

# Constitution

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**RULES of**  
**THE NEW ZEALAND WESTERN RIDING FEDERATION INCORPORATED**  
**Society number 274287**

**NAME**

1 THE name of the association is "The NEW ZEALAND WESTERN RIDING FEDERATION INCORPORATED", hereinafter called "the Federation".

**INTERPRETATION**

2 IN these Articles unless there is something in the subject or the context inconsistent therewith:-

"The Act" means the Incorporated Societies Act 1908.

"The Federation" means the New Zealand Western Riding Federation.

"The Seal" means the common seal of the Federation.

"Representative" means a person nominated from a Contributing Body under Rule 50.

"Delegate" Delegates would be elected from Representatives.

"Executive" means the elected Delegates

"Member" means a Contributing Body to the Federation, Association, Corporate Body or Affiliated Club being Bodies whose names from time to time are entered in the Register of Members.

"Rules" means these Articles of the Federation

"Secretary" means any person appointed to perform the duties of a secretary of the Federation and include an acting or honorary secretary.

"The Office" means the registered office for the time being of the Federation.

"Year" means the Federation's financial year, which will end on the thirtieth day of April in each year.

Expressions referring to writing shall be construed as including references to printing, lithography, typing, videoing, photography and other modes of representing or reproducing words in a visible form.

Words or expressions contained in these Articles shall be interpreted in accordance with the Acts Interpretation Act 1924 as in force at the date at which these Rules become binding upon the Federation.

**OBJECTS**

3 THE objects for which the Federation is established are:-

- (a) To promote and encourage the code of Western Riding in New Zealand.
- (b) To compile, print and publish at intervals, a Rule Book, under which the rules of Western Riding competitions will be conducted.
- (c) To collect, verify and publish information regarding Western Riding and to compile and maintain a register of the same.
- (d) To compile and maintain a list of persons competent to act as Judges of Western Riding competitions.
- (e) To promote, foster, encourage and support members to conduct competitions, shows and exhibitions in relation to Western Riding. To give or contribute to prizes, awards, distinctions and trophies in connection with any such competitions, shows and exhibitions where appropriate. Provided however that no individual from a contributing body of the Federation shall receive any prize, award or distinction or trophy except as a successful competitor at any competition, show or exhibition held or promoted by the Federation
- (f) To become and remain a reciprocal affiliate member of contributing National Breed Associations and to subscribe to become a member of and co-operate with, any other National Association or organisation whether Incorporation or not, whose objects are altogether or in part similar to those of the Federation, that the Federation shall not subscribe to or support with its funds any national Association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Federation under or by virtue of Clause 5 of these Rules.



## **POWERS OF THE FEDERATION**

4 MAY include to further the objects of the Federation:-

- (a) To buy, sell and deal in all kinds of apparatus and all kinds of provisions liquid and solid required by the members of the Federation or persons frequenting the Federation's premises.
- (b) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real or personal, and any rights or privileges which may be requisite for the purpose of or capable of being conveniently used in connection with any of the objects of the Federation. Provided that in case the Federation shall take or hold any property which may be subject to any trusts, the Federation shall only deal with the same in such manner as is allowed by law having regard to such trusts.
- (c) To enter into any arrangement with any Government or Authority supreme, municipal, local or otherwise that may seem conducive to the Federation's objects or any of them: and to obtain from any such Government or Authority any rights, privileges and concessions which the Federation may think desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
- (d) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen, and other persons as may be necessary or convenient for the purposes of the Federation.
- (e) To invest and deal with the money of the Federation not immediately required in such a manner as may be permitted by law for the investment of trust funds.
- (f) To borrow or raise or secure the payment of money in such a manner as the Federation may think fit and to secure the same or the repayment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Federation in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Federation's property (both present and future) and to purchase, redeem or pay off any such securities.
- (g) To make, draw, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
- (h) To take any gift of real or personal property, gift or money whether subject to any special trust or not for any one or more of the objects of the Federation but subject always to the proviso in paragraph (b) of this clause.
- (i) To take such steps by personal or written appeals, public meetings or otherwise as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Federation in the shape of donations, or otherwise.
- (j) To print and publish any newspapers, periodicals, books or leaflets that the Federation may think desirable for the promotion of its objects.
- (k) To make donations for patriotic or charitable purposes.
- (l) To do all such other things as are incidental or conducive to the attainment of the objects and exercise of the powers of the Federation.

