

2025

# CONSTITUTION

THE SOUTH AFRICAN EQUESTRIAN FEDERATION

Approved by SAEF Council  
on 7 June 2025

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## CHAPTER 1: PREAMBLE

### 1. CONSTITUTION, NAME AND CORPORATE PERSONALITY

- 1.1. This is the Constitution of the entity known as the South African Equestrian Federation ("SAEF") (hereinafter "the FEDERATION").
- 1.2. The FEDERATION is a voluntary association having a corporate identity separate from that of its Members and is entitled to own property, whether movable or immovable or otherwise, and is entitled to sue and to be sued in its own name and, notwithstanding any change in the composition of its Members from time to time, shall have perpetual succession. The provisions of this Constitution are founded upon and shall be implemented and administered in recognition of horse welfare and human dignity, equality and the advancement of human rights and freedoms, non-racialism, non-sexism and the right of freedom of association and the supremacy of the Constitution of the Republic of South Africa (1996), the rule of law and good corporate governance.
- 1.3. This Constitution of the FEDERATION is not in conflict with the Constitution of the South African Sports Confederation and Olympic Committee ("SASCOC"), the Constitution of the Republic of South Africa and all applicable and relevant Acts of Parliament, and to the extent that any such provisions of this Constitution are or may be interpreted to be so, the provisions of the SASCOC Constitution and or the Constitution of the Republic of South Africa and or the Act of Parliament shall prevail.
- 1.4. This Constitution shall be binding on all Registered Individuals, Registered Groups and Members of the FEDERATION, as well as all persons serving on any of its structures and sub-structures.
- 1.5. To the extent that the constitution of any Member of the FEDERATION is in conflict with any of the provisions of this Constitution of the FEDERATION, the provisions of the FEDERATION's Constitution shall prevail.

### 2. DEFINITIONS AND ABBREVIATIONS USED

For the purposes of this Constitution, the following words and expressions shall have the following meanings unless the subject or context indicates otherwise:

- 2.1. "**Act of Parliament**" refers to all applicable and relevant legislation in force and specifically includes the National Sport and Recreation Act, (Act No 110 of 1998), as amended from time to time also referred to as "The Act".
- 2.2. "**Administration**" means, for the purposes of the FEDERATION in terms of this Constitution, the process by which the Exco of the FEDERATION shall assume the operation and control of a Member or a sub-structure of a Member, on terms as determined by the Exco in their sole discretion, In order to protect the interests of the Athletes affiliated to such Member or sub-structure, for the purpose of remedying any such identified failure, and returning the Member or sub-structure to compliance with



both its own constitution and this Constitution, and which process may include the removal of any office bearers of such Member of sub-structure, and the implementation of any appropriate or necessary disciplinary proceedings.

- 2.3. **"Annual General Meeting"** or **"AGM"** means the Annual General Meeting of Members held in accordance with the provisions of this Constitution.
- 2.4. **"Annual Financial Statements"** means the annual audited balance sheet, income and expenditure statement, Treasurer's report, and Auditor's report.
- 2.5. **"Annual Registration Fees"** means those fees payable by Registered Individuals and Registered Groups. These fees will be determined by the National Council at a General Meeting.
- 2.6. **"Area of Jurisdiction"** means the area of administration of the FEDERATION shall be the Republic of South Africa.
- 2.7. **"Associate Members"** shall be those Members who are neither a Discipline Association nor a Provincial Equestrian Federation, but which are affiliated to the FEDERATION as a Member, which shall specifically include SANESA, and any other Member who complies fully with the provisions of this Constitution, and who is confirmed by SASCOC as having fulfilled the criteria of *bona fide* Associate Members in terms of the SASCOC Constitution, which SASCOC defines as an Association that promotes or practices an Equestrian Sport on a national level and which organizes competitions on a regular basis.
- 2.8. **"Athlete/s"** means a person/s competing in Equestrian Sport, in any Discipline, within any Club, who shall be subject to the authority of the FEDERATION as a Registered Individual, irrespective of gender or age category. All Athletes must be Registered Individuals of the FEDERATION.
- 2.9. **"Athletes Commission"** shall mean a Commission of the FEDERATION, established by Exco under specific terms of reference and comprised of Athletes as contemplated in article 31 of this Constitution.
- 2.10. **"Club"** means any equestrian club with at least 5 (five) Athletes (who are Registered Individuals, actively competing and in good standing with the FEDERATION) which caters for any Discipline of Equestrian Sport in a local district or area and which is a member of the District and/or Provincial Equestrian Federation. All Clubs must be registered with the FEDERATION as a Registered Group.
- 2.11. **"Coach", "Trainer"** and/or **"Instructor"** shall, for the purposes of this Constitution, and particularly with reference to Equestrian Sport, mean a person who develops an Athlete's skills, knowledge and confidence to improve their experience in any Equestrian Discipline by providing specialised support and guidance, who meets individual needs, goals and aspirations and who puts the welfare of the horse at the centre of what they do, and who shall be registered as such with the FEDERATION as a Registered Individual.
- 2.12. **"Coaches Commission"** shall mean a Commission of the FEDERATION, established by Exco from time to time, under specific terms of reference- and comprised of Coaches.

