

PARK RIDGE

ACTIVE RIDING GROUP

MEMBERS' HANDBOOK 2024

Welcome to PARK RIDGE ACTIVE RIDING GROUP

It gives the club pleasure to present this handbook as a guide to members

The club was formed in 1981 by a group of enthusiastic riders wishing to create a group for adults. The club in the early years centred on fortnightly training lessons and informal friendly hack and dressage competitions. Park Ridge Pony Club grounds and McDonald's residence, Judith Street, Crestmead were the initial club venues. Club instructors in the early days were Kate Dolan (nee Lever), Joan McQuillan and Lex Wills.

As the years progressed so did the standard of the riders and their aspirations. The internal days and lessons continued and also open competitions were conducted.

The club moved to its home grounds "Skerman Park", Cnr Olson & Teviot Roads, North Maclean in 1985. These grounds have been leased from the Beaudesert Shire Council until the amalgamation in 2008. PRARG is now within Logan City Council region. Much hard work has been done by club members over the years to create what members enjoy today.

This has been rewarded with PRARG winning Dressage Club of the Year in 2012, 2013 2018 and again in **2021** as well as Equestrian Queensland Club of the Year in 2013 and very importantly **National Club of the Year in 2013**.

To reflect the activities of the club, in 2013 the club voted to change the "A" from adult to active. This is now legally approved.

Today PRARG as its affectionally known in the horse world is one of the major equestrian clubs catering specifically to the dressage and jumping disciplines. Super Clinics are conducted several times a year with a variety of instructors and covering many aspects of horsemastership. Regular training is provided, depending on member's needs.

Whether you are just a beginner or a "seasoned" competitor, the club has much to offer with open and internal competition days and schools.

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2024 MANAGEMENT COMMITTEE

Club Postal Address: P.O. Box 802, Park Ridge 4125

President: Miss Kay Paulsen - 0419 741 273 prarginc81@bigpond.com

Vice Presidents:

Naomi O'Farrell and Sarah Webster

Secretary: Maria Gould mgould@bne.catholic.edu.au

Membership Secretary: Chrissie Hoffman prarg.membership@gmail.com

Treasurer: Amanda Wright

Publicity: Kate Thompson and Lorraine Edwards

Committee:

Liz Perkins, Anne Mabardi, Jess Merlo, Leanne Smith, Linda Van Rensburg

Grounds: Anna Flohr - 0407 622 666

Dressage Committee: Kay Paulsen, Kylie Munn, Emma Flegman, Melissa Forrest, Jess Merlo, Linda Van Rensburg, Kylie Rye, Sarah Webster

Hack Committee / SJ Committee: Nil

MEMBERS' INFORMATION

Membership Renewal: Members will receive an email via the Nominate Membership Management System (MMS) in the first week of January inviting them to renew their membership. Merchandise can also be purchased when renewing online. Payment online by debit/credit card is preferred to minimise double handling in the renewal process. However if you have to pay by cash, bank transfer or want to partially or fully pay with vouchers, members are kindly asked to complete and submit their renewal form online in Nominate still but click 'skip payment' when they reach the payment page. Arrangements can then be made with the club secretary to submit payment either at the sign on day or by special arrangement.

Merchandise

- **Club Shirts** \$28.00 – Size 8 to 2XL
- **Club Pin Badges** \$5.50
- **Printed Newsletters** \$11.00 (annual), \$5.50 (half year)
- **Yards** \$11 (annual), \$5.50 (half year)
- **Tap key** \$20.00

Sign On Day: Traditionally the Sign On day was for members (new and renewals) to complete and submit their paper membership form and make payment either by eftpos, cash or vouchers, as well as to pick up their membership cards and any merchandise ordered. With the Nominate MMS now in place, a Sign On Day will still take place but primary for members to pick up cards/merchandise etc, catch up with fellow members and to pay their membership fees if they can't do this online via Nominate. A conjunctive event will be arranged for the same day to make the trip to the grounds worthwhile!

Use of grounds: All riding at the grounds must conform with the requirements as set out by the Management Committee and as per signs on the gate and fence line. The combination code for the gate will be emailed on 01.02.2024. The 2023 code for the gate stays in effect until 31.01.2024. The club takes seriously its responsibility in Risk Management. However, all riders should realise horses are unpredictable creatures and horse riding is deemed a dangerous sport, so the onus is on all riders to be aware of your own safety regarding you, your horse and others at any time you are on the grounds. If you ride on the grounds outside of club events you do not have personal insurance cover. It is highly recommended that

members take out EQ insurance so that you are covered 24/7 when riding, working your horse at home as well as when out and about.

Anna Flohr is the “keeper of the grounds” and erects the sign on gate when it is too wet or maintenance is in progress. Facebook and the website is continually updated. Anna’s phone number is on page 3 under Management Committee.

Things to note:

- If you are aware of a non-insured instructor giving lessons, please let a committee member know.
- If you are aware of non EA members being given access either while a member is present or by members failing to lock the gates as they leave, please let a committee member know.
- If you find the gate unlocked please lock it. Members that need access have keys.
- All members are equal and have equal rights to use of the arenas. Lessons do not have priority unless at a club sanctioned event but arena riding protocols need to be observed.
- Wet weather – please be considerate when using grounds/arenas after rain. If it’s too wet at your place, PRARG might be the same.
- As part of our lease agreement with Logan City Council, the grounds will be closed on Good Friday and Anzac Day until 1pm.

Lunging: Lunging is only permitted in the round lunge yard or on the sanded grass area in front square when there are no horses present/sanded grass area beside lunge area whether on competition days or at other times. Lunging is not permitted in the sand arenas or 10-minute box **at any time**. This is to protect the quality of the arenas. Your cooperation with this is mandatory. This has now been introduced as a Club By-Law, voted and passed at the Management Committee Meeting on 9 August 2021.

Yards: Yards are allocated each year following request by members on their membership forms. Yards are \$11.00 per year. Members are encouraged to “look after” their yard and clean up after use. Any major maintenance is done by the club. Yards are numbered from 1 – 32 (Olson Road end) to finish (container end). There are 5 designated stallion yards around the grounds. Covered yards near the wash bay (33-36) and five yards other side of wash bay (37-41) and four yards behind the irrigation tank (42-45).

Dogs on grounds: Dogs are not allowed on the grounds at any time whilst horses are present. Having dogs on the grounds is a risk to the safety of riders and horses. Your assistance in complying is sought – **see By Law No 14.**

Stallion on grounds: **Stallion owners/riders** must abide by the EA Stallion Safe Practice Rules and Regulations Policy. Compliant Green Stallion Identification must be worn at all times. A notice must be placed on the outside of the yard clearly notifying others that the horse within is a stallion. Stallions are not permitted to be ridden by riders under 18 years of age.

