

*WERRIBEE PONY CLUB
INCORPORATED*

**CLUB CONSTITUTION
RULES AND STATEMENT OF PURPOSES**

ESTABLISHED 15 MARCH 1985

Number: A0004343S

WERRIBEE PONY CLUB INCORPORATED

STATEMENT OF PURPOSES

The purposes of the Werribee Pony Club Incorporated are:

1. To encourage young people to ride and to learn to enjoy all approved kinds of sport connected with horses and riding.
2. To provide instruction in horse mastership and to instil in members the proper care of their animals.
3. Through this medium to promote the highest ideals of sportsmanship, citizenship and loyalty, and to cultivate strength of character and self discipline in the members.
4. To affiliate with the Pony Club Association of Victoria (PCAV).

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WERRIBEE PONY CLUB INCORPORATED

RULES

1 NAME

The name of the incorporated pony club is **Werribee Pony Club Incorporated** (WPC).

2 INTERPRETATION

- (1) In these rules, unless the contrary intention appears:
 - “Committee” means the Committee of Management of the WPC.
 - “Financial Year” means the year ending **28th February**.
 - “General Meeting” means a general meeting of members convened in accordance with Rule 11.
 - “Member” means a member of the Association as defined in Rule 3.
 - “Officer” of the committee means the Officer of the Committee as defined in Rule 21.
 - “Ordinary Member of the Committee” means a member of the Committee who is not an officer of the WPC under Rule 22.
 - “The Act” means the **Associations Incorporation Act 1981**.
 - “The District Commissioner” means the District Commissioner of the WPC appointed in accordance with Rule 22.
 - “The Council” means the Council of the Victorian Association.
 - “The Regulations” means the regulations under the Act.
 - “The Victorian Association” means the Pony Club Association of Victoria (PCAV).
 - “The Zone” means the group of clubs as designated by the Council of which the WPC is a member.
 - “Zone Delegates” means the club representative to the zone.
 - “The Public Officer” means the Public Officer of the WPC Incorporated who shall also be the Secretary upon election as Secretary.
- (2) In these Rules, a reference to the Secretary of the WPC Incorporated is a reference to:
 - (a) where a person holds office under these rules as Secretary of the WPC Incorporated – to that person; and
 - (b) in any other case, to the Public Officer of the WPC Incorporated.
- (3) Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the **Interpretation of Legislation Act 1984** and the Act as in force from time to time.

3 MEMBERSHIP

- (1) A natural person who applies for and is approved for membership as provided in these rules is eligible to be a member of the WPC on payment of the annual subscription payable under these rules.
- (2) A person who is not a member of the WPC at the time of the incorporation of the WPC (or who was such a member at the time but has ceased to be a member) shall not be admitted to membership:
 - (a) unless application is made provided in subclause (3); and
 - (b) his/her admission as a member is approved by the Committee.
- (3) An application by a person for membership of the WPC:
 - (a) shall be made in writing in the form set out in appendix 1; and
 - (b) shall be lodged together with the first year’s annual subscription with the Secretary of the WPC; and
 - (c) applications under the age of 18 years shall have the written permission of a parent or guardian to join the WPC.
- (4) As soon as practicable after the receipt of an application, the Secretary shall refer the application to the Committee.

