

# *The East Anglian Carriage Driving Group Ltd*

Constitution - 22 July 2003

1. The name of the Group shall be the East Anglian Carriage Driving Group Ltd.
2. **OBJECTS**  
To encourage and assist those interested in driving horses and ponies in the East Anglian region by providing a programme of drives and competitions as laid down by the British Horse Driving Trials Association (BHDTA)\* rules and in addition to provide social events and demonstrations which will help and further the enjoyment of driving.
3. **MEMBERSHIP**  
Any person agreeing to support the objects and abiding by the rules of the Group shall be eligible to be proposed by a member for membership.

Similarly the Committee shall have the power to expel any member who fails to observe any rule made by the Group or whose conduct in any respect shall, in the opinion of the Committee, be prejudicial to the interest of the Group.

4. **SUBSCRIPTION**  
Each member of the Group shall pay an annual subscription at a rate to be agreed at the Annual General Meeting and all subscriptions will be payable on 1 January. Any membership still unpaid by 28 February shall be deemed lapsed and cancelled. In the event of the winding up of the Group, all assets or debts shall be bound over to the BHDTA or left to the discretion of those present at the winding up meeting.
5. **TERMINATION OF MEMBERSHIP**  
Any member wishing to resign their membership of the Group shall give written notice to the Honorary Secretary, there shall be no return of subscription or part thereof.

6. **OFFICERS**  
The officers of the Group shall be a President, Honorary Chairman, Honorary Secretary, Honorary Treasurer and Honorary Auditor.

The Chairman shall have the casting vote.

The Honorary Secretary shall be responsible to the Committee for keeping a proper set of minutes of all General and Committee meetings and to perform various duties necessary for the administration of the Group's affairs and to keep members informed, as far as possible, of forthcoming activities.

The Honorary Treasurer shall be responsible to the Committee for opening a bank account in the name of the Group and for depositing all monies received by the Group into this account, for keeping a small petty cash float and to effect payments out of the Group's funds by signing cheques. The cheques should be signed by the Honorary Treasurer and either the Chairman or the Honorary Secretary. The Honorary Treasurer shall keep proper books of accounts and a financial report, together with these accounts, shall be circulated to all members at the Annual General Meeting.

7. **COMMITTEE**  
The management of the Group's business shall be vested in a Committee which shall consist of the Officers and a minimum of two members including a Safety Officer.

The Committee shall have the power to co-opt other members to the Committee.

8. **QUORUM AT COMMITTEE MEETINGS**  
At all meetings of the Committee an attendance of four members and a Chairman or full members of the club whichever is less shall constitute a quorum.
9. **ANNUAL GENERAL MEETING**  
There shall be an Annual General Meeting in October or November of each year for the purpose of receiving the Committee's report and the statement of accounts for the year to date.

Election of officers and Committee members shall also take place by a ballot of members present. Members wishing to nominate one or more candidates for election should do so in writing to reach the Secretary by the first post on 30 September, prior to the Annual General Meeting.

Only paid-up members will be eligible to vote and, in the case of family membership, one vote per family.

10. EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting can be convened by the Committee at any time or by at least twelve or half the members of the Group who should convey their reasons for calling such a meeting in writing and signed by all twelve members to the Honorary Secretary, with one month's notice, before the meeting can take place.

Amendments to the rules and constitution shall normally be considered at the Annual General Meeting, following notice given to the Honorary Secretary, but urgent amendments may be determined by the Extraordinary General Meeting. Two-thirds majority must be reached for a constitution change and a simple majority for anything other than a constitution change.

11. INSURANCE

The Officers, committee members and organisers of Group events shall be insured by the British Horse Driving Trials Association\* for third party claims made against them.

All members of the Group must undertake when joining to have their own third party insurance.

12. All members taking part in the East Anglian Carriage Driving Group's activities are themselves responsible for insuring themselves and their turnouts for a minimum of third party liability as stated in rule 11. Any member refusing to do this shall not be accepted for membership.

13. All events will be run as far as possible on the BHDTA rules and judging procedures must abide by these rules.

14. In conclusion, all members must:

- a) be considerate in the way they drive their horses and ponies.
- b) take care in the correct procedures for harnessing up and taking out of their animals.
- c) at no time leave their animals unattended unless securely tied –and to take care when parking their motorised transport and horse(s).
- d) be considerate, not only to the public but to other members of the Group.

15. Signing your membership application will be taken as acknowledgement that you will abide by these rules and regulations.

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