

**AUSTRALIAN CARRIAGE DRIVING SOCIETY INC
VICTORIAN BRANCH**

RULES & REGULATIONS

Approved June 5th 2016

THE AUSTRALIAN CARRIAGE DRIVING SOCIETY INC.
VICTORIAN BRANCH
RULES
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AUSTRALIAN CARRIAGE DRIVING SOCIETY INC VICTORIAN BRANCH

RULES

PART I - PRELIMINARY

1. *Interpretation*

1.1 In these rules and in the by-laws, unless a contrary intention appears:

'**ACDS**' means the Australian Carriage Driving Society Incorporated;

'**Act**' means the Associations Incorporation Reform Act 2012 or the Act applicable in Victoria at the time;

'**Annual General Meeting**' means the meeting of Members convened pursuant to clause 27 of these Rules.

'**Branch**' means the Australian Carriage Driving Society Incorporated – Victorian Branch Registered Number 0008407Y.

'**Club**' means an organisation recognised as such by the ACDS and the Branch and in which:

- a) the objectives are similar to those of the ACDS and the Branch,
- b) the constitution and rules:
 - i) subject to compliance with the act of parliament in the State of Victoria, contain, a provision that in the event of any inconsistency between the rules of the Club and the rules of the Branch, the latter shall prevail, and
 - ii) provide for such, other matters as the Branch may at times require; and
- c) there are at all times at least sufficient Members to comply with the requirements for ongoing incorporation as an incorporated association in the state or territory of Australia where the Club is incorporated.

'**Council**' means the Council of the ACDS;

'**Deemed Member**' means a person deemed to be a member of the Branch pursuant to clause 3.10;

'**Delegate**' means the Member elected pursuant to clause 18.1;

'**Delegate Member**' means a person elected in accordance with clause 18(1);

'**Delegates Meeting**' means the meeting set out in clause 23.1 or clause 23.2 as the case may be;

'**Executive Committee**' means the committee set out in clause 16;

'**Federal Secretary**' means the person holding office under these rules as Secretary of the ACDS or, where no such person holds that office, the public officer of the ACDS;

'**Federal Rules**' means the Rules of the ACDS as in force at the time;

'**Financial Year**' means the year ending on 30 April;

'**General Meetings**' means the meeting of Members convened pursuant to clause 28 of these Rules, which is not an Annual General Meeting.

'**Honorary Life Member**' means a person elected as an Honorary Life Member pursuant to clause 3.7;

'Member' means a person who has applied to be a member of a Club, and has been admitted to membership of the ACDS pursuant to clause 5 and for whom all monies payable on account of membership subscription have in fact been paid to the Principal Club, including an Honorary Life Member;

'Membership Year' means the year from 1 September to 31 August.

'Office Bearers' means the President, Vice President, Secretary and Treasurer

'President' means the person holding office under these rules as President of the Branch;

'Principal Club' means the Club described as such and referred to in clause 4.2;

'Register of Members' means the register of Members required to be maintained by the Branch pursuant to the Act;

'Regulations' means the Associations Incorporation Reform Act 2012 (Vic) or the Act applicable at the time;

'Rules' means the Rules of the Branch as in force at the time;

'Secretary' means the person holding office under these rules as Secretary of the Branch or, where no such person holds that office, the public officer of the Branch;

'Technology' includes radio, telephone, closed circuit television or other electronic means or telecommunications device for audio or audio-visual communication, written document, facsimile transmission, email or other means of communication, as determined by the Office Bearers from time to time to be appropriate.

'Treasurer' means the person holding office under these rules as Treasurer of the Branch;

'Vice-President' means the person holding office under these rules as Vice-President of the Branch;

'Victoria' means the State of Victoria Australia.

1.2 In these rules and in the by-laws:

- a) a reference to a function includes a reference to a power, authority and duty, and
- b) words importing any gender include other genders.
- c) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority or the performance of the duty.

1.3 The provisions of the Interpretation of Legislation Act 1984 apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

PART II - OBJECTIVES OF THE BRANCH

2. *The Objectives of the Branch are to:*

- 2.1 encourage and promote the driving of horses, ponies and other equines;
- 2.2 educate persons interested in horse and pony driving;
- 2.3 promote and offer education in respect to the building and restoration of horse drawn vehicles;
- 2.4 provide for the education and training of officials for the various activities of the ACDS;
- 2.5 promote and encourage competitive and non-competitive driving events and activities;

- 2.6 apply rules to all ACDS competitive and non-competitive carriage driving events and activities;
- 2.7 assist the ACDS to setup and maintain a register of harness horses and ponies of Victorian Members;
- 2.8 act as the governing body for all ACDS clubs in Victoria;
- 2.9 encourage and assist the setting up and administration of Clubs;
- 2.10 cooperate with, assist and affiliate with kindred organisations;
- 2.11 to pay or apply (including by donation) the funds of the Branch for any purpose conducive to the attainment of any of the foregoing objectives;
- 2.12 make bylaws in relation to any matter or item within, or related to the rules or activities of the Branch.

PART III – MEMBERSHIP

3. Classes of Membership

- 3.1 The Branch has approved the following classes of membership:
 - a) Single membership (“**Single Member**”)
 - b) Family membership (“**Family Member**”)
 - c) Junior membership (“**Junior Member**”)
 - d) Associate membership (“**Associate Member**”)
 - e) Honorary Life Membership (“**Honorary Life Member**”)
 - f) One Activity membership (“**OAM**”)
 - g) Constituent Schools membership (“**School Member**”)
 - h) Deemed membership (“**Deemed Member**”)
- 3.2 The classes of membership set out in clause 3.1 will automatically include any classes of membership approved by members in general meeting of the ACDS from time to time.
- 3.3 A person may be elected to the category of Single Member which is available to a person who has attained the age of 18 years.
- 3.4 Family Membership which is available to persons being either:
 - a) the spouse, de facto spouse of a Member or one additional adult person (aged 18 years or over) in family or de facto relationship living at the same household (**Family Member**);
or
 - b) a child or grandchild of a Member who has not attained the age of 18 years (**Family Junior Member**)
- 3.5 A person may be elected to the category of Junior Member which is available to a person who has not attained the age of 18 years and who is not the child of a Member. Junior Members will not have voting rights.
- 3.6 A person may be elected to the category of Associate Member which is available to persons of any age who do not drive horses/ponies. Associate Members will not have voting rights or be able to drive at ACDS activities.
- 3.7 The Branch may elect any Member who has been a Member for a substantial period of time and who has given distinguished service to the Branch as an Honorary Life Member of the

Branch. A Member elected as an Honorary Life Member shall not be required to pay a subscription to the Branch but will have voting rights at meetings of members of the Branch.

