

CONSTITUTION FOR BRANCHES/ GROUPS OF ENDURANCE GB ("The Branch")



1. OBJECTS

- 1.1 To promote the sport of endurance riding.
- 1.2 To offer a programme of fun and recreation to members.
- 1.3 To encourage the participation of young riders.
- 1.4 To encourage and support ride organisers.
- 1.5 To provide education in the form of lectures, training sessions and conferences on all aspects of the sport, including the general welfare of horses, for all those interested in endurance riding.
- 1.6 To encourage and stimulate better horsemanship.
- 1.7 To present annual awards and trophies to Branch members
- 1.8 To communicate with **the Board Members** of Endurance GB about local matters.
- 1.9 To act in accordance with the rules and policies of Endurance GB.

2. MEMBERSHIP

- 2.1 Membership of the Branch is open to all members of Endurance GB.
Membership must be current and paid up to date.
- 2.2 **Members may only belong to one Branch.** Each member is entitled to elect which Branch they wish to belong to by writing to Endurance GB at Stoneleigh. If a member has not specified a preference, they will be deemed to be members of the Branch that covers the area in which they live. A member having elected to belong to a specific branch must remain a member of that elected branch for a minimum of 180 days.
- 2.3 Activities organised by the Branch will be open to members of other Branches. However, members may only compete for trophies and awards **given** by the Branch of which they are a member.
- 2.4 Members will not be required to pay a membership fee, however a charge may be made for the provision of a Branch newsletter.
- 2.5 Members of other Branches are entitled to subscribe to the Branch newsletter.
- 2.6 All Members of Endurance GB are entitled to enter any event organised by the Branch at member rates
- 2.7 **Associate Members entering national rides, listed in the handbook, will be charged non member rates.**

3. MANAGEMENT OF THE BRANCH

- 3.1 A Branch can be formed for the benefit of members living in a particular geographical area by the Board of Endurance GB approving a proposal

submitted by a minimum of five members of Endurance GB. The proposal should specify the geographic boundaries of the Branch.

- 3.2 At the first Annual Meeting of the Branch the members of that branch shall elect a Committee to manage the affairs of the Branch. The members shall agree an appropriate mechanism for voting for a Committee. An individual member of a branch shall have the right to nominate a maximum of one candidate and second a maximum of one candidate for any branch election.
- 3.3 Members of the Committee shall retire at the Branch Annual Meeting after three years service but may offer themselves for re-election.
- 3.4 The Committee shall meet not less than three times a year; such meetings to be called by the Chairman with a minimum of 21 days notice to other Committee members
- 3.5 The Committee shall consist of at least five people. Size should increase or decrease to reflect the size of the membership and shall be altered at the Committee's discretion. The Chairman shall have an additional casting vote. Sixty percent of Committee members shall form a quorum. **(see 3.10)**
- 3.6 The Committee shall elect from its number, or co-opt, officers to serve until the following Branch Annual Meeting as follows:
 - 3.6.1 A Chairman, who should not normally serve for more than three consecutive years in that capacity.
 - 3.6.2 A Vice-Chairman, **who shall carry out the duties of the Chairman when necessary.**
 - 3.6.3 A Treasurer
 - 3.6.4 **The positions of Chair, Vice and Treasurer may only be held by Full (not Associate) Members of Endurance GB who are aged 18years or over.**
 - 3.6.5 A Secretary who shall publish an address so that any member may make contact and put suggestions to the Committee. The Secretary shall keep minutes of all meetings. The Secretary shall keep a register of the members of the Branch, the definitive register being held by Endurance GB at its offices. The secretary shall be responsible for notifying the Committee members of meetings.
- 3.7 **Other roles that should be represented are:**
 - 3.7.1 Public Relations Officer.
 - 3.7.2 A Branch Liaison officer who **shall** ensure that copies of all minutes of committee meetings and Branch Newsletters are sent to Endurance GB. **This person shall also be listed by Endurance GB as the main contact for the Branch.**
 - 3.7.3 **Health and Safety Officer who shall ensure that Branch/Group rides and events are carried out in accordance with the Health and Safety Policy of Endurance GB**
 - 3.7.4 **Child Welfare Officer**
- 3.8 The Committee shall have the right to invite any person to attend a Committee meeting at which that person is able to contribute to the working of the Committee. **Such persons may or may not be members of Endurance GB;** however they shall not have a right to vote on the Committee.