Hiring of grounds: The grounds are available for hire to outside organisations that meet the criteria established by the committee especially regarding risk management/insurance. Any enquiries should be directed to the President and/or Secretary. **Members are asked not to use grounds when hired out. Dates are always listed in newsletters and on website.**

Working Bees/Workers Levy: Maintenance of the grounds is the club’s responsibility not Logan City Council. The club does pay for regular maintenance on the grounds, but at times general working bees must be held, especially if storm damage/ grass growth makes it necessary. Help is always welcome especially if you use the arenas regularly e.g. harrowing / pulling sand back from sides. Members and/or partners are rewarded with **double reward vouchers** for working bee attendance. As a condition of membership, the club charges a compulsory grounds levy of \$20 per member (this is incorporated as part of the base membership fee). **Reward vouchers @ \$10** can be earned if you work at a working bees/help on a competition day/help as requested by the committee for special requirements e.g. mowing/fertilising. Working bees for competitions are always the day prior unless prior arrangements are made on an individual basis. This normally takes the form of harrowing and doing arena sides, cleaning toilets, filling fridges etc.

Competition Days: Any questions should be directed to gear check. Members are requested not to use the arenas or 10-minute box once they have been harrowed prior to a competition (usually the afternoon before).

Competition Dress Standards:

- **Open Official/Participation** - as per EA rules unless stated otherwise **i.e.** no club shirts/coloured jods allowed.
- **Internal competitions** e.g. ribbon or fun days – EA dress or club polo shirt may be worn. A long sleeve light blue polo shirt or sun sleeves may be worn. Dark coloured jodhpurs may be worn instead of light colours.

Ribbons/placings:

- **Official dressage competitions** ribbons or rosettes go to 6th place. Ties are allowed in official competitions if equality can't be resolved.
- **Open Participation & Ribbon / Fun Day competitions** ribbons go to 10th place, ties allowed if equality can't be resolved.
- **Hack classes:** Ribbons to 4th.

Open and Internal Ribbon Colours. 1st – Blue / 2nd – Red / 3rd – Yellow / 4th – Green / 5th – Pink / 6th – Brown / 7th – Light Blue / 8th – Lime Green / 9th – Lilac / 10th – Orange

Help at competitions: As part of entry requirements (open/internal) riders are asked to a job. To be fair to all riders, please contribute your share.

Reward Vouchers: Vouchers are given in return for help at competitions - open and internal (non riders), working bees etc. Vouchers are valued at \$10. Working bee vouchers will be doubled to encourage better participation. Tag along helpers are also eligible for vouchers (see working bees above). The more you help, the more you get. Vouchers can be used towards membership fees/competition entries/PRARG schools/social functions.

COMPETITION INFORMATION

The Club runs **Official Star**, **Official**, **Participation** (inc EQ Leader board) and **Club** dressage events generally between March and October. There are additional club events through the year; three **Ribbon Days** (featuring Prep to GP and freestyles and protocol/meet the judge tests), **Teams Dressage** and two **Fun Days** (as per ribbon days plus sporting and hack classes). In 2024 a **Winter series** will be held. A **Summer Series** is held between October and December, featuring two to three separate events (depending on weather) with accumulating points for each one attended and a Summer Series champion for each level. As this series is usually not completed until after the trophy presentation, winners will be announced and prizes given at the sign on day in January.

The Trophy presentation for this year will be held at the **AGM Dinner** on **Saturday 16 November 2024**. See page 9 for information about qualifying points.

Super Clinics, **Pole Clinics** and **Protocol Days** are held between February and October which are open to both members and non-members (however non-members must be EA members).

Saddlery Markets are held at the grounds twice a year – Since 2020 the first one in the year has been Anzac Day afternoon and the last Saturday in October.

To view information on competitions and other events, go to our website competition page - www.prarg.com/competitions.html



**Queensland
Government**

CLUB BY-LAWS

1. Membership year will be from 1st February to 31st January each year. Half year fees will apply from 1st August to 31st January.
2. Visitors may attend training days on the invitation from the training day co-ordinator, providing that no other member wishes to ride and that by doing so visitors are not preventing any member from riding. Visitors must be members of EA.
3. Gear/Equipment – Gear/equipment to be used at club days must be as per EA rules.
4. Horses – for trophy points:
 - (a) Owner ridden/leased
 - (b) Owned by a financial member and regularly ridden by another financial member
5. Points are gained and applied to one horse and one rider. They are not transferable if the rider buys another horse or leases another horse or leases that horse to another club member.
6. Visitors who have ridden at training days are not eligible to attend ribbon days or closed competitions unless they first become a financial member and by doing so they must obey the rules and regulations for member eligibility to ride.
7. Acceptable reasons for credit for training days:
 - (a) Proof of sickness or disability of either horse or rider e.g. vet/doctors certificate
 - (b) A rider not attending and being replaced by another rider is eligible for a refund or credit providing a replacement rider has been organised.
8. PRARG Club Championships will be decided over the whole year commencing 1st January, not just one ribbon day, subject to individual trophy requirements.
9. A fixed maximum period of any office bearer in a specific office is four years as from 5 December 1984 concurrently and consecutively. The current sitting committee reserves the right to allow renomination of any committee member for which the four-year rule may apply (04.10.06)
10. For club ribbon days or internal competitions, riders who have a vet or doctor-s certificate will be credited their entry fees if they are unable to ride. Certificate must be received within 7 days of the event.
11. The joining fee will be waived for lapsed members who re-join the club within twelve months.
12. Life memberships – Nominations for life memberships should be submitted to the Management Committee for assessment. If the Management Committee accepts them, they will go forward to the next Annual General Meeting. There will be a limit of two life or honorary members for every five years.
13. Horses not entered into competitions are only allowed on the grounds for internal club days with written approval by the organising committee.
14. Dogs are **not allowed on grounds** when horses are present at any time.
15. Lunging of horses at the grounds is only permitted in the round lunge yard, not in the sand arenas or 10-minute box (New Club By-Law – voted and passed at the Management Committee Meeting on 09.08.21)
16. To ensure the correct use of the grounds by members, steps for non-compliance of the club by-laws and providing proof of membership when on the grounds, members are advised of the following:

Non-Compliance of Rules: Three step system: 1st verbal, 2nd written and 3rd punishment at the discretion of the Management Committee.

Proof Of Membership: ID cards are provided in a clear plastic lanyard holder. The member must have this with them when on the grounds, or at least a photographic back up of their receipt or ID card.

