

SOUTH AFRICAN NATIONAL EQUESTRIAN FEDERATION



CONSTITUTION

(Approved at a General Meeting of the Federation held on 30 June 2007 and revised on 28 June 2008 and 5 October 2009)

1. PREAMBLE

1.1 The Federation is affiliated to the Federation Equestre Internationale (FEI) and holds the status of a National Federation under the FEI Statutes with jurisdiction in the Republic.

1.2 The prime responsibility of the Federation is to ensure that the statutes, regulations, rules and policies of the FEI are observed at all times, that the interests of the horse are paramount in equestrian sport and that equestrian sport is developed in the Republic.

1.3 This constitution contains rules to provide for local conditions in the Republic and these rules may be added to or amended as necessity arises. These rules are supplementary to and in no way conflict with FEI rules and, in cases of dispute, the relevant FEI rules will apply.

1.4 The Federation exists in its own right, separately from its members and will continue to exist even when its membership changes and/or there are different office bearers

2. NAME

The name of the federation is the South African National Equestrian Federation (SANEF).

3. DEFINITIONS

Throughout these rules the following definitions apply:

3.1 **AFFILIATED BODY** - a body affiliated to a Provincial Body, Equestrian Body Member or Associate Body which is authorised to exercise control.

3.2 **ASSOCIATE BODY / ASSOCIATE BODY MEMBER** - a club, association or society authorised to exercise, within a sphere not covered by a Regional or Equestrian Body, such authority as may be delegated to it by the Federation.

3.3 **COMPETITION** - each individual class in which competitors are placed in order of merit and for which prizes may be awarded.

3.4 **DISCIPLINES** - different equestrian disciplines determined by the Federation for which separate types of events or competitions are established with separate rules.

3.5 **EVENT** - shall mean a complete show. Events may be organised for one or more disciplines. The period of an event commences one hour before the beginning of the first horse inspection or the first competition and terminates, as far as each discipline is concerned, half an hour after the announcement of the final results in that discipline, unless the schedule provides otherwise.

3.6 **COUNCIL** – A committee comprising representatives of the Provincial Body Members and Equestrian Body Members

3.7 **FEDERATION** – South African National Equestrian Federation.

- 3.8 FEDERATION HEADQUARTERS - the headquarters of the Federation within the boundaries of the Republic as determined by the Management Committee from time to time.
- 3.9 FEI - the Fédération Equestre Internationale.
- 3.10 FEI STATUTES / CONSTITUTION – the statutes, rules and regulations of the FEI.
- 3.11 HORSE - wherever applicable, shall include pony.
- 3.12 JUDICIAL COMMITTEE - the person or persons appointed by the Management Committee as the judicial committee of the Federation from time to time.
- 3.13 MANAGEMENT COMMITTEE – the Management Committee from time to time of the Federation.
- 3.14 MEMBER - a Provincial Body member, Equestrian Body Member, Associate Body member, Overseas member, Individual member or Honorary Life member.
- 3.15 MEMBERSHIP YEAR – year commencing on 1 January.
- 3.16 ORGANISING COMMITTEE - any organisation, group, society or body, which is recognised by a Regional, Equestrian or Associate Body and is held to be responsible for the management of an event.
- 3.17 RECOGNISED EVENTS - events staged by an Organising Committee that have been accepted by the Federation or a Regional or Equestrian Body in accordance with the Federation's Rules and in respect of which the schedule has been considered and approved by the Federation or a Regional or Equestrian Body as being of a sufficiently high standard for the results to be recognised for grading, qualification and/or ranking purposes.
- 3.18 PROVINCIAL BODY / PROVINCIAL BODY MEMBER - a club, association, society or other legal entity, affiliated to the Federation and authorised by the Federation to exercise within a defined geographical area, such authority as may be delegated to it in accordance with the Federations Rules.
- 3.19 REPUBLIC – the Republic of South Africa.
- 3.20 THE FEDERATION CONSTITUTION – the constitution, rules and regulations of the Federation.
- 3.21 SECRETARY GENERAL - the secretary general of the Federation appointed in accordance with this constitution.
- 3.21 EQUESTRIAN BODY MEMBER - a club, association or society authorised to exercise, within a specific FEI discipline or FEI Regional Discipline not covered and/or administered by a Provincial Body, such authority as may be delegated to it by the Federation.
- 3.22 SANEF - South African National Equestrian Federation
- 3.23 TECHNICAL COMMITTEE - Committee responsible for the administration and technical aspects of a discipline. There will be a Technical Committee for each discipline.
- 3.24 ANNUAL ELECTION MEETING - A meeting of the Council were the Technical Committees are elected.