- 3.8 A person or family may be elected to the category of OAM who are persons that are interested in experiencing the ACDS's activities. A family in this category can apply for an OAM for a maximum of three times in anyone Financial Year.
- 3.9 Government recognised training organisations may be elected to the category of Constituent Schools Membership upon application to the ACDS. Persons covered by this class of membership will be a guardian (i.e. a person who would qualify for Single or Family membership) and up to five persons who satisfy the rules as Junior Members, and whose names are supplied. The fee shall be the same as for a Family membership.
- 3.10 Subject to and at the entire discretion of the Branch, persons in the categories described in clauses 3.1(a) to (g) who are not members of a Club may by resolution of the Branch be Deemed Members of the Branch for such period and subject to such terms and conditions as the Branch may from time to time determine.

4. Membership Qualifications:

- 4.1 Subject to clause 3.5, a person is qualified to be a Member if he:
- a) has attained the age of 18 years;
 - b) is a Member of a Club; and
 - c) has been nominated for membership in accordance with these Rules.
- 4.2 Where a person is a Member of more than one Club, then for the purpose of clause 4.1 (b) that person shall be required to nominate the Club that they consider to be their principal Club and the annual subscription payable in respect of that person upon their admission to membership of the Branch shall be payable only through that principal Club. Any other Clubs of which that person may be a Member shall be disregarded for all purposes under these Rules and membership thereof shall not carry any additional rights within the Branch in respect of voting, participation, representation or otherwise howsoever.

5. Application for Membership

- 5.1 An application by a person for membership of the ACDS,
- a) shall be made by the applicant in writing in such form as the Council may from time to time approve;
 - b) shall be lodged with the secretary of a Club; and
 - c) shall be accompanied by payment of the membership fee applicable to the Club and the annual membership subscription for the ACDS referred to in clause 10 and the fee charged by the Branch; and
 - d) when an applicant for membership receives a receipt from the Club, they shall be deemed to be a Member of the ACDS and the Branch until such time as the Club determines the application in accordance with clause 5.3.
- 5.2 As soon as practicable after receiving an application for membership, the Secretary of the Club shall refer the application to the committee of the Club which shall determine whether to approve or reject the application and record in the minutes of the meeting of the Club the names of applicants approved for membership of the ACDS.
- 5.3 Where the committee of the Club determines to approve an application for membership;
- a) the secretary of the Club shall as soon as practicable after that determination notify the Branch Secretary;

- b) the applicant shall become a Member of the ACDS with effect from the date of that determination; and
 - c) the Branch Secretary shall as soon as practicable after receiving notice from the secretary of the Club enter the applicants name in the Register of Members.
- 5.4 Upon admission to membership of the Branch, a Member shall be deemed to have agreed to be bound by and strictly adhere to the Rules and by-laws of the ACDS and the Branch as amended from time to time.
- 5.5 Where the committee of the Club determines not to approve an application for membership;
- a) the secretary of the Club shall within 7 days after that determination notify the applicant and refund any monies received from the applicant;
 - b) advise the Branch Secretary in writing;
 - c) the applicants application to become a member shall be null and void from the date of that determination; and
 - d) the Branch Secretary shall advise the federal secretary.

6. Deemed Membership

- 6.1 A Deemed Member may attend annual and general meetings of the Branch, be elected or appointed to sub committees, but only those members in clauses 3.1 (a), 3.1 (b) and 3.1 (e) shall be entitled to vote.

7. Membership Entitlements Not Transferable

- 7.1 A right, privilege or obligation which a person has by reason of being a Member of the Branch:
- a) is not capable of being transferred or transmitted to another person; and
 - b) terminates upon cessation of the person's membership.

8. Cessation of Membership

- 8.1 A person ceases to be a Member of the Branch if the person:
- a) dies;
 - b) resigns from membership of the ACDS or Branch;
 - c) is expelled from the ACDS or Branch; or
 - d) fails to pay any monies due by the Member to the ACDS or Branch.
- 8.2 A person also ceases to be a Member of the Branch if the annual subscription to the Branch in respect of their membership is not paid to their Club by 31 August in each calendar year.
- 8.3 The name of a person who has ceased to be a Member pursuant to clauses 8.1 or 8.2 shall be forthwith removed from the Register of Members by the Secretary.

9. Resignation of Membership

- 9.1 A Member is not entitled to resign from membership of the Branch except in accordance with this rule
- 9.2 A Member who has paid all amounts payable by the Member to the Branch may resign from membership of the Branch by first giving not less than one month notice in writing to the Secretary of the Member's intention to resign and, upon the expiration of the period of notice, the Member ceases to be a Member.

9.3 Where a person ceases to be a Member, the Branch Secretary shall make an appropriate entry in the Register of Members recording the date on which the Member ceased to be a Member.

9.4 In the case where a Member ceases to be a member of the Branch pursuant to either clauses 8.1 or 8.2, the Member will not be refunded any part of their membership fee.

10. Fees, Subscriptions, Etc.

10.1 The annual membership subscription payable to the Branch shall be such amount as may be determined by resolution of the Branch at the Annual General Meeting and is payable by 31 August in each year.

10.2 The annual membership subscription may be different for such particular categories, descriptions or classes of Members as the Branch in Annual General Meeting may decide.

11. Members' Liabilities

The liability of a Member to contribute towards the payment of the debts and liabilities of the Branch or the costs, charges and expenses of the winding up of the Branch is limited to the amount, if any, unpaid by the Member in respect of membership of the Branch as required by rule 10.