INSURANCE

PRARG is an affiliated member of Equestrian Australia and renews its EA insurance policy every year. A copy of our Certificate of Currency can be found on our website. However, unless you are a financial member of EA, **you are not covered for personal injury or your public liability** should you have a fall or other incident at the grounds, even if you are attending a club competition or activity.

Therefore, we encourage all PRARG members to become an EA member to be covered for 24/7 Personal Accident and Public Liability Insurance at all times whilst engaged in non-income earning equestrian activities.

BIOSECURITY QUEENSLAND

A **Property Identification Code (PIC)** is used by Biosecurity Queensland and is unique to your property or where you keep your horse.

This code is necessary for maintaining property and livestock records as part of the National Livestock Identification System (NLIS).

This is to:

- Protect our livestock industries from pests and diseases
- Provide a system for individual or group identification if your stock are removed from your property
- Allow you to record individual performance data for management and breeding purposes.

All Queensland properties that have livestock, such as cattle and horses, **must have a PIC number**.

If you have not already provided PRARG with your PIC number when joining or renewing your membership, please email it to prarg.membership@gmail.com

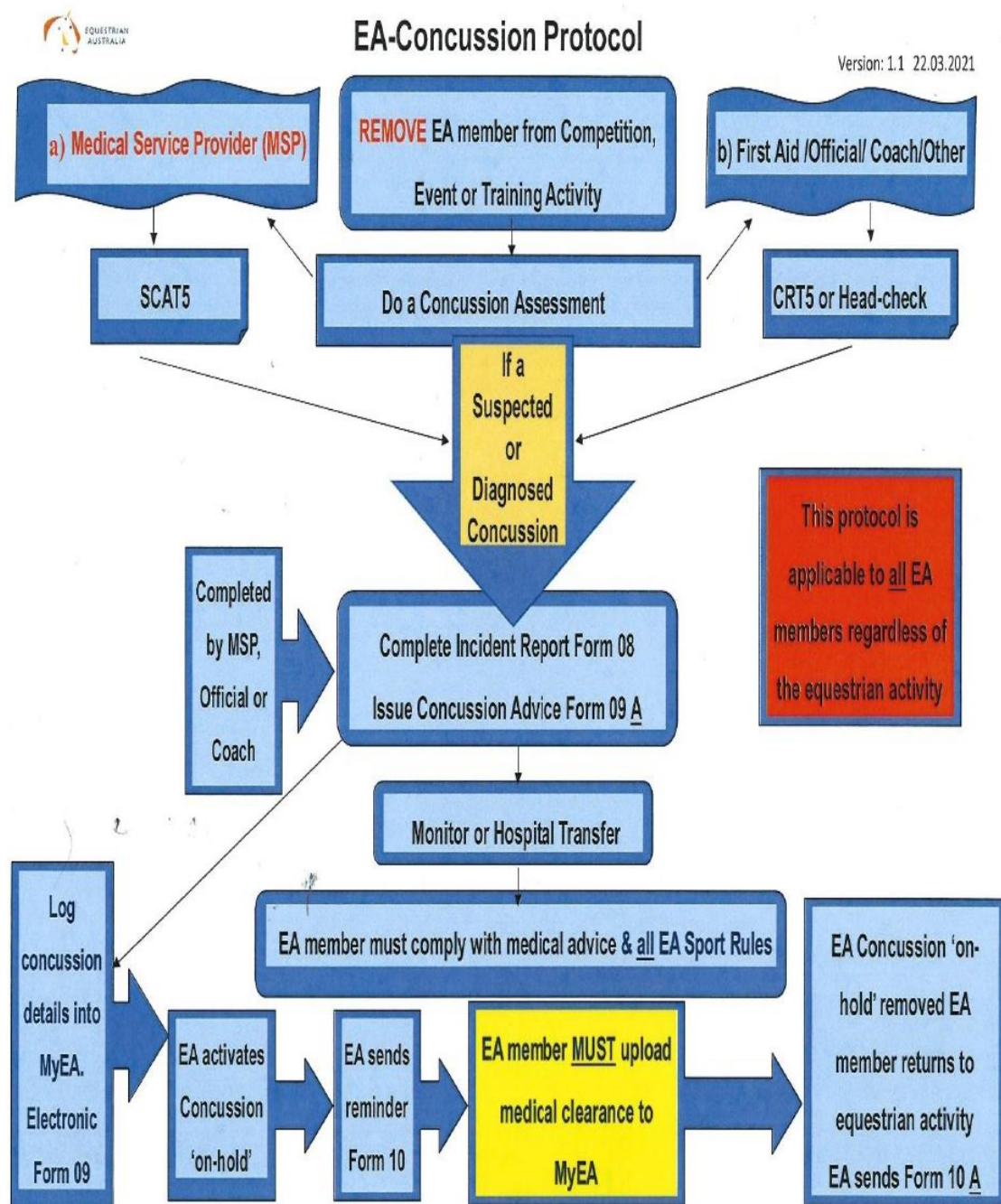
Failure to register your property with Biosecurity Queensland can result in a \$4,000 fine.

Further PIC information can be found [here](#) (or use a search engine using Property Identification Codes Queensland)

CONCUSSION PROTOCOL

There is growing concern in Australia and internationally about the incidence of sport-related concussion and potential health ramifications for athletes. EA made managing and reporting concussion for Equestrian Sport mandatory from 1st January 2021 and has developed a 'Concussion in Sport reporting Protocol'. This describes the process for their Medical Service Providers (supporting organising committees and clubs such as PRARG) and EA Accredited Coaches, Officials and Clubs to complete. This forms part of the EA Overarching National Event-Activity Medical & Reporting Protocol.

PRARG event officials have completed EA Concussion Training and will follow the EA Concussion Protocol. Full details of the requirements and management process are available via this link: <https://www.equestrian.org.au/content/health-and-safety-training>



CLUB TROPHIES

Rider 14-24 years	If there are no more than 3 riders in each class, then the 1st two age categories and 2nd two age categories will be combined from the 1st Fun day. A minimum of 2 <u>fun days to be attended to be eligible.</u>
Rider 25-34 years	
Rider 35-44 years	
Rider 45 years & over	

Club Champion Rider	Decided on last hack day. Ride off between overall point winners of each group.
Champion Hack 15hds & Under	Decided from open hack classes at ribbon/fun days. A minimum of 2 <u>fun days to be attended to be eligible.</u>
Champion Hack over 15hds	
Club Champion Hack	Decided on last hack day. Ride off between above Champions

Dressage - Open Trophy. Placings to 3rd.

