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1. NAME OF THE ASSOCIATION

The name of the association is Pony Club Tasmania Inc (**Association**).

2. DEFINITIONS AND INTERPRETATIONS

2.1 Definitions

In this Constitution unless the context requires otherwise:

Act means the *Associations Incorporation Act 1964* (Tas).

AGM or **Annual General Meeting** means the annual General Meeting of the Association required to be held by the Association in each calendar year.

Appointed Director means a Director appointed under **clause 16**.

Association means Pony Club Tasmania (PCT).

Board of Directors means all or some of the Directors of the Association acting as a board.

By-Law means a By-Law made under **clauses 8.2** and **23**.

Chair means the person elected under **clause 19.6**.

Chief Coaches Panel means the panel of coaches comprising chief coaches elected by and from each Zone.

Club means a Pony Club admitted as a Member to the Association under **clauses 6.2** and **6.4**.

Committee means a committee established by the Board under **clause 22**.

Constitution means this Constitution as amended from time to time, and a reference to a particular clause is a reference to a clause of this Constitution.

Director means a director of the Association and includes Elected Directors and Appointed Directors.

District Commissioner means the official appointed by each Club to represent the Club at General Meetings and Zone meetings.

Elected Director means a Director of the Association elected under **clause 15**.

The Financial year can be varied to suit your organisation, for example a winter sport may choose to run 1 January to 30 December.

General Meeting means a general meeting of Members.

Individual Member means a person who is:

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- (a) a registered financial member of a Club and includes all officials, committee members, sub-committee members, examiners, coaches and office bearers of that Club; or
- (b) a rider, coach or official in any Pony Club competition conducted by or under the auspices of the Association and/or a Club,

who is admitted to the Association under **clauses 6.2 and 6.6.**

Intellectual Property means all rights subsisting in copyright, business names, names, trademarks (or signs), logos, designs, equipment including computer software, images (including photographs, videos or films) or service marks relating to the Association or any activity of or conducted, promoted or administered by the Association.

Life Member means a Member admitted to the Association under **clause 6.3.**

Member means a member of the Association under **clause 6.**

Objects mean the objects of the Association in **clause 3.1.**

Official Position means, in connection with any Club, a person who:

- (a) is an employee, or holds a position, whether elected or appointed, as president, vice president, chairperson, deputy chairperson, secretary, treasurer, director or equivalent, of that Club or a body corporate or organisation which is owned or controlled by, or has, directly or indirectly, a material ownership or financial interest in that Voting Member; or
- (b) has, directly or indirectly, a material ownership or financial interest in that Club.

PCA means Pony Club Australia Limited.

PCA constitution means the constitution and includes any by-laws made by PCA in force from time to time.

Pony Club means the sport or activity of Pony Club.

Public Officer means a person appointed as public officer under **clause 21.**

Registration means registration or affiliation of a Member, such registration being in the form of a signed application form and, in the case of Individual Members, their consent to membership of the Association as required by **clause 6.2.** **Registered** has a corresponding meaning.

Representative Director means those Directors elected to represent the Zones and Chief Coaches Panel on the Board.

Special General Meeting means a General Meeting other than an Annual General Meeting.

Special Resolution has the same meaning as that given to it in the Act.

Zone means an administrative entity created by the Board under **clause 22.5**.

2.2 Interpretation

In this Constitution unless the context requires otherwise:

- (a) **(presence of a Member)** a reference to a Member present at a General Meeting means the Member present in person or representative;
- (b) **(document)** a reference to a document or instrument includes any amendments made to it from time to time and, unless the contrary intention appears, includes a replacement;
- (c) **(gender)** words importing any gender include all other genders;
- (d) **(person)** the word person includes a firm, a body corporate, a partnership, a joint venture, an unincorporated body or association or an authority;
- (e) **(successors)** a reference to an organisation includes a reference to its successors;
- (f) **(singular includes plural)** the singular includes the plural and vice versa;
- (g) **(instruments)** a reference to a law includes regulations and instruments made under it;
- (h) **(amendments to legislation)** a reference to a law or a provision of a law includes amendments, re-enactments or replacements of that law or the provision, whether by a State or Territory or the Commonwealth or otherwise;
- (i) **(include)** the words **include, includes, including** and **for example** are not to be interpreted as words of limitation;
- (j) **(signed)** where, by a provision of this Constitution, a document including a notice is required to be signed, that requirement may be satisfied in relation to an electronic communication of the document in any manner permitted by law or by any State or Territory or Commonwealth law relating to electronic transmissions or in any other manner approved by the Directors;
- (k) **(writing)** writing and written includes printing, typing and other modes of reproducing words in a visible form including, without limitation, any representation of words in a physical document or in an electronic communication or form or otherwise; and
- (l) **(headings)** headings are inserted for convenience and do not affect the interpretation of this Constitution.

2.3 The Act

- (a) In this Constitution, unless the context requires otherwise, an expression has, in a provision of this Constitution that deals with a matter dealt with by a particular provision of the Act, the same meaning as in that provision of the Act.
- (b) The model rules created under the Act are displaced by this Constitution and accordingly do not apply to the Association.

3. OBJECTS

3.1 Objects

The Objects of the Association shall be to:

- (a) Participate as a member of PCA so Pony Club can be conducted, encouraged, promoted, advanced and administered in Tasmania;
- (b) conduct, encourage, promote, advance, control and manage all levels of the Pony Club in Tasmania interdependently with Members and others;
- (c) conduct State level competitions for both males and females and at junior and senior levels;
- (d) adopt, formulate, issue, interpret and amend by-laws, rules and regulations for the control and conduct of Pony Club in Tasmania in keeping with the terms of this Constitution and the PCA constitution, as amended from time to time;
- (e) encourage the provision and development of appropriate facilities for participation in Pony Club;
- (f) maintain and enhance standards, quality and reputation of Pony Club for the collective and mutual benefit and interests of members;
- (g) use and promote the Intellectual Property;
- (h) promote Pony Club for commercial, government and public recognition and benefits;
- (i) select, prepare and enter:
 - (i) Tasmanian teams, including managers and coaches of such teams, in national competitions; and
 - (ii) Tasmanian representatives for inclusion in Australian teams in international competitions;
- (j) promote, control, manage and conduct Pony Club events, competitions and championships;

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- (k) undertake other actions or activities necessary, incidental or conducive to advance these Objects;
- (l) have regard to the public interest in its operations; and
- (m) encourage and promote widespread participation in Pony Club to enhance opportunities for every participant to reach levels appropriate to their ability and aspiration.

3.2 PCA

Subject to any applicable law, the Association must:

- (a) comply with, and do everything within its power to enforce compliance with, the PCA constitution; and
- (b) represent Tasmania's interest in, and co-operate with, PCA in all matters relating to the organisation of national competitions, the Association's own competitions and Pony Club in general.

3.3 Powers

Solely for furthering the Objects, the Association, in addition to any other powers it has under the Act, has the legal capacity and powers of a company limited by guarantee as set out under section 124 of the *Corporations Act 2001* (Cth).

4. INCOME AND PROPERTY OF THE ASSOCIATION

4.1 Sole Purpose

The income and property of the Association will be applied only towards the promotion of the Objects.

4.2 Payments to Members

No income or property will be paid or transferred directly or indirectly to any Member except for payments to a Member:

- (a) in return for any services rendered or goods supplied in the ordinary and usual course of business to the Association; or
- (b) of interest at a rate not exceeding current bank overdraft rates of interest for moneys lent; or
- (c) of reasonable rent for premises let by them to the Association.

