



**RIDING FOR DISABLED
ASSOCIATION OF QUEENSLAND INC.**

By-Laws

As at 23rd February 2014

RIDING FOR DISABLED ASSOCIATION OF QUEENSLAND INC.

BY-LAWS

1. RDAQ, as a Member State of RDAA, recognises and agrees to comply with, the RDAA Constitution, Policies and Procedures. Adjustments at State level are applied according to State legislation.
2. Membership of this Association (in accordance with the Constitution) is made up of:
 - **BODY MEMBERS** - RDA Groups who meet all the criteria of body membership.
(Body Members are eligible to nominate one voting delegate to represent them at all General Meetings of the Association)
 - **FULL ORDINARY MEMBERS (Voting)** - Individuals not less than eighteen years who have paid the annual full membership subscription (refer to RDAQ Model Rules for conditions of Membership).
 - **ASSOCIATE MEMBERS (Non-voting)** - Individuals not less than eighteen years who have paid the annual associate membership subscription (refer to RDAQ Model Rules for conditions of Membership).
 - **HONORARY LIFE MEMBERS** – An Individual who has provided distinguished service to RDAQ. Honorary Life Membership is the highest honour that can be bestowed for longstanding and valued service to RDAQ.
 - **NON AFFILIATED COMPETITOR MEMBER** – Riders, drivers or vaulters who are not riding, driving or vaulting with an RDA Group but wish to compete in RDAQ events. This class of membership to have one vote at all General and Annual General Meetings.
3. The criteria of Body Membership of the Association are as follows:
 - (a) The RDA Group shall complete in full the Body Membership Renewal Form annually along with
 - (i) a copy of the minutes of the centre's most recent AGM
 - (ii) a copy of the most recent audited financial report and return them to the RDAQ State Office by the due date.
 - (b) The RDA Group should be incorporated under the "Associations Incorporation Act" with the Queensland Department of Justice to protect the members.
 - (c) The RDA Group should be sanctioned under the "Collections Act" with the Queensland Department of Justice to allow appeals for financial assistance.
 - (d) The RDA Group should be ratified as a charitable organisation in order to achieve Gift Recipient status.
 - (e) The RDA Group should obtain medical consent for each rider prior to commencing riding to comply with insurance conditions. The rider's personal

consent in writing (or parental consent if the rider is under eighteen years of age) is also required and forms recommended by RDAA should be used.

- (f) The RDA Group should maintain records (information forms for all riders, attendance rolls) and once a year should complete the Annual Survey form and return it to the RDAQ State Office.
- (g) The RDA Group should maintain a daily register of all volunteers (coaches, visitors, riders, helpers and others) so as to comply with insurance conditions.
- (h) The RDA Group should complete an RDAA Accident and Injury Report for all accidents that occur to riders, helpers, coaches and others.
 - Original copy to RDAA
 - Duplicate copy to State Office
 - Triplicate copy retained in Group records.

A report of all incidents should be kept within the Group and a copy forwarded to State Office.

- (i) The RDA Group should have an accredited RDA Level One or Level 2 Coach in charge of all riding sessions.

Existing Groups who find themselves without the services of an accredited RDA Coach should advise the State Office for the purpose of insurance cover and will be reduced to Provisional Body status. They are required to have a coach obtain the minimum qualification within six months.

- (j) The RDA Group should have someone with a current First-Aid Certificate present during all RDA activities i.e. riding/vaulting/driving sessions; volunteer training sessions; horse training and handling; working bees and RDA events.
- (k) The RDA Group should offer training to volunteers and ensure they have access to training resources developed by RDA (Video, Volunteer Information Booklet). Contact RDAQ for these.
- (l) The RDA Group should have a Risk Management Policy in place as per the RDAQ Operations Manual.
- (m) Finally the RDA Group will be available for periodic inspections by RDAQ representatives (i.e. facilities, horses, equipment, risk management and administration processes).
- (n) Each centre is required to apply to RDAQ for an Assessor when a training coach is presenting for accreditation. An assessor will be appointed by the RDAQ Board of Management in consultation with the Coach Coordinator.
- (o) Any Centre that at the time for whatever reason/s chooses to disaffiliate from RDA Queensland/ RDA Australia; or as a direct injunction from the State or National Organisation; must immediately relinquish its right to the use of the Intellectual Property of Riding for the Disabled Association Queensland/ Riding for the Disabled Association Australia.; i.e. Logo and Name.; both in the written/printed form or signage form.

- (p) All new and established RDAQ affiliated centres will be permitted once registered as an affiliated Body Member of RDAQ/RDA Australia, to borrow the RDA Brand, Logo and Intellectual Property for the period of affiliation with RDAQ/RDA Australia. If for any reason whatsoever the centre dis-affiliates from the State/National bodies, then the facility relinquishes immediately, the privilege of use of the RDA Brand, Logo and Intellectual Property
4. Membership fees are as determined by the RDAQ Board of Management as deemed necessary.
All annual membership fees fall due on 31st December. New members accepted after 30th September will be considered financial to 31st December of the following year.
 5. That all Members of RDAQ and its member Groups should accept their duty to declare any conflict of interest in any subject under discussion and therefore decline to cast a vote on that relevant matter.
 6. That any major motions to be considered at a General Meeting or Annual General Meeting of the Association, will have to be provided to the State Office in time to allow prior consideration by the membership i.e. 2 months prior to the meeting.
 7. In the event of a complaint on any aspect of functioning of an RDA Group in Queensland:
 - The person should be referred initially to the Board of Management of that particular Group.
 - If dissatisfied with the response the person should be requested to provide a written report on the issue to the RDAQ State Office.
 - Only formal complaints, addressed to the RDAQ Board of Management in writing will be considered.
 8. To ensure the safety of riders:
 - People actively involved in RDA must not consume alcohol or illicit drugs prior to or during any riding session. All activities must adhere to the RDAQ Centre Operations Manual and the Coaches Code of Conduct Manual.
 - It is preferable that no dog be allowed on RDA grounds. If a dog is taken on to the grounds, it must be kept away from the riding activities and must be kept under control and on a leash at all times.
 9. That the size of the Board of Management be limited to a Committee of no more than nine.
 10. Board Members who miss 3 Board Meetings in a row will be voluntarily dismissed unless there are extenuating circumstances.
 11. In line with the RDAA Constitution, appointment of Board Members is excluded for:
 - Employees of RDAQ
 - Office Holders of Member centres
 - Past CEO's who have held the position within 3 years

- 12.** The Board of Management of this Association has the power to co-opt other people to the Committee if this seems appropriate.
- 13.** In accordance with the constitution the Board of management will appoint sub-committees as required.
- 14.** Patrons of the Association may be elected at any General Meeting and will hold office until the next meeting at which office bearers are elected. Patrons will be eligible for re-election.
- 15.** Establishing New RDA Centres: In the event of a Group or Individual wishing to establish a new RDA centre in Queensland it must:
 - Be outside of a 15km radius from an existing RDA centreOr
 - If it is within the 15km radius, apply to the RDAQ Board of Management for special consideration and be able to show collaboration with all significant stakeholders.
- 16.** RDA Queensland will annually apply to each RDA Queensland affiliated centre to become a member of the Centre and pay the required fee of each centre as approved on member application by that Centre Committee.

Riding for Disabled Association of Queensland Inc.
PO Box 529
BURPENGARY QLD 4505
Telephone: (07) 3888 5277
Email: admin@rdaq.org.au