Open to **official horses Preliminary to Advanced**. Points taken as per EA points table - 6,5,4,3,2,1. 60% (Prelim) and 55% other levels must be obtained. Points will only be given for placings. Points will be doubled for State Championships and trebled for National Championships. AOR results are eligible. Ribbon day, HC events and f/styles results do not count. Results notification must include the date & venue of event, Test, placing and % score. Written results must be sent to PRARG Dressage Results c/o Jess Merlo at prargresults@gmail.com within a month of the event. Points commence 1st January each year and close at end October each year unless Nationals are held just prior to trophy presentation. **IF YOU DO NOT REGISTER YOUR RESULTS, YOU WILL NOT BE CHASED FOR THEM.**

Dressage – Unofficial Participation Trophy (Prep to Novice) – Placing to 3rd.

Points for 1st to 10th Prep to Novice at all Participation Events. Prep and Prelim require percentages of at least 60%, Novice requires percentages of at least 55%. Results notification must include the date & venue of event, Test, placing and % score. Written results must be sent to PRARG Dressage Results c/o Jess Merlo at prargresults@gmail.com within a month of the event. Points commence 1st January each year and close at end October each year unless Nationals are held just prior to trophy presentation. **IF YOU DO NOT REGISTER YOUR RESULTS, YOU WILL NOT BE CHASED FOR THEM.**

Balbriggan Memorial Trophy: Open to riders competing Advanced upwards at Open Official Competitions. Points as per EA points table - 6,5,4,3,2,1. 55% must be obtained. Points close end of October unless Nationals are held prior to presentations. AOR results are eligible. Results to as per Open Official trophy to Jess Merlo at prargresults@gmail.com including the date & venue of event, Test, placing and % score.

Internal Dressage trophy format (points kept by Dressage Committee):

Preliminary	Awarded from dressage ribbon days, fun days and teams dressage (Winter & summer series do not count). Only one trophy may be won by any rider with a Runner Up trophy in each level. If you are eligible for two trophies, you must choose one trophy. Points awarded on 6,5,4,3,2,1 basis. Open classes only eligible. A minimum of three days must be attended and at a particular level e.g. novice March, July & October. Placings gained in elementary/medium/advanced at PRARG participation days in the club section will go towards the relevant internal trophies.
Novice	
Elementary	
Medium	
Advanced	
FEI	

Internal Champion Horse & Rider: Awarded to the same horse/rider combinations who compete at least 5 club competitions – Fun Day Hacks /Ribbon & Fun Days & Teams Dressage for Dressage.

Open Hack Trophy: Points taken from open **ridden** hack classes at OPEN HACK/AG SHOWS excluding closed club days. Points on placings 4,3,2,1. Champion = 5 points and Reserve Champion = 3 points. Results on club form within **1 month** of show. Results to Kay Paulsen at prarginc81@bigpond.com

Jumping Trophy: Open to horse/rider combinations who compete at open SJ events i.e. AG shows & club jumping competitions i.e. Cedar Grove. Results to Kay Paulsen at prarginc81@bigpond.com

Sporting Horse Trophy: Points from Fun Days on 6,5,4,3,2,1 basis. – 2 days to qualify for trophy.

Newcomer Trophy: Riders to compete in Classes 1, 2 or 3 or combination of all events (ribbon day, fun day & equivalent Teams Dressage class) with a minimum of 3 days to be eligible for Newcomer Trophy – highest points total will win.

Freestyle Award: Awarded to highest freestyle % of the year in any competition. Must be judged by one or two EA judges of appropriate level. Freestyles at ribbon days will be eligible for this award. Written results must be sent to PRARG Dressage Results c/o Jess Merlo at prargresults@gmail.com within a month of the event. Results must include the date & venue of event, Test, placing and % score.

Dressage Encouragement Trophy: Points awarded on 6,5,4,3,2,1 basis on Restricted Dressage Classes 3/4 at ribbon/fun days & Teams Dressage (minimum 3 days)

Hack Encouragement Trophy: This trophy will only be handed out if a hack committee is formed to formulate updated criteria.

Club Helper Award / Shirley Hendren Foam Knicker & Club Stirrer's Awards: Chosen by Management Committee

President's Trophy: Chosen by President

Cyberhorse Club Champion Trophy: Points taken from every PRARG event whether open or internal. Points compiled by Management Committee.

Pocket Rocket Pony Trophy: Points to be gained from participation days as well as internal ribbon & fun days, Team Dressage.

Fiona Lane Memorial Trophy: Trophy for sportsmanship and horsemanship. Names to be selected monthly from club events and chosen by Management Committee at end of year.

70's Club Trophy (Donated by Yarralee Equestrian): Age of rider and horse must reach 70 or over. Certificates given to combinations who attend 2 or more events/clinics in a year. Trophy awarded to rider with highest attendance.

PREPARING FOR COMPETITIONS

(by Christine Thompson and Di Smith)

Some pointers to help your day flow better when competing at PRARG internal dressage and open days.

1. If you can plait your horse the night before competition (great) but plaiting is not compulsory at club days.
2. Pack your car & float (It's a great idea) the night before. Less stress than in the morning. Just give a recheck before leaving home (especially when you find out you have left the girth at home). Plus take an extra lead rope (always handy) halter and a bucket.
3. Give yourself plenty of time to get to the grounds. If you are lucky enough to have a strapper, ask them to go over to check gear to find out if there have been any scratchings. You may have to ride earlier.

Remember only when competing official you may keep to your riding time. **For PRARG ribbon days these are approximate times as we normally run early with scratchings (so be prepared).**

WARMING UP:

- Always ride in the warm up arena and lunge in the lunging area. These are marked.
- If you have a strapper, they can lunge for you. If they are mounted on your horse, they can only walk on a long rein. If they do more than walk, you will be eliminated.
- You may use when warming up, running martingales (with a snaffle bit), boots, bandages but **ALL MUST BE TAKEN OFF BEFORE GOING TO GEAR CHECK**
- Remember you can have a caller for your tests except for FEI.

WARM UP RULES:

- When warming up always be courteous. Although there are no written rules to cover the problem, **riders should always pass left shoulder to left shoulder or just keep to the right of everyone.**
- There are a few other rules to remember. Any rider doing lateral work has the right of way. This also applies to medium or extended work as well.