- 2.13. "**Committee**" or "**Commission**" means a group of persons officially appointed or elected as the case may be to perform a function within the FEDERATION.
- 2.14. "**Compliance**" means that the Member, Registered Group, and/or Registered Individual has fulfilled the necessary provisions of this Constitution in regard to specific requirements as contained herein, and as such is regarded as being in good standing with the FEDERATION.
- 2.15. "**Constitution**" means this Constitution.
- 2.16. "**Day**" means a calendar day unless stated otherwise.
- 2.17. "**Development Athlete**" shall mean an Athlete that competes at the development level of the sport, in any Discipline or through any Associate Member, unless otherwise registered as an Athlete.
- 2.18. "**Disciplines**" shall mean those equestrian disciplines recognised by the FEDERATION.
- 2.19. "**Discipline Association**" shall mean those equestrian bodies administering the various equestrian Disciplines as more fully set out in Schedule "F" under the auspices, authority and jurisdiction of the FEDERATION, where such Discipline Association has resolved to be a Member of the FEDERATION in terms of its own constitution, which shall be subject to the terms and provisions of this Constitution, and where such Discipline Association must be affiliated to the IF for that Discipline through the FEDERATION (excluding non-FEI Disciplines which do not have to be affiliated to an IF).
- 2.20. "**Disciplinary Board**" which shall mean the disciplinary body appointed by the National Council in terms of its constitution; and
- 2.21. "**District Chairman**" means duly elected chairman of a District within a Province from the body of the Clubs located in the District, nominated and elected by the Clubs to attend to the development and administration of the FEDERATION within a demarcated district within a Province.
- 2.22. "**District Committee**" means the membership of a District body in a general meeting, which shall be a member in good standing of the Provincial Equestrian Federation within which jurisdiction such District falls. With the approval and prior consent of the FEDERATION, where the number of Registered Groups within a District is less than 5, thereby rendering District Committee unviable, the District Committee's may be combined, under the Provincial Equestrian Federation, provided that the interests of the Registered Individuals and Registered Groups within such combined District are not, to the satisfaction of the FEDERATION, compromised.
- 2.23. "**DSAC**", means the South African Department of Sports, Arts and Culture (previously the Department of Sport and Recreation).
- 2.24. "**Equestrian Sport**" means all Equestrian Disciplines governed and approved by the FEDERATION, whether played or participated in individually or in the presence of an opponent or opponents, involving Horses.
- 2.25. "**Equestrian Community**" means all Members, Registered Individuals, Registered Groups, Athletes,

Coaches, Event organisers and any other participant in Equestrian Sport that falls under the auspices of the FEDERATION.

- 2.26. **"Ethics Commission"** means a group of suitably qualified persons that may be convened *ad hoc* and selected by the President or by the Secretary General, in order to address and prepare policies in respect of the Rule of Ethics, which may specifically include but not be limited to issues related to the welfare of the horse and safeguarding, to be subscribed to and applied by the FEDERATION, and to which all Members shall be subject, once such Rule/s of Ethics shall have been approved and adopted by the Exco.
- 2.27. **"Event"** means an Equestrian event held in South Africa by any Member and therefore under the auspices or with the permission of the FEDERATION.
- 2.28. **"Exco"** means the Executive Committee of the FEDERATION, as constituted in terms of this Constitution and as more fully described in Chapter 5 of this Constitution.
- 2.29. **"FEI"** means the *Federation Equestre Internationale*.
- 2.30. **"FEI Disciplines"** means those equestrian disciplines that fall under the control of the FEI, as per its published mandate, and which are organized as a Discipline Association and affiliated to the FEDERATION as a Member.
- 2.31. **"Group IX"** means the Group IX grouping of the FEI which includes the Republic of South Africa.
- 2.32. **"Head Coach"** means the person appointed from within the Coaches' Commission, on recommendation of Exco.
- 2.33. **"Headquarters"** means the Headquarters of the FEDERATION, which shall be determined by the Membership at any elective Annual General Meeting.
- 2.34. **"Honorary Life Members"** means all those persons so recognised by the National Council.
- 2.35. **"Horse"** refers also to a Pony or other member of the genus *Equus* unless the context requires otherwise. A Horse shall be born from a mare.
- 2.36. **"IF"** means the International Federation/s to which the FEDERATION or its Members are affiliated. No Member may be directly affiliated with an International Federation without the express prior written approval of the FEDERATION.
- 2.37. **"Lead Coach"** means the Coach appointed by Exco to represent the FEDERATION and the SASCOC Coaches' Commission. This person shall be appointed annually.
- 2.38. **"Judicial Commission"** shall mean a Judicial Commission duly appointed by Exco and ratified at a General Meeting to administer any forms of judicial process inclusive of investigations, hearings, determinations, and recommendations. The Judicial Commission's terms of reference are contained in the Internal Regulations of the Judicial Commission.
- 2.39. **"Levies"** means the monies levied and due by the membership to the FEDERATION as approved and agreed to by membership at each AGM of the FEDERATION.



