



PONY CLUB ® ASSOCIATION of SOUTH AUSTRALIA

ZONE CONSTITUTION

1. The name of the Zone shall be **INSERT NAME OF ZONE** (hereinafter called “the Zone or association”)

2. OBJECTS

- (a) To encourage people of all ages to ride and learn to enjoy all kinds of sport connected with horses and riding.
- (b) To provide instruction and horsemanship and instil in members the proper care of their animals.
- (c) To promote the highest ideals of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self-discipline.
- (d) To administer the running of the zone in accordance with the Constitution and By-Laws of the Pony Club ® Association of South Australia Inc and to see all events held in the Zone by its members are run according to the rules for those events.

3. MEMBERSHIP

Any Pony Club ® which is an affiliated and financial member of the Pony Club ® Association of South Australia Inc. and whose regular rally place is within the boundaries of the **INSERT ZONE**

4. HONORARY MEMBERSHIP

In addition to the provisions of rule 3, the Zone may admit to honorary membership any person for such period as it thinks fit. Such person shall have limited powers as set from time to time by the zone.

5. AWARD OF MERIT or LIFE MEMBERSHIP

The Zone may at its discretion award to any person, who has given long and meritorious and outstanding service to the Zone, an Award of Merit or Life Membership.



6. SUBSCRIPTIONS

- (a) Every Club of the Zone shall pay an annual subscription of such sum as the Zone shall determine by resolution at an Annual General Meeting, and such subscription shall be due and payable as deemed by the Zone.
- (b) If any member Club of the Zone shall fail to pay its annual subscription within two (2) calendar months after the same becomes due and payable, the Zone may prevent such member club's delegates from being present at any Zone Meeting or Members taking part in any Zone or Inter Club event.
- (c) The Zone committee may on such grounds as it thinks fit, remit either wholly or in part, any subscription due to it by any Clubs, or may grant time for payment thereof or of part thereof.

7. GRIEVANCES AND DISCIPLINE OF MEMBERS

- 7.1. The Zone Committee refer management of grievance, complaints and discipline of members to the policies adopted and currently in use by PCASA or PCA.

8. MANAGEMENT

The Zone shall be administered by a Zone Committee which shall comprise of:-

- (a) (1) A President (3) A Secretary (5) A Chief Instructor
(2) A Vice President (4) A Treasurer (6) Two (2) Club delegates

The Executive committee of the Zone shall comprise those members in (a) (1 to 5) The two delegates shall be from each financial affiliated Club of the Zone.

- (b) A Public Officer shall be appointed from members of the Zone Committee, as per section 56 (1) of the act .
- (c) The President and Vice President who shall be financial members of financial Clubs of the Zone, shall be nominated from the floor and elected by secret ballot at the Annual General Meeting of the Zone held before the 30th August each year.
- (d) Two (2) delegates appointed from each member Club. Each member Club shall have the right to nominate two (2) alternate delegates. The delegates and the alternate delegates shall be financial members of financial member Clubs of the Zone. The names of the delegates and alternate delegates shall be



submitted to the Zone Secretary by 31st day of July in each year, in default of which such delegates and alternate delegates shall be deemed not to have been validly appointed unless the Zone Committee shall otherwise determine.

- (e) The “Zone Committee” shall include those persons described in paragraph (a), (b) and (c). President or Vice President and Chief Instructor can be held by the same person and Secretary and Treasurer can also be held by the same person. The quorum for a Zone Committee meeting shall be a simple majority of Committee members.
 - (f) A Treasurer and secretary who need to be a member of a member Club shall be appointed at the Annual General Meeting of the Zone, by those present and eligible to vote. An auditor/book checker will be appointed at the Annual General Meeting of the Zone, who need not be a member of a member Club.
 - (g) The Zone Committee shall have the power to appoint sub-committees as it deems fit and proper for the working of the Zone.
 - (h) The Zone committee shall have the power to impose any special fees for levies as it may deem necessary for the running of the Zone.
 - (i) The Zone Secretary shall forward to the Association Secretary the names of delegates & alternative delegates to the executive council plus RAC & CIP as outlined in the PCASA constitution by the 31st day of September of that year.
 - (j) Members of the Zone Committee can become Members of a second Club when it is to form a Committee for a Club who cannot form a Committee to continue to operate. This Committee will be a caretaker Committee to ensure the said Club does not lose its grounds and equipment etc
9. When a Club cannot find Members to fill the position of President, Secretary or Treasurer the Pony Club ® association of South Australia Inc. or the Zone of which the Club is a Member, may appoint a caretaker to fill the position up to their Annual General Meeting.

