



STATE COMMITTEE STRUCTURE & PROCEDURES

Date: October 2019

This State Committee Structure & Procedures document supersedes all past versions.

A Riding Pony Stud Book Society Ltd (RPSBS Society) State Committee is to operate in each Australian State as recognised by the RPSBS National Board. State Committees are Sub-Committees of the Board of the RPSBS Ltd. and as such, must abide by any rules and regulations of the Society as deemed by the RPSBS Ltd. Board of Directors at any time.

The role and function of each State Committee is to promote the interests of members of RPSBS in that State by:

- Conducting or sponsoring not less than two Riding Pony events conducted under RPSBS Ltd rules per year. **Under RPSBS Rules judges must be chosen by a random selection process unless overseas judges are being appointed. Refer to Judges' Policy for details;**
- **Schedules for any events being run under RPSBS rules must be approved by the State Director and lodged with the National Office prior to their release to members;**
- Conducting or participating in at least one Judges' Seminar not less than every two years;
- Conducting schools, social events and other activities considered appropriate by the State Committee;
- Promoting the interests of the Society and its members with convenors of Royal, agricultural and other equestrian shows and events within that State;
- Nominating an elected member of the State Committee to represent the State as a member of the Board of Directors of the Society;
- Managing funds held by the State Committee for the benefit of Society members in that State. **The Director, elected by the state committee, and the Company Treasurer must both be signatories to all state accounts;**
- **Managing the official RPSBS State RPSBS web site and official State RPSBS Facebook page. The only administrator for each to be the person appointed by the RPSBS Board of Directors. No other web sites or Facebook pages are to be created by state committees;**
- Providing ongoing reports of the activities, performance and financial position of the State **to each Board meeting** and any other documentation as may be requested by the Board at any time;
- Provide necessary documentation to the Company Treasurer to enable a financial audit on an annual basis in the time frame of the Society's financial year. Audit documents to be published on the State website within seven days after the State Annual Meeting of members;
- Providing the Company Treasurer with the necessary financial information in order to complete the quarterly BAS in the timeframe required;
- Resolving Society issues; and;
- Referring issues to the Board for resolution/adjudication by written correspondence through the National Office.

PROVISIONS RELATING TO STATE COMMITTEES

ESTABLISHMENT

1. To be eligible to vote, be nominated, or nominate/sponsor in the election of a State Committee a member must be an eligible financial member (see definition)
2. A State Committee will contain not more than 9 members, with at least 3 being elected members. No more than two members of a family or partnership can stand on a State Committee.

TERMS OF OFFICE

3. A State Committee Member will be elected for a term of three years. **Elected members of state committees must never receive any monies or gifts other than reimbursement for eligible state committee expenses, as approved by the State Committee, on the presentation of paid invoices.**
4. State Committee elections will be held annually.
5. The State Committee Secretary must notify the National Office of any change of State Committee members and must publish an updated list of State Committee members on the State website within 7 days of such change.

STATE COMMITTEE MEETINGS

6. State Committees are required to have a minimum of two face-to-face meetings per year. Other communication and consultation may be conducted via phone or electronic means as each State Committee Member deems necessary. **Minutes of State Committee meetings, once approved, must be lodged with the National Office.**
7. **At least half of the elected state committee members and such other committee members necessary to ensure that there are at least three members present shall constitute** a quorum for the purpose of conducting the meeting present in person or via electronic means.