- 2.40. **"Member/s"** means all Discipline Associations, SAEF Provincial Equestrian Federations and Associate Members who have been accepted as Members of the FEDERATION in terms of this Constitution, and shall further be deemed to include all Registered Individuals or Registered Group as the context may denote, and as further described in Chapter 4.
- 2.41. **"Membership Fee/s"** means the annual fee that shall be charged by the FEDERATION for every Member, Registered Individual, and/or Registered Group for registration to be able to participate in equestrian sport, which is to be paid to the FEDERATION in terms of its rules.
- 2.42. **"Month"** means a calendar month.
- 2.43. **"National Convention"** means the meetings of all Members, Commissions, Committees and Standing Committees at the same venue and dates to coincide with an Ordinary or Annual General Meeting of the membership of the FEDERATION.
- 2.44. **"National Council"** means the membership of the FEDERATION in a general meeting as more fully set out in article 21 of this Constitution.
- 2.45. **"Nominations Committee"** means the Standing Committee that shall be authorised in its terms of reference to compile appropriate and relevant criteria for each elected position within the FEDERATION and each of its Members.
- 2.46. **"Non-FEI Disciplines"** means those equestrian disciplines that do not fall under the control of the FEI, but which are organized as a Discipline Association and affiliated to the FEDERATION as a Member.
- 2.47. **"NPC"** means the National Provincial Championships.
- 2.48. **"Ordinary General Meeting"** or **"OGM"** means a meeting of Members other than an AGM or Special General Meeting convened in terms of this Constitution.
- 2.49. **"Patrons"** shall mean a person duly appointed as such in terms of this Constitution.
- 2.50. **"Person"** means a natural or legal person, including NPO's and NGO's, who shall at all times abide by this Constitution notwithstanding any legislation applicable to such an organisation.
- 2.51. **"President"** means the President of the FEDERATION, duly elected in terms of this Constitution.
- 2.52. **"Province"** means one of the nine (9) geopolitical areas as defined in Section 103 of the Constitution of the Republic of South Africa 1996 (as amended).
- 2.53. **"Provincial Equestrian Federation"** means the body representing the various equestrian Clubs and or Districts within a Province, where each SAEF Provincial Equestrian Federation duly and properly constituted, in terms of its own constitution, which shall be subject to the terms and provisions of this Constitution, shall automatically be a Member of the FEDERATION.
- 2.54. **"Provincial Federation Council"** means the membership of each respective SAEF Provincial Equestrian Federation in general meeting.
- 2.55. **"Registered Group"** means any Club, Show Holding Body or Organising Committee that is registered with the FEDERATION and/or Discipline Associations and participates in Equestrian Sport.

- 2.56. **"Registered Individual"** means any natural person who is an Athlete, Participant, Officials, Administrators, Coaches, Veterinarians, who shall be registered with the FEDERATION in order to compete and/or participate and/or officiate at any Event, Activity or Competition, and shall specifically include all persons elected by the Clubs and/or Members to attend to the development and administration of the FEDERATION within a demarcated district within a Province (office bearers and administrators).
- 2.57. **"Rules"** means the rules, regulations, procedures and by-laws in force from time to time in accordance with which the affairs of the FEDERATION will be conducted.
- 2.58. **"SAIDS"** means the South African Institute for Drug-Free Sport.
- 2.59. **"SASCOC"** means the South African Sport Confederation and Olympic Committee duly recognized and approved by DSAC as the governing body of Sport in the Republic of South Africa or its successor as appointed and/or approved by DSAC.
- 2.60. **"SANESA"** means South African National Equestrian Schools Association.
- 2.61. **"Secretary General"** means the person either elected as such by the National Council or employed by Exco, who shall not have a vote in any matter whatsoever.
- 2.62. **"South African Citizen"** means a person who has legal nationality of South Africa, as defined by the South African Citizenship Act of 1995 (amended in 2010)
- 2.63. **"South African Equestrian Federation"** or the **"SAEF"** or **"the FEDERATION"** means the body constituted in terms of this Constitution, which is the recognised member of SASCOC as the organisation responsible for Equestrian Sport in the Republic of South Africa.
- 2.64. **"Special General Meeting"** or **"SGM"** means a meeting of Members, other than an Ordinary or Annual General Meeting, convened for a special purpose in terms of this Constitution.
- 2.65. **"Standing Committee"** means a Committee specifically established under this Constitution.
- 2.66. **"Supporter"** means any person that contributes to the competitive environment of Equestrian Sport but does not compete in Events, Competitions, and/or Activities, who is registered with the FEDERATION and the National Discipline Association(s) (where required) as a Supporter. Supporters may include coaches, Officials, Sponsors and Owners.
- 2.67. **"Treasurer"** means the person elected by the National Council or employed by the National Executive in terms of the provisions of this Constitution, who shall meet, as a minimum, the requirements as set out in article 26.1.3.
- 2.68. **"Veterinary Committee"** means a Standing Committee of the FEDERATION established under specific terms of reference as the representative body of all Equine Veterinary Practitioners involved in Equine Sport, to provide the necessary guidelines to ensure the welfare of the horse, taking into account the unique requirements of each discipline.
- 2.69. **"Vice-President"** means the Vice-President of the FEDERATION, duly elected in terms of this Constitution.

- 2.70. **"WADA"** means the World Anti-Doping Agency.
- 2.71. **"Working day"** means a calendar day excluding Saturdays, Sundays, and Public Holidays.
- 2.72. **"Year"** means a calendar year.

### 3. INTERPRETATION

- 3.1 The headings to the articles or paragraphs of this Constitution are for descriptive purposes only and shall not be used in the interpretation hereof.
- 3.2 Unless the context indicates a contrasting intention, the singular shall include the plural and vice versa.
- 3.3 Any words importing one gender include the other.