5. PCA MEMBERSHIP OBLIGATIONS

5.1 PCA recognition

- (a) PCA recognises the Association as the member of PCA for Tasmania and responsible for ensuring the efficient administration of Pony Club in Tasmania in accordance with the Objects. The Association must be and remain a legal entity.

- (b) The Association will:
- (i) have Objects that align with PCA's objects and do all that is reasonably necessary to enable PCA's objects to be achieved, having regard to any legislation applicable to the Association;
 - (ii) effectively promulgate and enforce the PCA;
 - (iii) at all times act for and on behalf of the interests of PCA, the Association, the Members and Pony Club;
 - (iv) be responsible and accountable to PCA for fulfilling its respective obligations under PCA's strategic plan as revised from time to time;
 - (v) provide PCA with copies of its audited accounts, annual report and associated documents immediately following its annual general meeting;
 - (vi) provide PCA with copies of its business plans and budgets from time to time and within 14 days of request by the PCA board;
 - (vii) be bound by the PCA constitution;
 - (viii) act in good faith and loyalty to maintain and enhance PCA and Pony Club, its standards, quality and reputation for the collective and mutual benefit of the Members and Pony Club;
 - (ix) at all times operate with, and promote, mutual trust and confidence between PCA, the Association and the Members, promoting the economic and sporting success, strength and stability of each other and work cooperatively with each other in the pursuit of the Objects;
 - (x) maintain a database of all Clubs and Individual Members Registered with it in accordance with the PCA constitution and provide a copy to PCA upon request from time to time by the PCA board in such means as may be required; and
 - (xi) not do or permit to be done any act or thing which might adversely affect or derogate from the standards, quality and reputation of Pony Club and its maintenance and development.

5.2 Constitution of the Association

- (a) The Association shall take all steps necessary to ensure this Constitution (and any amendments) conforms, to the PCA constitution, subject to any prohibition or inconsistency in any relevant legislation.

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- (b) This Constitution and any subsequent amendments to this Constitution shall be subject to the approval of PCA.
- (c) PCA shall approve, without delay, this Constitution and any subsequent amendments to this Constitution as may be submitted by the Association provided the amendments conform to the PCA constitution.
- (d) If the documents do not conform to the PCA constitution, the Association shall, without delay, take all steps necessary to address the inconsistency so that the documents conform to the PCA constitution.
- (e) For the avoidance of doubt, if any inconsistency remains between this Constitution and the PCA constitution, the PCA constitution shall prevail to the extent of that inconsistency.
- (f) The Association must:
 - (i) advise PCA as soon as practicable of any serious administrative, operational or financial difficulties the Association is having;
 - (ii) assist PCA in investigating those issues; and
 - (iii) cooperate with PCA in addressing those issues in whatever manner, including by allowing PCA to appoint an administrator to conduct and manage the Association's business and affairs, or to allow PCA itself to conduct itself all or part of the business or affairs of the Association and on such conditions as PCA considers appropriate.
- (g) The Association acknowledges that PCA may develop and implement By-Laws which may set out:
 - (i) the membership criteria (of PCA) to be met by the Association; and
 - (ii) the privileges and benefits of membership of PCA.

5.3 Amendment of the Association Constitution

No addition, alteration or amendment shall be made to this Constitution unless the same has been approved by Special Resolution.

6. MEMBERSHIP

6.1 Categories of Members

Members of the Association shall fall into one of the following categories:

- (a) Clubs, which subject to this Constitution, shall be represented by their District Commissioners who shall have the right to attend,

debate and vote at General Meetings for and on behalf of the Club;

- (b) the Directors, who subject to this Constitution shall have the right to attend, debate and if **clause 11.4(c) applies**, vote at General Meetings.

The Clubs and the Directors (if **clause 11.4(c) applies**), are the only Members entitled to vote;

- (c) Individual Members, who subject to this Constitution shall have the right to attend but not debate or vote at General Meetings;
- (d) Life Members, who subject to this Constitution, shall have the right to attend and debate but not vote at General Meetings; and
- (e) such new or other categories of Members as may be established by the Directors. Any new category of Member established by the Directors must not be granted voting rights without the approval of the Association in General Meeting.

6.2 Admission to membership

Subject to **clause 6.6**, a person will become a Member, and the Directors will direct the Secretary of the Association to record their name in the register of Members kept by the Association, only upon meeting the criteria applicable to the relevant category of membership set out in this Constitution and/or the By-Laws and provided the person has signed an application in which they undertake to:

- (a) be bound by this Constitution and the By-Laws of the Association (including By-Laws specific to the relevant category of membership) and the PCA constitution;
- (b) pay the fees and subscriptions determined to apply to the relevant membership category under **clause 9**; and
- (c) support the Association in the encouragement and promotion of the Objects.

6.3 Life Members

- (a) Life Membership is the highest honour which can be bestowed by the Association for longstanding and valued service to Pony Club in Tasmania.
- (b) Any Member may forward a proposal for nomination for Life Membership to the Directors for their consideration.
- (c) On the nomination of the Board, any individual may be elected as a Life Member at any AGM by Special Resolution, subject to **clause 6.2**.

- (d) Nominations for Life Membership shall include a written report outlining the history of services of any nominee, together with comments on the suitability of the honour.
- (e) The By-Laws will set out:
 - (i) current Life Members;
 - (ii) the criteria to be met by Life Members; and
 - (iii) the privileges and benefits of Life Membership.
- (f) Subject to **clause 6.2**, at the time of adoption of this Constitution, the Life Members of the Association shall be those persons currently recognised by the Association as Life Members.

6.4 Clubs

- (a) Subject to **clauses 6.2 and 6.4(b)**, at the time of adoption of this Constitution, the Clubs of the Association shall be those incorporated entities recognised by the Association as Clubs.
- (b) Where an applicant for Club membership is not incorporated but otherwise meets the criteria for that membership the Directors may recognise that entity as a Club. Where the Directors do recognise an entity as a Club under this clause that entity must incorporate within 12 months of recognition and maintain their incorporation otherwise its membership lapses.
- (c) Clubs will:
 - (i) have objects that align with the Association's Objects and do all that is reasonably necessary to enable the Association's objects to be achieved;
 - (ii) effectively promulgate and enforce this Constitution, the PCA constitution;
 - (iii) at all times act for and on behalf of the interests of the Association, the Members and Pony Club;
 - (iv) be responsible and accountable to the Association for fulfilling its respective obligations under the Association's strategic plan as revised from time to time;
 - (v) provide the Association with copies of its audited accounts, annual report and associated documents including proof of annual incorporation immediately following its annual general meeting;
 - (vi) provide the Association with copies of its business plans and budgets from time to time and within 14 days of request by the Board;

- (vii) be bound by this Constitution and the PCA constitution;
 - (viii) act in good faith and loyalty to maintain and enhance the Association and Pony Club, its standards, quality and reputation for the collective and mutual benefit of the Members and Pony Club;
 - (ix) at all times operate with, and promote, mutual trust and confidence between the Association and the Members, promoting the economic and sporting success, strength and stability of each other and work cooperatively with each other in the pursuit of the Objects;
 - (x) maintain a database of all Individual Members Registered with it in accordance with this Constitution and provide a copy to the Association upon request from time to time by the Board in such means as may be required; and
 - (xi) not do or permit to be done any act or thing which might adversely affect or derogate from the standards, quality and reputation of Pony Club and its maintenance and development.
- (d) Each Club must:
- (i) advise the Association as soon as practicable of any serious administrative, operational or financial difficulties the Club is having;
 - (ii) assist the Association in investigating those issues; and
 - (iii) cooperate with the Association in addressing those issues in whatever manner, including by allowing the Association to appoint an administrator to conduct and manage the Club's business and affairs, or to allow the Association itself to conduct itself all or part of the business or affairs of the Club and on such conditions as the Association considers appropriate. The Association is not obliged to act under this clause.

