

- 1. MGAI is an affiliate body of Horse Sport Ireland (HSI) which is the National Governing Body of Equestrian Sport Horse Sport in Ireland and abides by the codes of conduct of HSI.**

**MGAI is a member of the International Mounted Games Association (IMGA) and adheres to the IMGA rulebook for the playing of mounted games.**

**The aims and objectives of MGAI are to promote and develop the sport of Mounted Games in Ireland. To provide opportunities for members of all levels and abilities through coaching, training and competitions to partake, enjoy and develop their abilities in Mounted Games. These aims and objectives to be achieved in the spirit of fair play, sportsmanship and horsemanship**

## **2. Preliminary**

2.1 “AGM” means Annual General Meeting,

2.1.1 ‘In writing’ means written, printed or lithographed, or partly one partly another, and other modes of representing or producing words in a visible form. This does not include text but does include e-mail.

2.1.2 ‘EGM’ means Extraordinary General Meeting,

2.1.3 ‘General Committee’ means the General Committee of MGAI

2.1.4 ‘Officer’ means a member of the General Committee.

2.1.5 “Area Representative” is a member who has been selected by the members in an agreed geographical area to represent these members on the General Committee.

2.1.6 “Rider’s Representative” means a member who is a riding member of MGAI elected to represent MGAI riders by the riders.

2.1.7 “International Representative” means a member who has been elected to represent MGAI at International Mounted Games Association (IMGA) meetings.

### **3. Admission of Members**

3.1 Any person who wishes to become a member of MGAI does so by completing an online registration process. Part of the registration process includes acceptance of the members code of conduct. All members agree that correspondence by email or other instant messaging application from MGAI is a suitable form of communication, including that of AGM notice. Notice of AGM must also be uploaded to the MGAI website at least 21 days prior to proposed date of AGM. It is accepted that notice of the AGM, trial dates, posted on the MGAI Web page for a minimum of 21 days are considered as notification.

3.2 The application shall be accompanied by a registration fee as determined and advertised by MGAI.

3.3 The General Committee reserve the right to refuse admission to membership of any person.

#### **4. Rights of Members**

4.1 All members shall be entitled to all such information and advice with regard to the objects of MGAI as MGAI or any of its Officers may be able to supply.

4.2 No right or privilege of any member as such shall be transferable or transmissible, but all such rights and privileges shall cease upon the member ceasing to be such, whether by death, retirement, or otherwise.

4.3 Only members aged 18 years and over shall be entitled to a vote in the proceedings of MGAI

4.4 A member of MGAI who has been given honorary membership of MGAI shall be entitled to a vote in the proceedings of MGAI.

#### **5. Termination of Membership**

5.1 A member shall cease to be a member of MGAI if:

5.1.1 In the case of an individual he dies or becomes of unsound mind.

5.1.2 If the annual subscription, which falls due on 1 January in every year, payable by him to the MGAI is not paid within 5 months of it falling due.

5.2 The General Committee reserves the right to refuse to renew the membership of any member or to withdraw that membership.

#### **6. Retirement of Members**

6.1 Any member of MGAI wishing to retire shall signify that wish in writing to the Executive Officer and his name shall then be removed from the list of members and he shall cease to be a member as soon as his name has been removed from the list.

## **7. General Meetings.**

### **Annual General Meeting**

7.1 MGAI shall hold a general meeting each year as its AGM. This is in addition to any other meetings in that year. The notices calling that meeting shall specify the meeting as the AGM.

7.2 Not more than 15 months shall elapse between the date of one AGM and that of the next.

7.3 The AGM shall be held at such time and place as the General Committee shall appoint.

7.3.1 The notice for the AGM will be published on the MGAI website or other instant messaging application at least 21 days in advance.