SADDLERY & CLOTHING:

- English type saddles, fully mounted is compulsory and may be used with or without a saddle blanket. **Please note that for the no canter class – saddle type is optional**
- A noseband must be used of the following types:
Cavesson – Dropped – Crossover (also known as grackle or Mexican) – Flash – Hanoverian
- Only a cavesson can be used with a simple double bridle.
- White, off white or beige jodhpurs or breeches, hacking coat and approved safety helmet, gloves, tie, stock or ratcatcher and riding boots. **PRARG club shirts are encouraged at ribbon days. Please be aware that the EA rules get updated each year and it's the riders responsibility to be aware of any rule changes.**

NOW YOU ARE READY TO DO YOUR TEST:

- You will be called to gear check to have a visual of your gear. Final gear check is **done at the completion of your test. Please make sure any protection boots on the horse are removed prior to arriving at gear check.** Once this has been done, you then proceed to the 10 minute warm up area
- When the rider before you has saluted on completion of their test, you can then proceed to your arena
- As you have been allocated bridle or rider numbers, you do not need to stop and talk to the judges. Ride pass so the penciller can see your number
- At PRARG and many clubs – entry is **done within the arena.** When the car horn or bell sounds, you are given 45 seconds to come down centre line to commence your test.

- Once completed the test, halted and saluted, leave the arena and walk on a long rein. Ride to gear check for **GEAR CHECK**.

IN THE SHOW RING

(by Peter Cornwall)

All your efforts for many months have been directed towards this moment - your first show ring class. The first rule you must remember is, **BE ON TIME!** Whether you're entering a led or ridden class it is essential that you are waiting in the marshalling area before your class is called into the ring. The announcer will give two or three marshalling calls for each class while the preceding class is being judged. You must be ready to enter the ring as soon as your class is called - don't expect the steward to let you in once judging has commenced.

HACK AND RIDER CLASSES

Ring procedure for hack and rider classes is the same- When the class is called, enter the ring at the walk in a clockwise direction. The judge will wait in the centre of the ring while the ring steward collects your entry ticket, or checks your number off on the catalogue. During this period you can trot your horse to warm up, but keep an eye on the steward and judge and come back to a walk as soon as the judge steps forward to begin judging. Use the warm-up period to get yourself well-positioned on the ring. You want the judge to be able to see you and your horse, so don't stay bunched up with other riders. Keep as much distance between yourself and other competitors as possible.

Judging commences as soon as the judge or steward asks the class to "walk on please", so make sure your horse is walking calmly and freely, flexed correctly and in a good frame. The judge or steward will ask you to trot and then canter on the circle. You should take the faster pace as soon as possible after it is called for, but don't rush the transition. Take a couple of paces to balance your horse so that the transition is smooth.

A vital part of ring craft lies in keeping your horse "in the judge's eye" on the circle. Keep as much distance between yourself and other competitors as possible. In particular, try not to work on the outside of another horse, but at the same time don't make your circle so small that you are riding almost on top of the judge. You may be asked to change direction through the circle, so that you trot or canter past the judge and then take up the new direction. The steward will indicate one rider to start the change of direction and all the other riders follow that person. You may also be asked to change direction by reversing on the circle. This is usually asked for at the walk and you change direction by turning out of the circle.

As soon as the judge has seen all the horses walking, trotting and cantering he or she will begin selecting horses for individual workouts. The steward calls horses into the ring centre to line up in the order of preference indicated by the judge. The first horse called in is the one the judge like best on the ring. The second horse called in lines up to the left of the first horse, unless otherwise indicated by the steward. The third horse stands to the left of the second horse in the line up and so on down the line. Depending on the size of the class the judge will normally call in a few more horses than the number of ribbons to be awarded. When all these horses are called in, the steward will announce "That's all thank you" The remaining competitors should immediately leave the ring at a walk.

If you are called in, don't simply charge off the ring into the line-up. Bring your horse back to a trot or walk and look carefully to ensure that you don't cross into the path of another rider as you move to ring centre. In the line-up keep a safe distance between your horse and those on either side. Make sure your horse is standing square but let it relax while other horses are being called in. When the horses are lined up for the judge, the steward may ask all competitors to move to another position to allow a larger area for individual workouts. Line up in the same order as you were called in.

Before the individual workout the judge will inspect each horse while it is standing still. Your horse should be standing square, balanced and flexed on the bit. The judge may run his or hands down your horse's legs and/or check its teeth. During the judge's inspection, sit still, look straight ahead and concentrate on keeping your horse still. The judge or the steward will explain the individual workout. Depending on the size of the class, the workout may be explained just once so that all riders can hear, or to each rider

individually as their turn comes to perform it. Some judges have their workout prepared as a diagram on a piece of paper which is handed to each rider.

Listen carefully to the workout and quickly repeat it back to the steward or judge if you aren't certain that you have understood it correctly. Boy and gent riders should always remove their caps when being spoken to by the judge. Girl and lady riders simply acknowledge the judge with a slight nod of the head. Smile!

If your horse is very restless or agitated in the line-up, you may walk quietly behind the other horses, but come back into the line-up when the horse before you begins its workout. Some shows will not allow this. When your turn comes to workout, use the area indicated by the judge or steward. Don't stray outside the area, but do use it all. A common mistake is to make the workout small and tight, which doesn't give the horse a chance to show its paces properly.

At the end of your workout, the steward will indicate which position you should take when you return to the line-up. Some judges ask for horses to return to their original positions and only call horses forward in order of placing when they are sashed. Others re-arrange the line-up as each horse has worked out so that, after the last horse has performed, the class is arranged in order in which the horses will be sashed.

At the end of the class the judge will move along the line-up awarding the ribbons. In a hack class the ribbons are tied around the horse's necks. In rider classes the ribbons are tied around the riders' left arms. Male riders remove their hats while the judge is tying on the ribbon. Don't try to start a conversation with the judge - just smile and say thank you when he or she congratulates you. Don't address the judge by name. After the ribbons are awarded, quietly turn and congratulate the riders on either side of you. The steward will move along the line-up behind the judge taking the names of the horse and its owner in hack classes, and the name of the rider in rider classes.

After all ribbons are awarded and the steward has taken all the names, the first place horse and rider leave the ring at a trot. The other placegetters follow in order of placings. Unplaced horse and riders leave the ring last unless they have already been dismissed by the steward-

If you are unplaced in a class and your next class in another ring is about to start, you may ask the steward's permission to leave. Leave quietly at the walk. Never leave the ring without first obtaining the steward's permission.

After your class you must leave the ring even if you are entering the next class. Remove your ribbon if you have been awarded one and put it out of sight - don't ride back into the ring for your next class with a ribbon dangling out of your pocket.

RULES OF THE ASSOCIATION / CONSTITUTION

Name

1. The name of the incorporated association shall be “Park Ridge Active Riding Group Incorporated”. Hereafter in these rules called “The Association”.