## **PROPERTY AND INCOME**

5 THE income and property of the Federation whencesoever derived shall be applied solely towards the promotion of the objects of the Federation as set forth in this Constitution and no portion thereof shall be paid or transferred directly indirectly by way of dividend, bonus or otherwise howsoever by way of profit to the members of the Federation. Provided that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any officer or servant of the Federation or to any member of the Federation in return for services actually rendered to the Federation nor prevent the payment of interest at a rate not exceeding interest at the rate for the time being charged by bankers for overdrawn accounts on money lent or reasonable and proper rent for premises demised or let by any member of the Federation.

## **DISSOLUTION**

6 IF upon the winding up or dissolution of the Federation there remains after satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Federation but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Federation

  






and which shall prohibit the distribution of its or their income and property among its or their members to any extent at least as great as is imposed on the Federation under or by virtue of Clause 5 hereof such institution or institutions to be determined by the members of the Federation at or before the time of dissolution and if and so far as effect cannot be given to the aforesaid provision then to some charitable object.

### **ACCOUNTS**

7 TRUE accounts shall be kept of the sums of money received and expended by the Federation and the matter in respect of which such receipt and expenditure takes place and of the property credits and liabilities of the Federation; and subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the regulations of the Federation for the time being in force shall be open to inspection of the members. Once at least in every year the accounts of the Federation shall be examined and the corrections of the Balance sheet ascertained by one or more properly qualified auditor or auditors.

### **COMMON SEAL**

8 THE Common Seal shall be held at the Registered Office of the Federation by the Secretary. It shall be used by the Secretary, as authorised by the National Executive, to validate documents issued in the name of the Federation.

### **REGISTERED OFFICE**

9 THE Registered Office of the Federation shall be situated in any such place in New Zealand as the Executive may from time to time determine.

### **MEMBERSHIP**

#### **10 CONTRIBUTING Bodies:**

##### **(a) National Contributing Bodies**

New Zealand Quarterhorse Association Inc

Appaloosa Horse Association of New Zealand Inc.

Paint Horse Assoc New Zealand

Reining and Versatile Horse Association – New Zealand Incorporated

##### **(b) Island Contributing Bodies**

##### **North Island**

Far North WRC (in recess)

Northland WRA

Kumeu WRC

Waikato WRC

Thames Valley WRC (in recess)

Rotorua WRC

Tauranga WRC (not affiliated)

Taupo WRC

King Country WRC (in recess)

Nth Hawke Bay WRC (in recess)

Hawkes Bay WRC

Taranaki WRC

Wairarapa WRC

Manawatu WRC

Gold Coast WRC

Warkworth & Dist WRC (in recess)

Bay of Plenty WRC

##### **South Island**

Nelson WRC Inc

Blenheim WRC

Maruia WRC (in recess)

Scenicland WRC (closed)

Kawatiti WRC

Blue Mountain WRC (in recess)

Earnsclough WRC (in recess)

Christchurch WRC

Te Anau WRC (in recess)

##### **Otago WRC**

Wallace WRC

Aoraki WRC (In recess)

Central Otago WRC (in recess)

Waitaki WRC

**Updated August 2024**



11 NEW Contributing Bodies requiring membership after the Federation is formed will be eligible under the following requirements:

- (a) [i] New clubs - minimum of ten members.
- [ii] Specific Activity Associations - minimum Twenty members.
- [iii] New Breed societies - minimum Fifty members.

With reference to [ii] and [iii], provided that they are New Zealand wide incorporated societies with at least twenty percent (20%) of their members in either Island, these new Bodies will be eligible for representation direct to each Island Delegate Meeting and thence to National Executive Conference.

All applicant Bodies seeking Federation must apply for recognition at the Annual National Executive Conference forwarding certified membership numbers and a copy of their constitution or aims. From this application the National Executive will decide representation ratios.