APPOINTING A STATE COMMITTEE MEMBER TO THE RPSBS BOARD OF DIRECTORS

8. 8.1 State Committees will nominate an elected member of their committee to serve as a Director **on the RPSBS Ltd. Board of Directors. This appointment** to the RPSBS Board of Directors **will be** for a period of 3 years except in the following circumstances:
 - 8.1.1 The appointed State Director resigns from either his/her State Committee and/or Board Position; or
 - 8.1.2 The appointed State Director is removed from either his/her State Committee or Board Position in accordance with the RPSBS Constitution, Structures and Procedures, Rules and Regulations, legal and government regulatory requirements.
- 8.2 Where a State Committee, for whatever reason, is unable to nominate an elected state committee member as a Director to the RPSBS Board, the State Committee must enter into negotiations with the Board to find a candidate suitable to both the State Committee and the Board. Although this person need not be a resident of that state or even an RPSBS member it is preferred that this person is a resident of that state and an RPSBS member.
9. When a State Committee member's term as a member of the Board of the Society is to expire the State Committee will either re-nominate that member to serve as a Director for another term or nominate another State Committee member to the position as soon as practicable. If a State Committee member's term as a member of the Board of the Society has been terminated that person shall be ineligible for appointment to the Board of the Society for a period of three years.
10. If possible, a second person shall be nominated to act as a substitute Director if the State's nominated Director is unable to attend a meeting.

STATE ANNUAL MEETING (SAM)

11. Each State Committee will convene a SAM of Members registered to vote in that state after 1 May and prior to 24 May of each year.
12. The National Office must give notice of all state SAM details to the members of the RPSBS Ltd. via the

Society website and Facebook page, by email, and/or by post no later than 15 March in the current year.

13. The State Annual Meeting of Members will be deemed to be validly held and election of State Committee Office Bearers to be validly conducted notwithstanding accidental failure to give any member of the Society notice of the meeting.
14. The business of the State Annual Meeting of Members will be to:
 - 14.1. Accept the minutes of the previous SAM;
 - 14.2. Receive a report from the State Chairperson;
 - 14.3. Receive a report from the State Board Director;
 - 14.4. Receive an audited report from the State Treasurer on the financial operations of the State Committee's previous financial year;
 - 14.5. conduct the election of members of the State Committee
15. A State Committee may convene other meetings of members registered in that State from time to time following the procedures as outlined in the Constitution.
16. A quorum for the purpose of conducting the SAM, or any other Meeting of Members, present in person or via electronic means is outlined in Item 57 of the Constitution.

STATE ELECTIONS

17. The election for each vacant State Committee member will be by submitting a written vote on the required Ballot Paper by post to the National Office or by electronic voting to be received no later than 5 working days prior to the State Annual Meeting.
18. Only one vote per Financial Member is permitted.
19. The ballot will be conducted by the Office. Each election will be conducted to the following timetable:

Action	When
Notification of SAM & Nominations open	March 15
Nominations close with National Office (Late nominations will not be accepted)	April 1
List of Nominees published on state website with ballot paper and information required to submit a valid postal vote	April 15
Votes received	5 working days prior to SAM to the National Office or to an electronic voting scrutineer
Election – scrutineer to count votes and ballot papers	4 working days prior to SAM

In the event of any of the above dates falling on a weekend or on a public holiday the next available business day will be deemed to be the set date.

20. The National Office will observe the following in conducting the ballot:
 - 20.1 Notices calling for nominations and notice of SAM will be published on the State website and Facebook page by March 15
 - 20.2 To be eligible to stand for election a candidate must be 18 years of age or older, have been a current financial or life member of the Society, and have been registered in that state with RPSBS Ltd prior to January 31 that year.