6.5 Club Constitution

- (a) Each Club shall take all steps necessary to ensure its constitution (and any amendments) conforms, to this Constitution.
- (b) Any subsequent amendments to a Club's constitution shall be subject to the approval of the Association.
- (c) The Association shall approve, without delay, any subsequent amendments to a Club's constitution as may be submitted by a Club provided the amendments conform to this Constitution.

- (d) If the documents do not conform to this Constitution, the Club shall, without delay, take all steps necessary to address the inconsistency so that the documents conform to this Constitution.
- (e) For the avoidance of doubt, if any inconsistency remains between the Club Constitution and this Constitution, this Constitution shall prevail to the extent of that inconsistency.
- (f) Each Club acknowledges that the Association may develop and implement By-Laws which may set out:
 - (i) the membership criteria (of the Association) to be met by Clubs; and
 - (ii) the privileges and benefits of Club membership.

6.6 Individual Members

- (a) No individual shall be Registered with the Association as an Individual Member except in accordance with this **clause 6.6**. The Directors may in their discretion refuse to accept a person as an Individual Member and shall not be required or compelled to provide any reason for such rejection.
- (b) Subject to **clause 6.6(a)** an individual that is recognised, affiliated, accredited or Registered by or with, a Club (as Voting Member) will, upon Registration with the Club, become an Individual Member of the Association and is subject to the provisions of this Constitution.
- (c) The Association may register Individual Members directly in certain situations.
- (d) To remain a Member, all Individual Members must:
 - (i) renew their membership, affiliation, accreditation or Registration with their Club or the Association in accordance with the procedures applicable from time to time;
 - (ii) otherwise remain a member, affiliated, accredited or Registered with their Club or the Association in accordance with the procedures applicable from time to time; and
 - (iii) pay such fees as may be prescribed by their respective Club or the Association in respect of their membership, affiliation, accreditation or Registration, from time to time.
- (e) In addition to the effect of membership set out in **clause 6.2**, an Individual Member is bound by, and must comply with, this Constitution, the By-Laws and the PCA constitution.

- (f) An Individual Member is entitled to any benefits of membership prescribed to apply to Individual Members in the By-Laws.

6.7 General

- (a) The Association must keep a register of all Members.
- (b) No Member whose membership ceases has any claim against the Association or the Directors for damages or otherwise arising from cessation or termination of membership.
- (c) A right, privilege or obligation of a Member by reason of their membership of the Association is not capable of being transferred or transmitted to another Member. No Member shall, or purport to, assign the rights comprising or associated with membership to any other person and any attempt to do so shall be void.
- (d) Members must treat all staff, contractors and representatives of the Association and all other Members with respect and courtesy at all times.
- (e) Members must not act in a manner unbecoming of a Member or prejudicial to the Objects and/or interests of the Association or Pony Club.

6.8 Limited Liability

Members have no liability except as set out in **clause 28**.

6.9 Effect of Membership

- (a) Members acknowledge and agree that:
 - (i) this Constitution constitutes a contract between each of them and the Association and that they are bound by this Constitution and the By-Laws;
 - (ii) they shall comply with and observe this Constitution and the By-Laws and any determination, resolution or policy which may be made or passed by the Board or any duly authorised committee;
 - (iii) by submitting to this Constitution and the By-Laws they are subject to the jurisdiction of the Association;
 - (iv) this Constitution is made in pursuit of a common purpose, namely the mutual and collective benefit of the Association, the Members and Pony Club;
 - (v) this Constitution and By-Laws are necessary and reasonable for promoting the Objects and particularly the advancement and protection of Pony Club; and

- (vi) they are entitled to all benefits, advantages, privileges and services of Association membership.
- (b) Subject to **clause 9.2**, a Club has the right to:
 - (i) receive notice of General Meetings and of proposed Special Resolutions in the manner and time prescribed by this Constitution;
 - (ii) submit items of business for consideration at a General Meeting;
 - (iii) attend and be heard at General Meetings;
 - (iv) vote at a General Meeting; and
 - (v) have access to documents of the Association as provided under **clause 24**.

7. CESSATION OF MEMBERSHIP

7.1 Cessation

A person ceases to be a Member on:

- (a) resignation;
- (b) death;
- (c) the termination of their Membership according to this Constitution or the By-Laws;
- (d) if a body corporate, being dissolved or otherwise ceasing to exist; or
- (e) that Member no longer meeting the requirements for Membership according to this Constitution and/or the By-Laws.

7.2 Resignation

- (a) For the purposes of **clause 7.1(a)**, an Individual Member may resign as a member of the Association by giving 30 days written notice to their Club.
- (b) Where a Club seeks to resign as a Member of the Association the written notice must be accompanied by a copy of the special resolution passed by the Club's members resolving that the Club resign from the Association.

7.3 Forfeiture of Rights

A Member who or which ceases to be a Member shall forfeit all right in and claim upon the Association or the Directors for damages or otherwise, or claim upon its property including the Intellectual Property.

8. GRIEVANCES AND DISCIPLINE OF MEMBERS

8.1 Jurisdiction

All Members will be subject to, and submit unreservedly to the jurisdiction, procedures, penalties and appeal mechanisms of the Association whether under the By-Laws or under this Constitution.

8.2 By-Laws

Subject to **clause 23**, the Board may make By-Laws:

- (a) for the investigation or hearing or determination of:
 - (i) grievances by any Member who feels aggrieved by a decision or action of the Association (or a Club provided that all avenues of appeal available under the constitution of the relevant Club have been exhausted); and
 - (ii) disputes between Members relating to the conduct or administration of Pony Club;
 - (1) for the discipline of Members;
 - (2) for the formation and administration of an Appeals Tribunal which must be independent of any party before it on the matter which is the subject of the appeal in question; and
 - (3) for the termination of membership of Members.
- (b) The Board in its sole discretion may refer an allegation (which in the opinion of the Board is not vexatious, trifling or frivolous) by a complainant (including but not only a Director or a Member) that a Member has:
 - (i) breached, failed, refused or neglected to comply with a provision of this Constitution, the By-Laws or any other resolution or determination of the Board or any duly authorised committee; or
 - (ii) acted in a manner unbecoming of a Member or prejudicial to the Objects and interests of the Association and/or Pony Club; or
 - (iii) prejudiced themselves, the Association or Pony Club or brought themselves, the Association or Pony Club into disrepute,

for investigation or determination either under the procedures set down in the By-Laws or by such other procedure and/or persons as the Board considers appropriate.

- (c) During investigatory or disciplinary proceedings under this **clause 8**, a respondent, may not participate in Pony Club activities, pending the determination of such proceedings (including any available appeal) unless the Board decides continued participation is appropriate having regard to the matter at hand.
- (d) The Board need not act under this clause in respect of any appeal or other matter until satisfied that all avenues of appeal and/or hearing at Club level have been exhausted first.
- (e) The Board may include in any By-Laws a final right of appeal to an independent body outside the control of Pony Club.

