



**RIDING FOR THE DISABLED ASSOCIATION
OF TASMANIA INC.**

ABN 43 028 124 325

By-Law No. 03
Individual Membership

<u>Revision No.</u>	<u>Revision Date</u>	<u>Purpose</u>	<u>Status</u>
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The Riding for the Disabled Association (Association or RDAT) is a not-for-profit organisation incorporated in the state of Tasmania. RDAT is the peak body for the administration of the Sport of riding for persons with disabilities in Tasmania and is a member of the Riding for the Disabled Association of Australia (RDAA).

The purposes and objects of the Association are stipulated in the Constitution and are administered by a Board, consisting of Directors and a State Executive Officer (SEO or Executive Officer).

This By-Law is deemed to be consistent with the Association's Constitution (as amended from time to time). Interpretations of By-Laws are solely the responsibility of the Directors and when in force, they are binding on all Members and applications for membership and have the same effect as a provision in the Constitution.

RDAT's Board is committed to promoting best practice in the governance and management of the Association.

1 PURPOSE

Pursuant to clauses 6.2, 6.6(f), 6.9, 7.1 and 24 of RDAT's Constitution, this By-Law relates to the criteria applicants are required to meet, the review and evaluation process and the effect of membership for individual persons, as defined in RDAT's Constitution, which means a person who is either:

- (a) a registered financial member of the Association; or
- (b) a registered person (financial or unfinancial) of a Centre, who is involved in any Sport activity conducted by or under the auspices of the Association and / or a Centre;
- (c) who is admitted to the Association under clause 6.2 and complies with clause 6.6 and in doing so, becomes a Member of RDAA.

The purpose of this document is to only consider applications from individuals that are received directly by RDAT. For the avoidance of doubt, the Board shall not consider, nor decide upon, applications from individuals that are submitted to and received by a Centre.

Notes

An individual that is recognised, affiliated, accredited or Registered with or by a Centre, will upon Registration become an Individual Member of RDAT and RDAA, and be subject to the provisions of their respective constitutions and by-laws.

The Executive Officer of RDAT shall maintain a Membership Record of all Individual Members, irrespective of whether they joined directly with RDAT or with a Centre.

2 APPLICATION FOR MEMBERSHIP

2.1 Submissions for Membership

- (a) Each application for membership must be received using the "RDA Tas Volunteer Registration" form. This form is also used for updating an existing Member's information.
- (b) The following documents are required to be submitted to RDAT's Executive Officer for preliminary review, which may include, but not limited to a copy of the applicant's:
 - (i) duly completed membership application form, which includes confirmation to abide by RDAT's Constitution and By-Laws;
 - (ii) a copy of the registration for Working with Vulnerable People (if one exists);
 - (iii) a copy of the National Police Certificate (if one exists);

- (iv) a copy of the applicant's driver's licence (if intending to tow an RDA float or trailer or drive an RDA vehicle);
- (v) payment of the application fee, as decided by the Board in accordance with clause 9.1 of RDA's constitution.
- (c) Additional supporting documents that may be required by the Board, could include:
 - (i) a copy of a Centre's records approving the applicant as an Individual Member of their Centre; and
 - (ii) other documents as deemed necessary by RDA.

2.2 Incomplete Applications

- (a) Submissions for membership that are received not using the Application Form, shall not be presented to the Board. In such cases, the Executive Officer shall communicate with applicants and provide them with the Application Form for completion and submission.
- (b) Where applications are received using the Application Form, but are incomplete, or require clarification, or further information as set out in item 2.1(c), the Executive Officer shall communicate with the applicants requesting the information or clarification. After all information has been completed and received by the Executive Officer, the applications with all documents shall be forwarded to the Board for their consideration at the next Board Meeting.

3 BOARD EVALUATION

- (a) Every application received by RDA for membership as an Individual Member shall be treated by the Board on its merits and without discrimination of any form.
- (b) The Board may in their discretion refuse to accept a person as an Individual Member and shall not be required or compelled to provide any reason for such rejection.
- (c) Subject to acceptance by the Board, an individual that is recognised, affiliated, accredited or Registered by or with a Centre or the Association, will upon Registration, become an Individual Member of the Association and is subject to the provisions of the Association's Constitution.
- (d) The Board shall consider each application at the Board Meeting immediately following receipt of applications that have been forwarded to them.
- (e) The Board shall review and consider all the documents pertaining to each application and make known to the Executive Officer any matter that may require further details or information, in advance of the Board Meeting at which the application is planned to be considered. Additional information shall be obtained by the Executive Officer as per item 2.2 herein.
- (f) Each Director on the Board shall cast a vote in favour of or against each application during the Board Meeting, whether in person or by electronic confirmation in their absence at the meeting.
- (g) A majority decision of the Directors is required to decide the outcome, however in the event of a tied vote, the decision shall be deemed to be in the negative, which shall be recorded in the minutes of the meeting.
- (h) The Executive Officer shall notify applicants of the Board's decision within fourteen (14) after the Board Meeting in which applications are decided.