4 OBJECTS

The objects of the Federation are:

- 4.1 to represent the FEI, as a member of the FEI, in the Republic and to uphold the Code of Conduct of the FEI;

- 4.2 to co-ordinate the activities of members;
- 4.3 to control, oversee, encourage, coordinate and promote equestrian sport;
- 4.4 to encourage and promote the standard of instruction and instructors appertaining to the disciplines;
- 4.5 to promulgate, co-ordinate, codify and/or amend national rules for all disciplines to be observed at national and other recognised events, held under the jurisdiction of a Regional, Discipline or Associate Body and to ensure that all recognised events are conducted in accordance with those rules;
- 4.6 to uphold the Constitution of the FEI;
- 4.7 to promote and assist -
 - 4.7.1 growth and development of equestrian sport in the Republic;
 - 4.7.2 import and export of horses;
 - 4.7.3 international participation of riders, teams, instructors, course designers and judges;
 - 4.7.4 participation of persons, from outside the Republic, in recognised events in the Republic;
- 4.8 to select persons to represent South African equestrian sport;
- 4.9 to apply for the granting of National Protea colours to riders by the appropriate body;
- 4.10 to assist and encourage the staging of recognised events for all disciplines in the Republic;
- 4.11 to protect horses from all types of abuse or cruelty, to ensure the well-being of horses and to ensure that the interests of the horses are paramount;
- 4.12 to oversee, coordinate, control, develop and promote the competition of all types of horses;
- 4.13 to improve the standard of equitation at shows and the turnout of horses and riders;
- 4.14 to promote sportsmanship and honourable practice at equestrian Events;
- 4.15 to record and disseminate results of Recognised Events;
- 4.16 to determine and improve the standard of judging at Recognised Events and to encourage individual members to become judges and other officials;
- 4.17 to collect and disseminate information in any form which is calculated to promote the interests of the Federation; same may include maintaining a library for the use of members;
- 4.18 to obtain, through the appropriate body, the co-operation and assistance of the Government or any other Authority in carrying out the objects of the Federation;
- 4.19 to purchase, take on lease or in exchange, hire or otherwise acquire and use, apply, sell, let, deal with and dispose of any immovable or movable property and any rights and privileges and, in particular, any land, buildings, servitudes, implements and plant;
- 4.20 to borrow and raise monies for the purpose of the Federation under security of all or any of its property and assets;
- 4.21 to take any such action as may, in the opinion of the Federation, be incidental or conducive to the attainment of these Objects or any of them, or be calculated to promote the interests of the Federation;

- 4.22 to coordinate the activities of members;
- 4.23 to promote the improvement of the standard and quality of horses;
- 4.24 to promote overseas and individual members participation in international competition;
- 4.25 generally, to do all such things as may be required in order to promote any of the above objects, and to foster the interests of equestrian sport generally.

5 MEMBERS

5.1 The Federation will consist of such members as may from time to time be elected to membership by the Management Committee or the Federation in General meeting and continue as members thereafter as determined by the Management Committee or the Federation.

5.2 The members of the Federation will comprise the categories listed below and such other categories as may be determined from time to time by the Federation in general meeting.

5.2.1 PROVINCIAL BODY MEMBERS

Such bodies as may be elected Provincial Body members by the Federation in general meeting.

The geographical boundaries of a Provincial Body may not be altered without the consent of all Regional Bodies in general meeting.

5.2.2 HONORARY LIFE MEMBERS

5.2.2.1. Honorary Life Members are persons elected by the Federation at the annual general meeting of the Federation following nomination by the Management Committee. Individuals should only be considered for Honorary Life membership if they have contributed exceptional and extraordinary service to the National Body.

5.2.2.2 Honorary life members shall not be entitled to attend and speak at any general meeting of the Federation, unless invited by the management committee.

5.2.3 ASSOCIATE BODY MEMBERS

5.2.3.1 Associate Body Members are clubs, associations or societies elected by the Federation at the annual general meeting of the Federation, upon such terms and subject to such rights and obligations as the Federation may from time to time determine. Proposals for associate body membership shall be submitted in writing to the Secretary General at least twenty eight days before the date fixed for the annual general meeting. The Secretary General shall ask for such proposals at least seventy five days before the date of the annual general meeting. Proposals for Associate Membership may be submitted by Regional Bodies or by the Management Committee.

5.2.3.2 Associate Body members are authorised to exercise, within a sphere or discipline not covered by a Provincial Body member or another Associate body member, such authority as may be delegated to it by the Federation.

5.2.3.3 Associate Body members shall not be entitled to attend and speak at any general meeting of the Federation, unless invited by the management committee.

5.2.4 OVERSEAS MEMBERS

5.2.4.1 Overseas members are persons elected by the Management Committee of the Federation.

5.2.4.2 Overseas membership may only be conferred on persons who are domiciled outside of the Republic for more than three consecutive months and who wish to participate in events held outside of the geographical boundaries of the Republic, or who wish to have horses, competing outside of the geographical boundaries of the Republic, registered in their name.

5.2.4.3 Overseas members shall not be entitled to attend or vote at General meetings of the Federation.

5.2.5 INDIVIDUAL MEMBERS

5.2.5.1 Individual members are persons who are members of a Regional, Associate or Discipline Body.

5.2.5.2 Individual members shall not be entitled to attend or vote at General meetings of the Federation.

5.2.6 EQUESTRIAN BODY MEMBERS

5.2.3.1 Equestrian Body Members are clubs, associations or societies elected by the Federation in general meeting, authorised to exercise authority within a specific FEI discipline, or FEI Regional Discipline, not covered and/or administered by a Provincial Body member, upon such terms and subject to such rights and obligations as the Federation may in General Meeting from time to time determine,. Proposals for Equestrian Body Membership shall be submitted in writing to the Secretary General at least twenty eight days before the date fixed for the general meeting. Such proposals shall be submitted to the Secretary General at least seventy five days before the date of the general meeting. Proposals for Equestrian Body Membership may be submitted by Regional Bodies, by the Management Committee or by the Discipline Body concerned.