(b) Each National Contributing Breed society shall have two votes. Two delegates, one from each Island, shall be appointed by memorandum in writing from the secretary of such Contributing Body addressed and delivered to the NZ Secretary. Such appointees shall have and may exercise full voting rights until the appointment is cancelled by memorandum, as above.

The two National Breed Societies contributing, and any subsequent membership by new Breed Societies, must have a minimum of fifty members, at least twenty-five percent (25%) of whom must reside in either the North or South Island.

(c) All members shall:

- [i] Send to the Federation at the end of each year Auditor's verification of its membership numbers.
- [ii] Conform to the objects of the Federation
- [iii] Conform wherever possible to the show and performance rules of the Federation.
- [iv] Encourage membership to the Federation.

### **SUBSCRIPTION**

12 THE annual subscription payable by members of the Federation shall be such sum as the Federation in Annual National Executive Conference may from time to time determine. The National Executive may also impose an entrance fee to be payable by a member upon their election to membership provided however that the Federation shall not prescribe an entrance fee which exceeds one hundred dollars (\$100.00).

13 ALL annual subscriptions shall become due and payable in advance on the first day of August in each year (based on their current membership as at the last day of the Club's previous financial year). Any member whose subscription has not been paid shall not be entitled to attend or vote at any selection of Island Federation Delegates.

### **CESSATION OF MEMBERSHIP**

14 A member may at any time by giving notice in writing to the Secretary resign their membership of the Federation but shall continue liable for any annual subscription and all arrears due and unpaid at the date of resignation and for all other monies due to the Federation.

15 A member shall cease to be a member:

- (a) If they resign by notice in writing to the Secretary to that effect.
- (b) If the member is declared bankrupt.
- (c) If a member shall be in arrears with the fees for six months.
- (d) If the member be expelled in accordance with Clause 16(a) or during any period for which the member may be suspended pursuant to Clause 16(b).

### **DISCIPLINARY ACTION**

#### **16. Disciplinary Procedure**

(a) If any Affiliated Club, or Association, or any of their member(s) therein,





- i) wilfully refuses or neglects to comply with the provisions of this Constitution, any rules and regulations of the New Zealand Western Riding Federation; or
  - ii) is guilty of any conduct in any respect which, in the opinion of the National Executive, is unbecoming of an Affiliated Member or prejudicial to the interests of the New Zealand Western Riding Federation; or
  - iii) is in breach of any payment, whether membership fee, penalty fee or any other fee levied by the New Zealand Western riding Federation, the Island Executive shall have the power to reprimand, fine, discipline, suspend or expel the Affiliated Member(s) from the New Zealand Western Riding federation by resolution of the Island Executive to that effect, recording such fine, discipline, suspension or expulsion against the affiliated Member(s) and the imposed duration applied and erase their name from the current year's registry of Affiliated Members.
- (b) Where a disciplinary matter is raised, a minimum 25 days written notification to the Island Executive and the Affiliated Member(s) via their recorded email or postal address is to be sent, advising of the matter being raised and advising of the date and location of hearing, inviting the member(s) to be heard in respect of the matter raised or to submit written response to be tabled at the hearing. Island Executive will make a decision by majority vote on the matter raised based on all information supplied.
- (c) The Island Executive can, if in agreement, forward the matter to the National Executive for advice or decision instead, with the Island Executive's recommendations being taken into account if required.
- (d) Any Affiliated Member that is aggrieved by any decision of the Island Executive given against them, shall have the right of appeal to the National Executive of New Zealand Western Riding Federation in a Meeting. Any Affiliated Member wishing to exercise their right of appeal, shall give notice of the appeal to the National Secretary in writing within 14 days of the date upon which they receive notice of the decision of the Island Executive from which they wish to appeal. The notice of appeal shall be accompanied by a deposit of \$150.00, which shall be refunded in the event of the appeal being successful. Any notice of appeal without such a deposit shall be void. At any meeting of the National Executive of New Zealand Western Riding Federation summoned pursuant to this clause, the Affiliated Member(s) whose conduct is under consideration, shall be entitled to be represented by an independent representative.
- (e) If a representative of the defendant Body, or a relative/spouse of an individual member should be a delegate of the Island or National Executive, they shall not be entitled to vote at the meeting appertaining to the disciplinary charge in question.

