

Riding for the Disabled Association S.A. Incorporated

BY-LAWS FOR GROUPS 2001

Introduction: This set of By-Laws for Groups has been enacted by the Board of Management of the Riding for the Disabled Association S.A. Incorporated in accordance with the powers defined in the Constitution and Rules of the Association at sub-Rule 37.5. This set of By-Laws replaces those of April 1991 sometimes referred to as Operating Rules for the Association/Groups.

NOTE If these By-Laws are not complied with, the Group may put itself in a position where it will not receive any funds from the Association's Board of Management and may not be covered by State Insurance (refer By-Laws 5.2 & 6.1)

1. AFFILIATION (refer sub-Rules 39.1, 39.2, 39.3, 39.4)
 - 1.1 A Group may be formed by the Board of Management at any time. A Group so formed and affiliated with the Association shall abide by the Constitution and Rules of the Association and By-Laws set down by the Board of Management from time to time governing the operations of Groups.
 - 1.2 An application to form a Group shall be:-
 - made in writing and addressed to the Chief Executive Officer.
 - submitted by the person intending to manage the group.
 - provide specifications relating to the proposed venue.
 - provide details of proposed clients.
 - provide other relevant details as may be requested by the Board of Management of the Association in response to the application for affiliation.
 - 1.3 An application shall be submitted by the Chief Executive Officer to the next meeting of the Board of Management following receipt of the application.
 - 1.4 An application for a group's affiliation shall be investigated by a person or persons appointed by the Board of Management prior to approval. The person or persons so appointed shall make a written report to the Board of Management including a recommendation to form the group or otherwise, prior to any decision by the Board of Management.
 - 1.5 The formation of a group satisfying the requirements of the Board of Management may be approved by a simple majority of the members present at the meeting of the Board of Management when the application is considered.

- 1.6 The Board of Management may, at its discretion, reject any application for the formation of a group.
2. GROUP STRUCTURE (refer sub-Rule 39.3 et seq.)
- 2.1 The Group shall be administered by a Committee of Management comprising a chairperson, who is known as the President, a Secretary and a Treasurer (who may also be the Secretary), all officer positions being honorary, and Committee members, in all not exceeding five (5) in number. All members of the Committee of Management shall be financial members of the Association in accordance with sub-Rules 6.8, & 8.1 to 8.4.
- 2.2 The President, Secretary and Treasurer of the Group shall be elected at the Annual General Meeting of the Group. The officers and other members of the Committee of Management shall hold office for a period of one year from their election or re-election.
- 2.3 If a casual vacancy occurs, the Committee shall have the power to fill such vacancy until the next Annual General Meeting of the Group.
- 2.4 Meetings of the Committee of Management shall be summoned at the request of the President of the Group by the Secretary of the Group by notice given at least seven days previously.
- 2.5 The Committee of Management should meet regularly and preferably not less than three times during a year.
- 2.6 A Committee member who fails to attend 3 successive meetings without either previously being granted leave of absence or reason acceptable to the Committee or who acts in a manner not accepted by the votes of two thirds of the Committee may be disqualified from membership of the Committee.
- 2.7 The Annual General Meeting of the Group shall be held in the month of September in each year and every member shall receive not less than 28 days' notice of such meeting. Special meetings may be convened by the Honorary Secretary upon a request of the Committee or by ten members of the Group upon a similar notice which shall state the business to be considered at the meeting.
- 2.8 The President of the Group shall preside at the Annual General Meeting and at all Special Meetings of the Group.
- 2.9 All the members present at the Annual General Meeting and at all Special Meetings of the group shall have one vote. In the case of equality of votes the President of the Group or deputy acting as President of the Annual General Meeting or of a Special Meeting shall have a second or casting vote.

- 2.10 At all Committee meetings the quorum shall be not less than two thirds of the members of the Committee.
- 2.11 The Committee shall ensure that proper Minutes are taken at every Committee meeting. Either a member or non-member may be appointed to take Minutes. Copy of the Minutes are to be sent to the Chief Executive Officer.
3. MEMBERS' SUBSCRIPTIONS
- 3.1 The Annual members subscription fees to the Association shall be set on a scale determined by the Board of Management of the Association. [Refer to Rules 6(Membership) and 8 (Subscriptions) of the Constitution and Rules of the Association.] A membership subscription shall be payable on 1 July or at such other time as the Board of Management shall determine from time to time.
- 3.2 Any member whose subscription is outstanding for more than three months after the due date for payment shall cease to be a member of the Association, provided always that the Board may re-instate such a person's membership on such terms as it thinks fit.
- 3.3 All subscription fees and members names and addresses shall be sent to the Association's Chief Executive Officer.
4. GROUP AND CLIENT RECORDS
- 4.1 The Group shall maintain a daily register of all volunteers (coaches, instructors, helpers, riders) to comply with insurance conditions, and once a year should complete the National Statistical Survey form and return it to the Association's Chief Executive Officer.
- 4.2 Client information records are to filled out and sent to the Association's Chief Executive Officer on a regular basis or as directed by the Association's Board of Management.
5. GROUP AFFILIATION FEES
- 5.1 The annual group affiliation fees to the Association shall be on a scale determined by the Board of Management. The fee shall fall due July of each year and a Group shall cease to be affiliated with the Association if the Group's subscription shall remain unpaid for more than twelve (12) months after the same becomes due.
- 5.2 The affiliation fee contributes to the cost of insurances for Groups and the annual RDAA affiliation fee.
6. INSURANCE

6.1 Public Liability and volunteer insurance is paid by the Association in accordance with the resolution of the Board of Management based on returns of relevant details from the Groups.