5.2.3.2 Equestrian Body Members are authorised to exercise, within a specific FEI discipline, or FEI Regional Discipline, not covered by a Provincial Body member or a Equestrian Body Member, such authority as may be delegated to it by the Federation.

5.2.3.3 Equestrian Body Members shall be entitled to one vote, provided they have participating membership exceeding 100 members, and shall be entitled to attend, speak and vote at any general meeting of the Federation.

5.3 TERMS OF MEMBERSHIP

The terms of each membership category will be as reflected in the Federation constitution.

6 LIMITATION OF MEMBERSHIP

6.1 The Management Committee, without stating any reason therefore, may -

6.1.1 Decline to accept or renew any membership other than that of a Provincial Body member or a Equestrian Body Member.

6.1.2 Expel or suspend any members other than a Provincial Body member or Equestrian Body Member for good reason as determined by the Management committee.

- 6.2 The Council may, by a decision of two thirds of the Provincial Body Members excluding the affected Regional or Discipline Body member:
- 6.2.1 Decline to accept or renew membership of any Provincial or Equestrian Body Member;
- 6.2.2 Expel or suspend any Provincial or Equestrian Body Member for good reason.

7 ELECTION AND RESIGNATION OF ASSOCIATE BODY AND OVERSEAS MEMBERS

Save as expressly envisaged to the contrary in this constitution:

- 7.1 All applicants for associate body or overseas membership will apply for membership on such forms as are prescribed by the Management Committee.
- 7.2 Overseas and Associate Body membership will be granted for one membership year at a time (or part thereof, where appropriate) and is renewable annually.
- 7.3 Overseas and Associate members may resign during a membership year by giving written notice to the Federation, but will not thereby be released from any of their liabilities to make payments to the Federation during such year.

8 RIGHTS OF MEMBERS

- 8.1 Each Regional and Equestrian Body Member shall be represented by a delegate appointed by that Regional or Equestrian Body and shall have one vote at Council meetings, provided always that any Provincial Body member having a participating membership exceeding 40% of the total participating Provincial Body membership shall have an additional vote and shall be entitled to be represented at all meetings of the Council by an additional delegate. No delegate may act in a professional capacity.
- 8.2 Overseas members are entitled to register horses, located outside the Republic, with the Federation.
- 8.3 Overseas members may participate in any event held outside of the Republic, subject to the rules and regulations of the FEI and/or National Federation under whose jurisdiction the event falls.
- 8.4 No member may exercise any right or privilege if its subscription is in arrears.
- 8.5 Only adult voting members of Regional or Discipline Bodies will be eligible for election to any office of the Federation.
- 8.6 No member will have any right, title or interest in and to the property or funds of the Federation.

9 FINANCE, FEES AND SUBSCRIPTIONS

- 9.1 The Council shall determine the annual subscriptions and the levies and fees payable by Regional and Discipline Bodies.
- 9.2 The Management Committee may from time to time determine and impose entrance fees, annual subscriptions, horse registration fees, levies and such other fees as they in their discretion may think fit payable by Overseas and Associate Body members.
- 9.3 All Fees are payable in full irrespective of the date of joining as a member or registration of a horse.
- 9.4 Entrance Fees and first Subscriptions are payable upon application for membership and registration fees are payable on application for registration of a horse. Same are refundable if the application is not accepted.

- 9.5 Annual subscriptions (other than Regional and Equestrian Body Members subscriptions) are payable on or before 1 January of each membership year.
- 9.6 Regional and Discipline Body subscriptions are payable on dates determined by the Council.
- 9.7 Members, excluding Regional and Equestrian Body Members whose fees, subscriptions and/or amounts owing to the Federation which are not paid in full when due will not be in good standing with the Federation and such member's membership will automatically terminate 60 days after the due date for payment, provided that the member has been given written notice of its default.
- 9.8 None of the Federations income or property may be distributed to its members or office-bearers, except as reasonable compensation for services rendered.
- 9.9 No member or office bearer shall have any rights in the property or other assets of the Federation.
- 9.10 The financial transactions shall be conducted by means of a banking account.
- 9.11 The financial year of the Federation ends on 31 December.