7.3.2 All motions to be lodged with the secretary in writing at least 10 days prior to date of AGM.

7.3.3 Motions must be sent to all members in writing at least 7 days prior to date of AGM

7.3.4 Candidates, proposers and seconders shall be currently paid- up members.

7.3.5 Nominations for the position of Chairperson, Secretary or Treasurer (Executive officers of the Association) shall have a proposer and seconder and shall be forwarded to the Secretary at least 10 days prior to the A.G.M. Nominations for ordinary positions, which also shall have a proposer and seconder, can be made at any time prior to, or during, the A.G.M.

7.3.6 A list of nominees for the Executive Officer Positions - (Chairperson, Secretary or Treasurer) and nominees for ordinary positions (where known) shall be circulated to all currently paid-up members prior to the A.G.M.

7.3.7 To be eligible for position of Chair, the candidate should have served previously on the general committee.

7.3.8 All nominations must include the name and address of the proposer and seconder of the candidate together with the consent of the candidate to the nomination.

7.3.9 The proposer, seconder and candidate must be members of MGAI. In the event that there are no correct nominations for a position as an officer of MGAI nominations for that position will be called for from the floor of the meeting.

7.3.10 Unless an item appears on the agenda to be voted on at the AGM, a vote cannot be conducted. Voting to be undertaken by ballot

7.3.11 Membership fees shall be agreed annually by the A.G.M. on the basis of a recommendation from the Treasurer.

7.4 All general meetings other than AGMs shall be called EGMs.

7.5 The General Committee may, whenever it thinks fit, convene an EGM.

7.6 The General Committee shall, on a request made in writing by a majority of the members of the General Committee or by 20% or more paid up members (over 18 years), immediately proceed to convene an EGM.

7.7 If the General Committee does not proceed to convene a meeting within 21 days from the date of the request, those who requested the EGM or a majority of them may themselves convene a meeting.

7.8 Any request for an EGM made by a majority of the members of the General Committee or 20% of members (over 18 years), shall state the object of the meeting and the terms of any special or extraordinary resolution to be proposed at it.

7.81 The request must be in writing to the Chair and cc'd to the Secretary at least 7 days before every EGM specifying the place, day and time of meeting.

7.9 All the members entitled to attend and vote agree - if the meeting to be called is an AGM,

7.9.1 A majority of the members entitled to attend and vote agree if the meeting to be called is an EGM.

7.10 The accidental omission to give notice to, or the non-receipt of such notice by any member shall not invalidate the proceedings at any general meeting.

7.11 If the AGM is not held in the year to which it relates both members who were members in the year to which it relates and any members who have joined the MGAI since that year are entitled to a vote.

## **8. Proceedings at General Meetings**

8.1 All business at any meeting shall be deemed special, with the exception at the AGM of:

8.1.1 The consideration of the accounts and any documents annexed to them,

8.1.2 The report of the Chairperson

8.1.4 The reports of the Area Reps,

8.1.5 The report of the Treasurer,

8.1.6 The election of Officers in the place of those retiring, and the ratification of those officer positions selected pre AGM (Area reps, Riders rep)

8.2 No business shall be transacted at any meeting unless a quorum of not less than 20 % members plus the Chair, or standing Chair, is present at the commencement of that business.

8.3 If, within half an hour from the time appointed for the meeting, a quorum is not present, the meeting shall be cancelled.

8.4 The Chairperson or Vice Chair of the General Committee shall preside as Chairperson at every general meeting of MGAI.

8.5 If the Chairperson nor his Vice Chair is present at the time of holding a meeting the members present shall choose one of their number to be Chairperson of the meeting.

8.6 The Chairperson may, with the consent of the meeting, adjourn any meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

8.7 At any general meeting, unless a poll is demanded, a declaration by the Chairperson that a resolution has been carried or lost and an entry to that effect in the minute book of MGAI shall be conclusive evidence of the fact.

8.8 Any resolution put to the meeting will be decided by a show of hands unless a poll is demanded.



8.9 A poll may be demanded either before a show of hands or upon the declaration by the Chairperson of the result of the show of hands.