9. FEES AND SUBSCRIPTIONS

9.1 Fees payable by Members

- (a) The Directors must determine from time to time:
 - (i) the amount (if any) payable by an applicant for membership;
 - (ii) the amount of the annual membership fee payable by each Member, or any category of Members;
 - (iii) any other amount to be paid by each Member, or any category of Members, whether of a recurrent or any other nature; and
 - (iv) the payment method and due date for payment.
- (b) Each Member must pay to the Association the amounts determined under this **clause 9** in accordance with **clause 9.1(a)(iv)**.

9.2 Non-Payment of Fees

- (a) Subject to **clause 9.2(b)** but notwithstanding any other clause of this Constitution, the rights of a Member whether to attend, debate and/or vote at a General Meeting may, at the discretion of the Directors, be suspended while the payment of any subscription or other amount determined under **clause 9.1(a)(i)**, **clause 9.1(a)(ii)** or **clause 9.1(a)(iii)** is in arrears.
- (b) Where a Member is in arrears for any amount:
 - (i) the Board may enter an arrangement with the Member for the payment of the amount; and
 - (ii) any arrangement must be disclosed to other Clubs, but does not require their approval.

10. GENERAL MEETINGS

10.1 Annual General Meeting

AGMs of the Association are to be held:

- (a) according to the Act; and
- (b) otherwise as determined by the Directors (including date and venue).

10.2 Power to convene General Meeting

- (a) The Directors may convene a General Meeting when they think fit and must do so if required by the Act.
- (b) Clubs may convene a General Meeting in accordance with the Act.

10.3 Notice of General Meeting

- (a) Notice of a General Meeting of Members must be given:
 - (i) to all Members entitled to attend the General Meeting, the Directors, and the auditor of the Association; and
 - (ii) in accordance with **clause 26** and the Act.
- (b) At least 45 days prior to the proposed date of the AGM, the Secretary will request from Clubs and Directors notices of motions, which must be received no less than 28 days prior to the AGM.
- (c) At least 21 days' notice of the time and place of a General Meeting must be given, together with:
 - (i) all information required to be included in accordance with the Act;
 - (ii) in the case of a proposed Special Resolution, the intention to propose the Special Resolution and the terms of the proposed Special Resolution;
 - (iii) where applicable, any notice of motion received from any Club or Director;
 - (iv) where applicable, a list of all nominations received for positions to be elected at the relevant General Meeting.

10.4 No other business

No business other than that stated in the notice of meeting may be transacted at a General Meeting.

10.5 Cancellation or postponement of General Meeting

Where a General Meeting (including an AGM) is convened by the Directors they may, if they think fit, cancel the meeting or postpone the meeting to a date and time they determine. However, this clause does not apply to a General Meeting convened by:

- (a) Clubs according to the Act;
- (b) the Directors at the request of Members; or
- (c) a Court.

10.6 Written notice of cancellation or postponement of General Meeting

Notice of the cancellation or postponement of a General Meeting must state the reasons for doing so and be given to:

- (a) each Member entitled to attend the General Meeting; and
- (b) each other person entitled to notice of a General Meeting under this Constitution or the Act,

at least 7 days prior to the date of the General Meeting.

10.7 Contents of notice postponing General Meeting

A notice postponing a General Meeting must specify:

- (a) the new date and time for the meeting;
- (b) the place where the meeting is to be held, which may be either the same as or different from the place specified in the notice originally convening the meeting; and
- (c) if the meeting is to be held in 2 or more places, the technology that will be used to hold the meeting in that manner.

10.8 Number of clear days for postponement of General Meeting

The number of clear days from the giving of a notice postponing a General Meeting to the date specified in that notice for the postponed meeting must not be less than the number of clear days' notice of that General Meeting required to be given by **clause 10.6**.

10.9 Business at postponed General Meeting

The only business that may be transacted at a postponed General Meeting is the business specified in the notice originally convening the meeting.

10.10 Non-receipt of notice

The non-receipt of a notice convening, cancelling or postponing a General Meeting by, or the accidental omission to give a notice of that kind to, a person entitled to receive it, does not invalidate any resolution passed at the General Meeting or at a postponed meeting or the cancellation or postponement of the meeting.

10.11 Right to appoint representative

- (a) Each Club is entitled to appoint an individual as its representative to attend and vote on behalf of that Club at General Meetings and to exercise the powers of Clubs in relation to resolutions to be passed without meetings. The individual appointed by the Club to be its representative at General Meetings must be an Individual Member of the appointing Club. A Director cannot also be appointed as a Club's representative.
- (b) A Club may appoint more than 1 representative but only 1 representative may exercise the Club's powers at any General Meeting.
- (c) Clubs must notify the Secretary of their appointed, authorised representatives no later than 48 hours prior to the General Meeting.

10.12 No proxy voting

Proxy voting is not permitted at General Meetings of the Association.

10.13 Postal voting

Postal voting or voting by electronic communication at General Meetings of the Association may be permitted from time to time in such instances as the Directors may determine and shall be conducted in accordance with procedures prescribed by the Directors.

11. PROCEEDINGS AT GENERAL MEETING

11.1 Number for a quorum

The number of Members entitled to vote who must be present and eligible to vote for a quorum to exist at a General Meeting is ten per cent (10%) of Clubs or a majority of Directors under **clause 11.4**.

11.2 Requirement for a quorum

An item of business may not be transacted at a General Meeting unless a quorum is present and remains throughout the General meeting.

11.3 Quorum and time – Special General Meetings

If within 30 minutes after the time appointed for a Special General Meeting, or at any other time during the meeting, a quorum is not present, the meeting:

- (a) if convened by, or on requisition of, Members is dissolved; and
- (b) in any other case stands adjourned to such other day, time and place as the Chair determines.

11.4 Quorum and time – AGMs

If within 30 minutes after the time appointed for an AGM, or at any other time during the meeting, a quorum is not present, a majority of Directors present shall constitute a quorum for that meeting only.

11.5 Chairperson to preside over General Meetings

- (a) The chairperson of the Board shall, subject to this Constitution, preside as chair at every General Meeting except:
 - (i) in relation to any election for which the chairperson is a nominee; or
 - (ii) where a conflict of interest exists.
- (b) If a General Meeting is convened and there is no Chair, or the Chair is not present within 15 minutes after the time appointed for the meeting or is unable or unwilling to act, the following may preside as Chair (in order of entitlement):
 - (i) a Director (or other person) chosen by a majority of the Directors present;
 - (ii) the only Director present; or
 - (iii) an authorised representative of a Club who is entitled to vote and is chosen by a majority of the Clubs represented by their authorised representatives.

11.6 Conduct of General Meetings

- (a) The Chair:
 - (i) has charge of the general conduct of the meeting and of the procedures to be adopted;
 - (ii) may require the adoption of any procedure which in his opinion is necessary or desirable for proper and orderly debate or discussion or the proper and orderly casting or recording of votes; and

- (iii) may terminate discussion or debate on any matter whenever he considers it necessary or desirable for the proper conduct of the meeting.

- (b) A decision by the Chair under this **clause 11.6** is final.

11.7 Adjournment of General Meeting

- (a) The Chair may with the consent of any meeting at which a quorum is present, and must if so directed by the meeting, adjourn the meeting or any business, motion, question, resolution, debate or discussion being considered or remaining to be considered by the meeting.
- (b) The adjournment may be either to a later time at the same meeting or to an adjourned meeting at any time and place agreed by vote of the members present.
- (c) Only unfinished business is to be transacted at a meeting resumed after an adjournment.