10 MEETINGS

- 10.1 Meetings of the Council will either be annual general meetings or special general meetings.
- 10.2 ANNUAL GENERAL MEETINGS
 - 10.2.1 The annual general meeting will be held within six months of the end of the Federations financial year, at a place in the Republic as determined by the Management Committee. Notice stipulating the date of the meeting shall be given to all Council Members and to the Management Committee not less than seventy five days before the date fixed.
 - 10.2.2 The notice convening the annual general meeting will be posted to Council Members and to Regional Bodies not less than 21 days prior to the date of the annual general meeting and will be accompanied by a copy of each of the following documents:
 - 1 the agenda;
 - 2 the annual report of the chairman for the preceding year;
 - 3 the audited financial statements of the Federation for the preceding financial year.
 - 4 The names of all members nominated for the position of Management Committee Members
 - 5 The names of all members nominated as Honorary Life Members
 - 6 The names of members nominated for the position of President
 - 10.2.3 Any Provincial Body member or member of the Management Committee desiring to submit a proposal for inclusion in the agenda, or proposing an amendment or alteration to this constitution under 29 hereof, will submit such proposal (signed by the Chairman or Vice Chairman of either the Provincial Body or Management Committee) to the Federation in writing so as to reach the secretary general not less than 42 days prior to the meeting.
- 10.3 SPECIAL GENERAL MEETINGS
 - 10.3.1 The Management Committee may convene special general meetings at any time it deems fit, provided 21 days written notice of such special general meeting is given to the Council Members.

- 10.3.2 The Management Committee will convene a special general meeting within 21 days of receipt of a request in writing signed by not less than 3 Regional and Discipline Bodies.
- 10.3.3 Special meetings will be held at such a time and in such a forum as decided by the Management Committee. The notice convening the special general meeting will specify the business to be transacted at that special general meeting and only these items will be discussed at the meeting.
- 10.3.4 A resolution in writing signed on behalf of all members by a person duly entitled to receive notice of and attend and vote at a general meeting shall be as valid and effective as if it had been passed at a general meeting properly called and held.
- 10.4 The procedures at annual general meetings and special general meetings will be as follows
 - 10.4.1 The quorum for an annual general meeting or a special general meeting of the Federation will be at least sixty six and two thirds percent of Council members.
 - 10.4.2 If after 30 minutes of the appointed time for an annual general meeting no quorum is present, that annual general meeting will stand adjourned for 7 days. At such adjourned annual general meeting the members there present will form a quorum.
 - 10.4.3 If after 30 minutes of the appointed time for a special general meeting no quorum is present, the motion before the special general meeting will be deemed to be defeated and the meeting will be deemed to be ended.
 - 10.4.4 The Chairman of the Federation will preside as the chairman at all annual general meetings and all special general meetings; provided that if he is not present within 10 minutes of the appointed time of the meeting, the vice-chairman or, in his absence, a chairman elected by those Council Members present and entitled to vote, will preside as the chairman at that meeting.
 - 10.4.5 All matters on which this constitution are silent and which relate to the Federation will be decided on a motion by a simple majority at the annual general meeting or special general meeting concerned.
 - 10.4.6 All Council members who are entitled to vote at annual general and special general meetings are entitled to one vote each provided always that any Provincial Body Member having a participating membership exceeding 40% of the total participating Provincial Body membership shall be entitled to be represented at all meetings by an additional Council member
 - 10.4.7 Voting will be by a show of hands or, if the chairman so elects, by a ballot.
 - 10.4.8 Resolutions may be passed by correspondence. In such cases, unless otherwise stated herein, a simple majority of 66⅔% of all members with the right to vote shall be required. The use of email and other generally accepted electronic communications means is permissible where appropriate. Resolutions approved by way of correspondence must be included in the minutes of the next meeting.
- 10.5 The procedures of all committees appointed by the Management Committee are as follows
 - 10.5.1 Such committees will meet together for the regular despatch of business and may adjourn or otherwise regulate their meetings as they think fit. They will keep minutes of proceedings and recommendations. Copies of all minutes will be handed to the Secretary General of the Federation for distribution to members of the Management Committee.
 - 10.5.2 A member of any such committee may be removed if he absents himself without leave from 3 consecutive meetings of the committee of which he is a member.

- 10.5.3 Resolutions may be passed by correspondence. In such cases, unless otherwise stated herein, a simple majority of 66⅔% of all members with the right to vote shall be required. The use of email and other generally accepted electronic communications means is permissible where appropriate. Resolutions approved by way of correspondence must be included in the minutes of the next meeting.

11 MANAGEMENT COMMITTEE

11.1 The management of the affairs of the Federation will be in the hands of the Management Committee.

11.2 The Management Committee will consist of:

11.2.1 The President of the Federation duly elected in terms of this constitution (President). The President shall not be entitled to vote at any meeting of the Management Committee unless he is also an elected member or Chairman of that Committee

11.2.2 The Chairman of the Federation duly elected in terms of this constitution (Chairman)

11.2.3 Six members elected from time to time at the annual general meeting of the Federation in accordance with the provisions of this constitution (Members)

Two members of the Management Committee being those longest in office since their last re-election, will retire annually by rotation at the close of the annual general meeting held in each year, but will be eligible for re-election without nomination, provided always that no member of the committee shall serve more than two consecutive periods of three years. .

11.2.4 Any Regional or Equestrian Body Member entitled to vote will be entitled to nominate a member, willing and eligible to stand for election as a committee member. Nominations in writing, signed by the Regional or Discipline Bodies, are to be received by the Secretary General not less than 28 days before the annual general meeting. If there are no such nominations, then the retiring members will be deemed to be re-elected. The names of all members whose valid nominations have been received, including the names of the Management Committee standing for re-election, will be posted to all members entitled to vote at the same time as the documents distributed under 10.2.2 hereof.