- (5) Upon the application being referred to the Committee, the committee shall determine whether to approve or reject the applicant.
- (6) Upon an application being approved by the Committee:
 - (a) the Secretary shall apply to the PCAV requesting a membership insurance card for the applicant;
 - (b) the Secretary shall upon receiving the insurance card referred to in sub-clause (6)(a) enter the applicants name in the register of members kept by him/her; and
 - (c) the Secretary shall, with as little delay as possible, notify the applicant in writing that he/she is approved for membership of the WPC and eligible to participate in the club activities.
- (7) Upon an applicant being rejected by the Committee the Secretary shall notify the applicant in writing and return the first year's annual subscription.
- (8) A right, privilege or obligation of a person by reason of his/her membership of the WPC
 - (a) is not capable of being transferred or transmitted to another person;
 - (b) terminates upon the cessation of his/her membership whether by death or resignation or otherwise.
- (9) Membership of the WPC shall be classified as:
 - (a) Ordinary Riding Members, and
 - (b) Ordinary Non-Riding Members consisting of boys and girls who have not attained the age of seventeen (17) years.
 - (c) Associate Riding Members, and
 - (d) Associate Non-Riding Members consisting of boys and girls of seventeen (17) years and who have not attained the age of twenty-six (26) years by 30th June in any year.
 - (e) Adult Supporting Members being any person who has attained the age of twenty-six (26) years who wish to assist the WPC.
 - (f) Life Members being persons who have attained the age of twenty-two years who have been granted the status of Honorary Life Membership by the Committee for outstanding service to the Pony Club.
- (11)(a) An Ordinary member, Associate member or Adult Supporting member who is a member of a Pony Club affiliated with the Victorian Association, shall not be accepted by the WPC during the period of time of membership of that other club.
 - (c) Any person who has been suspended from a Pony Club affiliated with the Victorian Association, shall not be accepted by the WPC during the period of time of the suspension.
- (12) An Ordinary member, Associate member or Adult Supporting member desiring to transfer to or from the WPC shall follow the following procedure:
 - (a) the member shall resign in writing from the Club of which membership is held as provided in Rule 6 and the Club shall acknowledge the resignation in writing;
 - (b) the member shall apply in writing to the Club to which transfer of membership is desired enclosing the acknowledgment of his/her resignation;
 - (c) in the event of the Club from which the member wishes to resign, refusing to acknowledge the resignation in writing within one (1) month, such member shall have a right of appeal to the Council, which may then act in place of the Pony Club.

4 ENTRANCE FEE AND ANNUAL SUBSCRIPTION

- (1) There is no entrance fee for membership to the WPC.
- (2) The WPC shall from time to time, determine the Annual Subscription payable by each class of member, which shall be due and payable from the first (1) day of March each year and no later than the thirty-first (31) day of May each year.
- (3) If a member fails to pay the Annual Subscription by the thirty-first day of May in any year, that persons membership shall cease.
- (4) The Committee shall have discretionary powers to wave, vary or allow subscription instalments.
- (5) Honorary Life members are not required to pay subscription fees.
- (6) The membership year shall be from 1st July to 30th June in each year.

5 REGISTER OF MEMBERS

The Secretary shall keep and maintain a register of members in which shall be entered the full name, address and date of entry of each member and the class of membership and the register shall be available for inspection by members at the address of the Public Officer.

6 RESIGNATION OF MEMBER

- (1) An Ordinary member, Associate member or Adult Supporting member of the WPC who has paid all moneys due and payable by him/her to the WPC may resign from the WPC by first giving one months notice in writing to the Secretary of his/her intention to resign and upon the expiration of that period of notice the member shall cease to be a member.
- (2) Upon the expiration of notice given under sub-clause (1), the Secretary shall make in the register of members an entry recording the date on which the member, by whom notice was given, ceased to be a member.

7 EXPULSION OF A MEMBER

- (1) Subject to these rules, the Committee may by resolution:
 - (a) expel a member from the WPC if, in the opinion of the Committee, a member shows insufficient interest in instruction or misses too many rallies or does not respond to the standard of discipline laid down by the Committee. On termination of membership the fees from the current year are forfeited by the member;
 - (b) Suspend a member for a period of time, the maximum period of time for suspension shall be twelve months and the member shall be required to reapply to the WPC to renew the membership;
 - (c) fine a member in accordance with the regulations, (not exceeding \$20,00) if the Committee is of the opinion that the member:
 - (i) has refused or neglected to comply with these rules; or
 - (ii) has been guilty of conduct unbecoming a member or prejudicial to the interests of the WPC.
- (2) A resolution of the Committee under sub-clause (1):
 - (a) does not take effect unless the Committee, at a meeting held not earlier than 14 days and not later than 28 days after the service on the member of a notice under sub-clause (3) confirms the resolution in accordance with this clause; and
 - (b) where the member exercises a right of appeal to the WPC under this clause, does not take effect unless the WPC confirms the resolution in accordance with this clause.
- (3) Where the Committee passes a resolution under sub-clause (1), the Secretary shall, as soon as practicable, cause to be served on the member a notice in writing:
 - (a) setting out the resolution of the Committee and the grounds on which it is based;
 - (b) stating that the member may address the Committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
 - (c) stating the date, place and time of the meeting;
 - (d) informing the member that he/she may do one or more of the following:
 - (i) attend the meeting;
 - (ii) give to the Committee before the date of that meeting a written statement seeking revocation of the resolution;
 - (iii) not later than 24 hours before the meeting, lodge with the Secretary a notice to the effect that he/she wishes to appeal to the WPC in general meeting against the resolution.
- (4) At a meeting of the Committee held in accordance with sub-clause (2), the Committee:
 - (a) shall give to the member an opportunity to be heard;
 - (b) shall give due consideration to any written statement submitted by the member; and
 - (c) shall by resolution determine whether to confirm or to revoke the resolution.
- (5) Where the Secretary received a notice under sub-clause (3), he/she shall notify the Committee and the Committee shall convene a general meeting of the WPC to be held within 21 days after the date on which the Secretary received the notice.
- (6) At a general meeting of the WPC convened under sub-clause (5):
 - (a) no business other than the question of the appeal shall be transacted;

