

# Hereford and District Driving Group Constitution Feb 2017

1. **Title:** The club shall be known as "Hereford and District Driving Group" (HDDG).
2. **Objects:** To encourage amateur carriage driving in Herefordshire and surrounding counties. Equines and vehicles of any type and height etc. may be used.
3. **Membership:** Membership shall be at the approval of the Officers. Members agree to abide by HDDG rules. Driving members must hold third party liability insurance that covers them for carriage driving, for a minimum of £5,000,000, they must also comply with any special conditions their insurance may have.
4. **Subscriptions:** Membership to run from 1st January to 31st December of same year, subscriptions started after 1st October will run until 31st December the following year.
  - **£15** - Annual Individual Membership
  - **£20** - Annual Family Membership (up to two adults from same household/family with or without children under the age of 16)
  - Honorary Membership as granted by the club to persons to hold such position without any fee with or without voting rights as decided by gift of the club.
5. **Committee:** The Committee shall consist of all paid up members of the HDDG.
6. **Officers:** The Officers of the HDDG will consist of:
  - Hon. President (at the discretion of the Officers) nominated before the AGM to be voted at the AGM for a one year term.
  - Hon. Chairman
  - Hon. Vice Chairman
  - Hon. Secretary
  - Hon. Treasurer
  - Hon. Trophy SecretaryAll officers shall hold office for a minimum of two years, after that they may be re-elected on an annual basis.
7. **Club Insurance:** The HDDG will take out insurance to cover the organisation of all events for £5m for public liability (this does not cover anyone to drive).
8. **Health & Safety Policy:** HDDG is a voluntary club with no paid employees, that promotes carriage driving and carriage driving events in the UK. The Club recognises that when organising and running events, the safety of its members, supporters, and the general public is of great importance.

**To this end the Club:**

  - Expects all its members; to show consideration for matters of safety, relating to both themselves and others at all Club events; and to comply with all reasonable requests, relating to safety, from Event Organisers or Club Officials.
  - Health and Safety considerations are always given priority in planning, designing, organizing, running and participating in activities of the Club.
  - All Club Event Organisers are required to ensure that a safety risk assessment is completed prior to each Event and expects that any resultant action points be implemented.
  - All Club members are responsible for ensuring they and their equine are competent for the event entered.

- The Club committee regularly reviews matters relating to Health and Safety.
- This policy, club rules and risk assessment will be displayed at all Club events.
- A human first Aid kit will be available at all Club Events.

**9. Voting Eligibility:** New members are eligible to vote 6 weeks after joining the club. Members must be over 16 to vote and are allowed one vote each.

**10. Voting Procedure:** Any proposal requiring a vote, must be issued to the membership via Hon. Secretary, on an Agenda at least 7 days before the next meeting. Votes will only be counted at a meeting. Votes may be cast in the following ways:

- By a show of hands at the meeting (preferred method)
- By post to arrive at least 24 hours before the meeting.
- By email to arrive at least 24 hours before the meeting.
- By proxy - the Hon. Secretary to be informed of named person at least 24 hours before the meeting.

A quorum of at least 12 members must be present to pass matters of significance to the club. A vote must have a minimum of 2/3 majority to pass.

**11. Disbandment:** In the event of the disbandment of the HDDG the final Chairman and Treasurer are to be responsible for the liquidating of assets and with any cash remaining in hand make a donation in full to suitable equine charities.