- 3.9 **Members aged 16 years or over** may be co-opted onto to the Committee. Once co-opted, that member is entitled to vote at Committee meetings.
- 3.10 **For a committee to make decisions, a quorum must be present. For a quorum to be valid, the majority of a committee present must be full members of Endurance GB. The number of co-opted or associate members of a committee must not exceed 40%.**
- 3.11 **Members, aged 16 or over**, of a branch may vote at the Branch Annual Meeting or Special General Meetings.
- 3.12 **The Committee of a Branch shall decide whether Associate Members of that branch may be elected onto the committee. The decision of the Committee shall then be ratified at the Branch Annual Meeting.**
- 3.13 Any Committee member missing three or more consecutive Committee meetings without apology may be asked to resign.
- 3.14 Any two Committee members shall have the right to call an extra Committee meeting provided they notify the Secretary in writing **(by post or email)** giving their reasons for calling for such a meeting. Any extra Committee meeting must be called within 14 days of the written request.
- 3.15 The Branch shall hold a Branch Annual Meeting every year. No business may be transacted unless there is a quorum of 12 Adult Branch members present. The Branch Annual Meeting shall transact the following business:
- 3.15.1 To receive and, if approved, adopt a statement of the Branch's accounts for the previous year.
- 3.15.2 To receive the Chairman's report
- 3.15.3 To fill vacancies on the Committee.
- 3.15.4 To transact any other business as may be required.
- Notice of the Branch Annual Meeting shall be sent to all branch members, separately and in writing **(by post or email)**, not less than 21 days before the meeting.
- Members of a particular Branch entitled to notice will be deemed to be those whose names appear on the definitive register held by Endurance GB at its offices 30 days before the Branch Annual Meeting
- 3.16 This constitution may only be amended by a resolution passed at an **Extraordinary General Meeting** of Endurance GB and by a majority of members who are eligible to vote.
- Any motion to amend the constitution must be sent to the **Secretary of each Branch** and also to Endurance GB in accordance with the provisions of the Memorandum and Articles of Association of Endurance GB.
- 3.17 The Committee may call a Special General Meeting at any time by giving written notice **(by post or email)** to the members specifying the business to be dealt with. A Special General Meeting must also be called on the receipt, by the Secretary, of a request signed by not less than 10 voting members specifying the business to be discussed. The Secretary shall notify all members and Endurance GB at least 21 days before such any Special General Meeting, specifying the business to be dealt with.
- 3.18 The Committee may deal with any matters of the Branch not otherwise provided for.

- 3.19 The Branch may only be wound up by a resolution passed by a simple majority of the members present at a Special General Meeting called in accordance with paragraph 3.17 above. Should the Branch be wound up, its assets will be transferred to Endurance GB.
- 3.20 The Board of Endurance GB shall have the right to assume management of the Branch in place of the Committee if, in the opinion of the Board of Endurance GB, the Branch (i) is unable to manage itself (ii) is unable or fails to meet its obligations or (iii) acts in contravention of the objects set out in section 1 above.

4. BRANCH FINANCES

- 4.1 The Treasurer is responsible for ensuring that the Branch conforms to the provisions of this section.
- 4.2 A separate bank account shall be opened and operated in the name of the Branch. Instructions to the bank and any disbursement of funds will require the signatures of two members of the Committee. The Branch will obtain prior approval from the Finance Committee of Endurance GB for any item of expenditure over £500.
- 4.3 Branch funds may be spent for the benefit of the Branch, Endurance GB or the membership. The amount of funds held by the Branch at any time should not exceed the amount reasonably required for the purpose of running the Branch. Any funds in excess of this amount should be remitted to Endurance GB. This amount shall be decided and set by Endurance GB.
- 4.4 The Branch will keep proper accounts. Each year the Treasurer shall prepare full income and expenditure accounts as at **31st December**, together with an inventory of **all** Branch assets for approval by the Committee and Endurance GB. Once approved, these accounts should be presented to members for acceptance at the Branch's Annual General Meeting. Upon the request of the Finance Director of Endurance GB, the Branch will make its books and records available to Endurance GB for the purposes of audit.
- 4.5 Within 30days of the end of each quarter, the Treasurer shall forward a summary of the accounts for that quarter to Endurance GB. The accounts must be in the format agreed by Endurance GB.**
- 4.6 All monies handled by the Branch in association with national rides remain under the control of the Finance Committee of Endurance GB and should be accounted for separately.
- 4.7 When a new Branch is formed a float of £500 will normally be available from Endurance GB to launch the Branch. This sum should be repaid once the Branch has acquired sufficient funds to do so. Additional sums may be allotted if a specific case is made to and accepted by the Finance Committee of Endurance GB.

5. DISCIPLINE

- 5.1 The Committee **may** refer all disciplinary matters against Branch members to the disciplinary panel of Endurance GB.