10. PROFESSIONALISM

Should any member of an affiliated Pony Club ® feel that an office bearer at Club, Zone or Executive level is engaged in professionalism detrimental to the Pony Club ® movement, they must submit in writing to the Zone Committee a complaint, with full details, signed by at least six (6) financial Pony Club ® members. The Zone Committee may call a Special General Meeting not less than ten (10) days and not more than twenty-one (21) days from receipt of the complaint to consider the said complaint. Such Special General Meeting to hold a secret ballot to decide by simple majority whether the person in question should continue to hold office.



11. CASUAL VACANCIES

A quorum of the Zone Committee may appoint any member of any member Club to the Zone Committee to fill any casual vacancy and any such person shall hold office for the remainder of the term of the casual vacancy caused by the retirement of the said office bearer.

12. ZONE COMMITTEE MEETINGS

Meetings of the Zone Committee shall be held as required via face to face, Virtual or phone as laid down in the Zone By-Laws from time to time. The Secretary shall at any time if required by the President or by any other two (2) members of the Zone Committee convene a Special Meeting of the Committee. Questions arising at the meeting shall be decided by a simple majority and in the case of an equality, the question will be lost. The question will be put again at the next meeting and voted on. Any Zone Committee member can request a secret ballot before the vote on any issue is taken.

The President shall preside at all meetings of the Zone Committee, or if they shall not be present at the meeting, the Vice President at the meeting shall act as Chairperson. If the President and Vice President shall be absent from any meeting the Zone Committee shall choose one of it's number to be the chairperson of the meeting.

13. ATTENDANCE OF OFFICE BEARERS AT ZONE COMMITTEE MEETINGS

If any office Bearer or delegate shall fail to attend three(3) consecutive meetings of the Zone Committee without previously obtaining leave of absence the Zone Committee may declare the office vacant.

14. BY-LAWS

15. POWERS as under the Act section 23A (c) (vi)

For the purpose of carrying out its objects, an incorporated association may, subject to this Act and its rules-

- (1) Acquire, hold, deal with, dispose of, any real or personal property; and
- (2) Administer any property on trust; and
- (3) Open and operate ADI (Authorised Deposit Taking institution) accounts; and



- (4) Invest its moneys-
 - (i) In any security which trust moneys may, by Act of Parliament, be invested; or
 - (ii) In any other manner authorised by the rules of the association; and
- (5) Borrow money upon which terms and conditions as the association thinks fit; and
- (6) Give such security for the discharge of liabilities incurred by the association as the association thinks fit; and
- (7) Appoint agents to transact any business of the association on its behalf; and
- (8) Enter into any other contract it considers necessary or desirable.
- (9) Have a caretaker President, Secretary or Treasurer appointed by the Pony Club ® Association of South Australia if the said club cannot appoint one from their committee, to fill the position up to their next Annual General Meeting,

16. ANNUAL GENERAL MEETING

An Annual General Meeting which shall be held before the 31st August of each year may be attended by any financial members of any financial member Club who may speak but voting shall be restricted to two (2) votes per member Club, by their nominated delegates.

Voting delegates must be 18 years of age or more and have been a member of a member Club for at least six (6) months prior to the Annual General Meeting. The quorum of an Annual General Meeting shall be the delegates or their proxies of a simple majority of financial member Clubs. The Secretary shall, at least fourteen (14) days before the Annual General Meeting, send to every Club entitled to vote, the agenda of the Annual General Meeting. No business other than business of a formal nature shall be brought forward at the Annual General Meeting unless notice thereof has been given as herein provided.

Notices of motion for the Annual General Meeting must be received by the Secretary at least four (4) clear weeks before the date of the Annual General Meeting.

All Member Clubs of the Zone shall hold their Annual General Meetings before the 31st day of July in each year. Each Club shall send to the Zone a copy of the



Minutes of that Club's Annual General Meeting and the name and addresses of its two (2) delegates and two (2) alternate delegates by the 31st day of July.

17. SPECIAL GENERAL MEETING

A Special General Meeting may be called by the President. The Zone Committee may also consider calling a Special General Meeting on receipt of a letter from 2 member Clubs, provided that such letter or complaint is not frivolous or capricious. Such Special Meeting shall be called not less than ten (10) days and not more than twenty eight (28) days from the date of the request.