## CHAPTER 2: THE FEDERATION AS AN ORGANISATION

### 4. DOMICILE

The domicile and seat of management of the FEDERATION shall be deemed to be situated in the area as determined by the membership at an elective AGM, with the *domicilium* being the address of registered office from time to time, as published on the FEDERATION website, provided that it shall always be at a place within the Republic of South Africa.

### 5. AREA OF JURISDICTION OF the FEDERATION

The geographical area of jurisdiction of the FEDERATION shall be the Republic of South Africa and includes jurisdiction over its Members, Registered Individuals and Registered Groups, wherever they may be at any time while engaging in the FEDERATION's (or its Members') activities or their own activities whilst representing the FEDERATION (or any of its Members), or in any way acting under, or purporting to act under, the auspices of the FEDERATION.

### 6. AFFILIATION

The FEDERATION shall be a full member of SASCOC in terms of the provisions of article 7.2 below and shall further be affiliated to DSAC as required in terms of the prevailing legislation.

### 7. MAIN BUSINESS

- 7.1. The main business of the FEDERATION is to act as the national controlling body of Equestrian

### Sport in South Africa.

- 7.2. The FEDERATION currently holds membership and shall annually seek readmission to SASCOC.
- 7.3. The FEDERATION is currently a member of the FEI and will continue to hold such membership in respect of all Members that fall under the auspices of the FEI.
- 7.4. The FEDERATION is currently a member and will seek membership of and retain membership with various other Equestrian International Federations, in respect of those Disciplines that do not fall under the auspices of the FEI.
- 7.5. The FEDERATION is recognised by DSAC and SASCOC as the only National Federation and controlling body for Equestrian Sport in South Africa.
- 7.6. The FEDERATION shall administer and enforce the rules and regulations of the FEI and other IFs in South Africa in terms of the FEI and IF's Rules and Regulations.
- 7.7. No Member shall be entitled to establish or maintain contact with SASCOC, the FEI or any IF directly without the express prior written approval of the FEDERATION and/or knowledge of the FEDERATION.
- 7.8. The FEDERATION may affiliate with any other body or sporting code with compatible aims with a view to enhancing the interests and status of Equestrian Sport and the FEDERATION within South Africa.

## 8. OBJECTIVES OF THE FEDERATION

The objectives of the FEDERATION are:

- 8.1. To be and to operate and function as the autonomous controlling and administrative body of Equestrian sport within the area of the jurisdiction of the FEDERATION.
- 8.2. To direct, develop, and administer Equestrian sport within the area of its jurisdiction in accordance with the principles of good corporate governance and sound financial management and in line with the Transformation Charter, and to foster the same within its Members.
- 8.3. To actively develop, market and promote Equestrian as a sport and a recreational activity in South Africa.
- 8.4. To foster a spirit of healthy competition, sportsmanship, and fairplay among Athletes of all races, gender, and ages.
- 8.5. To protect the horse from all forms of cruelty or neglect or from any malpractice committed in the course of its training or participation in Equestrian Sport, whether or not in competition, and to ensure that the equestrian community gives priority to the welfare of the Horse at all times.
- 8.6. To uphold and enforce the Rules of Ethics, codes of conduct, rules and regulations (including Veterinary regulations) of the FEDERATION and those discipline specific rules as prescribed by the relevant IF, and any law or regulation imposed in terms of the prevailing law, from time to time

in respect of Equestrian Sport in South Africa.

- 8.7. To encourage, promote, and enforce the highest standard of sportsmanship and ethical conduct in Equestrian Sport and activities.
- 8.8. To assist Members at all levels within the organisation and administration of the FEDERATION.
- 8.9. To regulate and approve National Championships for all Athletes irrespective of age, gender, or physical ability through its Members.
- 8.10. To facilitate the involvement of South African Athletes and teams in international tournaments and championships and to promote the achievement of IF titles.
- 8.11. To develop South Africa as the foremost Equestrian Sport nation in Africa.
- 8.12. To create, build and maintain communities of the FEDERATION's Athletes in the form of the FEDERATION's Clubs, District Bodies, Provincial Equestrian Federations, Discipline Associations and Associate Members and to encourage the active involvement of volunteers in the administration and management of the Equestrian Sport throughout all of the structures of the FEDERATION.
- 8.13. To increase the number of individuals and athletes registered within Equestrian Sport, particularly among schools and previously disadvantaged communities by fostering, developing, and enhancing the relationships between its Members.
- 8.14. To actively develop Equestrian Sport and build human capacity in accordance with the Long-Term Equestrian Development Plan (LTEDP) adopted by the FEDERATION.
- 8.15. To encourage the qualification of individuals as Officials, Coaches, and event organisers.
- 8.16. To encourage the appointment of Coaches, Trainers, and Instructors at all levels within the private and public spheres in South Africa.
- 8.17. To further the FEDERATION's sport education in South Africa and, where possible, to make funds available for Equestrian Sport's literature and studies.
- 8.18. To represent its members and to promote and advance the interests of its members.
- 8.19. To uphold and enforce any code of conduct pertaining to Equestrian Sport as approved by the IF and/or any other codes of conduct decided upon by the FEDERATION.
- 8.20. To refer all disciplinary matters and grievances to the Judicial Commission in order to resolve disputes between Members or Registered individuals involved in Equestrian Sport in South Africa.
- 8.21. To participate in the management activities of the FEI, IF and or any other international Federation body and the African Confederation and to ensure that the FEDERATION is represented at these levels.
- 8.22. To annually re-apply to be a member of SASCOC and to abide by their Constitution, Rules and Regulations, as well as to affiliate to IF and/or any other national or international sports body as the National Council upon the recommendation of the Exco may decide and to cooperate with

SASCOC, in particular as regards the participation of Equestrian Sport's Athletes in all Multi- Code Games and Events.

