



## **BY-LAW FOR THE ADMINISTRATION OF THE NATIONAL EQUESTRIAN CENTRES**

### **A. Preamble**

Equestrian Sports New Zealand (ESNZ) maintains two National Equestrian Centres (NECs) at Taupo and McLean's Island, Christchurch on land leased from the Department of Conservation and Environment Canterbury respectively.

### **B. Purpose**

The NECs have been established for the benefit of all members of ESNZ. The NECs are to be developed with the purpose of enhancing the experience of ESNZ members. The NECs must be available to ESNZ for any activity that may be required if not pre-booked, whether training or competitions.

### **C. Names**

The Centres will be known as the "National Equestrian Centre, Taupo", and the "National Equestrian Centre, Christchurch".

Any change to the name of a Centre, including the inclusion of a sponsor's name, requires the approval of the ESNZ Board.

### **D. Goal**

To develop both NECs into international standard training and competition venues.

### **E. Administration**

Each NEC will be administered by a committee elected annually at the July meeting of the ESNZ Board including representatives appointed by the Disciplines of ESNZ as confirmed by the ESNZ Board.

Each Committee will be accountable to the Board of ESNZ through the ESNZ Chief Executive.

## **F. Committee Appointment and Election Procedure**

### **1. Elections**

The ESNZ Board will, at its July meeting, for each Centre:

- Appoint a Convenor, following a process determined annually by ESNZ's Appointments & Remuneration Committee.
- Confirm one appointee from each discipline of ESNZ following nominations received from the Annual General Meeting of each discipline.
- Confirm the appointment of up to three further members, nominated by each Centre Committee.
- The Committee members listed above shall have voting rights; the Convenor will have a casting vote as well as deliberative vote.

### **2. Appointments**

- The ESNZ President, Chief Executive and Convenor of the other Centre Committee, or their appointees, shall be ex-officio members.
- Each Committee may co-opt any person to the committee for any specific purpose; co-option should be for a one year term with the right to renew the co-option as required. The Committee may determine voting rights for any co-opted person.
- The Committee should appoint one of its members as the Treasurer of that Centre.

## **G. Responsibilities**

1. At all times, each Committee will be responsible to ESNZ and will furnish a full set of accounts to the National Office annually to be published with the ESNZ annual accounts. Each Committee will, in addition, supply financial statements for each ESNZ Board meeting.
2. Each Committee will be responsible for supplying a full set of Minutes of each of its meetings for consideration by the ESNZ Board.
3. Each Committee will make every endeavour to promote the use of the Centres at all times and to develop them as they see fit within the realms of their finances.
4. The committee shall prepare a management plan for the development and operation of the Centre. The committee's management plan shall be approved by ESNZ.
5. The Committee shall operate to delegated financial authority as agreed by the ESNZ Board from time to time.
6. The committee may, with the express approval of the ESNZ Board, raise loans for any precise development – the servicing of such loan will be the responsibility of the said committee.
7. Hire the Centre's facilities to any organisation as they see fit and set all the relevant charges (including any variation from published rates), noting that charges to the ESNZ disciplines should be at a lesser rate than external organisations.

8. The Committee may employ whatever staff are required to facilitate the efficient and effective management of the Centres, with the agreement of the ESNZ CEO. Such staff will not be members of the Committee.
9. The Committee may engage whatever volunteers are required to facilitate the efficient and effective management of the Centres. Such volunteers will not be members of the Committee unless specifically appointed or co-opted by the Committee.
10. The NEC Committees are responsible to the ESNZ Board for identifying any material risks or threats that may undermine the performance and role of each Centre.
11. Provide, at each Centre's expense, appropriate property and liability insurance to cover all assets and facilities.

***Final Version – confirmed by the ESNZ Board on 27 May 2009***