Pending the initial hearing by the Island Executive or hearing of an appeal or referral by the Island Executive to the National Executive of New Zealand Western Riding Federation, the Executive may temporarily suspend such Member(s). The effect of temporary suspension is to deny the Affiliated Member(s) further New Zealand Western Riding Federation., as the case may be, can hear and determine the matter.

- (f) Formal complaints made to either National or Island Executive of the New Zealand Western Riding Federation cannot be accepted anonymously. These must state the complaint(s) name(s) in order to be accurately investigated. However, the complainant(s) can request that his/her/their identity remain private on records.

## **FEDERATION EXECUTIVE**

17

NZWRF Constitution: August 2024

Classification: In-Confidence

7







(a) The Federation will consist of, at Island level, one NZ Quarter Horse Assoc Inc appointee, one Appaloosa Horse Assoc of NZ appointee, and one Paint Horse Assoc, all of whom must be resident in the Island they represent. In each island these three Breed appointees will be joined by eight Delegates elected from the Contributing Island Bodies at the Annual Island Representatives Meeting. These appointees and delegates collectively will constitute the New Zealand Western Riding Federation Inc Executive.

(b) The representation on Federation Executive shall from time to time be reviewed.

[i] This representation shall be determined by new Contributing Bodies fulfilling the requirements of this Constitution.

[ii] The founder Breed Societies may reduce their appointees as circumstances dictate. This representation will be mainly determined by National progress of the Federation.

(c) The Federation Executive will appoint from its members of whom have had a minimum of two years continuous experience a President, Vice-President and a Treasurer. The Executive may appoint any other such qualified persons as required pertaining to the fulfilment of their obligations under this Constitution. Elected Delegates will officiate for a two-year period, from 1<sup>st</sup> August to 31<sup>st</sup> July each year. Half the elected Delegates on each Island Executive will retire annually but may offer themselves for re-election. The Executive must function at Island level to take care of local affairs - combining annually to make National decisions.

(d) The number of Island Delegates required to attend the Annual National Executive Conference may be reduced to not less than four (4) Delegates from each Island Executive, by agreement between both the North and South Island Executives. The Island Delegates to be elected by the Island Executive concerned.

## **MEETINGS**

**18 ANNUAL** Island Meetings/Annual National Executive Conference: When they will be held:

(a) An Annual Island Meeting or Annual National Executive Conference shall be held once a year on a date and at a location and/or by means of audio, or audio and visual communication, by which all members of the Executive participating and constituting a quorum, can simultaneously hear each other throughout the meeting, in accordance with the Act, and the Constitution relating to the procedure to be followed at General Meetings shall apply.

The Annual National Executive Conference must be held no later than the 31<sup>st</sup> of July each year at such time and place as the National Executive may appoint for the purpose, and if thought fit, adopting the President's Report, Treasurer's Report and any report from the National Executive, Island Executive or committees responsible to the Executives.

(b) Annual Island Meetings/Annual National Executive Conference: Business

The business of an Annual Meeting shall be to:

(i) Confirm the minutes of the last Annual Island Meeting, Annual National Executive Conference and any Special General Meeting(s) held since the last Annual Island Meeting or Annual National Executive Conference.

(ii) Adopt the annual reports on the operations and affairs of the Federation – Judges' Co-Ordinator's Report, Secretary's Report, Treasurer's Report, President's Report.

(iii) Adopt the Treasurer's report on the finances of the Federation, and the annual financial statements,

(iv) Set any subscriptions for the current financial year.

(v) Consider any motions of which prior notice has been given to Members with notice of the Meeting, and

(vi) Consider any general business.

(c) The Committee must, at each Annual Meeting, present the following information:





- (i) An annual report on the operation and affairs of the Federation during the most recently completed accounting period
  - (ii) The annual financial statements for that period, and
  - (iii) Notice of any disclosures of conflicts of interest made by officers during that period (including a summary of the matters, or types of matters, to which those disclosures relate).
- (d) Subsequent to the above business, as seen fit by the National Executive, time may be made available for appointed submissions (from subscribing individuals, being members of contributing bodies) upon which no recourse, discussion, decision or interjection may be made, to the National Executive presiding. However, the Executive may ask for points of clarification.

