



## **CONSTITUTION OF THE DRIVING HORSE & PONY CLUB OF BERMUDA**

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The name of the Club shall be The Driving Horse & Pony Club of Bermuda, (hereinafter called the Club). The Club is an Approved Club under the Bermuda Equestrian Federation Limited (BEF) Bye-Laws.

The Executive Committee of the Club is the Governing Body voted in by the Club membership to ensure that the business and affairs of the Club are managed and that Rules are adhered to. All Club members agree to comply with the terms of the Constitution and Rule Book of the Club.

The Executive Committee will nominate a Club Representative to the BEF Board as a B Director to attend and speak at meetings of the BEF Board, on behalf of the Club.

The objective of the Executive Committee is to promote and develop the sport of harness pony racing.

The conditions of this Constitution may be amended by a majority vote of the members present at a duly called meeting, provided a quorum is present. Members must be present in person. There will be no proxy vote.

All amendments to this Constitution shall be made by Addendum stating the effective date of such amendment and the conditions agreed.

### **ARTICLE ONE: MEMBERSHIPS**

- 1) The Club shall have three types of memberships:
  - i) Adult Membership: Individual persons 19 years or over as of September 1<sup>st</sup> of the current race season who will have the right to vote at meetings; or
  - ii) Junior Membership: Individual who has not reached their 19<sup>th</sup> birthday as of September 1<sup>st</sup> of the current race season will have no vote at meetings; or
  - iii) Non-Resident Membership: Individual persons of any age who will have no vote at meetings.
- 2) Membership is September 1<sup>st</sup> to August 31<sup>st</sup> of any given year.
- 3) No person shall be admitted as a Member unless he/she is approved by the Executive Committee. Every person who wishes to become a Member shall deliver to the Secretary or Assistant Secretary a duly completed and signed application for membership, which is available from the Secretary or Assistant Secretary. Membership forms must be duly completed and signed annually.



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- 4) Membership Dues shall be payable to the Secretary or Treasurer in order to effect Membership
- 5) Any member 30 days in arrears in the payment of the Club dues, fines or miscellaneous payments shall have their membership terminated and have no further rights as a member unless reinstated.
- 6) The Executive Committee, at its discretion, has the right to refuse a member's reinstatement to the Club if a majority of the nine sees fit to do so.
- 7) Only Club members bearing a valid Club membership, Club driver's license and BEF Membership are permitted to race or warm up at the National Equestrian Centre. Non-resident drivers must have a valid harness racing driver's license issued by an ITPA rated track and a valid DHPC Non-resident driver's license.

**ARTICLE TWO: MEETING OF MEMBERS**

- 1) The Annual General Meeting (AGM) is to be held within 30 days of the financial year end of the Club.
- 2) A Special General Meeting (SGM) may be called by the Executive Committee or on the requisition of 10% of the Adult Membership of the Club.
- 3) The Secretary shall give the following notices in writing to the Membership and it must be published in the daily newspaper with the general business to be transacted at such meeting:
  - a. Annual General Meeting: 14 days' notice of the time and place of meeting
  - b. Special General Meeting: 7 days' notice of the time and place of meeting
- 4) Nominations of candidates for a position on the Executive Committee must be received by the Secretary at least 7 days prior to the meeting. Nomination forms will be made available by the Secretary at the time the Membership is advised of the meeting. There are two types of Nominations:
  - i. Individual Nomination whereby one individual is seeking a position on the Executive Committee; or
  - ii. Slate Nomination whereby nine individuals are seeking all positions on the Executive Committee and are voted in as a group.

All senior members have one vote and can only nominate one Individual Nomination or Slate Nomination per AGM and the nomination must be seconded by another senior



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member. If there is more than one nomination for a position a paper ballot will take place from the floor.

### **ARTICLE THREE: EXECUTIVE COMMITTEE**

- 1) The business and affairs of the Club shall be managed by nine persons to be called the Executive Committee elected by members at the AGM. If an Executive Committee member resigns during the season their position will be refilled at the following AGM unless the Executive Committee by majority vote deems it necessary to appoint someone to fill the position.
- 2) The Executive Committee consists of a President, Vice President, Secretary, an Assistant Secretary, Treasurer and four Committee Members **or** a President, Vice President, Secretary, Treasurer and five Committee Members. Each Executive Committee member will serve for a one year period from July 1<sup>st</sup> to June 30<sup>th</sup> at which time the positions will re-open to nominations.
- 3) The Executive Committee is obligated to its Membership to have majority attendance at all Committee Meetings which are required to be held on a per event basis, at a minimum. Committee Meetings without a majority attendance does not constitute a forum whereby Club matters can be voted on or changed. All valid meetings must be recorded and documented evidencing matters discussed and decisions made.

### **ARTICLE FOUR: ACCOUNTING RECORDS**

- (1) The Executive Committee shall ensure that the Treasurer keeps and maintains accounting records sufficient to give a true and fair view of the state of the Club's financial affairs and to show and explain its transactions. All records and software are the property of the Club.
- (2) Accounting records must be maintained in QuickBooks.
- (3) All supporting documentation to accounting entries must be maintained by the Club either electronically or through physical files or a combination thereto to ensure complete record keeping and retention for a minimum of seven (7) years;
- (4) The Treasurer is to have custody of all Club funds which shall be deposited and managed under the name of the Club in institutions as designated by the Executive Committee.
- (5) Financial year end of the Club is June 1<sup>st</sup> of every year.



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- (6) The Club will have at all times, a Credit Card, a Savings account and a checking account in order to run efficiently. If any of these accounts or cards is to be closed a vote must take place at an AGM or SGM.

**ARTICLE FIVE: LIABILITY**

No claim may be entertained for an accident which may happen to competitors, onlookers, property, helpers or livestock in connection with or arising out of the events. It shall be considered a condition of entry that each contestant shall agree to indemnify the promoters against any legal action arising from such an accident.

**ARTICLE SIX: REFERENCE SECTION**

Approved Clubs	as provided for in the BEF Bye-Law the Club is listed as an Approved Club
Club Representative	as provided for in the BEF Bye-Laws this means the person nominated by each of the Approved Clubs to attend and speak at meetings of the Board and approved by the Board from time to time.
Committee Meetings	a meeting held by the nine Executive Committee members to discuss business and affairs of the Club.
Member	is a fully paid person that has duly completed and signed a Club membership
Rule Book	is the document that sets out explicit or understood regulations or principles governing conduct during Harness Racing and its Members
Special General Meeting	all general meetings other than Annual General Meetings shall be called Special General Meeting (SGM)