11.2.5 Should a committee member vacate office for any reason other than effluxion of time, the remaining Management Committee members may appoint a successor who will retire at the next annual general meeting.

11.2.6 A committee member who is absent without leave from 3 consecutive meetings may be removed from office by resolution of the Management Committee.

11.2.7 The Management Committee may, in its discretion, co-opt to the Management Committee not more than 2 additional committee members who will have the same rights as the other Management Committee members, except that they will not be entitled to vote on the Management Committee.

11.2.8 One representative of the Council shall be entitled to attend any meeting of the Management Committee in a capacity as an observer without any vote.

11.3 The President

11.3.1 The President of the Federation will hold office from the end of the meeting at which he is elected, remaining in office until the conclusion of the next annual general meeting thereafter, unless he resigns or is deemed to resign because he ceases to be a member of a Provincial Body for any reason, but will be eligible for re-election without nomination.

11.3.2 Any Regional or Equestrian Body Member entitled to vote will be entitled to nominate a member willing and eligible to stand for election as the President. Nominations in writing, signed by the Regional or Discipline Bodies, are to be received by the Secretary General not less than 28 days before the annual general meeting. If there are no such nominations, then the retiring President will be deemed to be re-elected. The names of all members whose valid nominations have been received, including the name of the President standing for re-election, will be distributed to all members entitled to vote at the same time as the documents distributed under 10.2.2 hereof.

11.3.3 Should the President vacate office for any reason other than efflux ion of time, or should there be no nomination, the Management Committee may appoint a successor who will retire at the next annual general meeting.

11.4 The Chairman

11.4.1 The Chairman of the Federation, who must be full voting member of a Provincial Body, will hold office from the end of the meeting at which he is elected, remaining in office until the conclusion of the third annual general meeting thereafter, unless he resigns or is deemed to resign because he ceases to be a member of a Provincial Body for any reason, but will be eligible for re-election without nomination.

11.4.2 Any Provincial or Equestrian Body Member entitled to vote will be entitled to nominate a member willing and eligible to stand for election as the Chairman. Nominations in writing, signed by the Provincial or Equestrian Body Chairman, are to be received by the Secretary General not less than 28 days before the annual general meeting. The names of all members whose valid nominations have been received, including the name of the Chairman standing for re-election will be distributed to all members entitled to vote at the same time as the documents distributed under 10.2.2 hereof.

11.4.3 Should the Chairman vacate office for any reason other than efflux ion of time, or should there be no nomination, the Management Committee may appoint a successor who will retire at the next annual general meeting.

11.4.4 The Chairman of a Provincial Body may not at the same time serve as Chairman of the Federation. No chairman may serve more than two consecutive terms as the Chairman of the Federation,

11.4.5 Only a General Meeting of the Federation shall have the power to remove and/or replace the Chairman.

11.6 Votes

Each member of the management committee, including the Chairman, other than the President, shall have one vote. Should the Management Committee not be able to resolve any matter due to equality of votes, that matter shall be referred to a meeting of the Council for resolution.

12 POWERS OF THE MANAGEMENT COMMITTEE

12.1 In addition to the powers and authorities conferred upon it in this constitution, the Management Committee may exercise all such powers and do all such things and acts as may be exercised or done by the Federation which are not hereby expressly directed or required to be done by the Federation in general meeting, subject nevertheless to such acts and things not being inconsistent with any resolution passed at any general meeting of the Federation. A resolution passed by the Federation in general meeting will not invalidate any prior resolution of the Management Committee that would have been valid if such resolution had not been passed.

- 12.2 Without prejudice to the general powers so conferred, the Management Committee will be entrusted specifically with the following powers:
- 12.2.1 to acquire, manage, control, deal with and turn to account any property, rights and privileges held by the Federation;
 - 12.2.2 to secure the fulfilment of any contracts or engagements entered into by the Management Committee by mortgage or charge or debentures or otherwise of all or any part of the property of the Federation in such manner and on such terms as it may think fit;
 - 12.2.3 to sell, lease, alienate or otherwise dispose of part or parts of the movable and immovable property of the Federation and to apply the considerations arising there from as it may think most advantageous to the Federation;
 - 12.2.4 to appoint and at its discretion remove or suspend such attorneys, agents, secretaries, officers, clerks, or servants for permanent, temporary or special services as it may think fit; to invest them with such powers as it may think expedient; to determine their duties and fix and vary their salaries or emoluments (if any) and to require security in such instances and in such amounts as it may think fit;
 - 12.2.5 to institute, conduct, defend, compound or abandon any legal proceedings by and against the Federation or its officers concerning the affairs of the Federation and also to compound and allow time for payment or satisfaction of any debts due and of any claims or demands by or against the Federation;
 - 12.2.6 to refer any claims or demands by or against the Federation to arbitration or to perform or refuse to perform the award;
 - 12.2.7 to open banking accounts in the name of the Federation, draw, accept, endorse, make and execute bills of exchange, promissory notes, cheques and other negotiable instruments connected with the business of the Federation. Such bills of exchange, cheques and other negotiable instruments, will be signed by such persons as the Management Committee may from time to time determine;
 - 12.2.8 to make, vary and repeal rules, bye-laws or procedures for the regulation of the Federation, its officers and servants or the members of the Federation including the regulation, conducted control of any shows or functions held by the Federation or the Federation's Regional Bodies, provided such rules will not be in conflict with FEI rules or with resolutions passed by members in general meetings;
 - 12.2.9 to borrow and raise monies for the benefit of the Federation with or without or under security of all or any of its property and assets;
 - 12.2.10 to appoint or remove officials to or from the various panels maintained by the Federation;
 - 12.2.11 to invest and deal with any of the monies of the Federation;
 - 12.2.12 to indemnify from the funds of the Federation any committees or officials appointed by the Federation or its Regional Bodies against claims for which they may be held legally liable and to pay such costs as they may necessarily incur in the exercise of their duties;
 - 12.2.13 to institute, hold and enforce disciplinary proceedings and the findings of those proceedings.

