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PONY CLUB ASSOCIATION OF VICTORIA
NORTH EAST ZONE COUNCIL INCORPORATED

RULES

1. The name of the Association shall be VICTORIA NORTH EAST ZONE COUNCIL INCORPORATED *of Pony Club Association of Victoria Incorporated*
2. In these rules, unless the contrary intention appears:
"COMMITTEE" means the Committee of the Zone Council
"FINANCIAL YEAR" means the year ending 30th June.
"THE ASSOCIATION" means the Pony Club Association of Victoria Incorporated.
"THE COUNCIL" means the council of the Association
"THE ZONE" means the area designated by the Council on the Pony Club Association of Victoria Incorporated as the North East Zone.
3. MEMBERSHIP A person shall become a member of the Zone Committee upon presenting to the Secretary a nomination in writing signed by the President and/or Secretary of a Pony Club which is a member of the Pony Club Association of Victoria Incorporated and which is allocated to the North East Zone Council Incorporated. Each Club shall be entitled to nominate two members.
4. ENTRANCE FEE AND ANNUAL SUBSCRIPTION
 - (a) There shall be no entrance fee.
 - (b) The Zone Committee shall determine the annual subscription payable by member clubs. Each Club nominating a member of the Zone Committee shall pay an Annual Subscription determined by the Zone Committee at the previous Annual General Meeting. The Annual subscription shall be payable on or before the 31st day of October in each year.
5. TERMINATION OF MEMBERSHIP A person shall cease to be a member of the Zone Committee;
 - (a) Upon receipt by the Secretary of a written resignation;
 - (b) Upon receipt by the Secretary of a nomination by the nominating Club of a new Member to represent it on the Zone Committee in substitution of the existing Member;
 - (c) If the Annual Subscription has not been paid by the nominating Club by the 31st day of October for the financial year commencing on the previous 30th June.
 - (d) If the Pony Club which nominated the member ceases to be

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a Member of the Tomy Club Association of Victoria Incorporated.

6. The Zone Committee shall not have power to discipline a member.

7. REGISTER OF MEMBERS The Secretary shall keep and maintain a register of members in which shall be entered the full name, address and date of entry of the name of each member. The register shall be available for inspection by members at the address of the Public Officer.

8. ANNUAL GENERAL MEETING

(a) The Zone Council shall in each year convene an Annual General Meeting;

(b) The Annual General Meeting shall be held on such day as the Committee determines after the end of the financial year and after the Annual General Meeting of the Tomy Club Association of Victoria Incorporated, but before the 30th day of September in each year, in a place and at a time to be decided by the Committee;

(c) The Annual General Meeting shall be specified as such in the Notice convening it;

(d) The ordinary business of the Annual General Meeting shall be

(i) To confirm the minutes of the preceding Annual General Meeting and of any General meeting held since that meeting

(ii) To receive from the Committee reports of the activities of the Zone Council during the last preceding financial year;

(iii) To elect Officers of the Zone Council and the Ordinary Members of the Committee

(iv) To receive and consider the Statement required to be submitted by the Zone Council in accordance with Section 30(3) of the Associations Incorporation Act 1981;

(v) To set Annual Subscription rate for ensuing year.

(e) The Annual General Meeting may transact such Special Business notice of which has been given in accordance with these rules;

(f) The Annual General Meeting shall be in addition to any other General Meeting that may be held in the same year.

SPECIAL GENERAL MEETINGS

9. All General meetings other than the Annual General Meeting shall be called special general meetings.

10(1) The Committee may, whenever it thinks fit, convene a special general meeting of the North East Zone Council and, where, but for this sub-clause, more than 15 months would elapse between Annual general meetings, shall convene a Special general meeting before the expiration of that period.

(ii) The Committee shall, on the requisition in writing of 4 Members convene a Special General Meeting of the North East Zone Council.

(iii) The requisition for a Special general meeting shall be signed by the Members making the requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one or more of the Members making the requisition;

(iv) If the Committee does not cause a Special General Meeting to be held within one month after the date on which the requisition is sent to the address of the Secretary, the Members making the requisition, or any of them, may convene a special general meeting to be held not later than 3 months after that date.

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 - (c) The Annual General Meeting shall be specified as such in the Notice convening it;
 - (d) The ordinary business of the Annual General Meeting shall be
 - (i) To confirm the minutes of the preceding Annual General Meeting and of any General meeting held since that meeting
 - (ii) To receive from the Committee reports of the activities of the Zone Council during the last preceding financial year;
 - (iii) To elect Officers of the Zone Council and the Ordinary Members of the Committee
 - (iv) To receive and consider the Statement required to be submitted by the Zone Council in accordance with Section 30(3) of the Associations Incorporation Act 1981;
 - (v) To set Annual Subscription rate for ensuing year.
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 - (ii) The Committee shall, on the requisition in writing of 4 Members convene a Special General Meeting of the North East Zone Council.
 - (iii) The requisition for a Special general meeting shall be signed by the Members making the requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one or more of the Members making the requisition;
 - (iv) If the Committee does not cause a Special General Meeting to be held within one month after the date on which the requisition is sent to the address of the Secretary, the Members making the requisition, or any of them, may convene a special general meeting to be held not later than three months after that date.