- 8.23. To ensure due process with the selection of athletes at all levels for participation in any tournaments whether same be local or international and in accordance with the constitution of the FEDERATION and SASCOC.
- 8.24. To award Federation colours and recommend to SASCOC the awarding of South African Colours in terms of the criteria laid down in the FEDERATION's Rules and Regulations, in terms of the approved selection criteria of each respective Discipline Association Member or Associate Member and in terms of SASCOC's Colours Policy.
- 8.25. To advance the objectives of the FEDERATION and to associate itself with all such other lawfully constituted Associations and Organisations, as shall be decided by Exco, whether within or without the area of jurisdiction of the FEDERATION and irrespective of whether or not such other Associations or Organisations are connected with Equestrian Sport.
- 8.26. To recognise and accept the jurisdiction, rules, and regulations of SAIDS, as well as the code of WADA relating to anti-doping and the promotion of drug-free sport.
- 8.27. To perform its functions in a non-discriminatory and democratic way, striving at all times to provide equal rights and fair opportunities to all the Federation's Registered Individuals and Registered Groups, including Athletes, administrators, managers, officials, coaches, and event organisers throughout South Africa.
- 8.28. To seek ways to grow the access to and participation in Equestrian Sport.
- 8.29. To ensure that the encouragement, promotion, development and administration of Equestrian Sport, whether same be at National, Provincial, District or Local level, is carried out in accordance with the principles of non-racism, non-sexism, by which it is meant that race, ethnicity and nationality shall not be a basis for discriminating against or of affording privileges to any one person or group of persons other than in pursuit of the transformation agenda . Such principles are more fully set out in the First Schedule of the Rules and Regulations of the FEDERATION.
- 8.30. To establish and maintain at all times a membership and athlete consolidated data base for all Members, Registered Individuals and Registered Groups at the various levels of the FEDERATION.

## **9. POWERS OF THE FEDERATION TO CARRY OUT ITS OBJECTIVES**

- 9.1. The FEDERATION shall have all such powers, jurisdiction and authorities as shall be deemed necessary or desirable or conducive of achieving any and all of the objects of the FEDERATION. These powers and authorities shall be exercised by the National Council and/or Exco in accordance with and subject to the provisions of this Constitution and the Act. Any of these powers and authorities may be delegated to an Exco member or committee, whether a Standing Committee or Ad-Hoc committee of Exco or a Standing Committee in terms of this Constitution, for



a specific purpose. Without in any way limiting the generality of the foregoing, the powers and authorities of the FEDERATION shall include those set out hereinafter.

- 9.2. To acquire by purchase, exchange, lease, sub-lease, donation or otherwise movable and/or immovable property of any kind.
- 9.3. To sell, let, mortgage, dispose of, give in exchange, turn to account, or otherwise deal with all or any part of the property or rights of Equestrian Sport.
- 9.4. To enter into lawful contracts of any and all kinds necessary to carry out, give effect to or secure the objects of Equestrian Sport.
- 9.5. From time to time, in accordance with sound business and financial principles to invest the funds of the FEDERATION in such property or assets or other security as may be deemed advisable.
- 9.6. To employ, suspend or dismiss and remunerate employees, professional assistants, and experts.
- 9.7. To establish and contribute to a pension, annuity, medical and/or other fund for the benefit of its employees and/or the dependents of such employees in accordance with the rules of such fund.
- 9.8. To arrange a pension and medical aid scheme for the benefit of and to grant pensions, allowances, gratuities, and bonuses to employees of the FEDERATION, or the dependents of such persons.
- 9.9. To support, subscribe or make donations to any charities or other institutions, clubs, societies, and funds for the benefit of Equestrian Sport and/or the Equestrian community.
- 9.10. To pay all expenses incurred in connection with the promotion and functioning of the FEDERATION.
- 9.11. To invite the patronage of any person or persons as it may consider advisable.
- 9.12. To insure against losses, damage, risk, and liability of all kinds.
- 9.13. To make electronic funds transfers and/or any other relevant promissory notes, bills of exchange, warrants and other negotiable or transferable instruments.
- 9.14. To promote and hold an interest in any trust, company, or concern, for the purpose of acquiring all or any of the property and/or undertaking any of the liabilities of the FEDERATION.
- 9.15. To institute, conduct, defend, compound or abandon any legal proceedings by and against the FEDERATION or its officers or otherwise concerning the affairs of the FEDERATION, or the action of its Members, including the employment of attorneys and/or advocates and also compound and allow time for payment or satisfaction of any debts due or any claims or demands made by or against the FEDERATION.
- 9.16. To place any Member of the FEDERATION under Administration in order to regularize any non-compliance with the FEDERATION's Constitution, Rules, Regulations, Codes of Conduct, Code of Ethics, Directives, or any other instruction issued by the Exco or National Council, as the case may be.
- 9.17. To finance litigation and other legal costs, either in the name of the FEDERATION or by way of the

imposition of a special levy on its Members when approved by the Membership.

