two members shall be appointed as auditors, who shall before the next Annual General Meeting examine the Treasurer's accounts, with the vouchers and receipts and shall certify the annual statement of accounts and balance sheet. The Committee shall, in the event of one or both of the auditors so appointed being unwilling or unable to act, appoint another member or other members in his or their stead.

### **ASSOCIATION PROPERTY**

58. The property of the Association shall vest in such persons, not less than two in number, as shall be determined by the Committee.

### **AMENDMENTS AND ALTERATIONS.**

59. Notice of any alteration or addition to this Constitution intended to be proposed by a member of the Association shall be given to the Secretary in writing before the 30<sup>th</sup> day of September, if the same is to be proposed at the Annual General Meeting or at least 21 days before any Extraordinary

General Meeting at which the same is to be brought and full particulars of any proposed alteration or addition shall be set out in the notice convening the meeting.

60. All such proposed alterations or additions and any amendments to them which may be proposed and seconded shall be put to the vote of the meetings, and provided that on a show of hands or if demanded on a poll a majority of two-thirds of the votes of those members present and voting shall be case in favour of any proposed alteration or addition then the same shall be deemed to be carried.

### **NOTICES**

61. A notice or other document may be served by the Association upon any member either personally or by sending it through the post in a prepaid letter addressed to such member at his registered address as appearing in the Register of Members but the accidental omission to give such notice or other

document to or the non-receipt of such notice or document by any such member shall no invalidate any meeting or resolution passed or election connected therewith. Any notice or other document if served by post shall be deemed to have been served a the time when posted and in proving such service it shall be sufficient to prove that it was properly addressed, stamped and posted.

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JEAN RAY  
SECRETARY

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ALISON ELLIOT  
DIRECTOR

SEPTEMBER 2002