- 20.3 A retiring committee member who wishes to continue in office must renominate for election and that nomination must be received by the National Office on or before the closing date for nominations.
 - 20.4 Any query as to the validity of a nomination, voting procedure or election must be lodged in writing with the National Office within 30 days of the election. Should no correspondence to this effect be received within 30 days then all nomination forms and ballot papers will be destroyed.
 - 20.5 If the number of valid nominations is equal to or less than the number of vacancies the National Office and the appointed Scrutineer will declare the nominees elected.
 - 20.6 If the number of valid nominations exceeds the number of vacancies the National Office will conduct a ballot for election to the State Committee.
 - 20.7 The National Office shall be responsible for ensuring the eligibility of each candidate and shall notify the candidate of anomalies that can be corrected prior to close of nominations.
21. A Ballot Paper will:
 - 21.1 List each candidate in alphabetical order of surname;
 - 21.2 Identify if the candidate is a current State Committee member seeking re-election;
 22. The anonymity of voters submitting a ballot will be maintained.
 23. A suitably qualified independent person as appointed by the Board of Directors will act as Scrutineer.
 24. Ballot Papers will only be counted if received in accordance with rules and submitted by eligible financial members.
 25. After the close of the ballot the envelopes containing voting papers received by the National Office will be handed unopened to the Scrutineer and the following procedure will apply:
 - 25.1 The Scrutineer will open each ballot envelope and count and record the votes received. Should the ballot paper be incomplete, or should the intention of the voter be unclear then the ballot paper will be deemed invalid.
 - 25.2 Should voting have been submitted by electronic means then the Scrutineer will count and record the votes received. the votes and advice the National Office of the results.
 - 25.3 The Scrutineer shall record the names of the newly elected State Committee members and advise the National Office.
 - 25.4 The Ballot Papers are sealed in a large envelope signed by the Scrutineer and retained by the National Office in accordance with point 20.4
 - 25.5 The Ballot Envelopes are sealed in a large envelope signed by the Scrutineer and retained by the National Office in accordance with point 20.4.
 26. The candidate or, if there is more than one vacancy, the candidates in each State receiving the highest number of votes will be elected to the State Committee.
 27. If two or more candidates tie in votes the result of the ballot will be determined in the following manner:
 - 27.1 All ballot papers of the tied candidates be placed into a ballot box and the Scrutineer shall draw one name from the box
 - 27.2 The candidate whose name is drawn will be elected.
 - 27.3 Scrutineer and National Office will certify the result.
 28. The National Office will then immediately notify the State Secretary of the results. The State Secretary will publish the results on the Society website & Facebook page within 7 days thereafter.
 29. The costs of the ballot will be an administration expense of the National Office.

EXTRAORDINARY ELECTION PROCEDURES

30. When the nomination process and election does not result in the formation of a valid State Committee with a minimum of three elected members then nominations for Committee will be accepted from Members present at the SAM.
31. If only sufficient nominations are received to meet the requirement for a State Committee to comprise a minimum of three elected members, the nominee(s) will be declared elected to the State Committee and no ballot will be required. If more nominations are received than are required to make up the three elected committee members then a ballot will be held.
32. If the process of an Extraordinary Election to form a State Committee is unsuccessful or should a State Committee's numbers fall below the required minimum of three elected members then the Board will disband the current State Committee and appoint an Administrator.
 - 32.1. The Administrator appointed in this situation must be:
 - 32.1.1. a member of the RPSBS Board representing a State other than that for which the appointment is made; or
 - 32.1.2. an independent person appointed by the Board because of his/her knowledge and skills
 - 32.2. The Administrator will hold the position until the following year's Annual Meeting of Members or until a valid Committee can be formed at a Special State Meeting of Members called by the Administrator specifically for the election of a state committee.

VACANCY

33. A State Committee member's position may be declared vacant by the relevant State Chairperson if the committee member fails to attend three consecutive meetings of the State Committee without being granted leave of absence by the State Committee. Decision to be voted on by State Committee Members.
 - 33.1 A State Committee member is entitled to leave of absence from that committee providing he/she notifies the State Secretary by email, fax or post of the requirement for leave of absence.
 - 33.1.1 Leave of absence will be valid for up to six months.
 - 33.1.2 If continued leave of absence is required after six months state committee shall have the option to grant an extension of the leave of absence.
 - 33.1.3 Leave of absence will not be continued beyond the elected term of the Committee member.
34. A **vacancy** occurs on a State Committee when an elected committee member dies, resigns or becomes ineligible for the position as a result of:
 - 37.1 Being declared to be of unsound mind by a government mental health authority or is a person whose property is liable to be dealt with under a law about mental health;
 - 37.2 Being removed under the Constitution of the Society;
 - 37.3 Becoming insolvent or being placed under administration;
 - 37.4 Being found guilty of an offence and sentenced to imprisonment for three or more months; or
 - 37.5 Being indicted for an offence that arises out of managing a corporation.
35. A **vacancy** of a State Committee occurs when the committee has less than the maximum number of 9 members.
36. Where a vacancy occurs on a State Committee that vacancy may be filled in the following manner:
 - 36.1 An eligible member may be co-opted to fill that vacancy by a motion passed by an absolute majority (excluding a casting vote by the Chair) of the state committee members at a valid state committee meeting.
 - 36.1 No vacancy is to be filled from February 15 in any year until that year's State Annual Meeting