13 SUB-COMMITTEES

13.1 National Technical committees

13.1.1 There will be a National Technical Committee for each discipline. This committee shall be responsible for the administration and technical aspects of the discipline within the Republic. This shall include inter alia the following:

- 1 Liaison with their Provincial Body Discipline Committees
- 2 Discipline rules
- 3 Promotion and demotion of officials
- 4 Selection of National teams and Chefs d'Equipe
- 5 Training of officials
- 6 Appointment of SANEF Representatives / Technical Delegates / "Foreign Judges"
- 7 Approval of International and/or National Status to events and National Calendar
- 8 Liaison with Riders Committee
- 9 Authorisation of Expenditure from the SANEF Discipline Fund
- 10 Approval of National schedules
- 11 Growth of membership of the Discipline
- 12 Marketing of the Discipline
- 13 Internet requirements

The committee shall be subject to the following:

- 13.1.2
- 1 Elected members
Up to six members elected from time to time, by the Council, at an Annual Election meeting of the Federation in accordance with the provisions of this constitution. The number of members shall be determined by each Technical Committee. .
 - 2 One third of the members of each Technical Committee being those longest in office since their last re-election, will retire annually by rotation at the close of the Special Election meeting held in each year, but will be eligible for re-election without nomination, provided always that no member of the committee shall serve more than two consecutive periods..
 - 3 Any Provincial or Equestrian Body Member entitled to vote will be entitled to nominate members willing and eligible to stand for election as elected committee members. Nominations in writing, signed by the Provincial Bodies, are to be received by the Secretary General not less than 28 days before the Annual Election meeting. If there are no such nominations, then the retiring members will be deemed to be re-elected. The names of all members whose valid nominations have been received, including the names of the Elected members standing for re-election, will be posted to all members entitled to vote (Provincial Bodies) not later than 21 days before the Annual Election meeting. .
 - 4 Should a committee member vacate office for any reason other than effluxion of time, the remaining Committee members may appoint a successor who will retire at the next Special Election meeting. Such successor shall be entitled to vote.
 - 5 A committee member who is absent without leave from 3 consecutive meetings may be removed from office by resolution of the Management Committee.
 - 7 Each Technical Committee may, in its discretion, co-opt to the Committee not more than 3 additional committee members who will have the same rights as the other Committee members, except that they will not be entitled to vote at meetings.
 - 8 One representative of the Management Committee shall be entitled to attend any meeting of any Technical Committee in the capacity as an observer only without any vote.

13.1.2. 2 Additional Member

- 1 One member elected annually at the Annual Election meeting of the Federation by only those Provincial Bodies who individually each have 40% or less of the total participating Provincial Body membership. An additional member may also hold office as an Elected Member.
- 2 Any Provincial or Equestrian Body Member entitled to vote for an additional member, will be entitled to nominate a member willing and eligible to stand for election as the additional member. Nominations in writing, signed by the Provincial Bodies, are to be received by the Secretary General not less than 28 days before the annual election meeting. If there are no such nominations, then the retiring member will be deemed to be re-elected. The names of all members whose valid nominations have been received, including the name of the Additional Committee member standing for re-election, will be posted to all members entitled to vote not later than 21 days before the Annual Election meeting.
- 3 The additional member, who shall have equal rights and responsibilities as those accorded to the elected members of the committee, but shall not be entitled to vote, shall in addition, have the primary responsibility of ensuring that all Provincial Bodies are kept fully informed of each and every activity of the committee,
- 4 Should the additional member vacate office for any reason other than effluxion of time, those Provincial Bodies entitled to elect the additional member shall appoint a successor who will retire at the next Annual Election meeting.