12. Disputes

12.1 The grievance procedure applies to disputes under these Rules between

- a) a Member and another Member;
- b) a Member and the Executive Committee;
- c) a Member and the Branch.

12.2 A Member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

12.3 The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

12.4 If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 12.3, the parties must within 10 days;

- a) notify the Executive Committee of the dispute; and
- b) agree to or request the appointment of a mediator; and
- c) attempt in good faith to settle the dispute by mediation.

12.5 The mediator must be

- a) a person chosen by agreement between the parties; or
- b) in the absence of agreement;
 - i. if the dispute is between a member and another member—a person appointed by the Executive Committee; or
 - ii. if the dispute is between a member and the Executive Committee or the Branch - a person appointed or employed by the Dispute Settlement Centre of Victoria.

12.6 A mediator appointed by the Executive Committee may be a member or former member of the Association but in any case must not be a person who

- a) has a personal interest in the dispute; or
- b) is biased in favour of or against any party.

12.7 The mediator to the dispute, in conducting the mediation, must

- a) give each party every opportunity to be heard; and
- b) allow due consideration by all parties of any written statement submitted by any party; and
- c) ensure that natural justice is accorded to the parties throughout the mediation process.

12.8 The mediator must not determine the dispute.

12.9 If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

13. *Disciplining of Members*

13.1 Where the Branch Executive Committee is reasonably of the opinion that a Member of the Branch has:

- a) persistently refused or neglected to comply with a provision of the Rules or By-Laws; or
- b) conducted themselves at any show or event in a violent aggressive, abusive, improper or offensive manner; or
- c) engaged in conduct that may reasonably be regarded as unsportsmanlike; or
- d) disobeyed or ignored any reasonable request by any judge, steward or official at any show or event;
- e) disobeyed or ignored any reasonable request from the Executive or the Council of the ACDS; the Branch Executive; the ACDS or any Member or any judge, steward or official at any show or event;
- f) published any unjust intemperate or unduly critical matter concerning the ACDS or any Member or any judge, steward or official at any show or event;
- g) offered any bribe or inducement to any judge, steward or official at or in connection with any show or event;
- h) engaged in any dangerous driving or has in any manner ill-treated any horse;
- i) competed with a horse that is lame, exhausted or in distress or otherwise not reasonably fit for competition;
- j) been convicted of any offence relating to cruelty to any animal;
- k) persistently and wilfully acted in a manner prejudicial to the interests of the ACDS;
 - i. engaged in improper action in connection with driving;
 - ii. engaged in conduct prejudicial to the interests of driving;
- l) failed to discharge a just debt to, or incurred in connection with any activity of or service provided, or arranged by, the ACDS;
- m) been found guilty by a Jury of an offence at a show or event, as referred to in the ACDS By-Laws;

The Branch Executive Committee may by resolution refer the matter to ACDS Federal Council to be dealt with in accordance with the relevant provisions of the Australian Carriage Driving Society Rules and Regulations.

- 13.2 The Branch Executive Committee shall inform the Member concerned in writing of such referral.
- 13.3 The Branch Executive Committee shall make all reasonable efforts to ensure that ACDS Federal Council arranges a disciplinary procedure that meets these requirements:
- a) the outcome must be determined by a unbiased decision-maker;
 - b) the member must have opportunity to be heard; and
 - c) the disciplinary procedure must be completed as soon as reasonably practicable.

14. *Right of Appeal of Disciplined Member*

- 14.1 The Right of Appeal for any Disciplined Member will be as provided for in the ACDS Rules & Regulations.

PART IV - THE COMMITTEE

15. *Powers of the Executive Committee*

- 15.1 The Executive Committee, subject to the Act, the Regulations, these Rules, and to any resolution passed by the Branch in general meeting:
- a) shall control and manage the affairs of the Branch;
 - b) may exercise all such functions as may be exercised by the Branch other than those functions that are required by these Rules to be exercised by the Branch in a General Meeting; and
 - c) has power to perform all such acts and do all such things as appear to the Executive Committee to be necessary or desirable for the proper management of the affairs of the Branch.
- 15.2 All decisions of the Executive Committee shall, subject to the Rules, be final and binding on all Members.

16. *Constitution and Membership of the Executive Committee*

The Executive Committee shall consist of the office bearers of the Branch.

- 16.1 The office bearers of the Branch shall be:

- a) the President,
- b) the Vice-President,
- c) the Treasurer and
- d) the Secretary,

each of whom shall be elected annually at the Annual General Meeting as hereafter provided.

- 16.2 Each office bearer shall, subject to these Rules, hold office until all office bearers' positions are declared vacant at the Annual General Meeting following the date of the Member's election, but is eligible for re-election, subject to clause 17.9 and 17.10. The new office bearers shall take up their positions immediately upon their election.
- 16.3 In the event of a vacancy in the office bearers of the Branch, the Delegates shall appoint another Member of the Branch to fill the vacancy and the Member so appointed shall hold office, subject to these rules, until the conclusion of the Annual General Meeting next following the date of the appointment.

17. Election of Office Bearers

- 17.1 Nominations of candidates for election as office bearers of the Branch:
- a) shall be made in writing, signed by two Members and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
 - b) shall be delivered to the Secretary seven (7) days before the scheduled time of the Annual General Meeting.
- 17.2 A candidate for election as an office bearer of the Branch must be a financial Single or Family Member or Honorary Life Member and shall be a Member of the Branch.
- 17.3 If insufficient nominations are received to fill all vacancies in the office bearers, a candidate nominated for a position shall be deemed to be elected and further nominations shall be received at the Annual General Meeting for the remaining vacant positions.
- 17.4 If insufficient further nominations are received, any vacant positions remaining in the office bearers shall be deemed to be vacancies.
- 17.5 If one nomination for each vacancy is received, the persons nominated shall be taken to be elected.
- 17.6 If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- 17.7 The ballot for the election of office bearers shall be conducted at the Annual General Meeting in such manner as the President may direct.
- 17.8 A person is not eligible to simultaneously hold more than one position on the Executive Committee.
- 17.9 A person may not hold office as President for more than three consecutive years and thereafter is ineligible for election as President for a period of one year.
- 17.10 A person may not hold office as Vice-President, Treasurer or Secretary for more than five consecutive years and thereafter is ineligible for election as any such office bearer for a period of one year.
- 17.11 The Executive Committee may co-opt any person, whether or not a Member of the ACDS, to assist the Executive Committee in relation to any matter and any such person may attend meetings of the Executive Committee but may not vote thereat.