Such appointed submissions will be in the hands of the Secretary no less than thirty days preceding the Annual National Executive Conference and accepted and scheduled as such.

#### **PROCEEDINGS AT NATIONAL ANNUAL CONFERENCE AND NATIONAL EXECUTIVE MEETINGS.**

19 NO business shall be transacted at any National Executive Conference unless a quorum of Delegates entitled to vote are present at the time when the meeting proceeds to business save herein or otherwise provided, seventy-five percent (75%) of Delegates are present in person entitled to vote shall be a quorum.

A Delegate must appoint a deputy to attend any meeting in their place, if for some valid reason they are unable to attend.

20 IF within an hour from the time appointed for the meeting a quorum is not present, the meeting shall be adjourned to the same day in the next week at the same time and place or to such other day and such other time and place as the Chairperson may determine.

21 THE President shall preside as Chairperson at every meeting of the Federation or if there is no President or if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act the Vice President shall be the Chairperson or if the Vice President is not present or is unwilling to act then the members present shall elect one of their number to be Chairperson of the meeting.

22 THE Chairperson may with the consent of any meeting at which a quorum is present adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid, it shall not be necessary to give notice of adjournment or of the business to be transacted at an adjourned meeting.

23 AT any meeting a resolution put to the vote of the meeting shall be decided on either a show of hands or at the request of twenty-five percent (25%) of the meeting a secret ballot must be held.

24 IN the case of an equality of votes the Chairperson of the meeting at which the vote takes place shall evoke the status quo.

25 A Delegate entitled to vote who is of unsound mind or whose person or estate is liable to be dealt with in any way under the law relating to mental health may not vote.

26 NO Delegate shall be entitled to vote at any meeting of the National Executive nor be eligible for election to the Federation or as an office bearer unless the annual subscription of the Body he represents has been paid for the current year.



27 THE business of the Federation shall be managed by the Executive who may pay all expenses incurred in promoting and registering the Federation and may exercise all the powers, authorities and discretions and do all such acts and things as the Federation is authorised to exercise or do and are not hereby or by statute directed or required to be exercised or done by the Federation in Executive and Island meetings but subject nevertheless to the provisions of any statute and of these presents and to any resolution or rule from time to time made by the Federation in general meeting provided that no resolution or rule so made shall invalidate any prior act of the Executive which would have been valid if such resolution or rule had not been made.

28 WITHOUT prejudice to the generality of the last preceding article the Executive may with prior notification to the Contributing Bodies, exercise all the power of the Federation to borrow money and issue debentures and other securities whether outright or as security for any debt, liability or obligation of the Federation.

29 ALL cheques, promissory notes, drafts, bills of exchange and other negotiable instruments and all receipts for money paid to the Federation shall be signed, drawn, accepted, endorsed or otherwise executed as the case may be in the name of the Federation by any two members of the Executive or in such other manner or by such other persons as the Executive may from time to time determine.

30 EVERY sum paid on behalf of the Executive amounting to five dollars (\$5.00) or upwards shall be paid by cheque upon the Federation's bankers and shall be crossed "not negotiable" excepting those cheques drawn expressly for encashment in payment of salaries or wages due or recoupment of Executive office petty cash and shall be signed in the name of the Federation by two persons as the Executive may from time to time authorise.

31 THE Executive shall cause minutes to be made:-

- (a) Of all appointments of Officers
- (b) Of names of members of the Executive present at all meetings of the Federation and of the Executive.
- (c) Of all proceedings at all meetings of the Federation and of the Executive. Such minutes shall be signed by the Chairperson of the meeting at which the proceedings were held or by the Chairperson of the next succeeding meeting. The said minutes to be available in writing to Island Executive for distribution to members within fourteen days.