11.8 Notice of adjourned meeting

- (a) It is not necessary to give any notice of an adjournment or of the business to be transacted at any adjourned meeting unless a meeting is adjourned for 30 days or more.
- (b) In that case, at least the same period of notice as was originally required for the meeting must be given for the adjourned meeting.

11.9 Questions decided by majority

Subject to the requirements of the Act (if any) and except in the case of a Special Resolution, a resolution is carried if a simple majority of the votes cast on the resolution are in favour of it.

11.10 Equality of votes

Where an equal number of votes are cast in favour of and against a resolution, the resolution is not carried. For the avoidance of doubt the Chair does not have a casting vote where voting is equal.

11.11 Declaration of results

- (a) At any General Meeting a resolution put to the vote of the meeting must be decided on a show of hands unless a poll is properly demanded and the demand is not withdrawn.
- (b) A declaration by the Chair 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 minutes of the meetings of the Association, is conclusive evidence of the fact.

- (c) Neither the Chair nor the minutes need state, and it is not necessary to prove, the number or proportion of the votes recorded for or against the resolution.

11.12 Poll

- (a) If a poll is properly demanded in accordance with the *Corporations Act 2001* (Cth) or by the Chair of the meeting, it must be taken in the manner and at the date and time directed by the Chair, and the result of the poll is the resolution of the meeting at which the poll was demanded. On a poll, each Club and if applicable each Director will have the number of votes fixed under **clause 12**.
- (b) A poll demanded on the election of a chair or on a question of adjournment must be taken immediately.
- (c) A demand for a poll may be withdrawn.
- (d) A demand for a poll does not prevent the General Meeting continuing for the transaction of any business other than the question on which the poll was demanded.

11.13 Objection to voting qualification

- (a) An objection to the right of a person to attend or vote at a General Meeting (including an adjourned meeting):
 - (i) may not be raised except at that meeting; and
 - (ii) must be referred to the Chair, whose decision is final.
- (b) A vote not disallowed under the objection is valid for all purposes.

11.14 Chair to determine any poll dispute

If there is a dispute about the admission or rejection of a vote, the Chair must decide it and the Chair's decision made in good faith is final.

11.15 Minutes

- (a) The Secretary must ensure that minutes are taken and kept of each General Meeting.
- (b) The minutes must record:
 - (i) the business considered at the meeting;
 - (ii) any resolution on which a vote is taken and the result of the vote; and
 - (iii) the names of persons present at all meetings.
- (c) In addition, the minutes of each Annual General Meeting must include:

- (i) the financial statements submitted to the Members in accordance with the Act;
- (ii) the certificate signed by two Directors certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
- (ii) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.
- (d) The minutes of General Meetings shall be available for inspection and copying by the Members.

12. VOTES OF MEMBERS

- (a) At a General Meeting, on a show of hands and on a poll, each Club, and each Director only if **clause 11.4(c)** applies, shall have one vote. A Club's vote will be exercised by its appointed, authorised representative.
- (b) No Members other than Clubs and Directors, only if **clause 11.4(c)** applies, are entitled to vote at General Meetings.

13. STAKEHOLDER FORUMS

13.1 Power to convene Stakeholder Forums

- (a) The Directors may from time to time convene a Stakeholder Forum.
- (b) The Directors shall on the written requisition of 25% of the Clubs convene a Stakeholder Forum.

13.2 Notice of Stakeholder Forums

Where a Stakeholder Forum is convened:

- (a) Notice of a Stakeholder Forum must be given to all Members and Directors entitled to attend the General Meeting.
- (b) At least 28 days prior to the proposed date of the Stakeholder Forum, the Secretary will request from Members notice of any matters they wish to be discussed at the meeting, which must be received no less than 14 days prior to the meeting.
- (c) At least 14 days' notice of the time and place of a Stakeholder Forum must be given, together with any items for discussion proposed by the Directors or a Member.

13.3 Attendees at Stakeholder Forum

The following persons may attend Stakeholder Forums of the Association:

- (a) up to 3 financial members of each Club;
- (b) the Directors; and
- (c) such other persons the Board considers should be invited.

13.4 Conduct of a Stakeholder Forum

- (a) A Stakeholder Forum is to provide opportunity for open discussion on all matters relating to Pony Club in Tasmania and all attendees shall have equal opportunity to participate in discussions. The Directors may also use the meeting to discuss, inter alia, the current or proposed Business Plan, Budgets, financial results and By-laws.
- (b) The format of proceedings at a Stakeholder Forum shall be at the discretion of the Directors and may include plenary sessions, small group workshops or guest speakers.
- (c) The Directors shall determine who shall chair the Stakeholder Forum, including who shall lead or facilitate particular discussion items.
- (d) There shall be no quorum requirement for a Stakeholder Forum.
- (e) Items for discussion which were not included in the notice issued under **clause 13.2(c)** may, with the permission of the chair, be raised for discussion.

13.5 Consensus at Stakeholder Forum

A resolution may be made by consensus of the forum for consideration by the Directors. Directors are not bound by any resolution passed at the forum.

14. DIRECTORS

14.1 Composition of the Board

The Board shall consist of:

- (a) 4 elected Directors;
(the "Elected Directors") all of whom will be elected under **clause 15.3**;
and
- (b) 1 representative elected by each of the 3 Zones; and
- (c) 1 representative elected by and from the Chief Coaches Panel;
(the "Representative Directors"); and

- (d) up to 2 additional Appointed Directors who if appointed shall be appointed in accordance with **clause 16**.

14.2 Portfolios

The Board may allocate portfolios to Directors.

14.3 Qualifications

- (a) The Board may determine from time to time job descriptions and qualifications for Directors.
- (b) A nominee may not hold any executive position in a Club at the time of their nomination but must have held an executive position in a Club or Zone to be eligible for nomination and shall be nominated by a Club.

14.4 Current Board

The terms of the Directors in office at the date of the adoption of this Constitution shall continue in office until the next General Meeting after the General Meeting at which this Constitution is adopted. Those Directors may be re-elected or re-appointed for a further term, as the case may be, subject always to this Constitution.

14.5 Remuneration of Directors

A Director may not be paid for services as a Director but, with the approval of the Directors and subject to the Act, may be:

- (a) paid by the Association for services rendered to it other than as a Directors; and
- (b) reimbursed by the Association for their reasonable travelling, accommodation and other expenses when:
 - (i) travelling to or from meetings of the Directors, a Committee or the Association; or
 - (ii) otherwise engaged on the affairs of the Association.

14.6 Honorarium

The Association may in General Meeting by ordinary resolution determine to pay a Director an ex-gratia payment.

15. ELECTED DIRECTORS

15.1 Nomination for Board

Nominations for the Elected Directors in **clause 14.1(a)** shall be called for by the Secretary 45 days prior to the General Meeting at which the election is to be held (usually the AGM).

15.2 Form of Nomination

Nominations must be:

- (a) in writing on the prescribed form (if any);
- (b) signed by an authorised representative of a Club;
- (c) certified by the nominee expressing their willingness to accept the position for which they are nominated; and
- (d) delivered to the Association not less than 28 days before the date fixed for the holding of the General Meeting.

