



**THE ASSOCIATION
OF FELLOWS AND INSTRUCTORS
OF THE BRITISH HORSE SOCIETY**

CONSTITUTION

1. The Association

The Association shall be known as “The Association of Fellows and Instructors of the British Horse Society”. It shall be open to all members of the British Horse Society who have passed the Society’s examinations or assessments at BHS Fellowship, BHSI, or Performance Coach BHSI.

2. Aims

The aims of the Association are:

- a. To promote the sport of equestrianism in an inclusive and friendly environment
- b. To promote the highest professional standards amongst members
- c. To organise both Continuing Professional Development (CPD) and social events at which members can meet each other and share best practice.
- d. To ensure that the views of the members are represented to the British Horse Society and other relevant equestrian bodies for future development of the sport

3. Membership

- a. All members shall have passed the British Horse Society’s examinations or assessments at BHS Fellowship, BHSI or Performance Coach BHSI level, and have paid such annual membership subscription as is determined by the Association.
- b. International Equivalency Membership (*Wording depending on outcome of current IGEQ discussions with BHS*)

- c. All members will be subject to the regulations of this Constitution and by joining the Association will be deemed to accept the Membership Agreement.

4. Committee

a. Composition

The Association shall be administered by a Committee of ideally 9 elected members. Total numbers on the Committee should not be fewer than 7, or more than 11, at any one time, and at least 3 will be Fellows and at least 4 BHSI /Performance Coach BHSI. All will be elected by the full Membership of the Association at the AGM.

b. Election

Each member of the Committee shall be elected at an Annual General Meeting for a period of 3 years (subject to termination by resignation or otherwise). All members of the Committee may offer themselves for re-election for up to 2 further periods of 3 years, ie each Committee member could theoretically serve for a maximum of 9 years. Thereafter there should be a break of at least one year before offering themselves again for election.

c. Executive Officers

The Executive Officers of the Association shall consist of the Chair, the Vice-Chair, the Honorary Secretary, the Honorary Treasurer, and (where need exists for separate person for this role) the Membership Secretary. These Officers will be elected by the other members of the Committee, and will serve in their roles for a period of 3 years.

d. Hon Secretary Role

The Hon Secretary role will serve the Committee on a permanent basis to ensure continuity to the Committee. The incumbent, who will themselves be a full member of the F&I, will be confirmed every three years at the AGM by the membership, and continue as long as they are able and willing and both the Committee and the membership are in agreement.

e. Sub Committee

The Executive Committee may appoint a Sub-Committee or Working Party to work on a particular project for the continuing development of the Association. Findings and reports will be shared with the full Committee for consideration.

f. Vacancies

Should vacancies occur on the Committee during the year, the Committee have the power to co-opt from the Membership in order to fill the vacancy. However those co-opted members will not be able to vote on decisions made in Committee whilst still only co-opted and should be voted onto the full Committee in the usual way at the subsequent AGM.

g. Quorum

A quorum for any meeting of the full Committee or for any Executive Committee or sub-committee to make decisions shall be half of its appointed (voting) membership plus one.

5. Committee Responsibilities

- a. To appoint Executive Officers in order to facilitate the day to day business of the Association.
- b. To co-opt from the membership in order to either fill a vacancy on the Committee or to add specific expertise.
- c. To appoint Regional Representatives, after consultation with the members living in that region, who can organise or assist with organising events in their region.
- d. To hold Committee meetings at suitable intervals throughout the year. Meetings in person, or meetings wholly or partially via telephone or any other form of conference or video call shall all be acceptable forms of attendance at a meeting. Full minutes of all Committee meetings shall be distributed to all Committee members then archived following each meeting.
- e. To require the resignation or to terminate the membership of any member for any conduct which in the opinion of the Committee is in any way detrimental to the interests, reputation or well-being of the Association, the British Horse Society, or the horse world in general.

2. Annual General Meeting

1. AGM

An Annual General Meeting (AGM) shall be held, ideally in January each year, preferably at the Annual Course. The aims of the AGM are:

- a. To receive the Report of the previous year's activities from the current Chair and/or Vice-Chair of the Association.
- b. To receive the Accounts setting out the financial position of the Association as at 31 December the previous year, from the Hon Treasurer.
- c. To elect the members of the full Committee for the following year as vacancies arise.
- d. To conduct any other relevant business.