- (v) A Special General Meeting convened by Members in pursuance of these rules shall be convened in the same manner as early as possible as that in which those meetings are convened by the Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the North East Zone Council to the persons incurring the expenses.

NOTICE OF MEETINGS

- 11. (1) The Secretary shall, at least 14 days before the date fixed for holding a general meeting of the North East Zone Council, cause to be sent to each Member Club at his/her address appearing in the register of members a notice by pre-paid post stating the place, date and time of the meeting and the nature of the business to be transacted at the Meeting.
- (2) No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- (3) A member desiring to bring any business before a meeting may give notice of that business in writing to the Secretary who shall include that business in the notice calling the next general meeting after the receipt of the notice.

PROCEEDINGS AT MEETINGS

- 12. (1) All business that is transacted at a special general meeting and all business that is transacted at the Annual General meeting with the exception of that specially referred to in these rules as being the ordinary business of the Annual General Meeting shall be deemed to be special business.
- (2) No item of business shall be transacted at a general meeting unless a quorum of members under these rules to vote is present during the time when the meeting is considering that item.
- 3. 5 Members personally present (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (4) If within half an hour after the appointed time for the commencement of a 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 next week at the same time and (unless another place is specified by the Chairman at the time of the adjournment or by written notice to Members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting the 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 3) shall be a quorum.
- 13. The President, or in his absence, the Vice President, shall preside as Chairman at each General Meeting of the Zone Council.
- 14. (1) The Chairman of a General meeting at which a quorum is present may, with the consent of 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.
- (2) Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting.
- (3) Except as provided in sub-clauses (1) and (2), it is not

necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

15. A question arising at a general meeting of the Zone Council 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 Chairman that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the minute book of the Zone Council is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.
16. (1) All votes shall be given personally or by proxy.
(2) In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a second or casting vote.
17. (1) If at a meeting a poll on any question is demanded by not less than any three members it shall be taken at that meeting in such manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
(2) A poll that is demanded on the election of a Chairman or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman may direct.
18. (1) Each member shall be entitled to appoint another member as his proxy by notice given to the Secretary before the commencement of the meeting in respect of which the proxy is appointed.

COMMITTEE OF MANAGEMENT

19. (1) The affairs of the Zone Council shall be managed by a Committee of Management constituted as provided in Rule 22.
(2) The Committee:
 - (a) Shall control and manage the business and affairs of the Zone Council
 - (b) may, subject to these rules, the regulations and the Act exercise all such powers and functions as may be exercised by the Zone Council other than those powers and functions that are required by these rules to be exercised by general meetings of the members; and
 - (c) subject to these rules, the regulations and the Act, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Zone Council.
20. (1) The Officers of the Zone Council shall be:-
 - (a) A President
 - (b) A Vice President
 - (c) A Treasurer and
 - (d) a Secretary.
(2) The provisions of Rule 23 apply to and in relation to the election of persons to any of the Offices mentioned in Sub-Clause (1)

(3) Each Officer of the Zone Council shall hold Office until the conclusion of the annual general meeting next after the date of his/her election but is eligible for re-election.

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 - (c) subject to these rules, the regulations and the Act, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Zone Council.
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 - (c) A Treasurer and
 - (d) a Secretary.
(2) The provisions of Rule 23 apply to and in relation to the election of persons to any of the Offices mentioned in Sub-Clause (1)
(3) Each Officer of the Zone Council shall hold Office until the conclusion of the annual general meeting next after the date of his/her election but is eligible for re-election.

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- (4) In the event of a casual vacancy in any Office referred to in sub-clause (1), the Committee may appoint one of its members to the vacant office and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of his/her appointment.
21. 1. Subject to section 23 of the Act, the Committee shall consist of:
- (a) The Officers of the Zone Council
 - (b) The remaining members of the Zone Council
 - (c) The Zone Representative elected to the Council of the Pony Club Association of Victoria Incorporated in accordance with the procedure set out in the Rules of that Association.
2. Each Member of the Committee other than the Zone Representative shall, subject to these rules, hold Office until the conclusion of the next Annual General meeting.
3. In the event of a casual vacancy occurring in the Office of an ordinary member of the Committee, the Committee shall request the Club which nominated the Member to nominate a replacement member, who shall upon becoming a member become a member of the Committee

ELECTION OF OFFICERS

22. (a) Nominations of candidates as Officers of the Zone Council may be made at the Annual General Meeting;
- (b) If there is more than one nomination for any position a ballot shall be held in such form as the chairman of the meeting determines.
- (c) A person shall not hold more than one Office but may be nominated for more than one Office, and, if elected to more than one office choose which office he wishes to take.
23. For the purpose of these rules, an Office or position of the Committee becomes vacant if the Officer or Member -
- (a) Ceases to be a member of the Zone Council
 - (b) Becomes insolvent under administration within the meaning of the Companies (Victoria Code) or
 - (c) resigns his office in writing given to the Secretary

