



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

## **BY – LAWS**

**Adopted 6<sup>th</sup> March 2001,  
Updated February 2005, December 11<sup>th</sup> 2007**

## **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.

## **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.*
- E.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.
- F. Where an Affiliate's delegate/s are absent from an S.H.C. Meeting and their apologies are submitted, that Affiliate shall be awarded a voting entitlement on any previously circulated Motion or item/s of business, providing such Affiliate submits a written vote, together with a copy of the minutes of their meeting which confirms such vote. Notice as such must be received by the Secretary at least 24 hours prior to the Meeting at which the matter is to be raised.
- G. All Delegates of the same Affiliate must vote as a block, where any disagreement arises in relation to an Affiliate's vote, the majority vote of those delegates shall prevail, if a block vote cannot be resolved then that Affiliate shall not be entitled to a vote.

## **4. TRANSFER OF MEMBERSHIP**

- A. A member of the S.H.C. may transfer his/her membership to another Affiliate or to an Interstate body allied with a Constituent Affiliate.
- B. A Transfer of Membership Form must be completed by such member and lodged in accordance with the directions contained in such Form. Upon receipt of the signed Transfer, the Affiliate shall, at the earliest

opportunity, place the request for Transfer before its committee, on approval the Transfer shall be granted.

- C. The Secretary of the Affiliate from which the member is transferring will, providing no monies are outstanding, sign the release, delete the member/s name/s from the Affiliate's Roll of Members, send copy of the Form to the Council and the Affiliate to which the Transfer of Membership is requested.
- D. Transfer will only be available to paid up members wishing to transfer in that Financial Year.

## **5. MEMBER LIST**

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

## **6. DELEGATES**

- A. Any nomination of a Delegate, Alternate Delegate or Replacement Delegate, shall be notified in writing to the Council. Upon approval by Council, such nomination shall be appointed.
- B. A vacancy in the position of a Affiliates Delegate shall be notified in writing within 14 days of such vacancy occurring.

## **7. 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.

## **8. SUB-COMMITTEES**

- A. Sub-Committees shall be formed for "Horse Of The Year", "Grand National" & "Youth Development" or where the Council deems necessary.
- B. Sub-Committees shall be formed by the Council from members of the Council.
- C. The Chairman of the Sub-Committee shall be elected at the first meeting of such Sub-Committee.
- D. With the approval of Council, the Sub-Committee may co-opt any person. The co-opted person may be appointed for such time as the Sub-Committee functions. The co-opted person has the right to vote at that Sub-Committee's meeting only.
- E. All decisions of Sub-Committees shall be placed before the Council for ratification, prior to being actioned.
- F. No individual or Sub-Committee member shall speak on behalf of the Council.

## **9. AUTHORITY**

A member of Council shall not speak or supply documentation on behalf of the Council without the sanction of Council or the Executive Committee.

## **10. JUDGE SELECTION PROCESS & CRITERION FOR GRAND NATIONAL QUALIFICATION SHOWS**

**PREAMBLE:** The Judge Selection Process & Criterion will operate for all Grand National Qualifying Shows conducted under the SHC jurisdiction and does not exclude suitably qualified Judges resident in New South Wales.

### **JUDGE SELECTION CRITERIA**

- 1. Shall have extensive Judging experience, credibility and a high level of personal presentation.
- 2. Shall not have judged at a Grand National Qualifying Show in the *twelve month* period preceding the show for which they are being nominated; and

3. Nominated Judges of Grand National Qualification “Classes” shall be of Royal/State/National Show judging standard; or *in a State where no SHC List exists then a nomination may come from an approved saddle Horse Judges List in that State.*
4. Nominated Judges of Non Grand National Qualification “Classes” shall be on either the current SHC General or Royal/State/National Show Judges Lists.

### **FINAL SELECTION PROCESS**

Affiliated bodies that run a Grand National Qualifying Event under the auspices of the Council in N.S.W. (or as requested) shall be given a List of Judges at least twice the number needed so that the said affiliates be able to choose the judges for the event run by them from such a List provided by the Show Horse Council., three additional names to be drawn as Reserves.

1. Council request Affiliates to supply the name of one qualified first choice Judge together with one second choice Judge for each section for respective show;
2. Judge names shall be received by the Secretary in writing (letter or recorded in Affiliate's minutes) *a minimum of seven days* prior to the meeting at which the selection process is to be undertaken;
3. At the designated time (Agenda Item) at the meeting at which the respective judge selection process is to be undertaken:
  - a. all nominated first choice Judge names are to be displayed (placed on white board or similar) under each section for which they were nominated by Affiliates; and
  - b. the Council Chairman shall request Delegates to review listed names and identify any that, in the opinion of any Delegate, do not meet the criteria for the classes/show for which they were nominated. If the delegates present at the meeting agree, any such name shall be removed from the list. Should an Affiliate’s first choice be removed from the list that Affiliate's second choice name may be added should that name be suitable to the meeting;
  - c. The Judge selection process for each section will be undertaken by a draw from all names remaining listed under that section.
4. To establish availability of Judges, the person nominated to contact the Judges shall do so at the earliest opportunity, this approach to be in order of the committee’s preference. Should the drawn Judges or reserve Judge of the Section not be available then unused drawn Judges or Reserves from remaining Sections may be approached in order of committee’s preference.

### **11. PROCEDURES: S.H.C. GRAND NATIONAL QUALIFICATION SHOWS.**

#### **1. Application for Show Date.**

Affiliate to apply to Council for ratification of date at least six (6) months prior to proposed date. Council to undertake approval process at the meeting at which the Application is tabled.

#### **2. Provision Of Documentation**

(Schedule, Conditions Of Entry, Rules & Regulations & Entry Forms):

Affiliate to provide documentation to Council at least four (4) months prior to the approved Show Date. Council to approve at or before the meeting following.

#### **3. Judge Selection:**

Council to undertake selection process at least four (4) months prior to the approved Show date. Council secretary to call for nominations from Affiliates two months earlier.

#### **4. Appointment of Council Measurer(s), S.H.C. Representative & Steward(s)**

Council to make appointments at least two months prior the approved Show date.

#### **5. Appointment of S.H.. Representative to Ground Jury:**

Council to make appointment at least two months prior the approved Show date.