15.3 Elections

- (a) If the number of nominations received for positions on the Board is equal to the number of vacancies to be filled or if there are insufficient nominations received to fill all vacancies on the Board, then those nominated shall be declared elected.
- (b) If there are insufficient nominations received to fill all vacancies on the Board, the positions will be deemed casual vacancies under **clause 17.1**.
- (c) If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in order drawn by ballot, for each vacancy on the Board.
- (d) The voting shall be conducted in such manner and by such method as may be determined by the Board from time to time.

15.4 Term of Appointment

- (a) Subject to this Constitution, and in particular **clauses 15.4(c)**, Elected Directors shall be elected in accordance with this Constitution for a term of 2 years, which shall commence from the conclusion of the General Meeting at which the election occurred until the conclusion of the second Annual General Meeting following.
- (b) Two Elected Directors shall retire after the first year after election and 2 Elected Directors shall retire after the second year after election, until the 4 Elected Directors have retired, after which those Elected Directors elected to the vacancies after the first year shall retire and so on. The Elected Directors to retire and the year in which they retire will be determined by the Board. If the Board cannot agree, retirements will be determined by lot.
- (c) Notwithstanding any other clause, should any adjustment to the term of Elected Directors elected under this Constitution be necessary to ensure rotational terms in accordance with this

Constitution, this shall be determined by the Board. If the Board cannot agree, retirements will be determined by lot. For the avoidance of doubt any part of a term shall be deemed a full term for the purposes of this **clause 15.4**.

- (d) Following the adoption of this Constitution, no person who has served as an Elected Director for a period of 4 consecutive full terms (8 years) shall be eligible for re-election as a Director until the second Annual General Meeting following the date of conclusion of their last term as a Director.

16. APPOINTED DIRECTORS

16.1 Appointment of Appointed Director

The Elected Directors may appoint up to 2 Appointed Directors in accordance with this Constitution.

16.2 Qualifications for Appointed Directors

Appointed Directors should have skills that complement and/or supplement any skill gaps that may exist in the Board, with the aim of ensuring that the Board has all the necessary skills to govern the organisation. Appointed Directors do not need to be Individual Members or have experience in, or exposure to, Pony Club.

16.3 Term of Appointment

- (a) Directors appointed under **clause 16.1** may be appointed by the Elected Directors in accordance with this Constitution for a term of up to 2 years, which shall commence and conclude on dates as determined by the Elected Directors.
- (b) Following the adoption of this Constitution, no person who has served as an Appointed Director for a period of up to 2 consecutive full terms (4 years) shall be eligible for re-appointment as a Director for at least 1 year following the date of conclusion of their last term as a Director.

17. VACANCIES ON THE BOARD

17.1 Casual Vacancies

- (a) Any casual vacancy that occurs in the position of an Elected Director may be filled by the remaining Elected Directors from among appropriately qualified persons.
- (b) Any casual vacancy may only be filled for the remainder of the vacating Director's term under this Constitution.

17.2 Grounds for Termination of Director

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 insolvent under administration or makes any arrangement or composition with their 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 their office in writing to the Association;
- (e) is absent without the consent of the Board from 2 consecutive meetings of the Board;
- (f) is an employee of the Association or a Club;
- (g) holds an Official Position with a Club;
- (h) is directly or indirectly interested in any contract or proposed contract with the Association and fails to declare the nature of his interest;
- (i) after reasonable consideration by the Board it determines the Director;
 - (i) has acted in a manner unbecoming or prejudicial to the Objects and/or interests of the Association and/or Pony Club; or
 - (ii) has brought himself, the Association or Pony Club into disrepute,provided the Director is first given the opportunity to make written or oral submissions to the Board before a determination is made;
- (j) is removed by Special Resolution; or
- (k) would otherwise be prohibited from being a director of a corporation under the *Corporations Act 2001* (Cth).

17.3 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 or to convene a General Meeting.

18. POWERS AND DUTIES OF DIRECTORS

18.1 Directors to manage the Association

The Directors are to manage the Association's business and may exercise those of the Association's powers that are not required, by the Act or by this Constitution, to be exercised by the Association in General Meeting.

18.2 Specific powers of Directors

Without limiting **clause 18.1** the Directors may exercise all the Association's powers to borrow or raise money, to charge any property or business or give any other security for a debt, liability or obligation of the Association or of any other person.

18.3 Time, etc.

Subject to the Act, where this Constitution requires that something be done by a particular time, or within a particular period, or that an event is to occur or a circumstance is to change on or by a particular date, the Directors may in their absolute discretion extend that time, period or date as they think fit.

18.4 Delegation of powers

- (a) The Directors may, by resolution or by power of attorney or writing under seal, delegate any of their powers other than this power of delegation to any committee or any other person as they think fit.
- (b) Any delegation by the Directors of their powers:
 - (i) must specify the powers delegated, any restrictions on, and conditions attaching to, the exercise of those powers and the period during which that delegation is to be in force;
 - (ii) may be either general or limited in any way provided in the terms of the delegation; and
 - (iii) need not be to a specified person but may be to any person holding, occupying or performing the duties of a specified office or position.
- (c) If exercising a power depends on a person's opinion, belief or state of mind, then that power may be exercised by the delegate on the delegate's opinion, belief or state of mind about that matter.
- (d) Any power exercised by a delegate is as effective as if it had been exercised by the Directors.

18.5 Code of Conduct

The Directors must:

- (a) adopt a code of conduct for Directors; and
- (b) periodically review the code of conduct in light of the general principles of good corporate governance.

19. PROCEEDINGS AT DIRECTORS MEETINGS

19.1 Directors meetings

- (a) Subject to **clause 19.1(b)**, the Directors may meet together for conducting business, adjourn and otherwise regulate their meetings as they think fit.
- (b) The Directors must meet at least 3 times in each calendar year.

19.2 Questions decided by majority

A question arising at a Directors' meeting is to be decided by a majority of votes of the Directors present in person and entitled to vote. Each Director present has 1 vote on a matter arising for decision by Directors.

19.3 Chair's casting vote

The chair of the meeting will not have a casting vote.

19.4 Quorum

Five Directors present in person constitutes a quorum.

19.5 Convening meetings

- (a) A Director may, and the Secretary on the request of a Director must, convene a Directors' meeting.
- (b) Notice of a meeting of Directors must be given individually to each Director (except a Director on leave of absence approved by the Directors). Notice of a meeting of Directors may be given in person, or by post or by telephone, facsimile or other electronic means.
- (c) A Director may waive notice of a meeting of Directors by giving notice to that effect to the Association in person or by post or by telephone, facsimile or other electronic means.
- (d) A person who attends a meeting of Directors waives any objection that person may have in relation to a failure to give notice of the meeting.
- (e) The non-receipt of a notice of a meeting of the Directors or the accidental omission to give notice of a meeting to a person entitled to receive notice does not invalidate anything done (including the passing of a resolution) at that meeting of Directors.

19.6 Election of Chairperson

- (a) The Elected Directors must at the first Board meeting after the AGM annually elect by majority vote one of their number to the office of chairperson of Directors.
- (b) The Director elected to the office of chairperson of directors under **clause 19.6(a)** will remain chairperson for 1 year from the date of their election until the first Board meeting after the next AGM and shall chair any Board meeting. A Director elected as chairperson may be re-elected as chairperson in following years so, long as he or she remains a Director.
- (c) Despite **clause 19.6(b)**, if:
 - (i) there is no person elected as Chair; or
 - (ii) the Chair is not present within 15 minutes after the time appointed for the holding of the meeting; or
 - (iii) the Chair is unwilling to act,the Directors present may elect one of their number to be chair of the meeting.