Objects

2. The objects for which the Association is established are:
 - (1) To promote the ideals of horsemanship and sportsmanship;
 - (2) To improve the standard of adults riding by:-
 - (a) Organising professional instruction for members on a frequent basis in basic flatwork ie. Training days etc
 - (b) Organising closed e.g ribbon days and open competitions in hack and/or dressage and/or showjumping events
 - (c) Encouraging members to compete in open events organised by the Association as well as those organised by other associations, clubs and groups.
 - (d) Organising professional instruction in showjumping as required by members from time to time
 - (3) Encouraging correct care of horses
 - (4) Organising social activities such as trail rides, barbeques etc.

Powers

3. The powers of the Association are:-
 - (1) To take over the funds and other assets and liabilities of the present unincorporated association known as “Park Ridge Active Riding Group”.
 - (2) To subscribe to, become a member of and co-operate with any other association, club or organisation where incorporated or not, whose objectives are altogether or in part similar to those of the Association provided that the Association shall not subscribe or support with its funds any Association, club 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 Association under or by virtue of rule 28 (10).
 - (3) In furtherance of the objects of the Association to buy, sell and deal in all kinds of articles commodities and provisions, both liquid and solid, for the members of the Association or persons frequenting the Associations premises.
 - (4) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of or capable of being conveniently used in connection with, any of the objects of the Association: provided that in case the Association shall take or hold property which may be subject to any trusts the Association shall only deal with the same in such manner as is allowed by law having regard to such trusts.
 - (5) To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association: to obtain from any such Government or Authority any rights privileges and concessions which the Association may think desirable to obtain, carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
 - (6) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workman and other persons as may be necessary or convenient for the purpose of the Association.
 - (7) To remunerate any person or body corporate for services rendered, or to be rendered and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of unsecured notes, debentures or other securities of the incorporated association, or in or about the incorporated association or promotion of the incorporated association or in furtherance of its objects.
 - (8) To construct, improve, maintain, develop, work, manage, carry out, alter or control, any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association’s interests and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, caring out, alteration or control thereof.
 - (9) To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit.

- (10) To take or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.
- (11) In furtherance of the objects of the Association to lend and advance money or give credit to any person or body corporate, to guarantee and give guarantees of indemnities for the payment of monies or the performance of contracts or obligations by any person or body corporate, and otherwise assist any person or body corporate.
- (12) To borrow or raise money either alone or jointly with any person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, or charge, lien or other security upon the whole or any part of the incorporated Association's property or assets present or future and to purchase, redeem or pay-off any such securities.
- (13) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
- (14) In furtherance of the objects of the Association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association.
- (15) To take or hold mortgages, liens or charges, to secure payment of the purchase price or any unpaid balance of the purchase price, of any part of the Association's property of whatsoever kind sold by the Association from purchasers and others.
- (16) To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Association but subject always to the proviso in sub-rule (4).
- (17) To take such steps by personal or written appeals, public meetings or otherwise, as may be from time to time by deemed expedient from the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions or otherwise.
- (18) To print and publish any newspapers, periodicals, books, or leaflets that the Association may think desirable for the promotion of its objects.
- (19) In furtherance of the objects of the Association to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income and property among its members to an extent at least as great as that imposed upon the Association under or by virtue of rule 28 (10).
- (20) In furtherance of the objects of the Association to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Association is authorised to amalgamate.
- (21) In furtherance of the objects of the Association to transfer all or part of the property, assets, liabilities and engagements of the Association to any one or more of the incorporated associations with which the Association is authorised to amalgamate.
- (22) To make donations for patriotic, charitable or community purposes.
- (23) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

CLASSES OF MEMBERS

4. (1) The membership of the Association shall consist of ordinary members and any of the following classes of members:-
 - (a) Life members
 - (b) Honorary members
 - (c) Day event membership - Day membership @\$20 per rider for non EA riders for one week (1) from date of event or postponement thereof.
- (2) (a) Any person who is fourteen (14) years or more, interested in the objects of the Association may apply for ordinary membership.
- (b) Any person fourteen years or age who has significantly advanced the objects of the Association may be elected a Life member at an Annual General Meeting.
- (c) Any person fourteen years or age who is not an ordinary member of the Association, may be elected an honorary member at any general meeting in return for services provided honorary for the Association.
- (d) Ordinary members of the club may be either individual members paying full membership fees or in the case of additional persons in the same household they may apply for discount

membership at half the full membership per person. Only one person in a household which has been elected to apply for discount membership to have voting right.

- (3) The number of members in each class of membership is unlimited.

MEMBERSHIP

5. (1) Every person who at the date of incorporation of the Association was a member of the unincorporated association and who on or before the 25th day of February, 1987 agrees in writing to become a member of the Association shall be admitted by the Management Committee to the same class of membership of the Association as that member held in the unincorporated association. Every member of the Association who previously to his agreeing to become a member of the Association has paid his subscription due on the 31st day of January 1986 as a member of the unincorporated association, shall not be liable to pay any further sum by way of annual subscription to the Association for the period prior to the 31st day of January, 1987.
- (2) Every applicant for any class of membership of the Association (other than the members of the unincorporated association referred to in sub-rule (1) shall be proposed by one member of the Association and seconded by another member. The application for membership shall be made in writing, signed by the applicant and his proposer and seconder and shall be such form as the Management Committee from time to time prescribes.
- (3) A person cannot apply to become a Life or Honorary member. One is elected by the Association to become a Life or Honorary member.
 - (a) A member of the Association may nominate a person for Life membership, the nomination must be seconded by another member. The nomination and reason for the nomination must be in writing and published in an issue of the Association's newsletter which must be distributed to members at least seven (7) days before the Annual General Meeting at which the members will vote on the resolution to elect the nominee a life member;
 - (b) A member of the Association may nominate a person for Honorary membership, the nomination must be seconded by another member. The nomination and reason for the nomination must be in writing and published in an issue of the Association's newsletter which must be distributed to members at least seven (7) days before the General Meeting at which the members will vote on the resolution to elect the nominee a honorary member.

MEMBERSHIP FEES

6. (1) The membership fees for an ordinary membership shall be such sum as the members shall from time to time at any general meeting so determine.
- (2) There are no membership fees for Life and/or Honorary membership.

ADMISSION AND REJECTION OF MEMBERS

7. (1) At the next meeting of the Management Committee after the receipt of any application and the fee applicable for any class of membership such application shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of the applicant.
- (2) Any applicant who receives a majority of votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.
- (3) Upon the acceptance or rejection of an application for any class of membership the secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

TERMINATION OF MEMBERSHIP

8. (1) A member may resign from the Association at any time by giving notice in writing to the secretary. Such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date.
- (2) If a member –
 - (a) is convicted of an indictable offence or
 - (b) fails to comply with any of the provision of these rules or
 - (c) has membership fees in arrears for a period of two months or more or
 - (d) conducts himself in a manner considered to be injurious or prejudicial to the character or interests of the Association. The management Committee shall consider whether his membership shall be terminated.

