

IRISH PONY CLUB



Administration Rules (Updated December 2018)

The Irish Pony Club Administrative Rules are being amended in line with good governance and our new constitution.

When consulting the Administration Rules please check for an amended version and for any additional rules, all of which will be available on the Downloads page of the Irish Pony Club website. **Once published these rules take immediate effect.**

For further information or to offer contributions to this process, e-mail tara@irishponyclub.ie.

6.5 Sub Committees

The following format for the election (which will take place at an Area meeting during October) of sub-committee members for Show Jumping, Horse Trials, Mounted Games, Dressage & Combined Training and Tetrathlon, must be adhered to:

- Firstly, one nomination is sought from each Branch.
- Secondly, these nominations are brought to the respective Area meetings where an election using voting papers is held, with only one DC from each Branch (or his nominated representative) having a vote (the Area Representative only has a casting vote).
- The persons nominated from these elections form the new Committee. These Sub Committee nominees are subject to the approval of the Equestrian Executive Committee. The committee members are required to attend their Area meeting.
- *Should the Area be unable to find a nominee to represent it, the Executive committee may appoint an appropriate person to fill the role. This person will have voting rights and may remain on the committee for no longer than three years. Should a suitable person within the Area become available to represent the discipline the Executive committee will reconsider the matter.*

6.6 Sub Committee Chairman

The new Committee, at its first meeting, conducts an election (using voting papers) to choose the new Chairman of that Committee and discipline. *Following the election of an Area Representative to the position of Chairman of a Discipline, a new Area Representative should be sought to represent that Area. In order to do so the election process will be repeated and the nominee will have voting rights. The Chairman has a casting vote only.*

The Sub Committee Chairman may co-opt three additional advisory members to serve during his / her term of office. These co-opted members do not have voting rights. Any such election or co-option shall be subject to the approval of the Equestrian Executive Committee, who also reserve the right to terminate the appointment of any Committee member.

The Chairman and members shall serve for three years. *On completion of a three-year term the Chairman may go forward for election by the committee for one more three-year term after which he / she should retire. Only under exception circumstances and with the agreement of the Equestrian Executive Committee may a third three-year term be considered.*

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On retirement, he / she may be nominated again by his Branch for the role of Area Representative.

If a Chairman or committee member retires during the three-year term, the Area will repeat the election process, and the newly elected member shall hold office until the term of appointment of the replaced member is completed. Committee members or a representative must attend at least two sub-Committee meetings per calendar year, and attend the relevant qualifier and Championship. Failure to do so will result in the person being replaced by a new member from his / her Area (decided by election) to complete the remaining period of office. The Sub Committee members are required to attend his / her Area meeting when requested to do so.

All these sub-Committees are responsible to the Executive Committee, and shall submit a report of activities, the meeting minutes, a list of recommendations for approval, and a budget to cover any proposed expenses, on request and at each Executive meeting.

No sub-committee decision is binding until ratified and minuted by the Equestrian Executive Committee. The Executive Committee is responsible for the appointment of the additional Committees dealing with Finance and Training and the encouragement of Youth involvement.

6.7 Extra Committees

The Equestrian Executive Committee shall appoint additional Committees as it may decide to organise and administer particular aspects of its activities. These Committees will be directly responsible to the Equestrian Executive Committee, and if considered to be permanent, shall undergo the same election process as the discipline committees, and shall submit a report including a budget to cover any expenses they may incur. These Committees may, at their discretion *co-opt not more than three persons* onto their Committee only after seeking Equestrian Executive Committee approval.