18. Election of Delegate Members

- 18.1 Each Club of the Branch shall elect from amongst its Members, two persons who are financial Members of the Branch to be Delegate Members representing that Club on the Branch.
- 18.2 Procedures for the election of Delegate Members by Clubs shall be as each Club may from time to time require, provided that at all times each Member of each Club shall be entitled to vote in any such election.
- 18.3 Each Club may appoint a person to act as that Club's alternate Delegate Member representing that Club at the Delegates Meeting. The alternate Delegate Member shall represent the Club if the Delegate Member is unable to fulfil their duties and shall have all of the power and entitlements, including the entitlement to vote at Delegates' meetings, as the Delegate Member.

19. Secretary / Public Officer

- 19.1 The Secretary of the Branch shall, as soon as practicable after being appointed as Secretary, notify the Branch of their address,

- 19.2 The Secretary shall keep minutes of:
- a) all elections and appointments of office bearers;
 - b) the names of Delegate Members of the Branch present at a Delegates Meeting and Members present at the Annual General Meetings or a General Meeting; and
 - c) all proceedings at Delegates Meetings or Annual General Meetings or a General Meetings.
- 19.3 Minutes of proceedings at a meeting shall be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.
- 19.4 (a) If the Secretary is eligible to be the public officer of the Branch under the Act, the Secretary shall be the public officer of the Branch.
- (b) If the Secretary is not eligible to be the public officer of the Branch, the Annual General Meeting shall appoint a person who has attained the age of 18 years and is a resident of the State of Victoria, Australia as the public officer of the Branch.
- 19.5 The Secretary shall be responsible for maintaining a Register of Members.

20. Treasurer

The Treasurer of the Branch shall:

- 20.1 collect and receive all moneys due to the Branch and make all payments authorised by the Branch; and
- 20.2 keep correct accounts and books showing the financial affairs of the Branch with full details of all receipts and expenditure connected with the activities of the Branch.

21. Vacancies

For the purpose of these rules, a vacancy in the office of an Office Bearer or Delegate occurs if the person:

- a) Dies;
- b) is not a financial member of the Branch at 1 September of the applicable year;
- c) ceases to be a Member of the Branch;
- d) resigns the office;
- e) is removed from office pursuant to rule 22;
- f) becomes an insolvent under administration within the meaning of the Corporations Law;
- g) is disqualified from office under subsection 63(1) of the Act; or
- h) is absent without the consent of the Executive Committee for two consecutive meetings of the Executive Committee.

22. Removal of Executive Committee Members

The Branch in general meeting may by Special Resolution, subject to compliance with the rules of natural justice, remove any Member of the Executive Committee from the office of Member of the Executive Committee before the expiration of the Member's term of office.

23. Delegates Meetings and Quorum

- 23.1 The Delegates shall meet on a bi-monthly basis at such place and time as the Delegates may determine.
- 23.2 Additional meetings of the Delegates may be convened by the Secretary on the instruction of the President (or Vice-President in the event that the President is overseas or has been granted a leave of absence) or by any ten Delegate Members of the Branch.
- 23.3 Oral or written notice of a Delegates' meeting of the Branch shall be given by the Secretary to each Club:
- a) in the case of a non-urgent meeting, at least 14 days;
 - b) in the case of an urgent meeting, at least seven days (or in each case such other period as may be unanimously agreed upon by the Delegates of the Branch) before the time appointed for the holding of the meeting; or
 - c) the requirements as at 23.4.
- 23.4 Notice of a meeting given under clause 23.3 shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which 90% of the Delegate Members present at the meeting agree to treat as urgent business.
- 23.5 Any ten Delegate Members of the Branch constitute a quorum for the transaction of the business of a meeting of the Branch.
- 23.6 No business shall be transacted by the Branch unless a quorum is present and if within half an hour after the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- 23.7 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting shall be dissolved.
- 23.8 At meeting of the Delegates:
- a) the President or in the absence of the President, the Vice-President shall preside; or
 - b) if the President and the Vice-President are absent, one of the remaining Delegate Members shall be chosen by the Members present to preside.
- 23.9 Without limiting the discretion of the Delegates to regulate their meetings under clause 23.1, the Delegates may, if they think fit, confer by any Technology.
- 23.10 Notwithstanding that the Delegates are not present together in one place at the time of a meeting held using Technology, a resolution passed by the meeting will be deemed to have been passed at a meeting of the Delegates held on the day on which and at the time at which the conference was held.
- 23.11 The provisions of these clauses relating to proceedings of a Delegates Meeting apply to the meeting held using Technology to the extent that they are capable of applying, and with the necessary changes.
- 23.12 A Delegate Member present at the commencement of the meeting held using Technology will be conclusively presumed to have been present and, subject to other provisions of the Rules to have formed part of the quorum throughout the meeting.
- 23.14 Any minutes of a meeting of the type referred to in clause 23.10 purporting to be signed by the chairperson of that meeting or by the chairperson of the next succeeding meeting of Delegates will be sufficient evidence of the observance of all necessary formalities regarding the convening and conduct of the meeting.

23.15 When, by the operation of clause 23.10, a resolution is deemed to have been passed at a meeting of the Delegate Members, that meeting will be deemed to have been held at such place as is determined by the chairperson of the relevant meeting, provided that at least one of the Delegate Members who took part in the meeting was at that place for the duration of the meeting.

24. Delegation by Branch to Sub-Committees

24.1 The Branch shall have seven (7) discipline sub-committees, each consisting of a convenor and a maximum of five (5) Members.

24.2

- a) One committee will be actively involved in, and represent Combined Driving;
- b) One committee will be actively involved in, and represent Show Driving;
- c) One committee will be actively involved in, and represent Pleasure Driving;
- d) One committee will be actively involved in, and represent Driven Dressage;
- e) One committee will be actively involved in, and represent Historical activities;
- f) One committee will be actively involved in, and represent Young Drivers; and
- g) One committee will be actively involved in, and represent Indoor Driving.