- (3) The member concerned shall be given a full and fair opportunity of presenting his case and if the Management Committee resolves to terminate his membership it shall instruct the secretary to advise the member in writing accordingly.

APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

9. (1) A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the secretary written notice of his intention to appeal against the decision of the Management Committee.
- (2) Upon written notification of intention to appeal against rejection or termination of membership the secretary shall convene, within three months of the date of receipt by him of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to present fully his case and the Management Committee or those members thereof who rejected the application for membership or terminated the membership shall be determined by the vote of the members at such meeting.
- (3) Where a person whose application is rejected, does not appeal against the decision of the Management Committee within the time prescribed by those rules or so appeals but the appeal is unsuccessful, the secretary shall forthwith refund the amount of any fee paid.

REGISTER OF MEMBERS

10. (1) The Management Committee shall cause a register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association and the dates of their admission.
- (2) Particulars shall also be entered into the register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the Management Committee or the members at any general meeting may require from time to time.
- (3) The register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection.

MEMBERSHIP OF THE MANAGEMENT COMMITTEE

11. (1) The Management Committee of the Association shall consist of a President, two vice-Presidents, secretary, Assistant secretary, treasurer, publicity officer and one other committee member, all of whom shall be members (ordinary and/or life) of the Association, and such number of other members as the members of the Association at any general meeting may from time to time elect or appoint.
 - (2) At the annual general meeting of the Association, all the members of the Association for the time being shall retire from office, but shall be eligible upon nomination for re-election.
 - (3) The election of officers and other members of the Management Committee shall take place in the following manner:-
 - (a) any two members of the Association shall be at liberty to nominate any other member to serve as an officer or other member of the Management Committee.
 - (b) the nomination, which shall be in writing and signed by the member and his proposer and seconder, shall be lodged with the secretary at least fourteen (14) days before the annual general meeting at which the election is to take place.
 - (c) A list of candidates names in alphabetical order with proposers and seconder shall be posted in a conspicuous place in the office or usual meeting place of the Association for at least seven (7) days immediately preceding the AGM.
 - (d) balloting list shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.
 - (e) should at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.
12. Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Secretary but such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a general meeting of the Association where that member shall be given an opportunity to present fully his case. The question of removal shall be determined by the vote of the members present at such a general meeting.

VACANCIES ON MANAGEMENT COMMITTEE

13. (1) The Management Committee shall have the power at any time to appoint any member of the Association to fill any casual vacancy on the Management committee until the next Annual General Meeting.
- (2) The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced by the number fixed by or pursuant to those rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purposes of increasing the number of members of the Management Committee to that number or of summoning a general meeting of the Association, but for no other purpose.

FUNCTION OF MANAGEMENT COMMITTEE

14. (1) Exempt as otherwise provided by these rules and subject to resolutions of the members of the Association carried at any general meeting of the Management Committee-
 - (a) Shall have the general control and management of the administration of the affairs, property and funds of the Association
and
 - (b) shall have authority to interpret the meaning of these rules and any matter relating to the Association on which these rules are silent.
- (2) The Management Committee may exercise all the powers of the Association:-
 - (a) to borrow or raise or secure payment of money in such manner as the members of the Association think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future and to purchase, redeem or pay off any securities.
 - (b) to borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan shall be short or long, and to mortgage or charge its property or any part of thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association and to provide and pay off any such securities.
 - (c) to invest in such manner as the members of the Association may from time to time determine.

MEETINGS OF THE MANAGEMENT COMMITTEE

15. (1) The Management Committee shall meet at least once every calendar month to exercise its functions.
- (2) A special meeting of the Management Committee shall be convened by the secretary on the requisition in writing signed by not less than one-third of the members of the Management Committee which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.
- (3) At every meeting of the Management Committee a simple majority of a number equal to the number of members elected and / or appointed to the Management Committee as at the close of the last general meeting of the members, shall constitute a quorum.
- (4) Subject as previously provided by this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit; provided that questions arising at any meeting of the Management committee shall be decided by a majority of votes and in the case of an equality of votes, the question shall be deemed to be decided in the negative.
- (5) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which he is interested, or any matter arising thereout, and if he does so vote his vote shall not be counted.
- (6) Not less than fourteen (14) days notice shall be given by the secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall state the business to be discussed thereat.
- (7) The President shall preside as chairman at every meeting of the Management Committee, or if there is no president, or if at any meeting he is not present within ten (10) minutes after the time appointed for holding the meeting, one of the vice-presidents shall be chairman or if a vice-

president is not present at the meeting then the members may choose one of their number to be chairman of the meeting.

- (8) If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting if convened upon the requisition of members of the Management Committee shall lapse. In any other case, it shall stand adjourned to the same day in the next week at the same time and place, or to such other date and such other time and place as the Management Committee may determine and if at the adjourned meeting a quorum is not present within half an hour from the time of the appointed meeting, the meeting shall lapse.
16. (1) The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Association as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee.
- (2) A sub-committee may elect a chairman at its meetings. If no such chairman is elected, or if at any meeting the chairman is not present within ten (10) minutes after the time appointed for holding the meeting, the members present may choose one of their number to be chairman of the meeting.
- (3) 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 questions shall be decided in the negative.
17. All acts done by a meeting of the Management Committee or of a sub-committee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as foresaid, or that the member of the Management Committee or any of them was disqualified, be as valid as if every such person had been duly appointed and was qualified to be member of the Management Committee.
18. A resolution in writing signed by all members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.

ANNUAL GENERAL OR GENERAL MEETINGS

19. The first general meeting shall be held at such times, not being less than one month or more than three months after the incorporation of the Association, and at such place as the Management Committee may determine.
20. (1) The Annual General Meeting shall be held within three months of the close of the financial year.
- (2) The business to be transacted at every Annual General Meeting shall be:-
- (a) The receiving of the Management Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Association for the proceeding financial year:
- (b) The receiving of the auditor's report upon the books and accounts for the preceding financial year.
- (c) The election of members of the Management Committee: and
- (d) The appointment of an auditor.
21. The secretary shall convene a special general meeting:-
- (a) If directed to do so by the Management Committee or
- (b) on the requisition in writing signed by not less than one-third of the members presently on the Management Committee or not less than the number of ordinary members of the Association which equals double the number of members presently on the Management Committee plus one. Such requisition shall clearly state the reasons why such a special general meeting is being convened and the nature of the business to be transacted thereat: or
- (c) on being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or terminate the membership of any person.