- 9.18. To lawfully raise money to fund its ordinary operations, whether by subscription or levies, which are to be paid to the FEDERATION as from the 1<sup>st</sup> day of January each year from its Members, inclusive of Clubs, tertiary institutions, and/or any other associations or organisations which are affiliated directly or indirectly to the FEDERATION on behalf of the FEDERATION's athletes/ participants who are members of the bodies referred to above, as well as to obtain lawful funding from any other source, and to recover by legal process monies due by any of the above.
- 9.19. To solicit and accept donations, bequests, grants, and contributions for the benefit of the FEDERATION from within as well as outside the borders of the Republic of South Africa.
- 9.20. To affiliate, contribute or subscribe to bodies with aims similar to those of the FEDERATION.
- 9.21. To borrow or raise money and guarantee or otherwise secure the repayment thereof, including by means of a pledge or lien of its assets, and to invest monies upon security, both in such manner and upon such terms as it may think fit.
- 9.22. To make and pass rules, regulations, and by-laws and to add to, repeal or alter such rules, regulations, and by-laws, with or without penalties, for the carrying out, administration and implementation of this Constitution and the attainment of the objects of the FEDERATION.
- 9.23. To impose fines, to suspend for a period of time pending a disciplinary process, to expel and/or implement any other disciplinary measures on its present or former Members, or any Discipline, Provincial or District body, or Club presently or formerly affiliated to the FEDERATION, and any member of the Equestrian Community, including but not limited to Athlete, official, committee member, coach, team manager and event organiser connected or concerned with Equestrian Sport and arising out of such party having been found guilty by the relevant judicial structure of any contravention or breach of the provisions of this Constitution or any rule, regulation or by-law, including the Code of Conduct of the FEDERATION in force at the relevant time, and including those of SASCOC, SAIOS and World Anti-Doping Code and recover by legal action or otherwise such fines or compulsory contributions or damages from the body or person concerned. Without in any way limiting the generality of the foregoing, the FEDERATION shall have the power to suspend or ban any Athlete, Registered Individual, Member or Club from participating in any championship or event.
- 9.24. To take all such action as may be required to enforce fully and effectively all obligations of whatsoever nature and howsoever arising which may be owed to the FEDERATION by its Members, former Members or Registered Individuals or any other persons or body.
- 9.25. To associate with any State authority or any other foundation, institution, society, trust, entity, or person having the same or similar objects to those of the FEDERATION and to enter into any arrangements that may be conducive to the objects of the FEDERATION.
- 9.26. To uphold and ensure that the principles of "no conflict of interest" are strictly complied with and practiced by all Registered Individuals, Members, and any office bearers within the FEDERATION

or any of its Members.

9.27. Notwithstanding anything herein contained, it is recorded that:

9.27.1. the FEDERATION's income and property shall not be distributable to its Members or office bearers except as reasonable compensation for services rendered or upon dissolution in terms of this Constitution;

9.27.2. Members, Registered Individuals, or office bearers shall have no rights in the property or other assets of the FEDERATION solely by virtue of their being members or office bearers;

9.27.3. the FEDERATION is a non-profit and public benefit organisation and will not carry on any business, undertaking or trading activity, save to the extent permitted in terms of Section 30 the Income Tax Act, 1962 as amended, as provided for more fully in terms of Schedule "B".

9.28. The FEDERATION shall not have any authority to contract or bind on behalf of any Member or individual without prior written consent.

9.29. The FEDERATION shall not be liable for any debts or other liabilities, whether of a contractual or edictal basis, incurred by any Member or individual.

9.30. The FEDERATION's financial transactions shall be conducted by means of a banking account or banking accounts opened and maintained by the Treasurer at the direction of the National Council.

9.31. The FEDERATION shall ensure that Members comply with the rules and regulations of their respective International IF's, and shall further observe and comply strictly with the rules of corporate governance, but shall not in any way be entitled to interfere with the internal policies, day to day running of such member, save and except where the member is found not to have observed and comply with the principles of corporate governance.

### **CHAPTER 3: COMPLIANCE**

#### **10. COMPLIANCE WITH THE LAWS OF THE REPUBLIC OF SOUTH AFRICA**

This Constitution is governed, construed, and interpreted in accordance with the laws of the Republic of South Africa.

#### **11. COMPLIANCE WITH THE CONSTITUTIONS / HANDBOOKS OF INTERNATIONAL FEDERATIONS**

The powers of the FEDERATION shall not be exercised in a manner, which is contrary to the constitutions of SASCOC or any of the International Federations to which the FEDERATION

belongs. In the event of a conflict, the constitutions, and rules of these bodies (where relevant) will take precedence on International Events or such Events where the rules of the International Federation apply.

## **12. COMPLIANCE WITH ANTI-DOPING REGULATIONS**

- 12.1. The FEDERATION and its Members agree to comply with and be bound by the Code in force and adopted by the Government of South Africa arising out of the WADA Declaration adopted in Copenhagen in March 2002 (as amended from time to time) or any subsequent declaration adopted by WADA from time to time. This applies to anti-doping for humans.
- 12.2. The FEDERATION and all its Members agree to comply and be bound by and to ensure its Members, Registered Groups and Registered Individuals comply with the FEI's Equine Anti-Doping and Medication Regulation, published by the FEI (and amended from time to time) as adopted by the SAEF in terms of its Veterinary Regulations, which shall apply to all Disciplines, whether or not they fall under the auspices of the FEI, and which regulations shall be applied at all events held under the auspices of the SAEF and to all Registered Individuals and Registered Groups, whether or not in formal competition.