of Members.

- 36.2 To remain on the State Committee, a co-opted Committee Member must nominate for election at the next SAM.
- 36.3 If a state committee member resigns during the year they cannot be co-opted back onto the committee that year or stand for nomination at the next SAM.

STATE COMMITTEE OFFICE BEARERS

37. Each State Committee will elect a State Chairperson, Vice Chairperson, State Secretary, Treasurer and Public Relations Officer annually. These roles may be combined at the discretion of the State Committee.
38. The State Chairperson and Vice Chairperson must always be elected committee members.
39. State Committee Office Bearers will be determined by the Committee at a meeting to be held following the close of SAM. At this time the Chairperson will declare all positions, other than that of Board Director, vacant and an independent person shall conduct the election. State Committee members unable to attend the SAM are able to lodge an apology and a proxy form with the State Secretary prior to the SAM. Provided the apology is accepted by the new State Committee, the proxy is allowed.
40. If an Office Bearer's position becomes vacant during a term of office an existing State Committee Member may be appointed to fill that position.
41. At its discretion, a State Committee may appoint a person who is not a member of the committee or an RPSBS member to complete the duties of an Office Bearer position other than that of State Chairperson or Vice Chairperson, if that person possesses a specialised skill set commensurate with that particular Office Bearer role. Such an appointee will have no voting rights on the State Committee.
42. A State Committee member may hold multiple Officer Bearer positions.

ROLL OF STATE COMMITTEE OFFICE BEARERS:

43. **Chairperson:** The role of the Chairperson, at its most basic, is to preside over meetings of the state committee but the role is normally much more varied and takes in a wide range of responsibilities. The responsibilities of the Chairperson are to:
 - Chair meetings;
 - Ensure the committee abides by all RPSBS Rules and Regulations;
 - Present the Chair Report at the State Annual Meeting;
 - Ensure all reports required by the Board are prepared and presented;
 - Plan meetings and develop the agenda in conjunction with the secretary and the rest of the committee;
 - Provide leadership and ensure the effective operation of the committee;
 - Ensure that decisions made at meetings are implemented;
 - Act as a spokesperson for the committee; and
 - Sign and certify the annual accounts, minutes of meetings and bank reconciliations for the committee.An effective Chairperson is one who:
 - Does not dominate meetings;
 - Listens;
 - Encourages and facilitates each member of the committee to participate; and
 - Is able to direct the meeting in such a way that all views are heard without the meeting becoming

bogged down on one item.

The Chairperson:

- Must not put or second motions;
- Can vote and, in the case of tied motions, make a casting vote.

44. **Vice Chairperson:** The main role of the Vice Chairperson is to preside over meetings when the Chairperson is absent. The responsibilities of the Vice Chairperson are to:

- Stand in for the Chairperson if she/he is away;
- Assist the Chairperson with matters between meetings; and
- Deal with specific tasks or issues as defined by the committee.

The Vice Chairperson needs all of the skills that make for an effective Chairperson as described above. Therefore, it is important to pay as much attention to the choice of the Vice Chairperson as to that of the Chairperson. Remember that on occasions, due to illness, family circumstances or the like, the Vice Chairperson may be asked to fill the role of Chairperson on more than a temporary basis.

