

# **SHOW HORSE COUNCIL OF AUSTRALASIA INC.**



## **BY-LAWS**

**Adopted 1st August 2000**

**May 1<sup>st</sup> 2012 Edition**

## **1. INTRODUCTION**

These By-Laws shall be effective within the boundaries of the S.H.C.'s jurisdiction and be relevant to the Rules of The Show Horse Council Of Australasia Inc. as adopted on 1.8.2000 and as amended from time to time.

## **2. ALTERATIONS**

Alterations, additions and/or deletions to the By-Laws shall come forward only by a written Notice Of Motion, from a S.H.C. Affiliate or Constituent Affiliate.

The Secretary must receive such Notice Of Motion, at least 14 days prior to the Meeting at which it is to be tabled and be recorded in the Minutes of that Meeting. The Notice Of Motion as such will be included on the Agenda of a following Meeting, giving at least 28 days notice of the Meeting at which such Notice Of Motion will be discussed and voted on.

## **3. MEETING PROCEDURES**

- a) The Chairman will reserve the right to admit to the Meeting any matter or person he/she considers should be heard.
- b) The proceedings of all meetings shall be recorded and documented as Minutes. All Motions moved shall be recorded, discussion/comment may not be documented without the approval of the speaker.
- c) The Council may appoint a person other than the Secretary to record the proceedings of a Meeting, the documentation of Minutes shall then be approved by the Secretary &/or Chairperson.
- d) Matters to be dealt with by the Council must be submitted through Affiliates &/or Constituent Affiliates, except where matters are not related to an Affiliates' activities.
- e) .1 Any Motion proposed at a meeting of the Council, other than that of an Administrative Motion, shall be handed to the Chairman in a correct written form together with a brief preamble outlining the basis and reasoning for such motion. The Motion and the preamble shall be circulated to all Affiliates for consideration and be placed upon the Agenda for consideration at the Council Meeting two months after it being tabled.  
.2 Any action to rescind or alter a decision on an item that has been previously circulated to Affiliates and formally adopted and carried by the Council, shall be put forward as a Notice Of Motion &/or included in the Agenda/Minutes and circulated to all Affiliates before being voted upon.

## **4. MEMBER LIST**

The Secretary shall maintain a Membership List of all Affiliates with a copy provided to the Treasurer and the NSH Registrar..

## **5. REPRESENTATIVES TO COUNCIL**

The Council may accept a representative from an organization with interests similar to the S.H.C. Such organization may nominate a representative for appointment to the Council. Such representative shall not be eligible to vote or stand for those positions listed under Part V. 39A. (a) of the Rules, unless such person is also a delegate.

## **6. DELEGATES RESPONSIBILITIES**

- (a) Delegates shall regularly attend their Association Meeting.
- (b) Delegates shall regularly attend Council Meetings.
- (c) Delegates shall put forward their Association's view at Council Meetings
- (d) Delegates shall keep their Association fully advised on Council business and activities.
- (e) Delegates shall be available to be appointed to and participate in Sub-Committees of the Council
- (f) Delegates shall consider the possibility that their appointment as Delegate may result in a nomination for an executive position on the Council.
- (g) Executives and members of the Council shall support the conduct of Council activities.
- (h) On matters referred back to the Associations for discussion the Delegates shall ensure their Association secretary provides such answers back in writing.
- (i) A Delegate shall be required to declare a Conflict Of Interest on any matter.
- (j) Delegates are required to conduct themselves with decorum at Council Meetings and Activities.
- (k) Delegates are required to conduct themselves with decorum in any outside horse related activity.
- (l) Delegates shall by their behaviour uphold at all times the integrity of the Council.
- (m) Any matters, which are declared confidential by the Chairperson of the Council, shall be treated as confidential by the Delegates who shall not discuss such matters either at Association Meetings, with Association members, or with any other person.
- (n) A Delegate who is unable to attend a Council meeting shall be required to act in accordance with Clause 45A of the Rules.
- (o) Where a Delegate does not attend Council Meetings for three consecutive Meetings the Association secretary is required to provide in writing, an explanation to the Council

## **7. SHC General Code of Conduct**

- .1 All SHC Member or appointed Officials must meet the following requirements in regard to their conduct and behaviour during any activity held or sanctioned by SHC, and in any role held within SHC or any of its affiliates:

- To respect the rights, dignity and worth of others.
- To be fair, considerate and honest in all dealing with others.
- To be professional in, and accept responsibility for, your actions.
- To make a commitment to providing quality service.
- To be aware of, and maintain an uncompromising adhesion to SHC standards, rules, regulations and policies.
- To scrupulously avoid any conduct using privileged information to gain a personal or commercial advantage.
- To operate within the rules of the sport including national guidelines which govern the SHC and its affiliates.
- To not use your involvement with SHC its Affiliates to promote your own beliefs, behaviours or practices where these are inconsistent with those of SHC.
- To demonstrate a high degree of individual responsibility especially when dealing with persons under the age of 18 years, as your words and actions are an example.
- To avoid unaccompanied and unobserved activities with persons under the age of 18 years, wherever possible.
- To refrain from any form of harassment or bullying of others.
- To refrain from any behaviour that may bring SHC or its Affiliates into disrepute.
- To provide a safe environment for the conduct of the activity.
- To show concern and caution towards others who may be sick or injured.
- To be a positive role model.
- To understand the repercussions if you breach, or are aware of any breaches of SHC Policy or regulations.
- To abide by the SHC Risk Management Policy

.2 In addition to the SHC General Code of Conduct applicable under 7.1 the following the following requirements shall also be met by competitors/exhibitors/owners/lessees & responsible officers during any SHC approved or sanctioned activity held by SHC or its Affiliates:

- To not tolerate or carry out acts of aggression or bullying.
- To respect the rights, dignity and worth of fellow competitors, officials, volunteers and spectators.
- To conduct yourself in a professional manner and maintain high personal behaviour standards at all times.
- To abide by the rules and respect the decision of the Judge &/or official/s.
- To lodge all appeals or complaints through the formal process, abiding by the final decision.

## **8. AUTHORITY**

A member of Council shall not speak on, or supply documentation of, or post by way of electronic media any item or matter on behalf of the Council without the sanction of Council or the Executive Committee.