## **13. COMPLIANCE BY MEMBERS**

- 13.1. The constitutions of the Members, and any proposed amendments thereto, must comply with this Constitution and be submitted to the FEDERATION for approval before they become effective.
- 13.2. Members shall adopt and be bound by the FEDERATION's: (a) codes of conduct, (b) Code of Ethics, (c) rules and regulations (including Veterinary Regulations), (d) all reasonable directives issued by the FEDERATION in line inter alia with best practices in sport governance, (e) any codes and/or policies adopted by the FEDERATION, (f) all relevant and applicable principles of good corporate governance in their affairs, (g) dispute resolution procedures and processes that are in accordance with the Internal Regulations of the Judicial Commission (as published from time-to-time), all of which shall be binding on all Members.
- 13.3. The FEDERATION is entitled to exercise all rights, authority and oversight granted by its Members to it in terms of their respective constitutions.
- 13.4. The FEDERATION shall be empowered and entitled to enforce compliance by its Members with the terms of their constitutions and each Members' constitution shall include the granting of this right and power to the FEDERATION.
- 13.5. Any Member who is found guilty of failing to abide by the provisions of this Constitution, their own constitution, and/or the Rules and Regulations, Codes of Conduct, Code of Ethics and directives of the FEDERATION shall not be entitled to receive funding from the FEDERATION and may be placed under Administration by the FEDERATION, in order to regularise the Member's

compliance, as may be necessary, at the discretion of the Exco and on terms as may be set out by the Exco therein.

- 13.6. The FEDERATION and Members are required to comply with section 30 of the Income Tax (as amended from time to time) as public benefit organisations as set out in Schedule "B" hereto and shall ensure that all of the provision as set out in this Schedule are included, in its entirety in their own respective constitutions.
- 13.7. The FEDERATION and Members are required to comply with the requirement of Non-Racialism in Equestrian Sport, as set out in Schedule "A" hereto, and shall ensure that all of the provisions as set out in this Schedule are included, in its entirety, in their own respective constitutions.

## CHAPTER 4: MEMBERSHIP OF THE FEDERATION

### 14. CLASSIFICATION OF MEMBERSHIP

- 14.1. The FEDERATION consists of four categories of Members, collectively referred to as "Members", namely:
- 14.1.1. **Discipline Associations Members** shall be the Discipline Associations as indicated in Schedule "D", who are obliged to promote, develop, transform and participate in Equestrian Sport as a whole under the guidance and control of the FEDERATION, as well to ensure the development and transformation of their Administrators, Athletes and Supporters (where relevant) through constructive coaching and capacity building under the guidance and control of the FEDERATION, subject to any discipline specific rules and regulations issued by the IF in respect of their Equestrian Discipline.
  - 14.1.2. **SAEF Provincial Members** shall be the SAEF Provincial Equestrian Federations (as provided for in Schedule "E") who are multi-Disciplined coordinating bodies in each of the nine (9) geopolitical demarcated provinces of the Republic. Where appropriate, the National Council may approve the consolidation of provinces with a smaller number of Registered Individuals or Registered Groups into a combined Provincial Equestrian Federation for such provinces.
  - 14.1.3. **Associate Member(s)** shall be the various Associations as per Schedule "F" who are either multi-Disciplined and/or caters for special needs and interests and such a Member complies fully with the provisions of this Constitution and is confirmed by SASCOG as having fulfilled the criteria of *bona fide* Associate Members in terms of the SASCOG Constitution.
  - 14.1.4. **Non-voting Members** such as Honorary Life Members and Patrons
- 14.2. In matters of mutual interest, the FEDERATION and any Member/s may, if the need arises, enter into a written agreement covering specific issues for the benefit of Equestrian Sport and its Registered Individuals and/or Registered Groups.

### 15. DISCIPLINE ASSOCIATION MEMBERS

- 15.1. Discipline Association Members shall be the Discipline Associations as indicated in Schedule "D", and any additional Discipline Association Members who may be granted membership of the FEDERATION (in terms of article **Error! Reference source not found.** below) after the signing date of this Constitution, who have applied for and been granted Membership, and which, once a Member, are obliged to promote, develop, transform and participate in Equestrian Sport under the guidance and control of the FEDERATION. The Discipline Association Members are also obliged to ensure



the development and transformation of their Registered Individuals and Registered Groups, including all Administrators, Athletes, Participants and Supporters through constructive coaching and capacity building under the guidance and control of the FEDERATION.