8.10 A poll may be demanded by:

8.10.1 The Chairperson of the meeting,

8.10.2 At least 3 members present

8.10.3 A poll demanded on the election of a Chairperson or on a question of adjournment shall be taken immediately.

8.11 Any other poll can be taken at such time as the Chairperson of the meeting directs (including at an adjourned meeting) but any other business of the meeting can be dealt with pending the taking of the poll.

8.12 The demand for a poll may be withdrawn.

8.13 In the case of an equality of votes either on a show of hands or a poll the Chairperson of the meeting shall be entitled to a casting vote.

## **9. Votes of Members**

9.1 Every member shall have one vote and no more, but members under the age of 18 on the day of the meeting are not entitled to vote

9.2 All votes must be given personally.

9.3 No member shall be entitled to vote at any general meeting if any money owing from him on any account to MGAI is overdue.

## 10. Election of the General Committee

10.1. The General Committee of MGAI shall consist of the Executives (namely the Chairperson, the Secretary and the Treasurer), Vice Chairperson, Area Reps, the Health and Safety officer (note also has responsibility for pony welfare), the Riders representative and the International Rep.

The Child Safeguarding Officer position is not an electable position but is selected by the committee. This is in accordance with H.S.I rules.

10.1.1 The Executive Committee positions are elected at an AGM, as are the Health and Safety Representative and the IMGA representative. The Area Reps are selected by the members in their **area at their annual meeting prior** to the AGM. The Riders Rep is selected by the Open rider members prior to the AGM. These positions are ratified at the AGM.

10.2. The Chairperson, Treasurer and Secretary (Executive positions) shall hold office for 3 years and at the end of their term of office must stand down for a minimum period of 1 year but can take up another position on the committee. However, it is good practice where possible that no more than 1 executive officer should be replaced at the AGM to aid succession and continuity. In a scenario of having more than one Executive officer stepping down at the same AGM as a result of the three year rule, at a committee meeting prior to AGM, a draw should take place with numbers 0, 1 and 2(if required) in a hat. Each of the executive officers will pull a number with the officer selecting 0 able to stand down at the following AGM after serving a three year term, officer selecting 1 asked to remain on for a further year and officer selecting 2 asked to stay on for a further 2 years. If any of the officers asked to extend their term are unable to do so, then the term of the new office holder elected in at the AGM, should be limited to 1 or two years to avoid a change of all executive officers at a subsequent AGM. The other Committee positions are held for a period of 2 years and are eligible for re-election.

These non-executive position holders that have fulfilled their term are eligible to put themselves forward for a further term of 2 years. If, however there are other nominations proposed for these positions a secret ballot is to be taken at the appropriate selection meeting. The maximum number of years any person can sit on the General Committee without a break is 6 years, but anyone can stand down, if they so wish, at any stage.

10.3 If a vacancy is caused by the resignation or disqualification of the Chairperson, Treasurer or Secretary a successor shall be chosen by a vote at an EGM with the replacement officer filling in for the remainder of the three year term of the original office holder.

10.4 Any casual vacancy may be filled by any member of MGAI appointed by members of the General Committee. Any Officer so appointed shall hold office only until and shall retire at the next following Annual General Meeting, but shall be eligible for election by the members as an Officer of MGAI

10.5 The General Committee may continue to act even though the number of its members is reduced by death, retirement or otherwise below 50% of the Committee

10.6 If at any time the number is reduced below 5 the continuing members of the General Committee shall act only for the purpose of filling vacancies until there are at least 50% of the members of the General Committee.

## **11. Powers of the General Committee**

11.1 The General Committee shall have control over all the affairs and property of MGAI and may prescribe, alter or cancel rules for the regulation of MGAI and shall exercise all such powers as it thinks fit except as otherwise provided by this Constitution.

11.2 The General Committee may co-opt as many additional members as are deemed necessary

11.3 A co-opted member shall hold office for one year and shall, at the end of their term of office be eligible to be co-opted again.

