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**WELLINGTON RIDING CLUB CONSTITUTION 2023**

1. **Name of Club**

The club is called WELLINGTON RIDING CLUB and is affiliated to The British Horse Society.

1. **Club Structure**

The Club is established as a Community Amateur Sports Club (CASC).

**3. Aims & Objectives**

The aims and objectives of the club are to undertake the following activities within primarily, but not exclusively, the counties of Hampshire and Berkshire:

* To promote participation in horse riding as a sport and recreational activity within the local community.
* To provide opportunities for coaching and competition within the amateur sport of horse riding.
* To promote good fellowship amongst riders.
* To improve and maintain the standard of riding and horsemanship.
* To support and co-operate with organisations that promote equestrianism in all forms.
* To concern itself with any matter which will benefit the horse and horse user in the local community.
* To provide suitable facilities to further the aims of the club.
* To investigate the subject of bridle tracks and rights-of-way, with a view to opening those that have been closed and maintaining and more closely defining those that are in existence.
* To concern itself with any objectives which will benefit the horse and horse user in the district.

1. **Association with Wellington Riding**
2. Wellington Riding, a Division of Wellington Country Park Limited, offers its support to the Club. Wellington Riding offers Wellington Riding Club:

* use of its facilities to enable the promotion and running of events
* its well-recognised brand
* its reputation as a Centre of Excellence, having promoted the welfare of horses and enjoyment of horse riding, across all disciplines, at all levels for many decades.

1. In accepting this support, an agreed undertaking is made by the Committee and its Members to always act in the best interests of Wellington Country Park Limited and all its associates and divisions namely, but not limited to, Wellington Riding, Stratfield Saye Estate and the Wellesley Family. No actions or decisions must be undertaken which would, in any way, damage their reputations or business interests.
2. As the Riding Club seeks to organise events, clinics and training sessions to be held at Wellington Riding, the Committee agrees to obtain final authorisation from Wellington Riding’s Chief Instructor/Operations Manager. Each nominated Committee member agrees to this without right of recourse.
3. As with all points within our Constitutions, any member’s’ adverse actions which may incite damage or disrepute will be dealt with under item 5(e) of our Constitution.

**5. Membership**

1. Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in horse riding, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
2. Membership shall consist of persons who have attained the age of eighteen years (and persons aged seventeen years and under if a junior section is formed), and having been accepted by the committee, have paid the due subscription for the current period. Honorary membership may be conferred by the committee upon any person deemed by them to have rendered notable service to the club.
3. To become a member, persons shall complete an application form as prescribed by the committee and pay the annual membership fee.
4. The membership will consist of the following categories:

* Senior Member
* Junior Member
* Honorary Member
* Non-Riding Member

1. The committee may refuse or remove membership only for good cause, such as conduct or character likely to bring the Club, the sport, or The BHS into disrepute. Appeal against refusal or removal may be made to a committee of members established for the purpose. However, refusal of membership due to the lack of available facilities is allowable on a non-discriminatory basis.
2. All members will be subject to this constitution and by joining the club will be deemed to accept these regulations and any codes of practice that the club has adopted.
3. The annual subscription shall be payable on the first day of the club’s financial year. Any member whose subscription is more than three months in arrears shall have their name removed from the membership list after written notice to the effect has been sent to them.
4. The annual subscription shall be determined by the committee.
5. Members should acquaint themselves with Wellington Riding’s Codes of Conduct which are readily available.

**6. Sports Equity**

a. The club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity: Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

b. The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality, or social/economic status.

c. The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment, and abuse.

d. All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

e. The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

**7. Committee**

a. The affairs of the club shall be conducted by a committee which shall consist of Chairperson, Secretary, Treasurer and a minimum of 4 other committee members.

b. The officers of the committee shall be elected at the AGM.

c. All committee members must be members of the Club.

d. If agreed, the committee shall elect a Vice Chair from among its members.

e. The term of office for the committee shall be three years, and members shall be eligible for re-election.

f. If the post of any officer or ordinary committee member should fall vacant after such an election, the committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.

g. The committee will be responsible for adopting new policies (including with Safeguarding, Health and Safety and Disciplinary matters), codes of practice and rules that affect the organisation of the club.

h. The committee will have powers to appoint any advisers to the committee as necessary to fulfil its business.

1. The committee will be responsible for disciplinary hearings of members who infringe the club

rules/regulations/constitution. The committee will be responsible for taking any action of suspension or discipline following such hearings.

j. The committee meetings will be convened by the Secretary of the Club and be held no less than four times per year.

k. Only the posts listed above will have the right to vote at committee meetings.

l. The quorum required for business to be agreed at Management Committee meetings will be 50%.

m. No junior member may be a voting member the club. However, if the club has a junior membership the committee may appoint a junior committee to discuss matters relevant to the junior membership. This committee, through the Chairperson of said committee, may make recommendations to the adult committee for their consideration.