22. (1) At any general meeting the number of members required to constitute a quorum shall be the number of members presently on the Management Committee plus one.
- (2) No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purposes of this rule “Member” includes a person attending as a proxy or as representing a corporation which is a member.
- (3) If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon requisition of members of the Management Committee or the Association shall lapse. In any other case it shall stand and at such other time and place as the Management Committee shall determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- (4) The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), 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 any notice of an adjournment or of the business to be transacted at an adjourned meeting.
23. (1) The secretary shall convene all general meetings of the Association by giving no less than fourteen (14) days notice of any such meeting to members of the Association.
- (2) The manner by which such notice shall be given shall be determined by the Management Committee: provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a person against the rejection or termination of his membership by the Management Committee shall be given in writing. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.
24. Unless otherwise provided by these rules, at every general meeting –
 - (1) The President shall preside as chairman, or if there is no president, or if he is not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling to act, one of the vice-presidents shall be chairman or if a vice-president is not present or is unwilling to act the members present shall elect one of their number to be chairman of the meeting.
 - (2) The chairman shall maintain order and conduct the meeting in a proper and orderly manner.
 - (3) Every question, matter or resolution shall be decided by a majority of votes of the members present.
 - (4) Every member shall be entitled to vote and in the case of an equality of votes the chairman shall have a second or casting vote. Provided that no member shall be entitled to vote at any general meeting if his annual subscription is more than one month in arrears at the date of the meeting.
 - (5) Voting shall be by a show of hands or a division of members, unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot. The chairman shall appoint two members to conduct the secret ballot in such manner as he shall determine and the result of the ballot as declared by the chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded.
 - (6) A person may vote in person or by proxy or by attorney and on show of hands. Every person present who is a member or representative of a member shall have one vote and in a secret ballot every member present in person or by a proxy or by attorney or other duly authorised representative shall have one vote.
 - (7) Where it is desired to afford members an opportunity of voting for or against a resolution, the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit:

PROXY VOTING FORM – PRARG INC

I..... being a member of the abovenamed organisation hereby appoint..... as my proxy to vote for me on my behalf at the AGM of the Association to be held on the Day of 20... and any adjournment thereof.

Signature..... Signed this..... day of, 20...

This form is to be used to vote for/against..... the resolution. * strike out whichever is not desired.

(Unless otherwise instructed, the proxy may vote as he thinks fit).

- (8) The instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointer or of his attorney duly authorised in writing or, if the appointer is a corporation, either under seal or under the hand of an officer or attorney duly authorised. A proxy may but need not be a member of the Association. The instrument appointing the proxy shall be deemed to confer authority to demand or join in demanding a secret ballot.
- (9) The instrument appointing a proxy shall be deposited with the secretary prior to the commencement of any meeting or adjournment meeting in which a person named in the instrument proposes to vote.
- (10) The secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the secretary for that inspection. For the purpose of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the chairman of that meeting or the chairman of the next succeeding Management Committee meeting verifying their accuracy. Similarly the minutes of every general meeting shall be signed by the chairman of that meeting or the chairman of the next succeeding general meeting. Provided that the minutes of any annual general meeting shall be signed by the chairman of that meeting or the chairman of the next succeeding general meeting or annual general meeting.

BY LAWS

25. The Management Committee may from time to time make, amend or repeal by laws, not inconsistent with these rules, for the internal management of the Association and any by-laws may be set aside by a general meeting of members.

ALTERATION OF RULES

26. Subject to the provisions of the Associations Incorporation Act 1981, these rules may be amended, rescinded or added to from time to time by a special resolution carried out at any general meeting, provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Under Secretary, Department of Justice, Brisbane.

COMMON SEAL

27. The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for that purpose.

FUND AND ACCOUNTS

28.
 - (1) The funds of the Association shall be banked in the name of the Association in such a bank as the Management Committee may from time to time direct.
 - (2) Proper books and accounts shall be kept and maintained either written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of like nature.
 - (3) All monies shall be banked as soon as practicable after the receipt thereof.
 - (4) All amounts of one hundred (\$100.00) dollars or over shall be paid by cheque signed by any two of the president, secretary, treasurer or other member authorised from time to time by the Management Committee.
 - (5) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupment's which may be open.
 - (6) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
 - (7) All expenditure shall be approved or ratified at a Management Committee meeting.
 - (8) As soon as practicable after the end of each financial year, the treasurer shall cause to be prepared a statement containing particulars of:-
 - (a) The income and expenditure of the financial year just ended; and
 - (b) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of the year.

- (9) All such statements shall be examined by the auditor who shall present his report upon such audit to the secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made.
- (10) The income and property of the Association whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association provided that nothing herein contained shall prevent the payment in good faith or interest to any such member in respect of monies advanced by him to the Association or otherwise owing by the Association to him or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent payment to any member for out of pocket expenses, money lent, reasonable and proper rent for premises demised or let to the Association.

DOCUMENTS

29. The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association.

FINANCIAL YEAR

30. The financial year of the Association shall close on 30 September in each year.

DISTRIBUTION OF SUPLUS ASSETS

31. If the Association shall be wound up in accordance with the provisions of the Associations Incorporations Act 1981, and there remains after satisfaction of all its debts and liabilities, and property whatsoever, the same shall not be paid or distributed among the members of the Association but shall be given or transferred to the Pony Riding for the Disabled and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as imposed on the Association under or by virtue of rule 28(10) such institution to be determined by the members of the Association.

LIABILITY OF MEMBERS

32. No member of the Association shall be liable for the payment of the debts and liabilities of the Association beyond the property of the Association in his hands.

COPIES OF THE CONSTITUTION AND BY-LAWS

33. Each member is entitled to receive a copy of the constitution and by-laws as they stand at the time of his becoming a member. In the case of a person who is a member at the time of its corporation, he is entitled to receive a copy of the constitution that is approved by the Under Secretary, Department of Justice. Additional copies of the constitution and by-laws may be obtained from the secretary for the cost of the documents requested.

GRIEVANCE PROCEDURE

34. The Association has agreed to adopt the Queensland Government Association Grievance Procedure August 2022, which can be found at <https://www.publications.qld.gov.au/ckan-publications-attachments-prod/resources/ec5ce24d-0ef0-4dc3-9e44-f9f8eaa10d39/example-internal-grievance-procedure.pdf?ETag=75103996abb09606c4d035297f3f6f66>. A copy of the Grievance Procedure will be made available to a member of request.