6.2 Committee Nominations

- a. Forthcoming vacancies will be notified to the membership.
- b. Nominations for vacancies should be received by the Chair and Hon Secretary no later than two months before the AGM.
- c. Whereby nominations exceed availability, a simple majority of those members present at the AGM shall decide between the candidates.

6.3 Voting at the AGM

- a. Any decisions requiring a membership vote will be decided by a simple majority decision of those members of the Association present at the AGM.
- b. Where feasible, members unable to attend in person may have opportunity to vote by proxy, through an Executive Officer of the Association.

7. Extraordinary General Meeting

- a. An Extraordinary General Meeting (EGM) of the whole membership may also be called for any other purpose, or in any other circumstance that the Chair and/or Committee consider merit such a meeting.
- b. In the event of a Vote of No Confidence in the Committee as a whole, by a majority of the membership, the Committee shall be required to stand down in total and a new Committee elected from amongst the membership. An Extraordinary General Meeting shall then be called for this purpose. In the three years following the initial election of a new Committee, one-third of the Committee will stand down each year, in order to initiate the 3-year renewal cycle described above.

8. Finances

a. Subscriptions

The main income of the Association shall be from the members' annual subscriptions. These will be collected promptly annually by the Treasurer and records kept of the membership numbers. All member and financial information shall be kept securely in accordance with current regulations.

b. Control and Access

The full Committee shall have control of the funds and property of the Association. Funds shall be held in an interest-bearing account where possible, together with a current account for day-to-day transactions. These accounts, and any cheque book, paying-in book, or electronic payment/transfer facility, shall be administered by the Hon Treasurer through whatever means is practical, including making use of electronic banking where appropriate. The Hon Secretary or another Executive Officer/Committee member will have access to the bank account in order to be able to continue the work of the Treasurer in the case of absence for any reason.

c. Reporting

Copies of regular financial statements containing a record of transactions from all relevant accounts should be shared with the other Executive Officers of the Association quarterly and copies made available for scrutiny at Committee meetings as required.

The accounts (balance sheet as at 31 December each year, and the income and expenditure account for the year to 31 December) shall be presented to the Full Committee prior to the Annual General Meeting and a summary of major events and transactions or investments for the preceding year will be available. Members will have opportunity to read the accounts and raise any questions they may have.

d. Auditing

These accounts will be audited by a suitably qualified third party before submission to the members.

e. **Liquidation of funds**

In the event of the winding-up of the Association for any reason whatsoever, any surplus funds shall be donated to the British Horse Society for the purpose of Education and Training.

9. The Association's Awards

The Association is proud to be able to present the following Annual Awards to its members:

The Pat Smallwood Award

This Trophy, originally presented by Miss Pat Smallwood FBHS and uniquely sculpted by Mrs Jo Knowles FBHS, is for a member who has demonstrated special contribution to the work of the Association.

The Tom Searle Award

This is presented to an up-and-coming member of the Association who shows all the elements of being supportive, involved and inspirational within the Association.

The Achievement Award

This is awarded to the member who has shown outstanding determination and commitment, and achievement, in their chosen path.

The Queen Elizabeth II Award

This is awarded to the member who has shown outstanding dedication to the wider equine industry, as recognised by F&I.

Recipients of these Annual Awards are determined by the Committee each year.

10. Changes to the Constitution

- a. Notice of any proposal to alter this Constitution, together with the terms of such proposal for alteration, shall be given in writing to the Hon Secretary three calendar months before the AGM so that the proposal can be put to the Full Committee and then to the membership to be voted on at the AGM.
- b. No alteration or addition to this Constitution shall be made except by a simple majority of votes at the AGM.

11. Disputes

In the event of any dispute regarding the interpretation of this Constitution or any question on matters not therein provided for, the full Committee's decision shall be final and binding.

Revised by the Committee during 2023, for approval at the AGM January 2024.