24.3 Each committee will be chaired by a convenor who will be elected by the Delegates at a Delegates' meeting to be held as soon as practical after the Annual General Meeting. Nominations for the position of convenor of the committees referred to in clause 24.2 shall be lodged with the Branch Secretary seven (7) days prior to the commencement time of the Annual General Meeting. If there is not a nomination for the position of convenor received seven (7) days prior to the Annual General Meeting, nominations for that position shall be taken at the Delegates meeting.

24.4 A person may not hold office as a convenor of a sub-committee for more than five consecutive years and thereafter is ineligible for election as convenor of that subcommittee for a period of one year.

24.5 The convenor of each sub-committee will be responsible for calling committee meetings and presenting the committee recommendations to the Branch.

24.6 The convenor shall give seven (7) days written notice of a meeting of the sub-committee unless all members of the sub-committee agree otherwise.

24.7 All members of the sub-committees will be elected at a Delegates' meeting by the Delegates present.

24.8 No recommendation made by a sub-committee will have any effect until approved by the Branch.

24.9 Every Member qualifies to be elected as a convenor of a sub-committee. The convenor of the Driven Dressage sub-committee shall be an advanced dressage judge unless an advanced dressage judge is not willing to act as Driven Dressage convenor.

24.10 Every Member qualifies to be elected as a member of a sub-committee.

24.11 Any four members (including the convenor) of a sub-committee shall constitute a quorum at a meeting of that sub-committee.

24.12 Each member and the convenor of a sub-committee shall be entitled to one vote on all matters to be decided upon by that sub-committee.

- 24.13 The five (5) members of each sub-committee will be Members of five (5) different Clubs (**First Sub-Committee Members**).
- 24.14 A Member wishing to nominate to be a member of a sub-committee shall complete and forward the appropriate nomination form to the Branch Secretary seven (7) days prior to the date and time of the Annual General Meeting.
- 24.15 Sub-committee members shall act on behalf of all Members of the Branch and not on behalf their Club.
- 24.16 Subject to clause 24.14, in the case where there are not sufficient nominations to fill the five (5) members of the sub-committee, those nominations received as required by Clause 24.13 shall be duly elected.
- 24.17 In the case of more than one nomination from a Club, the member to be elected to the sub-committee shall be decided by a ballot of the Delegates.
- 24.18 If following the procedure set out in Clauses 24.16 and 24.17 there is still a vacancy on the sub-committee, the meeting may accept a nomination from a Member present at the meeting who has consented to act on the sub-committee.
- 24.19 If following the procedure in Clause 24.17, there is still a vacancy on the sub-committee, the meeting may accept a nomination from a Member notwithstanding that the Member seeking election is a member of a Club from which a member of that sub-committee has already been elected from.
- 24.20 The President of the Branch is an ex officio member of all sub-committees but shall not have a vote at a meeting of the sub-committee unless its members in meeting agree otherwise.
- 24.21 The Branch may, by resolution delegate to one or more sub-committees consisting of such Member or Members of the Branch as the Delegates think fit, the exercise of such of the functions of the Branch as are specified in the resolution, other than:
- a) this power of delegation; and
 - b) a function imposed on the Branch by the Act, by any other law of the State of Victoria, or by resolution of the Branch in annual general meeting or general meeting.
- 24.22 A function, the exercise of which has been delegated to a sub-committee under this clause may, whilst the delegation remains unrevoked, be exercised as the need arises by the sub-committee in accordance with the terms of the delegation.
- 24.23 A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- 24.24 Notwithstanding any delegation under this clause, the Branch may continue to exercise any function delegated.
- 24.25 Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the Branch.
- 24.26 The Branch may, by instrument in writing, revoke wholly or in part any delegation under this clause.
- 24.27 The convenor of each sub-committee shall ensure proper minutes of all meetings of the sub-committee are prepared and forwarded to the Secretary.
- 24.28 A sub-committee may meet and adjourn, as it thinks proper.

25. Executive Committee

- 25.1 There shall be an Executive Committee of the Branch comprising the Office Bearers of the Branch and known as the Executive Committee.
- 25.2 The Executive Committee shall deal with routine business between meetings of the Delegates and shall report all decisions to the next ensuing Delegates' Meeting.
- 25.3 Any three members of the Executive Committee shall constitute a quorum at a meeting of the Executive Committee, provided that a decision agreed by all members of the Executive Committee by means of telephonic or facsimile communication or any other form of electronic communication to the President or the Secretary shall be a valid and effective decision as if the meeting had actually taken place.

26. Voting and Decisions

- 26.1 Questions arising at a meeting of the Delegates or of any sub-committee appointed by the Branch shall be determined by a majority of the votes of the Delegates or members of the sub-committee present at the meeting.
- 26.2 At a meeting of the Delegates:
- a) each office bearer shall be entitled to one vote and each Delegate Member shall be entitled to one vote,
 - b) a question arising at a Delegates' Meeting shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority, or lost, or an entry to that effect in the minute book of the Branch evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution, and
 - c) a poll may be demanded by the person presiding or by not less than three delegates present in person at the meeting,
 - d) where the poll is demanded at a Delegates Meeting, the poll shall be taken in such manner and at such time before the close of the meeting as the person presiding directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.
- 26.3 Each member present at a meeting of any sub-committee appointed by the Branch is entitled to one vote.
- 26.4 In the event of an equality of votes on any question at a meeting of the Delegates or of any sub-committee, the person presiding may exercise a second or casting vote.
- 26.5 Any act or thing done or suffered, or purporting to have been done or suffered, by the Executive Committee members, Delegates or by a member of a subcommittee appointed by the Branch, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any Executive Committee member, Delegate Member or member of a sub-committee.