## **12. Disqualification of Officers**

An Officer must vacate his position if he/she:

12.1.1 Without the consent of MGAI in general meeting holds any office of profit in MGAI.

12.1.2 Becomes of unsound mind.

12.1.3 Resigns his office by notice in writing to MGAI.

12.1.4 Fails to become a member of MGAI within one month of his appointment.

12.1.5 Ceases to be a member of MGAI.

12.1.6 Is directly or indirectly interested in any contract with MGAI and fails to declare that interest.

### **13. Proceedings of the General Committee**

13.1 The General Committee may meet as often as they think fit but in any event not less than 7 times every year.

13.2 Any Officer or the Secretary at the request of any Officer may at any time summon a meeting of the General Committee by not less than 7 days' notice in writing to all the members of it.

13.3 The General Committee shall make minutes of its proceedings including:

13.3.1 The names of all Officers present at a meeting.

13.3.2 All resolutions made at a meeting.

13.3.3 The appointment of Officers made by the General Committee.

13.4 Questions arising at any meeting of the General Committee shall be decided by a majority of votes.

13.5 In the case of equality of votes the Chairperson shall have a casting vote.

13.6 The quorum necessary for the transaction of business shall be more than 50% plus the casting vote of the Chairperson or Vice or standing Chair.

13.7 All acts done by the General Committee shall be valid even if it is discovered later that there was a defect in the appointment of an Officer or that Officer was disqualified from acting.

13.8 A resolution in writing signed by all the Officers for the time being entitled to receive notice of a General Committee meeting shall be as valid and effectual as if it had been passed at a duly convened meeting of the General Committee.

## **14 Sub Committees / Standing Committees**

14.1 The General Committee may delegate any of its powers to a Sub- committee or a Standing committee.

14.2 A Sub-committee or Standing Committee must

14.2.1 Conform to any regulations imposed on it by the General Committee but in the absence of any specific regulations a sub-committee shall conduct its business in accordance with the regulations laid down for the conduct of the meetings of the General Committee.

14.2.2 Send copies of its minutes to the Secretary of MGAI within 7 days of holding a meeting.

## **15 Accounts**

15.1 The accounting records must be kept at a place or places the General Committee thinks fit. All records to be maintained by the for a minimum of 7 years.

15.2 The accounting records shall always be open to inspection by any Officer.

15.3 The General Committee should have sight of the accounting records to be presented to the AGM of the MGAI.

15.4 A Finance Subcommittee (if formed) must have full access to all items related to the financial transactions of the General committee.

## **16 Notices**

16.1 A notice may be served by MGAI on any Officer or member either personally by sending it through the post addressed to such Officer or member at his registered place address or by electronic means to his registered email address or other instant messaging application.

16.2 Any notice, if served by post, shall be deemed to have been served 24 hours after it is posted, and in proving such service it shall be sufficient to prove that the letter containing the notice was properly addressed, stamped and posted. Any notice sent by electronic means will be deemed to have been served 24 hours after it is sent by e-mail to the electronic address registered by a member or Officer

16.3 MGAI does not have to give notice of general meetings to any member who has failed to supply it an address for notices within the Republic of Ireland.

## **17. Alterations of Rules.**

17.1 The Constitution may only be altered, added to or rescinded by Special resolution passed at a General Meeting.

## **18. Cheques**

18.1 All cheques and other negotiable instruments shall be signed in such manner as the General Committee shall resolve from time to time. All cheques must have 2 agreed signatures, one of which is the Treasurer. All online banking must be accessible by 2 agreed persons, one of whom is the Treasurer. All online banking transactions by the Treasurer must be notified to the other named person contemporaneously.

## **19. Winding up**

19.1 MGAI shall be wound up voluntarily whenever a special resolution is passed that MGAI be wound up. The assets of the association to be transferred to a holding account and be kept intact in Horse Sport Ireland for a minimum period of 10 years.

*Document Approval*

Author	Date	Version	Change Reference	Committee Approval
Ted Creed	31 <sup>st</sup> Oct 2022	V1.0	Existing version taken and change control added	Existing Version
Ted Creed	15 Jan 2023	v2.0	Updated at EGM	