- (b) the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
 - (c) a member shall be given the opportunity to be heard; and
 - (d) the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (7) If at the general meeting:
- (a) two-thirds of the member vote in person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed; and
 - (b) in any other case, the resolution is revoked.

8 ANNUAL GENERAL MEETING

- (1) The WPC shall in each calendar year convene an annual general meeting of its members.
- (2) The annual general meeting shall be held on such day as the Committee determines after the end of the financial year and before the 30th April each year, in a place and at a time to be decided by the Committee.
- (3) The annual general meeting shall be specified as such in the notice convening it.
- (4) The ordinary business of the annual general meeting shall be:
 - (a) to confirm the minutes of the preceding annual general meeting and of any general meeting held since that meeting;
 - (b) to receive from the Committee reports upon the transactions of the WPC during the last preceding financial year;
 - (c) to elect officers of the WPC and the ordinary members of the Committee; and
 - (d) to receive and consider the statement submitted by the WPC in accordance with section 30(3) of the Act.
- (5) The annual general meeting may transact special business of which notice is given in accordance with these rules.
- (6) The annual general meeting shall be in addition to any other general meetings that may be held in the same year.

9 SPECIAL GENERAL MEETINGS

All general meetings other than the annual general meeting shall be called special general meetings.

- 10
- (1) The Committee may, whenever it thinks fit, convene a special general meeting of the WPC and, where, but for this sub-clause, more than 15 months would elapse between annual general meetings, shall convene a special general meeting before the expiration of that period.
 - (2) The Committee shall, on the requisition in writing of members representing not less than 5% of the total number of members, convene a special general meeting of the WPC.
 - (3) The requisition for a special general meeting shall state the objects of the meeting and shall be signed by the members making the requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one or more of the members making the requisition.
 - (4) If the Committee does not cause a special general meeting to be held within one month after the date on which the requisition is sent to the address of the Secretary, the members making the requisition, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
 - (5) A special general meeting convened by members in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the WPC to the persons incurring the expenses.

11 NOTICE OF MEETINGS

- (1) The Secretary shall, at least 21 days before the date for holding a general meeting of the WPC, cause to be sent to each member of the WPC at his/her address appearing in the register of members, a notice by pre-paid post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

- (2) No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- (3) A member desiring to bring any business before a meeting may give notice of that business in writing to the Secretary, who shall include that business in the notice calling the next general meeting after the receipt of the notice.

12 PROCEEDINGS AT MEETINGS

- (1) All business that is transacted at a special general meeting and all business that is transacted at the annual general meeting with the exception of that specially referred to in these rules as being ordinary business of the annual general meeting shall be deemed to be special business.
- (2) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.
- (3) Five (5) members personally present (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (4) If within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present, the meeting if convened upon the requisition of the members shall be dissolved and in any case shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being less than 3) shall be a quorum.