19.7 Circulating resolutions

- (a) The Directors may pass a resolution without a Directors' meeting being held if the required majority of the Directors who are entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document.
- (b) Separate copies of the document may be used for signing by the Directors if the wording of the resolution and statement is identical in each copy.
- (c) The resolution is passed when the last Director required to achieve the required majority signs.

19.8 Validity of acts of Directors

Everything done at a Directors' meeting or a Committee meeting, or by a person acting as a Director, is valid even if it is discovered later that there was some defect in the appointment, election or qualification of any of them or that any of them was disqualified or had vacated office.

19.9 Directors' interests

- (a) A Director shall declare to the Board that Director's interest in any matter in which any material personal interest or related party transaction arises as defined by the *Corporations Act 2001* (Cth), and that Director must absent himself or herself from discussion of such matter and shall not be entitled to vote in respect of such matter.

- (b) In the event of any uncertainty in this regard, the issue shall immediately be determined by a vote of the Directors or, if this is not possible, the matter shall be adjourned or deferred to the next meeting.
- (c) The Secretary shall maintain a register of declared interests.

19.10 Minutes

The Directors must cause minutes of meetings to be made and kept according to the Act and the *Corporations Act 2001* (Cth).

20. TELECOMMUNICATION MEETINGS OF THE ASSOCIATION

20.1 Telecommunication meeting

- (a) A General Meeting or a Directors' Meeting may be held by means of a telecommunication meeting, provided that:
 - (i) the number of Members or Directors (as applicable) participating is not less than a quorum required for a General Meeting or Directors' Meeting (as applicable); and
 - (ii) the meeting is convened and held in accordance with the Act.
- (b) All provisions of this Constitution relating to a meeting apply to a telecommunication meeting in so far as they are not inconsistent with the provisions of this **clause 20**.

20.2 Conduct of telecommunication meeting

The following provisions apply to a telecommunication meeting of the Association:

- (a) all persons participating in the meeting must be linked by telephone, audio-visual or other instantaneous means for the purpose of the meeting;
- (b) each of the persons taking part in the meeting must be able to hear and be heard by each of the other persons taking part at the commencement of the meeting and each person so taking part is deemed for the purposes of this Constitution to be present at the meeting;
- (c) at the commencement of the meeting each person must announce his or her presence to all other persons taking part in the meeting;
- (d) a person may not leave a telecommunication meeting by disconnecting his or her telephone, audio-visual or other communication equipment unless that person has previously notified the Chair;

- (e) a person may conclusively be presumed to have been present and to have formed part of a quorum at all times during a telecommunication meeting unless that person has previously notified the Chair of leaving the meeting; and
- (f) a minute of proceedings of a telecommunication meeting is sufficient evidence of the proceedings and of the observance of all necessary formalities if the minute is certified to be a correct minute by the Chair.

21. PUBLIC OFFICER

- (a) There must be a Public Officer who is to be appointed by the Directors under the Act. The Public Officer need not be a Director.
- (b) In addition to the manner in which the office of public officer becomes vacant under the Act the Directors may suspend or remove the Public Officer from that office.
- (c) The Public Officer holds office on the terms and conditions and with the powers, duties and authorities, determined by the Act and the Directors. Subject to this Constitution the Public Officer is not entitled to remuneration.

22. COMMITTEES

22.1 Committees

The Directors may by written instrument delegate any of their powers other than this power of delegation to Committees consisting of such persons they think fit (including Directors, individuals and consultants), and may vary or revoke any delegation.

22.2 Powers delegated to Committees

- (a) A Committee must exercise the powers delegated to it according to the terms of the delegation and any directions of the Directors. A Committee is responsible to and reports to the Board.
- (b) Powers delegated to and exercised by a Committee are taken to have been exercised by the Directors.

22.3 Committee meetings

Committee meetings are governed by the provisions of this Constitution dealing with Directors' meetings, as far as they are capable of application.

22.4 Chief Coaches Panel

- (i) Subject always to this Constitution and the approval of the Board, the Chief Coaches Panel (**Panel**) shall be responsible for the policy and direction of coaching and testing throughout the Association. The Panel shall consist of those members of

the Panel in those positions at the time of adoption of this Constitution. The Panel shall appoint from those persons a Representative Director to the Board.

- (ii) Subject to this Constitution and in particular but not only **clauses 22.4(iii)** and **22.5(g)**, membership of the Panel shall be for a period of three years from the date of appointment. Retiring appointees shall be eligible for reappointment for one further term after which time they are not eligible for reappointment for a period of two years.
- (iii) Subject to this Constitution and in particular but not only **clause 22.5(g)**, a third of the members of the Panel must retire annually, but shall be eligible for nomination for one further term. The members to retire should generally be the longest serving members. In the case of a dispute between those Members whom are the longest serving, a decision by way of random lot will be made.
- (iv) All members of the Panel shall have one vote. The number of Members of the Panel shall not exceed nine.
- (v) A quorum of the Panel shall be one more than half the number of members of the Panel.
- (vi) Membership of the Panel shall be confirmed by the Board annually. Board members may attend Panel meetings but shall only have debating rights not voting rights.
- (vii) Subject to this Constitution and in particular but not only **clause 22.5(g)** all members of the Panel must hold a PC-NCAS Coaching Certificate or equivalent qualification. All members of the Panel must maintain their current level of qualifications whilst on the Panel and must be actively involved at Club, Zone or State level.
- (viii) Subject always to this Constitution Zones will appoint to the Panel a suitable candidate to be appointed to the Panel. This nomination will, providing it meets the criteria, be considered for ratification by the Board.
- (ix) The process for appointment to the Panel will be as set out in this Constitution or otherwise determined by the Board.
- (x) Minutes of meetings of the Panel shall be forwarded to Association headquarters within two weeks of the date of each meeting, and shall be kept on file at headquarters.

22.5 Zones

- (a) The State will be divided into Zones as defined from time to time by the Board. The Board at any time may increase or decrease the number of Zones. Subject to this Constitution, Zones are administrative only and are not Members. The Board may from

time to time determine the procedures for, and requirements of, and to be undertaken, by each Zone.

- (b) Every Club shall have an official called a District Commissioner.
 - (i) The District Commissioner of each Club (or their representative) in each Zone shall meet periodically to further the business of the Association in each Zone.
 - (ii) Each District Commissioner at Zone meetings, (including the annual general meeting) shall have one vote and voting maybe by proxy (providing written authority for each proxy is produced at the meeting.) In all other respects the rules of the Association (where relevant) shall apply mutatis mutandis to the meeting of each Zone.
- (c) Each Zone shall have its own Visiting Commissioner who shall co-ordinate and supervise the affairs of the Association in his/her relevant Zone.
- (d) Each Zone shall hold an annual meeting not later than 7 days prior to the Annual General Meeting of the Association. At each Zone annual meeting the District Commissioners (or their proxy) of Clubs within that Zone shall elect:
 - (i) the Visiting Commissioner for that Zone; and
 - (ii) secretary and/or treasurer for that Zone; and
 - (iii) the Zone's Director (who may not also be a Chief Coach); and
 - (iv) in accordance with and subject to **clause 22.4(iii)**, at least two and up to three coaches to be ratified by the Board as members of the Chief Coaches Panel.
- (e) In addition, at any Zone annual meeting the member Clubs may decide to have an official called a chairman in that Zone and may decide whether he/she shall have any voting rights at Zone meetings.
- (f) The secretary of each Zone shall notify the Association of the results of the Zone annual meeting prior to the Association Annual General Meeting but no election shall be invalid by reason of his/her failure to do so.
- (g) Subject to **clause 22.4**, the Chief Coaches Panel shall consist of up to three chief coaches elected from each Zone as set out above. Of the three coaches elected two must hold a PC-NCAS Level 1 Coaching Certificate or equivalent qualification and one may hold a PC-NCAS Preliminary coaching qualification. The Zone will determine the terms of each of its elected Coaches. So, if three coaches are elected then the Zone will allocate a term of

three years to one coach, two years to one coach and one year to one coach to commence the required rotation. If there is any disagreement as to terms, terms will be determined by lot. The Chief Coaches Panel is an advisory panel to the Board.