32 THE Executive shall have the power to make regulations not being inconsistent with this Constitution in relation to the Federation in furtherance of its objects and at any time in like manner but subject as hereinafter provided to annul or vary any such regulations so made and all regulations so made and for the time being in force, shall be binding on the members of the Federation and shall have full effect accordingly and in particular and without limiting the generality of the foregoing the Executive shall have power to make regulations with respect to:

- (a) The Rules to be observed and prizes to be competed for by members and/or visitors to any competition conducted by the Federation.
- (b) The procedure at meetings of the Executive or any other Executive of the Federation.
- (c) Generally all such matters as are commonly the subject of rules or by-laws of similar Federations, Associations or Clubs.
- (d) To annually fix the capitation fee payable by Contributing Bodies.
- (e) To annually decide on such travel levies as are required to operate the National Executive.
- (f) Whilst the contributing Members shall be expected to uphold the objects of the Federation, the Federation shall not be permitted to directly intervene in Club affairs.

33 ALTERATION of any regulations for the time being in force by addition, deletion or amendment may be effected:

- (a) By resolution of the Executive carried by a majority of the votes cast at a duly convened meeting of the Executive pursuant to a notice of intention to move the resolution or one substantially similar lodged with the Secretary at least thirty days before the day upon which the meeting was convened.
- (b) Any such notice shall be included by the Secretary in the notice convening the meeting.

  




33.1 NO addition to, deletion from or alteration of the organisation's rules shall be made which would allow personal pecuniary profits to any individuals. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

34 THE National Executive shall:

(a) Formulate and control New Zealand Western Show and Performance Rules, show approvals, judges and show results distribution and shall be recognised as the controlling body of the Western Riding and Performance throughout New Zealand.

(b) As and where it is felt desirable for the Federation to instigate such things as:

[i] Training – including an on-going training programme.

[ii] Co-ordination of specialised activities e.g. Futurities etc.

[iii] Advertising and sponsorship on a National scale.

[iv] Interclub, area or Island or National competitions or shows including Youth promotion.

[v] To distribute news.

(c) As and when it is felt necessary, and as is requested by membership, to instigate or help adopt existing machinery to analyse performance points and issue awards for attainment on an Island and/or National scale.

#### PROCEEDINGS OF THE NATIONAL EXECUTIVE

35 THE Federation shall meet together at least once during each year and on such additional occasions as they may deem expedient for the dispatch of business. The Executive may adjourn and otherwise regulate its meetings, as it thinks fit. The Secretary shall, on the requisitions of eight members of the Executive, summon a Special meeting of the Executive and in such event the notice convening such meeting shall specify business to be dealt with.

36 SUBJECT to these regulations, questions arising at any meeting of the Executive shall be decided upon by a majority of votes and a determination by a majority of the members of the Executive shall for all purposes be deemed a determination of the Executive. In the case of an equality of votes the Chairperson of the meeting shall invoke the status quo.

37 A member of the Executive shall not vote in respect of any contract or proposed contract with the Federation in which he is interested or any matter arising thereout and if he does so vote, his vote shall not be counted.

38 THE Executive may delegate any of its powers to sub-committees consisting of such members or members of the Executive or of the Federation as they think fit; any sub-committee so formed shall in exercise of the powers so delegated conform to any regulations that may be imposed on it by the Executive. Any decision or recommendation made by such sub-committee must be ratified by the National Executive.

39 A sub-committee may elect a Chairperson of its meetings; if no such Chairperson is elected or if at any meeting the Chairperson is not present within fifteen minutes after the time appointed for holding the meeting the members present may choose one of their number to be Chairperson of the meeting.

40 A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and in the case of an equality of votes the Chairperson will have a second or casting vote.

41 ALL acts done by any meeting of the Executive or of a sub-committee or by any person acting as a member of the Executive or of a sub-committee shall notwithstanding that it is afterwards discovered that there is some defect in





the appointment of any such member of the Executive or person acting as aforesaid or that the members of the Executive or any of them were disqualified be as valid as if every such person had been duly appointed and was qualified to be a member of the Executive.

42 A resolution in writing signed by all the members of the Executive for the time being entitled to receive notice of a meeting of the Executive shall be as valid and effectual as if it had been passed at a meeting of the Executive duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more members of the Executive.

43 THIRTY days notice of each meeting of the Executive shall be given to each member of the Executive. The agenda shall include full particulars of the business to be discussed by the Executive and any business which may come to hand subsequently to the notice but prior to the meeting shall so far as possible be notified to each Executive.