PART V - GENERAL MEETINGS

27. Annual General Meetings

- 27.1 The Annual General Meeting of the Branch shall, subject to the Act, be convened in June or July and at such place and time as the Branch thinks fit.
- 27.2 In addition, to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall be:
- a) to confirm, the minutes of the last preceding Annual General Meeting and of any General Meeting held since that meeting;

- b) to elect the Office Bearers;
- c) to receive and consider the statement of accounts and the reports that are required to be submitted to Members pursuant to subsection 30 (3) of the Act; and
- d) to set the annual membership subscription, as required by clause 10.

27.3 An Annual General Meeting shall be specified as such in the notice convening it in accordance with clause 29.

27.4 An Annual General Meeting shall be conducted in accordance with the provisions of clause 30.

28. Calling of General Meetings

28.1 The Executive Committee may, whenever it thinks fit, convene a General Meeting of the Branch.

28.2 The Executive Committee shall, on the requisition in writing of not less than 20 Members, convene a General Meeting of the Branch.

28.3 A requisition of Members for a General Meeting:

- a) shall state the purpose or purposes of the meeting;
- b) shall be signed by the Members making the requisition;
- c) shall be lodged with the Secretary; and
- d) may consist of several documents in a similar form, each signed by one or more of the Members making the requisition.

28.4 If the Executive Committee fails to convene a General Meeting within 60 days after the date of which a requisition of Members for the meeting is lodged with the Secretary, any one or more of the Members who made the requisition may convene a General Meeting to be held not later than three months after that date.

28.5 A General Meeting convened by Members referred to in clause 28.4 shall be convened as nearly as is practicable in the same manner as General Meetings are convened by the Branch and any Member who thereby incurs expense is entitled to be reimbursed by the Branch for any reasonable expense so incurred.

28.6 At a General Meeting convened pursuant to clause 28.3, no other business shall be conducted at the meeting other than the business set out in the requisition.

29. Notice

29.1 The Secretary shall, at least 30 days before the date fixed for the holding of an Annual General Meeting or General Meeting, cause to be sent by pre-paid post to each Member at the Member's address appearing in the Register of Members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

29.2 If the business proposed to be dealt with at an Annual General Meeting or General Meeting requires a special resolution of the Branch, the Secretary shall cause the notice sent to each Member as provided in clause 29.1 to specify, in addition to the matter required under that clause, the intention to propose the resolution as a Special Resolution.

29.3 No business other than that specified in the notice convening the General Meeting shall be transacted at the meeting except, in the case of an Annual General Meeting, business which may be transacted pursuant to clause 27.2.

- 29.4 A Member desiring to bring any business before an Annual General Meeting shall give notice in writing by 15 April of each year of that business to the Secretary who shall include that business in the notice calling the Annual General Meeting given after receipt of the notice from the Member.

30. Annual General Meeting or General Meetings - Procedure and Quorum

- 30.1 No item of business shall be transacted at an Annual General Meeting or General Meeting unless a quorum of Members entitled under these rules to vote is present during the time the meeting is considering that item.
- 30.2 Twenty (20) Members present in person (being Members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of an Annual General Meeting or General Meeting.
- 30.3 If within half an hour after the appointed time for the commencement of an Annual General Meeting or General Meeting a quorum is not present, the meeting if convened upon the requisition of Members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to Members given before the day to which the meeting is adjourned) at the same place.
- 30.4 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the Members present (being not less than 15) shall constitute a quorum.

31. Presiding Member

- 31.1 The President, or in the absence of the President, the Vice-President, shall preside at each Annual General Meeting or General Meeting of the Branch.
- 31.2 If the President and the Vice-President are absent from the meeting or are unwilling to act, the Members of the Branch present shall elect one of their number to preside at the meeting.

32. Adjournment

- 32.1 The person presiding at an Annual General Meeting or General Meeting at which a quorum is present may, with the consent of the majority of Members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 32.2 Where an Annual General Meeting or General Meeting is adjourned for 14 days or more, the Secretary shall give written notice of the adjourned meeting to each Member of the Branch by mail, or by email, or by posting on the Branch website or by advertisement in a national newspaper stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 32.3 Except as provided in clauses 32.1 and 32.2, notice of an adjournment of an Annual General Meeting or General Meeting or of the business to be transacted at an adjourned meeting is not required to be given.

33. Making of Decisions

- 33.1 A question arising at an Annual General Meeting or General Meeting of the Branch shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried, or lost, is conclusive evidence of the fact without a requirement to prove the number or proportion of the votes recorded in favour of or against that resolution.
- 33.2 At an Annual General Meeting or General Meeting of the Branch, a poll may be demanded by the person presiding or by not less than three Members present in person or by proxy at the meeting.

- 33.3 Where the poll is demanded at an Annual General Meeting or General Meeting, the poll shall be taken:
- a) immediately in the case of a poll which relates to the election of the person to preside at the meeting or to the question of an adjournment; or
 - b) in any other case, in such manner and at such time before the close of the meeting as the person presiding directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

34. Special Resolution

A special resolution shall require to be passed by at least three-quarters of the Members, who, being entitled to vote, vote pursuant to clause 33.1.

35. Voting

- 35.1 Subject to clause 35.3, upon any question arising at an Annual General Meeting or General Meeting of the Branch a Member has one vote only.
- 35.2 All votes shall be given personally, by postal vote or by proxy.
- 35.3 In the case of an equality of votes on a question at an Annual General Meeting or General Meeting, the person presiding is entitled to exercise a second or casting vote.
- 35.4 A Member is not entitled to vote at any Annual General Meeting or General Meeting of the Branch unless all money due and payable by the Member to the Branch on any account whatsoever has been paid.
- 35.5 Each Member shall be entitled to appoint another Member as proxy by notice given to the Secretary 72 hours before the scheduled time of commencement of the Annual General Meeting or General Meeting in respect of which the proxy is appointed. The notice appointing the proxy shall be in the form set out in schedule 2 of these rules.

