

THE ASSOCIATION OF FELLOWS AND INSTRUCTORS OF THE BRITISH HORSE SOCIETY

CONSTITUTION AND BYELAWS

1. The Association

The Association shall be known as “The Association of Fellows and Instructors of the British Horse Society”. It shall be open to current members of the British Horse Society who have passed the Society’s examinations at Fellowship or Instructor level.

2. Aims

The aims of the Association are:

- a. To ensure that high professional standards are maintained amongst members.
- b. To organise both social and continuing professional development events.
- c. To organise regular meetings to discuss matters of concern to members.
- d. To ensure that the views of the members are represented to the British Horse Society and other relevant equestrian bodies.
- e. To publicise the achievements of members of the Association.

3. Membership

There shall be the following classes of membership, which shall be bound by the Association’s Constitution and Byelaws:

- a. Full Members
Full members shall be current members of the British Horse Society who have passed the Society’s examinations at Fellowship or Instructor level and have paid such entrance and membership fees as are determined by the Association.
- b. Life Members
Life members shall be those qualified and eligible as in a. above, who wish to pay one subscription for their future life-long membership of the Association.

The full Committee shall have powers to require the resignation or terminate the membership of any member whose conduct it considers to be

in any way detrimental to the interest or well-being of the Association, the British Horse Society, or the horse world in general.

4. Officers

The Officers of the Association shall consist of the Chair, the Vice-Chair, the Honorary Secretary, the Honorary Treasurer, and (if there is a separate person for this role) the Membership Secretary.

These Officers will be elected by the other members of the Committee, and will serve in their roles for a period of 3 years.

All Officers may offer themselves for re-election for up to 2 further periods of 3 years, ie each Officer could theoretically serve for a period of 9 years. Thereafter there should be a break of at least one year before offering themselves again for election.

5. Committee

The Association shall be administered by a committee of an optimum of 9 elected members. Total numbers on the Committee should never be fewer than 7, or more than 11, at any one time, and at least 3 will be Fellows and at least 4 Instructors. All will be elected by the full Membership of the Association at the AGM.

Each member of the Committee shall be elected at an Annual General Meeting for a period of 3 years (subject to termination by resignation or otherwise).

All members of the Committee may offer themselves for re-election for up to 2 further periods of 3 years, ie each Committee member could theoretically serve for a maximum of 9 years. Thereafter there should be a break of at least one year before offering themselves again for election.

Should vacancies occur on the Committee during the year, the Committee have the power to co-opt from the Membership in order to fill the vacancy. However those co-opted members will not be able to vote on decisions made in Committee whilst still only co-opted, and should be voted onto the full Committee in the usual way at the subsequent AGM.

Approximately one-third of the committee will either retire completely, or retire and offer themselves for re-election, each year, in order to provide both a steady stream of new ideas, and continuity of experience. This is subject to committee members' initial election dates.

Committee meetings shall be held at suitable intervals throughout the year. A quorum for any meeting of the full Committee or for any Executive

Committee or sub-committee to make decisions shall be half of its appointed (voting) membership plus one. Meetings in person, or meetings wholly or partially via the telephone, skype, facetime, or any other form of conference or video call, shall all be acceptable forms of attendance at a meeting. Full minutes of all committee meetings shall be kept and distributed to all committee members following each meeting.

Should there be a Vote of No Confidence in the Committee as a whole, by a majority of the membership, the committee shall be required to stand down in total and a new committee elected from amongst the membership. An Extraordinary General Meeting shall then be called for this purpose. In the three years following the initial election of a new committee, one-third of the committee will stand down each year, in order to initiate the 3-year renewal cycle described above.

An Extraordinary General Meeting of the whole membership may also be called for any other purpose, or in any other circumstance that the Chair and committee consider merit such a meeting.

6. Regional Representatives

Regional Representatives may be appointed by the Committee, after consultation with the members living in that region. Their remit will be to coordinate F&I events within their region, and liaise with neighbouring regions regarding events, in order to encourage more participation locally.

7. Committee powers

Without prejudice to the generality of these Byelaws, and in addition to whatever the committee of the day sees as necessary to administer the affairs of the Association, the Committee shall in particular have the following powers:

- a. To appoint an Executive Committee in order to facilitate the day-to-day business of the Association. The Executive Committee may act for the full Committee or for a sub-committee in all matters as provided for in the minutes of the Committee meeting setting up that Executive Committee, and within the policies of the Association as set out in these Byelaws.
- b. To appoint sub-committees to deal with any affairs of the Association with such powers as the full Committee shall determine.
- c. To co-opt additional (non-voting) members to serve on the full Committee at any meeting during the year.
- d. To require the resignation or to terminate the membership of any member for the infringement of these Byelaws, or for any conduct which in the opinion of the Committee is in any way detrimental to the interests or well-

being of the Association, the British Horse Society, or the horse world in general.

8. Annual General Meeting

An Annual General Meeting shall be held in January each year for the following purposes:

- a. To receive the Report of the previous year's activities from the current Chair and/or Vice-Chair of the Association.
- b. To receive the Accounts setting out the financial position of the Association as at 31 December the previous year, from the Hon Treasurer.
- c. To elect the members of the full Committee for the following year.
- d. To conduct any other relevant business.

Any decisions requiring a vote will be decided by a simple majority of those members of the Association present at the AGM.

Nominations for members of the Committee each year should be received by the Chair and Hon Secretary no later than one month before the AGM. In the event of more nominations being received than there are places available on the Committee, a simple majority of those members present at the AGM shall decide between the candidates.

All Committee members and Regional Representatives of the Association are encouraged to attend the AGM. Invitations will also be issued to senior representatives of the British Horse Society and any other organisations the Committee considers relevant to the work of the Association.

9. Finances

The full Committee shall have full control of the funds and property of the Association. Funds shall be held in an interest-bearing account where possible, together with a current account for day-to-day transactions. These accounts, and any cheque book, paying-in book, or electronic payment/transfer facility, shall be administered by the Hon Treasurer through whatever means is practical, including making use of electronic banking where appropriate.

Copies of regular financial statements containing a full record of transactions from all relevant accounts should be shared with the other Officers of the Association quarterly and copies made available for scrutiny at Committee meetings.

Full accounts (balance sheet as at 31 December each year, and the income and expenditure account for the year to 31 December) shall be presented to the Full Committee and to the membership at the Annual General Meeting, together with a summary of where the major events of the year made or lost money for the Association and any other key transactions or investments that need highlighting. Members should be given an opportunity to read the accounts and raise any questions they may have.

In the event of the winding-up of the Association for any reason whatsoever, any surplus funds shall be donated to the British Horse Society for Education and Training.

10.The Pat Smallwood Award

The Association is proud to present annually a trophy, uniquely sculpted by Jo Knowles FBHS, and originally presented by Pat Smallwood FBHS, for special contribution to the work of the Association.

11.Changes to the Constitution or Byelaws

Notice of any proposal to alter these byelaws, together with the terms of such proposal for alteration, shall be given in writing to the Hon Secretary one month before the AGM so that the proposal can be put to the Full Committee and to the AGM. No alteration or addition to these byelaws shall be made except by a majority of all the voters present at the AGM.

12.Disputes

In the event of any dispute regarding the interpretation of these byelaws or any question on matters not therein provided for, the full Committee's decision shall be final and binding.

Revised by the Committee, and approved at the AGM, January 2016.