#### **URGENT BUSINESS**

44 IF in the opinion of the Chairperson any matter of urgent importance has arisen which requires immediate discussion any Executive may with the consent of three-quarters (¾) of the members of the Executive present submit any urgent motion without having given the special notice required.

#### **CHAIRPERSONS RULING**

45 AT all meetings the Chairperson's ruling shall be final in all matters of order procedure.

#### **SECRETARY**

46 THE Secretary shall be appointed by the Executive for such term at such remuneration and upon such conditions as it thinks fit; and any Secretary so appointed may be removed by it. Nothing herein shall prevent the Executive from appointing a member of the Executive as Secretary.

47 THE Secretary shall keep at the Federation's Registered office a register of members setting forth the names in full and addresses of all members of the Federation and the date of the latest payment by each member of their subscription fees.

#### **ACCOUNTS**

48 THE Executive shall cause proper accounting and other records to be kept and shall distribute copies of every Profit and Loss account and Balance sheet (including every document required by law to be attached thereto) accompanied by a copy of the Auditor's report thereon provided however that the Executive shall cause to be made out and laid before each Annual National Conference a Balance sheet and Profit and Loss account made up to a date not more than six months before the date of the meeting. Copy of each to be circulated to all members.

#### **ISLAND EXECUTIVES**

49 ANNUAL Island Representatives meeting in each Island shall be held in each Island before the Annual National Conference. The time and place for the Island meeting to be arranged by the Island

Executive. The purpose of this meeting shall be to present, and if thought fit, adopt the Island reports, Island Balance sheets and to receive remits from members and to elect Island Delegates to the Island Executive as required. Such meeting dates to be notified to the National Executive and members at least thirty days prior to the date of the meeting.

50 ELECTED Delegates from Contributing Bodies in each Island will be selected in the following manner: -

(a) Each Contributing Body will be entitled to send two (2) Representatives forward to the Annual Island Representatives meeting to represent its first fifty (50) members, for every further





fifty (50) members of part thereof it may send one (1) further Representative.

(b) When these Representatives are assembled, they will elect the required number of Island Delegates to fill the vacancies. If there are more nominations, then vacancies a secret ballot will be held.

(c) Each Island Executive shall consist of Twelve (12) Delegates, three (3) of whom shall be appointees from the Breed Societies, one (1) appointee from Specific Activity Associations and eight (8) members of the Island Contributing Bodies, all resident in the Island they represent.

NOTE- A Delegate MUST appoint a deputy to attend any meeting in their place, if for some reason they are unable to attend.

## **POWERS AND DUTIES OF ISLAND EXECUTIVE**

51

- (a) To transact any business pertaining to local or Island affairs.
- (b) To exercise the power to approve shows in that Island for points.
- (c) To effectively co-ordinate trainers and specialised activities at Island level.
- (d) To distribute any funds, sponsorships or other monies whether obtained at Island level or through the National Executive, at Island level
- (e) To collect, compile and record show results at Island level and to arrange transfer of same to a nominee of the National Executive for National compilation.
- (f) To fully co-operate with the opposite Island wherever possible in the co-ordinating of events and the sharing of resources.

52 THE Island Executive shall cause minutes to be made:-

- (a) Of all appointments of officers.
- (b) Of names of Delegates of the Island Executive present at all meetings.
- (c) Of all proceedings at all meetings of the Island Executive. Such minutes to be signed by the Chairperson on the meeting at which the proceedings were held or by the Chairperson of the next preceding meeting and the minutes to be made available to all Delegates nationally within fourteen days.

53 EACH Island Executive shall:-

- (a) In order to facilitate the duties of Clause 51 (a) and (d) operate its own finances separate from but accountable to the National Executive. All cheques and other negotiable instruments and all receipts for money paid to the Island Executive shall be signed, drawn, accepted, endorsed or otherwise executed at the case may be, in the name of the Federation (North or South Island) by any two members of that Island Executive.
- (b) Each Island Executive shall present to the National Executive annually an audited Balance sheet, Income and Expenditure account and Profit and Loss account.
- (c) Any powers not conferred under this section to be derived from Clauses 19 to 32.