13 The president shall preside as Chairperson at each general meeting of the WPC.

- 14
- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
 - (2) Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting.
 - (4) Except as provided in sub-clause (1) and (2), it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

15 A question arising at a general meeting of the WPC shall be determined on a show of hands and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the Minute Book of the WPC is evidence of the fact, without proof of the number or proportion of the voted recorded in favour of, or against, that resolution.

- 16
- (1) Upon any question arising at a general meeting of the WPC, each Associate member, Supporting member and Life member shall have one vote.
 - (2) All votes shall be given personally or by proxy.
 - (3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.

- 17
- (1) If at a meeting a poll on any question is demanded by not less than three members, it shall be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be resolution of the meeting in question.
 - (2) A poll that is demanded on the election of the Chairperson or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairperson may direct.

- 18 A member is not entitled to vote at any general meeting unless he/she is a financial member or deemed to be a financial member of the WPC.
- 19 (1) Each member shall be entitled to appoint another member as his proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (3) The notice appointing the proxy shall be in the form set out in Appendix 2.

20 COMMITTEE OF MANAGEMENT

- (1) The Affairs of the WPC shall be managed by a Committee of Management constituted as provided in Rule 21.
- (2) The committee:
- (a) shall control and manage the business and affairs of the WPC;
 - (b) may, subject to these rules, the regulations and the Act, exercise all such powers and functions as may be exercised by the WPC other than those powers and functions that are required by these rules to be exercised by general meetings of the members of the WPC; and
 - (c) subject to these rules, the regulations and the Act, has the power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the WPC.
- 21 (1) The officers of the WPC shall be:
- (a) a President;
 - (b) a Secretary; and
 - (c) a Treasurer.
- (2) The Provisions of Rule 23 so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in sub-clause (1).
- (3) Each officer of the WPC shall hold office until the conclusion of the annual general meeting next after the date of his/her election but is eligible for re-election.
- (4) In the event of a casual vacancy in any office referred to in sub-clause (1), the Committee may appoint one of its members to the vacant office and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of his/her appointment.
- (5) The officers of the Committee shall be Adult Supporting members
- 22 (1) Subject to section 23 of the Act, the Committee shall consist of:
- (a) the Officers of the WPC; and
 - (b) at least Five (5) other ordinary members- each of whom shall be elected at the annual general meeting of the WPC in each year. The ordinary members of the Committee shall be Adult Supporting members, Life members or no more than two (2) Associate members.
 - (c) a District Commissioner – the Committee shall, at the first meeting held immediately following the annual general meeting, appoint a District Commissioner, who shall be an Adult Supporting member or a Life member. The existing District Commissioner shall remain in office until the Committee appoints a District Commissioner for the ensuing year. The existing District Commissioner is eligible for re-appointment.
The WPC shall inform the Zone Secretary in writing of the name and address of the appointed District Commissioner immediately following the appointment.
No person who is financially interested in letting out of horses or whose main source of income is derived from instructions in equitation and/or dealing in horses, shall be eligible for appointment as District Commissioner.
- (2) Each elected member of the Committee shall, subject to these rules, hold office until the conclusion of the annual general meeting next after the date of his/her election but is eligible for re-election.
- (3) In the event of a casual vacancy occurring in the office of a member of the Committee other than an officer, the Committee may appoint a member of the WPC to fill the vacancy and the member

so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of his appointment.

23 ELECTION OF OFFICERS AND VACANCY

- (1) Nominations of candidates for election as officers of the WPC or as members of the Committee:
 - (a) shall be made in writing, signed by two members being Adult Supporting members, Life members or Associate members of the WPC and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) shall be delivered to the secretary of the WPC not less than 7 days before the date fixed for the holding of the annual general meeting.
 - (2) If insufficient nominations are received to fill the vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
 - (3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
 - (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
 - (5) The ballot for the election of officers and other members of the Committee shall be conducted at the annual general meeting in such a usual and proper manner as the Committee may direct.
 - (6) A person shall not hold more than one office in the WPC but may be nominated for more than one office, and if elected to more than one, choose which office he/she wishes to take.
 - (7) A person shall not hold more than one position on the Committee of Management in the WPC.
- 24 For the purposes of these rules, the office of an officer in the WPC or of a member of the Committee becomes vacant if the officer or member:
- (1) ceases to be a member of the WPC;
 - (2) becomes an insolvent under administration within the meaning of the Companies (Victoria) Code; or
 - (3) resigns his/her office by notice in writing given to the Secretary, or if the Secretary is resigning, to the President.