7. FINANCIAL MATTERS

7.1 The Group's Committee of Management, as established in accordance with By-Law 2 (Group Structure) shall ensure that true accounts are kept of monies received and expended and supply the same to the Association's Board of Management one month prior to the Association's Annual General Meeting.

7.2 The Group shall conduct all financial transactions through a bank account having cheque drawing facility.

7.3 Upon dissolution, the Group shall hand all assets to the Association.

7.4 All monies of \$20 and over shall be paid by cheque signed by any two of the Group's President, Vice-president or Treasurer.

7.5 All monies shall be receipted and banked as soon as practicable after receipt of same.

7.6 Cheques shall be made payable to order and crossed "NOT NEGOTIABLE" except those in payment of wages or petty cash reimbursements which may be open.

7.7 The Committee shall decide the amount of cash up to the limit of \$200, or as approved by the Association's board of Management.

7.8 Accounts for payment shall be presented at Committee meetings for passing.

7.9 Groups are responsible for viewing own horses and to reimburse where possible. A log book shall be kept for such claims.

8. FUND RAISING

8.1 All funds raised must be used for and by RDA groups.

8.2 Grant applications and Fund raising at a State level and/or with large funding bodies must have prior Board of Management approval. All proposals requesting \$1000 and over from any source, must be sent to the Association's Chief Executive Officer before any submissions are made.

8.3 Funds may not be solicited or collected by a third party without prior approval from the Association's Chief executive Officer.

8.4 Fundraising information and assistance is available from the State Office.

9. FINANCIAL YEAR

9.1 The financial year of the Group shall close on the 30th June in each year and Group's audited reports sent by 31st August of the same year to the Association's Chief Executive Officer for perusal by the Association's Treasurer.

10. PROPERTY

10.1 All real freehold property and leasehold property shall be held in the name of the Association.

10.2 Any real property acquired, leased or negotiated for the use by a Group must be notified to and held by the Association.

10.3 Any structure to be erected, the anticipated cost of which is in excess of \$5,000 must be referred to the Association's Board of Management for its approval and consent.

10.4 All property and/or goods supplied to the Groups through donation or fundraising must have sale invoices with costings sent to the State Office. These will be retained as proof of assets held in the name of RDA SA.

11. DISSOLUTION

11.1 In the event of a complaint on any aspect of the functioning of an RDA group in South Australia:

- the person making the complaint should be referred initially to the Committee of Management of that particular RDA Group.
- if dissatisfied with the response the person should be requested to provide a written report on the issue to the Chief Executive Officer.

11.2 If a Group is not operating in accordance with the By-Laws of the RDA SA Constitution and Rules, the Board of Management may in accordance with sub-Rule 39.9 suspend or dissolve the Group. Should a dispute thereby arise, the Group may appeal under the provisions of sub-Rule 37.4 of the Constitution and Rules of the Association.

11.3 Upon dissolution of the Group the office bearers, as elected in accordance with By-Law 2.2, must ensure that within fourteen days of such resolution all accounts are paid.

11.4 Upon payment of all expenses and liabilities, all property assets, membership records, minutes, books of accounts, cheque books, deposit books and any other documents of record shall be forwarded within fourteen days of the resolution to the Chief Executive Officer of the Association.

11.5 All property and assets of a dissolved Group shall vest absolutely in the Association and the Board of Management shall determine the use and/or distribution.

12 RIDER'S POLICY

12.1 If a Rider, meaning a person as defined in sub-Rule 2.9 of the Constitution and Rules of the Association, or Advocate has any grievance with the RDA service, the matter should be taken up with the Group's Leader. If still requiring further attention the rider should in a letter outline the concern and send it to the State Rider Representative, who was elected to the Board of Management as provided in sub-Rule 13.2.4 or who is appointed by the Executive of the Board of Management so to act, who will then contact the Chief Executive Officer for the matter to be taken up with the Board of Management. All parties concerned also have the opportunity to appeal against any decisions made by the Group's Leader, Rider Representative, or the State Board of Management. The grievance should try to be resolved at the lowest possible level. A report of the grievance and outcomes are to be kept.

12.2 As part of the Department of Community Services and Health (DCS&H) guidelines, RDA SA has, as described in By-Law 12.1, a Rider's Representative on the Board of Management and the person is available to assist all Riders with their queries. DCS&H have established a Grievance Panel and all Riders are encouraged to seek the support of this service. Groups should actively participate in the grievance process and attempt to resolve any concern immediately and effectively.

12.3 All Groups must adhere to the Goals and Objective of the Disability Service Act.

13 VOLUNTEER'S POLICY

13.1 If a Volunteer has any concern regarding the Group he/she should firstly contact the Group Leader. If necessary the Chief Executive Officer can be requested to assist with a grievance query.