PROCEEDINGS OF THE COMMITTEE

24. (a) The Committee shall meet at least 4 times in each year at such times and places as the Committee determines.
- (b) Special meetings of the Committee may be convened by the President or by any 4 members of the Committee
- (c) Notice shall be given to members of the Committee of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting
- (d) A quorum for the transaction of the business of a meeting of the Committee shall be one half of the members but if that is not a whole number, the first whole number above that number
- (e) No business shall be transacted unless a quorum is present and if within half an hour of the appointed time for the meeting a quorum is not present the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses

- (f) At meetings of the Committee the President or in his absence the Vice-President and in his absence such one of the remaining members of the Committee as may be chosen by the members present shall preside
- (g) Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine
- (h) Each Member present at a meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote
- (i) Written notice of each committee meeting shall be served on each member of the Committee by delivering it to him at a reasonable time before the meeting or by sending it by pre-paid post addressed to him at his usual or last known place of abode at least two business days before the date of the meeting.
- (j) Subject to Subclause (4) the Committee may act notwithstanding any vacancy on the Committee.

SECRETARY

25. The Secretary of the Zone Council shall keep minutes of the resolutions and proceedings of each general meeting and each Committee meeting in books provided for that purpose together with a record of the names of persons present at Committee Meetings.

TREASURER

26. The Treasurer of the Zone Council
- (a) shall collect and receive all moneys due to it and make all payments authorised by the Committee, and
 - (b) shall keep correct accounts and books showing the financial affairs of the Zone Council with full details of all receipts and expenditure connected with its activities
2. The accounts and books referred to in sub-clause (1) shall be available for inspection by members.

REMOVAL OF OFFICE BEARERS

27. 1. The Zone Council in general meeting may by resolution remove any Office bearer before the expiration of his term of office and appoint another member in his stead to hold office until the expiration of the term of the first mentioned member.
2. Where the member, to whom a proposed resolution referred to in sub-clause (1) applies, makes representations in writing to the Secretary or President of the Zone Council (not exceeding a reasonable length) and requests that they be notified to the members of the Zone Council the Secretary or President may send a copy of the representations to each member of the Zone Council or, if they are not so sent, the member may require that they be read out at the meeting.

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CHEQUES

28. All cheques, drafts, bills of exchange, promissary notes and other negotiable instruments shall be signed by two members of the Committee.

SEAL

29. 1. The Common Seal of the Zone Council shall be kept in the custody of the Secretary.
2. The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures either of two members of the Committee or of one member of the Committee and of the Public Officer of the Zone Council.

ALTERATION TO RULES AND STATEMENT OF PURPOSES

30. These rules and the Statement of purposes of the Zone Council shall not be altered except by means of a resolution of which all members have received notice in accordance with these rules and of which at least three quarters of the members present and voting at the general meeting at which the resolution is considered vote in favour.

NOTICES

31. 1. A notice may be served by or on behalf of the Zone Council upon any member either personally or by sending it by post to the member at his address shown in the Register of members,
2. Where a document is properly addressed pre-paid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

WINDING UP OR CANCELLATION

32. The Zone Council may be wound up, by means of a special resolution passed at a general meeting duly convened to do so, such intention being clearly set out in the notice convening such a meeting. Upon such a resolution being passed, all the property and assets of the Zone Council after payment of all properly incurred debts and liabilities shall be disposed of to any Association having similar purposes to that of the Zone Council such Association to be selected at the last meeting of the Zone Council, or if this is not done to the Pony Club Association of Victoria Incorporated.

CUSTODY OF RECORDS

33. Except as otherwise provided in these Rules, the Secretary shall keep in his custody or under his control all books, documents and securities of the Zone Council.

FUNDS

34. The funds of the Zone Council shall be derived from annual subscriptions and such other sources as the Committee determines.

35. An Auditor, who shall not be a member of the Zone Council, shall be appointed by the Committee. The Auditor shall audit the accounts and shall certify the balance sheet and Statement of accounts laid before the Annual General Meeting, each year.

POWER TO BORROW MONEY

36. The Zone Council may issue debenture stock and bonds at any time, in any form or manner, and shall have the power to restrict the transfer assignment or charges thereof of any of them and for any amount and may raise or borrow for the purpose of the Zone Council, any sum or money, either upon Mortgage or charge of any property of the Zone Council, or on debenture stock, or bonds, or otherwise as it may think fit.

LEGAL LIABILITY

37. The Committee shall maintain a third party insurance policy to cover the legal liability of the Zone Council, as set down from time to time by the Council of the Pony Club Association of Victoria Incorporated. No liability shall be admitted by the Committee, or any person acting on behalf of the Committee thereof, in respect of any accident or injury, happening to any member of the Zone Council, or person, or any property, caused or happening in connection with any activity of the Committee.

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