18. PROCEDURE AT SPECIAL GENERAL MEETING

The President shall take the chair, or in their absence, the procedure as laid down under rule 11 for determination of the chairperson shall be applied. The quorum for a Special General Meeting shall be the delegates, or their proxies from a majority of members Clubs eligible to attend that meeting. If a quorum shall not be present thirty (30) minutes after the hour appointed, the meeting shall stand adjourned to such a day, being at least fourteen (14) days hence, as the members present may appoint and at such adjourned meeting no quorum shall be required.

Resolutions at Special General Meetings shall be decided by a simple majority of votes unless otherwise laid down in the Constitution. In the notice requesting a Special General Meeting the business to be discussed must be clearly stated and no other business shall be voted on.

19. REPRESENTATION AT ANNUAL GENERAL MEETINGS OR SPECIAL GENERAL MEETINGS.

- (a) Each Club shall be represented by two (2) delegates or their alternative delegates whose names shall reach the zone Secretary by the 31st day of the month of July.
- (b) The Chairperson at any Annual General Meeting or Special General Meeting shall not have a deliberative vote.

20. NOTICE

A notice posted to the last recorded address of the Secretary of a member Club, honorary member, or office bearer, shall be deemed to have served on such a member on the fourteenth (14) day following the day of posting.

21. ALTERATION TO CONSTITUTION



This Constitution shall not be altered or added to by any Zone. Only the Pony Club ® Association of South Australia Inc, may delete or add to this Constitution at an Annual General Meeting or Special General Meeting.

22. FINANCIAL YEAR

Each financial year of the Zone shall commence on the first day of July and conclude on the next thirtieth (30) day of June.

23. FUNDS

All funds of the Zone shall be paid into a bank to the credit of the Zone. All accounts payable by the Zone shall be paid by cheque/internet, signed by the President, or Vice President and Treasurer or Secretary. Any 2 of the named office bearers to sign.

24. INVESTMENT FUNDS

The Zone Committee may invest the funds of the Zone upon mortgage over real or personal property or deposit the same with a bank or other lending institution as the Zone may from time to time direct.

25. GENERAL

The decisions of the Zone Committee on the interpretation of any Rule or By-Law of the Zone shall be conclusive and binding on all members unless and until it shall be over-ruled by resolution at a Special General Meeting. Any dispute or disagreement which shall arise between any members of the Zone in matters relating to the Zone may be referred by any party in the dispute or disagreement to the Zone Committee (which may appoint a disputes Committee which may hear and resolve such dispute or disagreement) and any decision of the Zone Committee or a Disputes Committee shall be conclusive and binding on the members concerned. The affairs of all Clubs and Zones shall follow the rules of the Pony Club ® Association of South Australia and Pony Club ® Australia.

26. LEGAL LIABILITY

This Zone, the Pony Club ® Association of South Australia Incorporated and the member Clubs shall not be liable for damages through any proceedings of any kind except to the extent of the indemnity afforded to it on them by any policy of insurance then in force in relation to any such claim made against it, the Pony Club ® Association of Australia Inc. and the Zone with which the Club is affiliated.

27. WINDING UP BY SPECIAL RESOLUTION Section 43 of the Act (part 5)

The association may be wound up in the manner provided for in the act.



"surplus assets

- a) the Act, such surplus assets shall be distributed to any organisation which has similar objects and has rules which prohibit the distribution of its assets and income to its members.
- b) Such organisation or organisations shall be identified and determined by a Resolution of members in general meeting.

special resolution” of an incorporated association means-

(1) Where the rules of the association provide for the **membership** of the Association- a resolution passed at a duly convened meeting of the members of the association if-

- (i) At least twenty-one (21) days written notice specifying the intention to propose the resolution as a special resolution has been given to ALL members of the association; and
- (ii) It is passed at a meeting referred to this paragraph by a majority of not less than **three quarters** of such members of the association as, being entitled to do so, vote in person or, where proxies are allowed. By proxy, at the meeting.

28. NON PROFIT CLAUSE

The assets and income of the Zone shall be applied solely in furtherance of its objects and no portion shall be distributed directly or indirectly to its members except as bona fide compensation for services rendered or expenses incurred on behalf of the state.