PART VI - CLUBS

36. Clubs

- 36.1 The Branch shall comprise the Clubs in the State of Victoria.
- 36.2 Each Club shall formulate its own rules for the conduct of its affairs provided that such rules:
- a) shall provide for a Club committee comprising at least a chairman, vice-chairman, a secretary and a treasurer, elected at the Club annual general meeting at which all Members of the Club are entitled to attend and vote;
 - b) shall comply with the rules of the State of Victoria applicable to incorporated associations in force from time to time;
 - c) shall subject to compliance with the act of parliament in the State of Victoria, Australia, not conflict with, any of the Rules of the Branch or the ACDS and shall contain a provision that in the event of any inconsistency between the rules of the Club and the Rules of the ACDS, the latter shall prevail, and
 - d) shall provide as needed for such other matters as the Branch may require by law.
- 36.3 Notwithstanding clause 36.2, the rules of the Branch shall comply with the laws of the State of Victoria.

PART VII - MISCELLANEOUS

37. Funds Source

- 37.1 The funds of the Branch shall be derived from entrance fees and annual subscriptions of Members, donations and, subject to any resolution passed by the Branch in Annual General

Meeting or General Meeting or by the Delegates and subject to section 3 (2) of the Act such other sources as the Branch determines.

37.2 All money received by the Branch shall be deposited as soon as practicable and without deduction to the credit of the Branch bank account.

37.3 The Branch shall, as soon as practicable after receiving any money, issue an appropriate receipt.

38. Funds – Management

38.1 Subject to any resolution passed by the Branch in Annual General Meeting or General Meeting the funds of the Branch shall be used in pursuance of the objectives of the Branch in such manner as the Delegates determine.

38.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable Instruments shall be signed by any two Office Bearers.

39. By-Laws

39.1 The by-laws of the Branch at the date of adoption of these Rules shall be those set out in Schedule 1.

39.2 The power to make, amend and repeal by-laws is vested in the Delegates.

39.3 Any by-law of the Branch, whether contained in Schedule 1 or made by the Delegates after the adoption of these rules, may be amended or repealed at an Annual General Meeting of the Branch by a simple majority of those present and entitled to vote, pursuant to clause 35.2.

40. Audit

40.1 The Executive Committee shall be responsible for ensuring that the books and financial records of the Branch are audited as required by the Act prior to the Annual General Meeting each year and otherwise in compliance with the Act.

40.2 Subject to the Act, the auditor to be appointed by the Executive Committee shall be such duly qualified person as required by the Act from time to time provides.

40.3 The auditor's report shall be presented to the Annual General Meeting of the Branch.

41. Sub-Committees

41.1 The CDE sub-committee shall organise and hold the State Combined Driving Championship on behalf of the Branch at least once per year within the State of Victoria in either March or April of the year. The Branch may delegate the running of the State Combined Driving Championship to a Club on the terms and conditions agreed by Delegates' in meeting. All Clubs are eligible to apply to organise and run the State Combined Driving Championship. Applications shall be forwarded to the Branch for approval at a Delegates' meeting no later than nine (9) months prior to the proposed running date of the Championship. If no Club applies to run a State Combined Driving Championship, the discipline sub-committee shall run the event.

41.2 The CDE sub-committee may co-opt ordinary Members to assist with the running of the event.

41.3 The Show Driving sub-committee shall organise and hold the State Show Driving Championship held on behalf of the Branch, at least once per year within the State of Victoria. The Branch may delegate the running of the State Show Driving Championship to a Club on the terms and conditions agreed by Delegates in meeting. All Clubs are eligible to apply to organise and run the State Show Driving Championship. Applications shall be forwarded to the Branch for approval at a Delegates' meeting no later than nine (9) months prior to the proposed running date of the Championship. If no Club applies to run a State Championship, the discipline subcommittee shall run the event.

- 41.4 The Show Drivers sub-committee may co-opt ordinary Members to assist with the running of the event.
- 41.5 The State Pleasure Driving sub-committee shall organise and hold the State Pleasure Drive each year within the State of Victoria. The Branch may delegate the running of the State Pleasure Drive to a Club on the terms and conditions agreed by Delegates in meeting. All Clubs are eligible to apply to organise and run the State Pleasure Drive. Applications shall be forwarded to the Branch for approval at a Delegates' meeting no later than nine (9) months prior to the proposed running date of the State Pleasure Drive. If no Club applies to run a State Pleasure Drive, the discipline sub-committee shall run the event.
- 41.6 The State Pleasure Driving sub-committee may co-opt ordinary Members to assist in the running of the event.
- 41.7 The State Driven Dressage sub-committee shall organise and hold one State Driven Dressage Championship each year within the State of Victoria. The Branch may delegate the running of the State Driven Dressage Championship to a Club on the terms and conditions agreed by Delegates in meeting. All Clubs are eligible to apply to organise and run the State Driven Dressage Championship. Applications shall be forwarded to the Branch for approval at a Delegates' meeting no later than nine (9) months prior to the proposed running date of the Championship. If no Club applies to run a State Championship, the discipline sub-committee shall run the event.
- 41.8 The State Driven Dressage sub-committee may co-opt ordinary Members to assist in the running of the event.
- 41.9 The State Indoor Driving sub-committee shall organise and hold one State Indoor Driving Championship each year within the State of Victoria. The Branch may delegate the running of the State Indoor Driving Championship to a Club on the terms and conditions agreed by Delegates in meeting. All Clubs are eligible to apply to organise and run the State Indoor Driving Championship. Applications shall be forwarded to the Branch for approval at a Delegates' meeting no later than nine (9) months prior to the proposed running date of the Championship. If no Club applies to run a State Championship, the discipline sub-committee shall run the event.
- 41.10 The State Indoor Driving sub-committee may co-opt ordinary Members to assist in the running of the event.
- 41.11 Discipline sub-committees or Clubs organising State Championships or the State Pleasure Drive may apply to the Branch for funding to enable the sub-committee or Club to organise and run an event.
- 41.12 The amount of funding that the Branch may grant for anyone event shall be at the discretion of the Branch.

42. *Alteration of Objectives and Rules*

Neither the objectives of the Branch nor these Rules shall be altered except pursuant to a special resolution and otherwise in accordance with the Act.

43. *Common Seal*

- 43.1 The common seal of the Branch shall be kept in the custody of the Secretary.
- 43.2 The common seal shall not be affixed to any instrument except by the authority of the Delegates and the affixing of the common seal shall be attested by the signatures of two Office Bearers.