- (h) Any authority or vote to be exercised by a Club under these rules shall be exercised by the District Commissioner, or his/her written nominee, of such member club on behalf of such Club.
- (i) Each Zone will provide the Association with copies of its audited accounts, annual report and associated documents each year.

23. BY-LAWS

23.1 Making and amending By-Laws

- (a) In addition to By-Laws made under **clause 8.2** the Directors may from time to time make By-Laws which in their opinion are necessary or desirable for the control, administration and management of the Association's affairs and Pony Club in Tasmania and may amend, repeal and replace those By-Laws.
- (b) Interpretation of the By-Laws is solely the responsibility of the Directors.
- (c) All clauses, rules, By Laws and regulations of the Association in force at the date of the approval of this Constitution insofar as such clauses, rules, By Laws and regulations are not inconsistent with, or have been replaced by this Constitution, shall be deemed to be By Laws under **clause 23**.

23.2 Effect of By-Laws

A By-Law:

- (a) is subject to this Constitution;
- (b) must be consistent with this Constitution; and
- (c) when in force, is binding on all Members and has the same effect as a provision in this Constitution.

24. KEEPING AND INSPECTION OF RECORDS

- (a) The Directors will cause the Association records to be kept for a period of 7 years from their creation.
- (b) Subject to privacy and confidentiality obligations Members shall have the right to inspect documents of the Association as permitted by the Act.
- (c) The Board may impose conditions on a Member's inspection of the Association documents under this clause or may refuse such

inspection where the Board reasonably considers that the Member is not seeking and/or undertaking the inspection in good faith and/or for a proper purpose.

25. ACCOUNTS

25.1 Accounting Records

The Directors will cause proper accounting and other records to be kept and will distribute copies of financial statements as required by the Act.

25.2 Transactions

All cheques, promissory notes, bankers' drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to the Association, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, in such manner as the Directors determine from time to time.

25.3 Auditor

- (a) A properly qualified and independent auditor or auditors shall be appointed by the Directors and the duties of such auditor or auditors fixed and regulated in accordance with the *Corporations Act 2001 (Cth)*.
- (b) Members may remove an auditor from office by resolution made at a General Meeting in accordance with the Act.

25.4 Financial Year

The financial year of the Association means a 12 month period as designated by Board from time to time subject always to the Act.

26. SERVICE OF DOCUMENTS

26.1 Document includes notice

In this **clause 26**, document includes a notice.

26.2 Methods of service on a Member

The Association may give a document to a Member:

- (a) personally;
- (b) by sending it by post to the address for the Member in the Register or an alternative address nominated by the Member; or
- (c) by sending it to a fax number or electronic address nominated by the Member.

26.3 Methods of service on the Association

A Member may give a document to the Association:

Attachment A

- (a) by delivering it to the Association's registered office;
- (b) by sending it by post to the Association's registered office; or
- (c) by sending it to a fax number or electronic address nominated by the Association.

26.4 Post

A document sent by post:

- (a) if sent to an address in Australia, may be sent by ordinary post; and
- (b) if sent to an address outside Australia, or sent from an address outside Australia, must be sent by airmail,

and in either case is taken to have been received on the second business day after the date of its posting.

26.5 Electronic transmission

If a document is sent by any form of electronic transmission, delivery of the document is taken to:

- (a) be effected by properly addressing and transmitting the electronic transmission; and
- (b) have been delivered on the business day following its transmission.

27. INDEMNITY

27.1 Indemnity of officers

Every person who is or has been:

- (a) a Director; or
- (b) Public Officer,

is entitled to be indemnified out of the property of the Association against:

- (c) every liability incurred by the person in that capacity (except a liability for legal costs); and
- (d) all legal costs incurred in defending or resisting (or otherwise in connection with) proceedings, whether civil or criminal or of an administrative or investigatory nature, in which the person becomes involved because of that capacity, unless:
 - (i) the Association is forbidden by statute to indemnify the person against the liability or legal costs; or

- (ii) an indemnity by the Association of the person against the liability or legal costs would, if given, be made void by statute.

27.2 Insurance

The Association may pay or agree to pay, whether directly or through an interposed entity, a premium for a contract insuring a person who is or has been a Director or Public Officer against liability incurred by the person in that capacity, including a liability for legal costs, unless:

- (a) the Association is forbidden by statute to pay or agree to pay the premium; or
- (b) the contract would, if the Association paid the premium, be made void by statute.

27.3 Deed

The Association may enter into a deed with any Indemnified Officer or a deed poll to give effect to the rights conferred by **clause 27.1** on the terms the Directors think fit (as long as they are consistent with **clause 27.1**).

28. WINDING UP

28.1 Contributions of Members on winding up

- (a) Each Club must contribute to the Association's property if the Association is wound up while they are a Member or within one year after their membership ceases.
- (b) The contribution is for:
 - (i) payment of the Association's debts and liabilities contracted before their membership ceased;
 - (ii) the costs of winding up; and
 - (iii) adjustment of the rights of the contributories among themselves,

and the amount is not to exceed \$1.00.

- (c) No other Member must contribute to the Association's property if the Association is wound up.

28.2 Excess property on winding up

- (a) If on the winding up or dissolution of the Association, and after satisfaction of all its debts and liabilities, any property remains, that property must be given or transferred to another body or bodies:
 - (i) having objects similar to those of the Association; and

- (ii) whose constitution prohibits (or each of whose constitutions prohibit) the distribution of its or their income and property among its or their members to an extent at least as great as is imposed under this Constitution.
- (b) That body is, or those bodies are, to be determined by the Clubs at or before the time of dissolution or, failing that determination, by a judge who has or acquires jurisdiction in the matter.

29. COMMON SEAL

- (b) The common seal shall:
 - (i) be kept in the custody of the President or the Secretary; and
 - (ii) not be affixed to any instrument except by the authority of the Board and the affixing of the common seal shall be attested by the signatures of 2 Directors.
- (c) A Director may not sign a document to which the seal of the Association is fixed where the Director is interested in the contract or arrangement to which the document relates.

30. SOURCE OF FUNDS

The funds of the Association may be derived from annual membership subscriptions, fees and levies payable by Members, donations, grants, sponsorships and such other sources as the Directors determine. The funds of the Association shall be managed in such manner as the Directors determine subject always to this Constitution and the Act.

31. REGISTERED ADDRESS

The registered address of the Association is:

- (a) the address determined from time to time by resolution of the Board; or
- (b) if the Board has not determined an address to be the registered address, the postal address of the Secretary.