45. **Treasurer:** The main role of the Treasurer is to maintain a financial overview of the committee. The responsibilities of the Treasurer are to:

- Look after the finances of the State Committee;
- Oversee, prepare, present and approve budgets, accounts and financial statements;
- Prepare and present understandable financial reports to the committee;
- Ensure that the financial resources of the committee meet its needs;
- Ensure that appropriate accounting procedures and controls are in place;
- Liaise with relevant people about financial matters;
- Advise on the financial implications of any new projects;
- Prepare the annual accounts before being passed to the independent auditor; and
- Present the annual accounts at the SAM

For a Treasurer you need a person who is good at figures, understands accounts and can explain accounts in layman's terms.

46. **Secretary:** The role of the Secretary, at its most basic, is to keep accurate minutes of meetings although its responsibilities are frequently wider and more substantial.

The responsibilities of the Secretary are to:

- Help the Chairperson to plan meetings;
- Organise the logistics of meetings;
- Take and distribute minutes;
- Deal with committee correspondence; and
- Notify the National Office of any committee changes.

The role of the Secretary is critical and you need someone who is efficient, pays attention to detail and has good administrative skills.

47. **Publicity Officer:** The role of the Publicity Officer is to manage the committee's communication with the state members and ensure that the members are kept fully informed of the committee's activities.

The responsibilities of the Publicity Officer are to:

- Manage the committee's Facebook and website pages;
- Prepare advertising material; and
- Assist the RPSBS Annual editorial staff with the collection of photos and other material.

STATE COMMITTEE FUNDS

48. 48.1 All funds and assets held by a state committee are the property of RPSBS Ltd. held in trust by the state committee for the benefit of the members of that state. State Committees are answerable to the Board as to how those funds are managed.
- Accounts containing funds that can exceed \$1,000.00 must have authority requiring two signatories.
- The Director elected by the state and the Company Treasurer must be signatories to all accounts held by the state. Normally the other signatories would be the Treasurer and the State Chair or Vice Chair.
- 48.2 For any event to receive subsidy from the Board, an application must be submitted prior to the event and a full report of the activity including a detailed financial report must be presented to the Board at the conclusion of the event.
- 48.3 All states committees must maintain an asset register updated annually and lodged with the National Office and the auditor.
- 48.4 Two persons from the same family or partnership cannot be signatories on any RPSBS Ltd or RPSBS State Committee account.

GENERAL

49. The postal, email and/or fax address(es) of a member contained in the records of the Society is deemed to be the correct address of the member.
50. It is the responsibility of the member to ensure that his/her postal, email and/or fax address(es) in the records of the Society are correct.

DEFINITIONS

51. In these rules;
- **Ballot Paper** means the ballot paper contained on the relevant State website.
 - **Constitution** refers to the Constitution of the Riding Pony Stud Book Society Limited.
 - **Elected Member** means an eligible financial member that has nominated for a position on the relevant State Committee and who has been elected at the SAM and signed the Ethics Policy.
 - **Eligible Financial Member** means a current member of the society that holds a category of membership with full voting rights and shall include Life Members who have been registered by RPSBS Ltd. in that particular state for a period of at least 3 months and who have held those voting rights for a period of 3 months.
 - **Full Financial Member** means a current member of the society that holds a category of membership with full voting rights and shall include Life Members.
 - **National Office** means the registered office of the Society.
 - **Office Bearer** means a State Committee Member that holds a position of either the Chairperson, Vice Chairperson, Secretary, Treasurer or Publicity Officer.
 - **SAM** means STATE ANNUAL MEETING
 - **Scrutineer** means a person appointed by the Board of Directors of the RPSBS Ltd. or nominated by the candidate.
 - **Society** means the Riding Pony Stud Book Society.
 - **Society website** means the website operated and used by the Society from time to time.
 - **State Committee** means a committee of no less than three members appointed by election to represent the affairs of Society in accordance with these rules.
 - **State Secretary** means the State Committee Secretary.
 - **State website** means the website operated and used by the State Committee from time to time.