44. *Indemnity*

- 44.1 Every member of the Executive Committee, every Delegate of the Branch, every Member of the Branch and every employee and agent of the Branch shall be indemnified by the Branch against, and it shall be the duty of the Delegates out of the funds of the Branch to pay, all damages, costs, losses and expenses which any such person may incur or in respect

of which they may become liable by reason of any contract entered into or any act or thing done (whether negligently or otherwise) by them as such Member, employee or agent or in any way in the performance of their duties including travelling expenses, unless such damages, costs, losses and expenses shall have been incurred by such person without the authority of the Branch or through their own dishonesty, wilful act, or default.

- 44.2 No member of the Executive Committee, Delegate of the Branch, Member of the Branch or other employee or agent of the Branch shall be liable for the acts, receipts, neglects or defaults of themselves or any other person or for loss, damage or expense howsoever arising as the result of any act, omission or default of any person, (including himself) or for any loss occasioned by any error of judgment or oversight or neglect on their part or for any other loss or damage whatsoever which shall happen in the performance of their duties or in relation thereto unless the same shall happen in the performance of their duties through his own dishonesty, wilful act or default.

45. Custody of Books

Subject to the Act, the Regulations and these Rules, the Secretary or Treasurer shall keep in his or her custody or under his or her control all records, books, and other documents relating to the Branch.

46. Inspection of Books

- 46.1 The records, books and other documents of the Branch shall be available for inspection at such place as the Executive Committee may from time to time reasonably determine, free of charge, by a Member at any reasonable hour.
- 46.2 A Member wishing to inspect the records, books and other documents of the Branch shall give one (1) weeks written notice to the Secretary of the purpose of the inspection for the purpose of making a determination under clause 46.3 and 46.4.
- 46.3 A Member must not use information about another Member obtained from the Register of Members to contact or send materials to the other Member.
- 46.4 A Member must not disclose information about another Member obtained from the Register of Members knowing that the information is likely to be used to contact or send materials to the other Member.

47. Service of Notices

- 47.1 For the purposes of these Rules, a notice may be served on or on behalf of the Branch upon any Member either personally or by sending it by post to the Member at the Members address shown in the Register of Members.
- 47.2 Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall be deemed for the purposes of these Rules to have been served on the person seven days after posting.

48. Surplus Property

- 48.1 At the first general meeting of the Branch held after the adoption of these rules, the Branch shall pass a special resolution nominating –
- a) another association, for the purpose of paragraph 92 (1)(a) of the Act; or
 - b) a fund, authority or institution for the purpose of paragraph 92(1)(b) of the Act, in which it is to vest its surplus property in the event of the dissolution or winding up of the Branch.
- 48.2 An association nominated under rule 48.1(a) must fulfil the requirements specified in subsection 92(2) of the Act.

SCHEDULE I - BY-LAWS

1. Clubs

- 1.1 Members are required to pay to their Club all amounts payable pursuant to these Rules, the Rules of the ACDS and the Rules of the Club (including the amount referred to in rule 4(3)) no later than 31 August in each year.
- 1.2 A Club must issue a receipt for all membership subscriptions (for the Club, the Branch and the ACDS) for verification purposes.
- 1.3 The Club must remit the amount payable pursuant to clause 1.1 to the Branch Treasurer within seven (7) days of receipt, together with a full list of Members who have paid the Club.
- 1.4 The Branch Treasurer must remit to the ACDS within seven (7) days of receipt by the Branch, the amount payable in respect of each Member pursuant to clause 1 and such remittance must be accompanied by a list of all Members of all Clubs to which payment is being made.
- 1.5 If the Branch becomes aware that a Club has insufficient Members and social members to comply with the legal requirements for the ongoing existence as an incorporated association in Victoria, the Branch may by notice in writing to the Club and Members of the Club;
 - a) advise the Club and members of the Club that based on the information available to the Branch that it appears that the Club has insufficient Members and social members to comply with the legal requirements for the ongoing existence as an incorporated association;
 - b) request the Club to confirm to the Branch that it has sufficient Members and social members to comply with the legal requirements for the ongoing existence as an incorporated association;
 - c) if the Club cannot confirm to the Branch that it has sufficient Members and social members to comply with the legal requirements for the ongoing existence as an incorporated association, give the Club and Members 30 days to obtain additional persons to ensure the Club has sufficient Members to comply with the legal requirements for the ongoing existence as an incorporated association; or
 - d) request written advice from the Club and members to transfer memberships to another Club.
 - e) If the Branch does not receive the notification set out in either clauses 1.5(b), 1.5(c) or 1.5(d), the Branch has the authority to transfer the members of the Club to the nearest Club that complies with the legal requirements for the ongoing existence as an incorporated association.

2. Judges and Officials

The Branch shall recommend to the Council of the ACDS the appointment of persons for inclusion on the following national panels:

- a) show judges (light or heavy);
- b) dressage judges (novice or open) and dressage judge assessors;
- c) technical delegates;
- d) course designers;
- e) cones judges;
- f) TPR stewards.

3. Medical Information Bands

Every person on a carriage at any ACDS activity in the State of Victoria whether it be a Branch or a Club activity shall wear a fully completed medical information band on either the persons arm or leg which shall be visible at all times.

SCHEDULE 2

Australian Carriage Driving Society Inc. – Victorian Branch.

Form of appointment of proxy

I (Full name)

of (Address)

being a Member of The Australian Carriage Driving Society Inc. – Victorian Branch hereby appoint:

..... (Full name of proxy)

of (Address of proxy)

being a Member of The Australian Carriage Driving Society Inc. – Victorian Branch as my proxy to vote for me on my behalf at the General Meeting of the Australian Carriage Driving Society Inc. – Victorian Branch

to be held on the.....day of..... 20.....and at any adjournment of that meeting.

I direct my proxy to vote in favour of / against (delete as appropriate) the following resolutions.

(If the above space is not completed, the proxy will be entitled to vote as the Member thinks fit)

..... (Signature of Member appointing proxy)

Date:

Note: A proxy vote may not be given to a person who is not a Member of the Australian Carriage Driving Society Inc. – Victorian Branch.