4 EFFECT OF MEMBERSHIP

Once approved by the Board, membership as an Individual Member with RDA is accompanied with the following rights and responsibilities.

- (a) Individual Members acknowledge and agree to comply with:

- (i) RDAT's Constitution and By-Laws, which constitute a contract between Individual Members and RDAT;
 - (ii) the requirements of any determinations, resolutions or policies which may be made or passed by RDAT's Board or any duly authorised committee;
 - (iii) the mutual and collective benefit of the Association, its Members and the Sport (being, all activities related to riding for the disabled association or the sport of riding for persons with disabilities as recognised by Sports Australia).
- (b) Individual Members, who are financial members of a Centre or the Association, shall have the right to attend, but not debate nor vote at RDAT's General Meetings (Annual General Meeting & Special General Meetings).
- (c) Individual Members, who are unfinancial members of a Centre or the Association, shall have the right to attend RDAT's General Meetings, but do not have the right to debate nor vote at General Meetings.
- (d) Individual Members, who are financial members of a Centre, shall have voting rights at general meetings at the Centre of which they are a Member.
- (e) Individual Members, who are financial members of a Centre and who are:
- (i) under eighteen (18) years; and
 - (ii) over eighteen (18) years, but not deemed to be mentally competent adults;
- shall be entitled to have one (1) vote on their behalf at general meetings at the Centre of which they are a Member, cast by their parent or legal guardian.
- (f) Individual Members, who are unfinancial members of a Centre, shall not have voting rights at general meetings at the Centre, of which they are a Member.
- (g) Every registered Individual Member of a Centre and the Association shall be covered by the group insurance policies taken out by RDAA, but only after:
- (i) RDAT has approved applications submitted directly to the Association;
 - (ii) RDAT has received applications, submitted to a Centre and the Centre has forwarded it to RDAT.
- (h) Insurance cover will not be effective unless item 4(g) herein has been complied with and approved by the Board of RDAT.

5 TERMINATION OF MEMBERSHIP

5.1 Remaining a Member

To remain as an Individual Member, each Individual Member must:

- (a) renew their membership, affiliation, accreditation or Registration with their Centre or the Association at the start of each calendar year;
- (b) otherwise remain a member, affiliated, accredited or Registered with their Centre or the Association in accordance with the procedures applicable from time to time; and
- (c) pay such fees as may be prescribed by their respective Centre or the Association in respect of their membership, affiliation, accreditation or Registration.

5.2 Cessation

Pursuant to clause 7 of the Association's Constitution, an Individual Member ceases to be a Member of the Association on:

- (a) resignation;
- (b) death;
- (c) the termination of their Membership;
- (d) if a body corporate, being dissolved or otherwise ceasing to exist; or
- (e) no longer meeting the requirements for Membership.

5.3 Resignation

For the purposes of clause 5.2(a) herein, an Individual member who has paid all monies due and has no other liability, may resign as a member of the Association by giving written notice to the Board with immediate effect.

5.4 Forfeiture of Rights

An Individual Member that ceases to be a Member shall forfeit all right in and claim upon the Association or the Directors for damages or otherwise or claims upon its property including the Intellectual Property. Any Association documents, records or other property in the possession, custody or control of an Individual Member shall be returned to the Association immediately.

5.5 Membership May be Reinstated

Membership which has lapsed, been withdrawn or terminated pursuant to the Association's Constitution and / or this By-Law, may be reinstated at the discretion of the Board, on application in accordance with this By-Law and otherwise on such conditions as the Board sees fit.

5.6 Cessation of Membership

Where a Centre ceases to be a Member in accordance with the Association's Constitution, this By-Law or the Act, each Individual Member of the Centre continues to be a Member of RDAT and RDAA to the extent (if any) and for such time (if any) as is determined in the sole discretion of RDAT's Board.