13.1.2 3 The Chairman

- 1 The Chairman of the Technical Committee, who must be a full voting member of a Provincial Body, will hold office from the end of the meeting at which he is elected, remaining in office until the conclusion of the third Annual Election meeting thereafter, unless he resigns or is deemed to resign because he ceases to be a member of a Provincial Body for any reason, but will be eligible for re-election without nomination
- 2 Any Provincial or Equestrian Body Member entitled to vote will be entitled to nominate a member willing and eligible to stand for election as chairman. Nominations in writing, signed by the Provincial or Equestrian Body, are to be received by the Secretary General not less than 28 days before the Annual Election meeting. If there are no such nominations, then the retiring member will be deemed to be re-elected. The names of all members whose valid nominations have been received, including the names of the Chairman standing for re-election, will be posted to all members entitled to vote not later than 21 days before the Annual Election meeting. .
- 3 Should the Chairman vacate office for any reason other than effluxion of time, or should there be no nomination, the Management Committee shall appoint a successor who shall retire at the next Annual Election meeting.
- 4 The Chairman of a National Technical Committee may not at the same time serve as Chairman of a Technical/Discipline Committee of a Provincial Body, but may serve as a member of any Provincial Technical/Discipline Committee,
- 5 The Management Committee may, at the request of a majority of the voting members of a Technical Committee remove and/or replace the Chairman or any member of the committee.

13.1.3 Meetings of the National Technical Committees.

- 1 Each National Technical Committee shall meet not less than once a year and at a time and place chosen by the Management Committee, such meeting to be named the annual meeting. In addition each Technical Committee may meet as and when required. Such meetings to be named Special Technical meetings.
- 2 Minutes of all meetings shall be kept by the Secretary General, and such minutes shall be distributed as soon as possible to all members of the National Technical Committee concerned, to Provincial Bodies, to members of the Management Committee and to the Council.
- 3 Votes

Each member of a Technical Committee, other than the Additional Member, but including the Chairman, shall have one vote. Should the Technical Committee not be able to resolve any matter due to equality of votes, then that matter shall be referred to the Management Committee for resolution.
- 4 Rule Changes

No change of a discipline's rules shall be valid unless it has been approved by $\frac{2}{3}$ of the Technical committee members entitled to vote and is ratified by a simple majority of the Council

13.2 Sub-Committees

Notwithstanding anything to the contrary contained in this constitution, the Management Committee may from time to time appoint and delegate to sub-committees any of its powers and impose such conditions with regards to such delegations as it thinks fit.

14 ACCOUNTS

The Management Committee will cause proper books to be kept recording the monies received and expended by the Federation and of the assets and liabilities of the Federation. Such books will be duly audited by an auditor registered in terms of the Public Accountants and Auditors Act as amended at a remuneration to be determined by the Management Committee. In the event of the Auditor appointed at the A G M being unable to act, the Management Committee will appoint another registered auditor to act in their stead. Members of the Management Committee are precluded from acting as the Auditor. At the A G M in every year the Management Committee will lay before the members the auditor's report as well as audited Annual Financial Statements as at the 31st December in each year which will be the end of the Financial Year. Said statements will be approved by the Management Committee and signed by two of its members prior to the A G M.

15 NOTICES

Every member, other than individual members, will register with the Federation an address to which notices will be sent, but the non-receipt of any notice by a member will not invalidate the proceedings at any meeting to which such notice may refer.

16 MALTREATMENT

- 16.1 No member will maltreat any horse at any place and at any time. Any such maltreatment will be regarded as a serious contravention of this constitution.
- 16.2 For the purposes hereof, maltreatment (without limiting the generality of the concept) includes causing the death, injury or discomfort of a horse through abuse, neglect, malice or cruelty, failing to ensure the well-being of a horse owned by or in the care of or under the control of the person concerned, depriving any horse owned by or in the care of or under the control of the person concerned of food or water, whipping or beating a horse excessively, subjecting the horse to any kind of electric shock device, using spurs or jabbing the horse in the mouth with the bit excessively or persistently, remounting (or

attempting to remount) an obviously exhausted, lame or injured horse, rapping a horse, hyper sensitising any part of a horse and leaving a horse without adequate food, drink or exercise.

17. DISCIPLINARY SYSTEM

The Regulations governing the Disciplinary system of the Federation are set out in the Federation's General Regulations.

18. DISSOLUTION OF THE FEDERATION

In the event of the dissolution of the Federation, the assets will be donated to any equestrian fund or such other body or fund with similar interests as may be decided at a special general meeting of the Federation provided that the normal notice period for a meeting is adhered to, no quorum will apply for this meeting.

19. STATUS

The Federation will be a juristic person with full powers to institute and defend legal proceedings, appeals and arbitrations in its own name and to hold, buy, sell, encumber, bank and pledge assets, movable and immovable, invest, re-invest from time to time and at all times to do all acts necessary to protect and further its interests and all legal processes and documents to give effect thereof, may be signed by the chairperson or his designated deputy. Such proceedings must be in the name of the Federation.

20. LIABILITY OF MEMBERS

20.1 Members are not liable for the Federations debts.

20.2 If, in any litigation (including review proceedings) instituted by the Federation against (or in respect of disciplinary proceedings against) a member, an order for costs is made against the member, then such order will be for costs on an attorney-and-own -client scale. Each member is deemed to have consented to the order of costs being made on such basis.

