

THE HORSE RIDING CLUBS ASSOCIATION of VICTORIA INC.

(A0002667H)

GUIDELINES FOR SUB-COMMITTEES

1. The HRC AV Executive Committee oversees Sub-Committees that are specific to activities conducted in the name of the HRC AV.
2. There must be a certain willingness and input from Member Clubs, regarding specific activities, for the HRC AV to deem it advantageous to establish or maintain a Sub-Committee for that activity.
3. Each Sub-Committee will consist of:
 - a) one Executive Committee member appointed by the Executive Committee, and
 - b) a minimum of two and a maximum of six financial members of the Association. Conditions may apply for eligibility to specific Sub-Committees.
4. The appointed Executive Committee member will act as the Chairperson at each meeting of the Sub-Committee. In their absence the Sub-Committee is required to appoint an acting Chairperson. The acting Chairperson is to be recorded in the minutes.
5. The Executive Committee will call for nominations, and select, from within the Executive Committee, the appointed Chairperson for each Sub-Committee annually, or as each position becomes vacant, whichever arises first.
6. Each Executive Committee Member is eligible to be a Member of one Sub-Committee only. However, all Executive Committee Members are welcome to attend meetings of any Sub-Committee as an observer, as are all Members of the HRC AV.
7. Each Sub-Committee shall conduct an Annual Meeting, at least one month prior to the HRC AV Annual General Meeting. The minutes of the Annual Meeting must be forwarded to the HRC AV and a written report regarding each Sub-Committees' activities during the year prepared for presentation at the Annual General Meeting.

8. All meetings held by each Sub-Committee must be open and advertised in the Association's newsletter whenever possible. It is recommended that all Sub-Committees hold alternate meetings at the HRCav Office.
9. Notwithstanding 8. above, certain topics may need to be discussed *in camera*. A motion for the Sub-Committee to proceed *in camera* may therefore be put prior to the discussion of or tabling of a sensitive issue. Upon which all non-Sub-Committee Members will be required to leave the room. They shall be invited to return once the issue has been dealt with.
10. All non-Chairperson members of Sub-Committees must stand down from their positions annually. Re-selection of all positions will occur every twelve months. This should be achieved by:
 - a) Calling for expressions of interest at the Sub-Committee's Annual Meeting, after informing those present of the responsibilities and commitment required of the position.
 - b) If the number of nominations is less than or equal to the maximum number of positions then all interested persons duly become members of the Sub-Committee.
 - c) If the number of nominations is greater than the maximum number of positions then all 'non appointed' Executive Committee members shall withdraw their nominations
 - d) If the remaining number of nominations is greater than the maximum number of positions, then the members present and voting at the Sub-Committee Annual Meeting shall select by vote those members who will sit on the Sub-Committee for the following year. If the membership of the Sub-Committee cannot be completely resolved by vote, the HRCav will select those members that will constitute the Sub-Committee.
 - e) If, after any Executive Committee member has withdrawn their nomination as per d) above, and not all positions on the Sub Committee have been filled, then the members present and voting at the Sub Committee Annual Meeting shall select by vote those Executive members to fill the remaining positions.
11. Any correspondence regarding amendment to the HRCav Rules or proposed new Rules must proceed through the Executive Committee as per General Rule 2.2. All submissions must clearly set out EVERY Rule affected throughout the Manual, not just the relevant discipline section.
12. The Executive Committee has final approval for expenditure expected to be incurred except where a Sub-Committee has an annual approved budget.
13. No Sub-Committee Member shall be paid for any work done, training days and/or examination days run except for approved out of pocket expenses incurred in relation to such days of that Sub-Committee.

14. Facilitators who set candidate exam papers for each HRC AV Sub Committee for Training and/or Refresher days will be exempt from refreshing for one refresher period and no more than two consecutive periods.
15. The Chairperson from each Sub-Committee must present a report, preferably written, to the Executive Committee Meeting after each Sub-Committee meeting. This should normally be forwarded to the HRC AV office at least one week prior to the Executive Committee Meeting to be distributed with the Agenda.
16. All Sub-Committees must supply the HRC AV office with copies of all minutes of meetings.
17. Disks (or hard copies if disks are not available) of all examination papers, training booklets, handbooks or any other produced documentation by the Sub-Committees for the benefit of the HRC AV Members must be sent to the HRC AV when the relevant papers are in their final form. Further upgrades or amendments must also be supplied to the HRC AV.
18. It is each Sub-Committee's responsibility to maintain accurate record keeping of issues related to the Sub-Committee. Specifically, up to date records of qualified Officials and their compliance to the Rules regarding retention of Official status.
19. Apart from these general Guidelines governing the conduct and nature of Sub-Committees, each Sub-Committee is subject to specific Guidelines as determined by the HRC AV.
20. In the event of any Sub-Committee not performing to the requirements of the HRC AV, as identified herein, the matter will be brought before the Executive Committee. The Executive Committee may resolve to remind any such Sub-Committees of their responsibilities in the first instance, or may choose to remove some/all incumbents and appoint different Members to the Sub-Committee or dissolve the Sub-Committee in keeping with 2 above.
21. If the Executive refers a complex issue to the Sub-Committees for review, the issue shall be presented to the Sub-Committees as a formal written discussion paper.
22. Sensitive issues shall be referred to the Executive Committee. The Sub Committee shall provide a report on the issue with recommendations and comment to assist the Executive Committee in determining the appropriate course of action.