



SYDNEY DRESSAGE INC.

70 New Road, Werombi, NSW, 2570

Email: [secretary@sydneydressage.com.au](mailto:secretary@sydneydressage.com.au)

## **CALL FOR NOMINATIONS FOR ELECTED DIRECTORS**

Nominations must be made by returning a completed nomination form to the Secretary of Sydney Dressage Inc. by no later than 9pm on 21<sup>st</sup> June 2022. Nominations received after this date cannot be considered [Clause 17 – Sydney Dressage Inc 2018 Constitution].

The nomination form must be delivered to Sydney Dressage Inc. in any one of the following ways:

- By mail to: 70 New Road, Werombi, NSW, 2570; or
- By email to: [secretary@sydneydressage.com.au](mailto:secretary@sydneydressage.com.au)

### **IMPORTANT INFORMATION:**

- Candidates are invited to fill available positions from suitable qualified and experienced people
- The term is two (2) years
- Sydney Dressage Inc 2018 Constitution Clause 17 “Election of Committee Members”:
  - 1) Nominations of candidates for election as office-bearers of the association or as ordinary committee members:
    - a. must be made in writing, signed by 2 members of the association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
    - b. must be delivered to the secretary of the association at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
  - 2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
  - 3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
  - 4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
  - 5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
  - 6) The ballot for the election of office-bearers and ordinary committee members of the committee is to be conducted at the annual general meeting in any usual and proper manner that the committee directs.



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- 7) A person nominated as a candidate for election as an office-bearer or as an ordinary committee member of the association must be a member of the association.
- 8) A person newly elected to the committee will have a six month probationary period. If during that six month period the permanent members of the committee believe the probationary committee member is not suitable to continue as a committee member, or the committee member is not fulfilling the obligations expected of a committee member, by a majority vote of the permanent members of the committee, that persons membership of the committee can be revoked and the position declared vacant.

## NOMINEE DETAILS

First Name(s):	Surname:
Postal address:	
Phone number (mobile or landline):	
Email address:	
Qualifications/skills relevant to the position:	



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Qualifications/skills relevant to the position (continued):

**NOMINATED BY:**

Member No. 1

First Name(s):	Surname:
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Signature:  
 Date:

Member No. 2

First Name(s):	<u>S</u> urname:
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Signature:  
 Date:

Nominations must be signed by two individual Members [Clause 17.1(a) – Sydney Dressage Inc 2018 Constitution]

**DECLARATION & CERTIFICATION.**

I, \_\_\_\_\_<sup>1</sup> have read the position description for Director (elected) for the SDI committee [Annexure 1] and understand the requirements of the position, the commitment in time and the contribution I will be required to make.

I also confirm I have relevant skills and qualifications to execute the position, in the best interests of the Club and its members.

I certify that I am willing to accept the nomination for this position.

I declare I currently hold another position with the sporting organisation \_\_\_\_\_<sup>2</sup> the name of the position held is \_\_\_\_\_<sup>3</sup>.

{Cross out this paragraph if not applicable}.

Nominees' signature:

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- <sup>1</sup> Full name of the nominee  
<sup>2</sup> Insert the name of the sporting organisation  
<sup>3</sup> Insert the name of the position held

This signed Nomination Form for persons seeking nomination, must be received by the Secretary of Sydney Dressage Inc., either by email, or by post **no later than 21 June 2022**. Nominations received after this date cannot be considered. [Clause 17.1(b) – Sydney Dressage Inc, 2018 Constitution].

## ANNEXURE 1 SYDNEY DRESSAGE ORDINARY COMMITTEE MEMBER OBLIGATIONS AND RESPONSIBILITIES.

1. Enhance the public image of Sydney Dressage Inc. (“the Club”) and represent the organisation in a positive and supportive manner at all times.
2. Develop a working knowledge of the Club’s constitution dated June 2018, the Associations Incorporation Act 2009, and the Associations Incorporation Regulation 2016 only as far as it relates to the running of the Club).
3. Uphold all the Objects of the Club as described in the constitution.
4. Understand and abide by meeting procedures and protocols. This includes the following ground rules:
  - Being well prepared for meetings.



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- Respecting different points of view held by other Committee Members.
  - Present and argue ideas based on a position not personality.
  - Actively participate and come prepared to work on Club business, sharing your ideas/insights/knowledge and experience with the Committee.
  - During the course of the meeting allow the person who is recognized by the Chairperson to speak uninterrupted.
  - Respect other people's ideas and be open to new and different approaches.
  - Avoid engaging in side discussions. Address the group directly as your comment(s) may just clarify a point or progress the discussion in a positive way.
  - Be ready to start the meeting on time and allow the Chairperson to manage the meeting so that it ends in a reasonable time.
  - Committee Members who do not make a reasonable attempt to adhere to these ground rules may be excused from the meeting at the request of the Chairperson.
  - In order to create a casual vacancy under clause 16 of the Constitution, a Committee Member shall resign when they can no longer carry out the responsibilities and obligations outlined in Annexure 1.
  - Electronic communication formats may be utilised by the Committee, as determined by the President.
5. In conjunction with other Committee Members, actively participate in the following activities:
- Develop and revise Club policies and rules.
  - Engage in special projects that further the Objectives of the Club.
  - Make an equitable contribution to assist in organising the Club competition days and special events (e.g. clinics, protocol days). Be available to assist at a minimum of 3 out of 4 dressage competitions.
  - Attend Committee meetings.
6. Uphold, apply, and maintain obligations concerning:
- The confidentiality of Club records and content of Committee meetings.



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- Statutory obligations under sections 31-33 of the Associations Incorporation Act 2009.

### 31 Disclosure of interests

If:

- a) a committee member has a direct or indirect interest in a matter being considered or about to be considered at a committee meeting, and
- b) the interest appears to raise a conflict with the proper performance of the committee member's duties in relation to the consideration of the matter, the committee member must, as soon as possible after the relevant facts have come to the committee member's knowledge, disclose the nature of the interest at a committee meeting. Maximum penalty: 60 penalty units.

### 32 Dishonest use of information

A committee member or former committee member of an association who uses information obtained as a committee member dishonestly with the intention directly or indirectly of:

- a) gaining an advantage for himself or herself or for any other person, or
- (b) causing detriment to the association, is guilty of an offence.

Maximum penalty: 240 penalty units or imprisonment for 2 years, or both.

### 33 Dishonest use of position

A committee member of an association who uses his or her position as a committee member dishonestly with the intention of directly or indirectly:

- a) gaining an advantage for himself or herself or for any other person, or
- b) causing detriment to the association, is guilty of an offence.

Maximum penalty: 240 penalty units or imprisonment for 2 years, or both.