20.3 If a member institutes any litigation (including review proceedings) against the Federation, then whether or not the member is successful in such proceedings, that member will be liable for all costs on an attorney-and-own-client scale incurred by the Federation in respect of such proceedings. Each member is deemed to have consented to an order of costs being made by a court of law in proceedings and on such a basis.

20.4 No member will have any claim for damages or compensation (including costs) against the Federation, the Federation's Regional or Equestrian Bodies, Associate Bodies, Affiliated Bodies, Organising Committees, the FEI (including the officials and members of committees of such bodies in their capacities as such) arising from or in connection with the enforcement (including the exercise and/or fulfilment of powers, rights and obligations) of this constitution (including its regulations), or the FEI Statutes.

20.5 The liability of members is limited to the payment of any amount owing by them to the Federation under this constitution.

21. RECORDS

The Management Committee will ensure that proper records are kept relating to the management and running of the Federation.

22. FEI

22.1 To the extent that this constitution (including its regulations) is in conflict with the FEI Statutes, the FEI statutes and Regulations have precedence to the extent that they are applicable.

- 22.2 All members are bound by the FEI Statutes by virtue of their membership of the Federation and undertake under this constitution not to contravene such statutes.

23. AMENDMENTS AND REGULATIONS

- 23.1 No amendment will be made to this constitution save by special resolution passed by a majority of 66⅔% of the Regional and Equestrian Body Members present and entitled to vote at that meeting of the Federation. This shall include, but shall not be limited to, any resolution proposing the dissolution of the Federation
- 23.2 The Management Committee may make such regulations as it deems necessary to give effect to this constitution provided that such regulations are not in conflict with this constitution. Such regulations will be binding on the members as soon as they are published to all Regional and Equestrian Bodies by the Management Committee in such manner as the Managing Committee deems practical.

24. CODE OF CONDUCT

- 24.1 The Federation expects all those involved in equestrian sport to adhere to this Code of Conduct and to acknowledge and accept that at all times the welfare of the horse must be paramount and must never be subordinated to competitive or commercial influences.
- 1 At all stages during the preparation and training of competition horses, welfare must take precedence over all other demands. This includes good horse management, training methods, farriery and tack, and transportation.
 - 2 Horses and competitors must be fit, competent and in good health before they are allowed to compete. This encompasses medication use, surgical procedures that threaten welfare or safety, pregnancy in mares and the misuse of aids.
 - 3 Events must not prejudice horse welfare. This involves paying careful attention to the competition areas, ground surfaces, weather conditions, stabling, site safety and fitness of the horse for travel.
 - 4 Every effort must be made to ensure that horses receive proper attention after they have competed and that they are treated humanely when their competition careers are over. This covers proper veterinary care, competition injuries, euthanasia and retirement.
- 24.2 No member will do anything which brings equestrian sport, the FEI, the Federation, any Regional or Equestrian Body or any body or committee of the FEI, the Federation, or any Regional or Discipline Body into disrepute. Equestrian sport means any equestrian sport conducted under the auspices of the FEI, the Federation or any Regional or Equestrian Body.

25. REMUNERATION

Members of the Federation's Management Committee shall not be paid or receive any remuneration for their normal services as members of the Management Committee except a refund of travelling and out of pocket expenses. This does not apply to any member of the Management Committee who may render services which would otherwise be paid for if rendered by a person outside of the Federation. In such cases, remuneration and/or honorarium as determined by the Management Committee may be paid to such member.

26. SECRETARY GENERAL

The Secretary General shall be appointed from time to time by the Management Committee. In addition to any other duties which the Federation or Management Committee requires him to carry out, the Secretary General shall undertake the duties normally imposed upon a secretary and a treasurer. The Secretary General shall have the duty of ensuring the observance of resolutions of the Federation in force from time to time. He shall be disqualified from acting as the delegate of any

Provincial Body, nor may he be a member of the Management Committee, of any Provincial Body, nor of any National Discipline committee.

27. INDEMNITY

The President, Secretary General, members of the Management Committee, Regional or Discipline Body delegates and other officers or officials for the time being of the Federation shall be indemnified and held harmless out of the assets and profits of the Federation from and against all actions, cost, charges, losses, damages and expenses which they or any of them shall or may incur or sustain by or by reason of any act done, concurred in or omitted in or about the execution of their respective duties or supposed duties in their respective offices, except such, if any, as they may incur or sustain by or through their own malicious negligence or unlawful acts of omission respectively and none of them shall be answerable for the acts, defects, neglect or defaults of the other or others of them.

28. MEMBERS BOUND BY THE CONSTITUTION

All members are bound by the Constitution.

29 GENERAL

29.1 Should any question arise which is not provided for by this constitution or by the rules, regulations and by-laws laid down from time to time, the management committee shall have the power to determine the same and their determination shall be final and binding upon all members, and shall be ratified at the next Annual General meeting of the Federation.

29.2 Management accounts must be circulated to the Management Committee and to the Council members quarterly.

29.3 The Management Committee shall cause minutes to be kept of all meetings of the Management Committee, which minutes must be circulated to the Management Committee and to the Council Members within 14 days after the meeting concerned. Any queries must be raised within a further 14 days.