## **AUDIT**

54 A properly qualified auditor or auditors shall be appointed each year at the Annual Island Executive meeting.

## **NOTICES**

55 A notice shall be given by the Federation to any Delegate or Contributing Body by sending by post to them at their registered address or at the postal address if any given by them to the Federation for the giving of notices to them. Where a notice is sent by post, service of the notice shall be deemed to be affected by properly addressing, pre-paying and posting a letter containing the notice and to have been affected in the case of a notice of a meeting on the day after the date of its posting and in any case at the time at which the letter would be delivered in the ordinary course of post.

56





- (a) Notice of every meeting shall be given in the manner hereinbefore authorised to every Executive member entitled to receive the same and to the auditor or auditors for the time being of the Federation.
- (b) No other person shall be entitled to receive notice of meetings.

### **INDEMNITY**

57 EVERY member of the Executive, Auditor, Secretary and other officer for the time being of the Federation shall be indemnified out of the assets of the Federation against any liability arising out of the execution of the duties of their office which is incurred by him/her in defending any proceeding whether civil or criminal in which judgement is given in his/her favour or in which he/she is acquitted or in connection with any application which under the Act in which relief is granted to him/her by the Court in respect of any negligence, default, breach of duty or breach of trust.

### **ALTERATION AND AMENDMENT OF CONSTITUTION**

58 NO alteration or amendment shall be made to this Constitution except by remit requiring sixty days prior notice to the Island Secretary and publication by such. Endorsement of such remit to be by at least one Contributing Member Body and after due notice may be presented at Contributing Bodies' Island Executive meeting. Pursuant to acquiring seventy-five percent (75%) of the vote of attending subscribing Delegates the remit may be carried forward and after due notification of sixty days to the reciprocal Island Secretary and publication of such may be presented at reciprocal Island Executive meeting. Pursuant to acquiring seventy-five percent (75%) of the vote of attending subscribing Delegates the remit having been carried thus at both Island Executive Meeting may proceed to the subsequent Annual National Executive Conference for the amendment or alteration to be duly instituted and included into the written Constitution.

### **WINDING UP**

59 THE Federation may be wound up if a resolution to that effect is passed by seventy-five per cent (75%) of an Island Representative meeting and subsequently agreed to by seventy five per cent (75%) of the other Island's Representative meeting, with the proviso that the latter meeting is held no less than one year from the former resolution was carried.

On winding up or dissolution of the organisation any surplus funds or assets shall not be paid or distributed to any members or individuals but shall be:

- a. Applied to a purpose in line with the organisation's objects, or
- b. Given or transferred to another not-for-profit organisation or a registered charity.

As may be directed by the majority of members present and voting at a general meeting called for that purpose.

60 THE National Executive shall notify the Register of Incorporated Societies that a resolution requiring the Federation to be wound up has been passed and confirm in accordance with the foregoing rules and thereupon the Federation shall be deemed to be dissolved.

### **61 Personal Benefit/Employment**

As a not-for-profit organisation, the officers and members may not receive any distributions of profit or income from it. This does not prevent officers or members: -

- Receiving reimbursement of actual and reasonable expenses incurred, or
- Entering into any transactions with the organisation for goods or services supplied to or from them, which are at arm's length relative to what would occur between unrelated parties. Provided no officer or member is allowed to influence any such decision made by the organisation in respect of payments or transactions between it and them, their direct family or any associated entity.

Incorporated 16<sup>th</sup> September 1985  
Alteration of Rules 25<sup>th</sup> July 1987

NZWRF Constitution: August 2024

  




Alteration of Rules 15<sup>th</sup> June 1995  
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Alteration of Rules 16 July, 2011  
Alteration of Rules 15 July 2012  
Alteration of Rules 27 July, 2013  
Alteration of Rules 5 July, 2017  
Alteration of Rules 10 August, 2020  
Alteration of Rules 8 August 2021  
Alteration of Rules 30 July 2022  
Alteration of Rules 31<sup>st</sup> July, 2024

**For Further Information contact:**

The Secretary, New Zealand Western Riding Federation Inc – [secnzwrf@gmail.com](mailto:secnzwrf@gmail.com)

Charleen Allison 5/11/24

Lana MacDonald. 5/11/24

Oliver 6/11/24