25 PROCEEDINGS OF COMMITTEE

- (1) The Committee shall meet at least three (3) times in each year at such place and times as the Committee shall determine.
- (2) Special meetings of the Committee may be convened by the President or by any four (4) of the members of the Committee.
- (3) Notice shall be given to members of the Committee of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.
- (4) A quorum for the transaction of the business of a meeting of the Committee shall be one half of the members but if that is not a whole number, the first whole number above that number.
- (5) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.
- (6) At meetings of the Committee the President or in his absence such one of the remaining members of the Committee as may be chosen by the members present shall preside.
- (7) Questions arising at a meeting of the Committee or of any Sub-Committee appointed by the Committee shall be determined on a show of hands or, if demanded by a member, a poll taken in such a manner as the person presiding at the meeting may determine.
- (8) Each member present at a meeting of the Committee or of any Sub-Committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

- (9) Written notices of each Committee meeting shall be served on each member of the Committee by delivering it to him at his usual or last known place of abode at least two (2) business days before the date of the meeting.
- (10) Subject to sub-clause (4) the Committee may act notwithstanding any vacancy on the Committee.

26 SECRETARY

- (1) The Secretary of the WPC shall keep minutes of the resolutions and proceedings of each general meeting and each Committee meeting in books provided for that purpose together with a record of the names of persons present at Committee meetings.
- (2) The Secretary shall also be the Public Officer of the WPC.

27 TREASURER

- (1) The Treasurer of the WPC:
 - (a) shall collect and receive all moneys due to the WPC and make all payments authorised by the WPC; and
 - (b) shall keep correct accounts and books showing the financial affairs of the WPC with full details of all receipts and expenditures connected with the activities of the WPC.
- (2) The accounts and books referred to in sub-clause (1)(b) shall be available for inspection by members.

28 GRIEVANCE MEDIATOR

- (1) The Committee shall, at the first Committee meeting held immediately following the annual general meeting, appoint a Grievance Mediator, who shall be an Adult Supporting member or a Life member of the WPC;
- (2) The Grievance Mediator shall remain in office until the Committee appoints a Grievance Mediator for the ensuing year, or the Grievance Mediator:
 - (a) ceases to be a member of the WPC; or
 - (b) resigns the position by notice in writing given to the Secretary.
- (3) In the event of a casual vacancy occurring as Grievance Mediator the Committee may appoint another member of the WPC to fill the vacancy and the member so appointed shall stay as Grievance Mediator until the first Committee meeting held following the next annual general meeting, but is eligible for re-appointment.
- (4) The Secretary shall inform the members in writing or through a news letter/notice board of the name, telephone number and address of the appointed Grievance Mediator immediately following the appointment.

29 MEMBER GRIEVANCE PROCEDURES

Where A person, be they a member or an officer of the WPC, has a grievance arising from their involvement in the activities of the WPC, whatever that may be, with such other member, officer or the WPC, and that person considers the grievance warrants investigation and action by the WPC, that person shall follow the following procedures:

- (1) The person shall contact, either by telephone or in writing, the WPC Grievance Mediator, and advise that they have a grievance which they wish to discuss, at this time the person should advise if they wish to keep the grievance private and confidential where possible.
- (2) If the aggrieved person is not satisfied that the WPC Grievance Mediator is resolving the grievance:
 - (a) direct contact can be made to the Zone Grievance Mediator who shall then take control of the grievance and inform the WPC Grievance Mediator of this action; or
 - (b) the aggrieved person can take the grievance direct to the Supreme or Magistrates court.

30 GRIEVANCE MEDIATOR PROCEDURES

- (1) Where a grievance has been received by the Grievance Mediator he/she shall, as soon as practicable, meet with, or discuss the grievance with the aggrieved party and if requested keep the grievance private and confidential.