**8. Finances**

1. The club treasurer will be responsible for the finances of the club.
2. The financial year of the club will run from 1st January and end on 31st December of each year.
3. All club monies will be banked in an account held in the name of the club.
4. A statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
5. Any cheques, BACS or other electronic means of payment (PayPal etc.) drawn against club funds should hold the signatures of or be authorised by the treasurer or one of up to two other officers.

**9. Annual General Meetings and Extraordinary General Meetings**

1. General meetings are the means whereby, subject to any other constitutional provisions, the members of the club exercise their democratic rights in conducting the Club’s affairs.
2. The club shall hold the Annual General Meeting (AGM) in the month of February, unless extraordinary circumstances prevent this, in which case it will be held as soon as feasible.
3. At the AGM, the following actions will be undertaken:

* approval of the minutes of the previous year’s AGM
* receipt of reports from the Chairman and Secretary
* receipt of a report from the Treasurer and approval of the Annual Accounts
* receipt of a report from those responsible for certifying the Club’s accounts
* election of members to the committee
* approval of membership fees for the following year
* consideration of any proposed changes to the Constitution
* handling of other relevant business
* confirmation of details of Insurances.

1. Notice of the AGM will be given by the club Secretary with at least 28 days’ notice in writing stating the location of the meeting, its time and a brief description of the business to be transacted shall be given to all members.
2. Except in exceptional circumstances, one third of the members of the committee shall retire at the meeting, typically based on length of service. Retiring members shall be eligible for re-election.
3. Proposed changes to the constitution shall be sent to the Secretary prior to the AGM, who shall circulate them at least 7 days in writing before an AGM.
4. All members have the right to vote at the AGM.
5. The quorum for AGMs will be 15%.
6. The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
7. An Extraordinary General Meeting (EGM) shall be called by an application in writing at least 14 days before the appointed date to the Secretary supported by at least 10% of the members of the Club. The committee shall also have the power to call an EGM on 14 days’ notice by decision of a simple majority of the committee members. Members shall be sent details of the subject of business of such an EGM. All procedures shall follow those outlined above for AGMs.

**9. Amendments to the constitution**

1. This constitution (which may be supplemented by formal articles if a Company or a CIO Constitution) will only be changed through agreement by a simple majority vote at an AGM or EGM.

**10. Discipline and appeals**

1. All concerns, allegations or reports of poor practice/abuse relating to the welfare of children, young people and vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the safeguarding policy and procedures of the Club which shall be approved yearly. The Club Welfare Officer (CWO) is the lead contact for all members in the event of any safeguarding concerns.
2. All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
3. The committee will meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
4. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.
5. There will be the right of appeal to the committee following disciplinary action being announced. The committee should consider the appeal within [30] days of the Secretary receiving the appeal.

**11. Liabilities, Indemnities and Insurance**

1. Depending upon the Constitution of the club, the committee members may have personal liability for all liabilities and indemnities of the club. They shall consider carefully their obligations in this regard. If the club is formed with its own legal identity, liabilities will be limited to the value of the shares or membership held by individual members of the club.
2. Whilst affiliated to the British Horse Society, the club shall be entitled to benefit from Public and Employer’s Liability Insurance as per the BHS Schemes of Insurance. It may also take out Property, Directors and Officer’s Liability and other insurance as required, and shall present details of such insurance to its AGM each year. The club shall seek to take out appropriate schemes of insurance, particularly regarding potential property damage or personal injury claims to which the club may be subject based on its ordinary club activities, and confirmation as to the details of the schemes of insurance held shall be presented to each AGM of the club.

**12. Club Members’ Welfare**

1. There must be a qualified First Aider at all training/events. This maybe the instructor if he/she possesses a valid first aid certificate
2. A set of accident forms must be available at each WRC events, including all training. A form must be complete in the event of an accident or fall, which should then be submitted to the Welfare Officer at each committee meeting and then held centrally.
3. Any training where juniors participate should, where possible, have a committee member/instructor with a current child protection certificate also in attendance.
4. A Welfare Officer must be appointed at the beginning of each year. This person must have their details submitted to HQ and is responsible for the co-ordination of the above.

**13. Dissolution**

1. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
2. In the event of dissolution, provided that the club is solvent, all debts should be cleared with any club funds. Any assets of the club that remain following this will be transferred not to the committee, but to another CASC, a registered charity or other community body for them to use in related sports activities as determined at an AGM by members of the club at the time of dissolution.

**14. Declaration**

Wellington Riding Club hereby adopts and accepts this constitution (together with the Articles/other formal constitutional documents presented to it).

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| **Name** |  | **Position** | Chair |
| **Sign** |  | **Date** |  |

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| **Name** |  | **Position** |  |
| **Sign** |  | **Date** |  |