- (2) The Grievance Mediator may take whatever steps and conduct whatever investigations necessary to determine whether the grievance is legitimate.
- (3) The Committee and members shall provide assistance and access as requested by the Grievance Mediator.
- (4) The Grievance Mediator shall not be party to the grievance.
- (5) Where the Grievance Mediator determines the grievance is not legitimate he/she shall advise the aggrieved party accordingly.
- (6) If the aggrieved party is not satisfied with the Grievance Mediators determination:
 - (a) they can refer the grievance to the Zone Grievance Mediator who shall then take control of the grievance and inform the WPC Grievance Mediator of this action; or
 - (b) the aggrieved person can take the grievance direct to the Supreme or Magistrates court.
- (7) Where the Grievance Mediator determines the grievance is legitimate he/she shall take all reasonable steps to resolve the grievance.
- (8) Where the Grievance Mediator is unable to resolve a grievance or considers the grievance of a serious nature, he/she shall report the grievance to the President and/or Committee of Management who shall take all reasonable steps to resolve the grievance.
- (9) Where the President and/or the Committee of Management is unable to resolve a grievance it shall be referred to the Zone Grievance Mediator who shall then take control of the grievance.

31 REMOVAL OF A MEMBER OF THE COMMITTEE

- (1) The WPC at a general meeting may by resolution remove any member of the Committee before the expiration of his/her term of office and appoint another member in his/her stead to hold office until the expiration of the term of the first-mentioned member.
- (2) Where the member, to whom a proposed resolution referred to in sub-clause (1) applies, makes representations in writing to the Secretary or President of the WPC (not exceeding a reasonable length of time) and requests that they be notified to the members of the WPC, the Secretary or the President may send a copy of the representations to each member of the WPC or, if they are not so sent, the member may require that they be read out at the meeting.
- (3) If any member of the Committee shall fail to attend three consecutive meetings of the Committee without having previously obtained leave of absence, the committee may declare his/her office vacant.

32 CHEQUES

All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two members of the Committee.

33 SEAL

- (1) The Common Seal of the WPC shall be kept in the custody of the Secretary.
- (2) The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures of the Public Officer of the WPS and an officer of the WPC.

34 ALTERATION OF RULES AND STATEMENT OF PURPOSES

These rules and the Statement of Purposes of the WPC shall not be altered except by means of a resolution of which all members have received notice in accordance with these rules and of which at least three quarters of the members present and voting at the general meeting at which the resolution is considered vote in favour.

35 NOTICES

- (1) A notice may be served by or on behalf of the WPC upon any member either personally or by sending it by post to the member at his address shown in the Register of Members.
- (2) Where a document is properly addressed, pre-paid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of the post.

36 WINDING UP OR CANCELLATION

The WPC may be wound up, by means of a special resolution passed at a general meeting duly convened to do so, such intention being clearly set out in the notice convening such a meeting. Upon such a resolution being passed, all the property and assets of the WPC after payment of all properly incurred debts and liabilities of the WPC shall be disposed of to any association having similar purposes to that of the WPC, such association to be selected at the last meeting of the WPC, or if this is not done to the Pony Club Association of Victoria.

37 CUSTODY OF RECORDS

Except as otherwise provided in these rules, the Secretary shall keep in his/her custody or under his/her control all books, documents and securities of the WPC.

38 FUNDS

The funds of the WPC shall be derived from annual subscriptions, donations and such other sources as the Committee determines.

39 AUDITOR

An Auditor, who shall not be a member of the WPC in the current membership year, shall be appointed by the Committee.

The Auditor shall audit the accounts of the WPC and shall certify the Balance Sheet and the Statement of Accounts laid before the annual general meeting each year.

40 POWER TO BORROW MONEY

the WPC may issue debenture stock and bonds of the WPC, at any time, in any form or manner, and shall have the power to restrict the transfer assignment or charges thereof of any of them and for any amount and may raise or borrow for the purpose of the WPC, or on debenture stock, or bonds, or otherwise as it may think fit.

41 LEGAL LIABILITY

The Committee shall maintain a third party insurance policy to cover the legal liability of the WPC, as set down from time to time by the Council. No liability shall be admitted by the Committee, or any person acting on behalf of the Committee thereof, in respect of any accident or injury, happening to any member of the WPC, or person, or of any property, caused or happening in connection with any activity of the Committee.