- 15.2. The jurisdictions of Discipline Association Members shall be limited to their Discipline.
- 15.3. Discipline Association Members shall establish themselves in each, or at least 5 (five), Provinces (as set out in Schedule "G"). The national council of each of the Discipline Association Members shall then consist of the National Discipline President, National Discipline Vice President, Treasurer, Secretary, a duly elected Provincial Discipline Chairperson/President from each active Province, and the National Discipline Athletes' Representative, and any co-opted member of National Discipline Association Council who shall not have a vote. Only a South African Citizen is eligible for election to serve on the exco and national council of each of the Discipline Association Members and must be in good standing with both their provincial and discipline association.
- 15.4. In the instance that the Discipline Association may have smaller numbers of Registered Individuals and/or Registered Groups in 2 or more Provinces, the Discipline Association Member may request the FEDERATION's approval to consolidate 2 or more provinces into a single combined Provincial structure. In such instance, the FEDERATION shall monitor that the interests of the Athletes in such combined structures are not compromised, and in such instance shall have the right to require the Discipline Association Member to take the necessary steps to remedy such situation, at the direction of the FEDERATION.
- 15.5. The constitution of every Discipline Association Member, and each of its provincial/district structures, shall substantially comply with the provisions of this Constitution and the specific and/or special requirements contained in Schedule "C", and is subject to the approval of the FEDERATION.
- 15.6. Every Discipline Association Member shall submit an annual report within 3 months of the end of their financial year end, that shall reflect inter alia:
  - 15.6.1. evidence of the South African democratic election of its own office bearers and the office bearers of each of the Provincial (including any combined Provincial structure) and district Bodies falling within its area of jurisdiction in terms of the FEDERATION's Directives;
  - 15.6.2. proof of the number of active Athletes, officials, recreation, and development riders, Equestrian Friends, and all other individuals within the Province or within each District falling within its area of jurisdiction;
  - 15.6.3. a list of members and their contact numbers and all other data on their database including addresses of their members and individuals;
  - 15.6.4. annual financial statements reflecting the financial affairs of the Discipline Association Member, which financial statements shall be prepared and lodged with the FEDERATION within 3 months of the end of their respective financial year, and should be audited, unless the prior written consent of the Exco shall have been obtained otherwise, which consent

- shall be limited to instances where the membership numbers of the Member does not, at that time warrant the costs of an audit, but which consent shall be for a limited period and subject to specific terms, review and amendment by Exco;
- 15.6.5. any other reporting requirements as may be reasonably required by the FEDERATION from time to time.
- 15.7. Failure by a Member to submit the required annual report timeously may render the Member liable to be placed under Administration and/or suspension, as may be applicable.

## **16. PROVINCIAL MEMBERS ( SAEF Provincial Equestrian Federations)**

- 16.1. The SAEF Provincial Members, as set out in Schedule "E," shall comprise of:
- 16.1.1. the Chairperson of each active District Committee established in each geo-political District of the Province, as currently set out in Schedule "G", which may change from time to time in terms of an act of parliament and which must be fully aligned with the geo-political boundaries of such Districts (and which may, subject to the prior written consent of the Exco and the terms of such consolidation as set out by the Exco, be consolidated into one or more District Committee's where such consolidation makes the Committee viable), alternatively (subject to the prior written consent of the Exco where no District Committees are viable in the Province), the President/Chairperson of each of the active Clubs (registered as a Registered Group with the FEDERATION), from whose number they shall elect a Provincial President/Chairperson and Treasurer; and
- 16.1.2. a representative from each of the provincial disciplines structures of each of the various Discipline Associations Members active in the Province; and
- 16.1.3. a Provincial Secretary, who is to be appointed and not elected;
- 16.1.4. the SAEF Provincial Athletes Commission, comprising of the Discipline Provincial Athletes' Representatives representing the Provincial Disciplines of the Discipline Association Members in the Province, so elected in terms of article 31.1.1.
- 16.2. A SAEF Provincial Equestrian Federation, shall once properly constituted, automatically become a Member of the FEDERATION, which membership may not be terminated at the instance of the SAEF Provincial Member.
- 16.3. In the instance that the SAEF Provincial Member may have smaller numbers of Registered Individuals and/or Registered Groups, then it may request the FEDERATION's approval to consolidate with another Province in a similar position, into a single Provincial structure. In such instance, the FEDERATION shall monitor that the interests of the Athletes in such combined structures are not compromised, and in such instance shall have the right to require the SAEF Provincial Member to take the necessary steps to remedy such situation, at the direction of the FEDERATION.

- 16.4. Each SAEF Provincial Member must be constituted in terms of a Provincial constitution, approved by the FEDERATION, which shall be in substantial compliance with the provisions of this Constitution.
- 16.5. Every SAEF Provincial Member shall submit an annual report within 3 months of the end of their financial year end, that shall reflect inter alia:
- 16.5.1. evidence of the democratic election of its own office bearers and the office bearers of each of the District Committees and/or Clubs falling within its area of jurisdiction in terms of the FEDERATION's Directives;
  - 16.5.2. proof of the number of active Athletes, officials, recreation, and development riders, Equestrian Friends, and all other individuals within the Province falling within its area of jurisdiction; and
  - 16.5.3. a list of members and their contact numbers and all other data on their database including addresses of their members and individuals;
  - 16.5.4. annual financial statements reflecting the financial affairs of the SAEF Provincial Member, which financial statements shall be prepared and lodged with the FEDERATION within 3 months of the end of their respective financial year, and should be audited, unless the prior written consent of the Exco shall have been obtained otherwise, which consent shall be limited to instances where the membership numbers of the Member does not, at that time, warrant the costs of an audit, but which consent shall be for a limited period and subject to specific terms, review and amendment by Exco;
  - 16.5.5. any other reporting requirements as may be reasonably required by the FEDERATION from time to time.
- 16.6. Failure by a SAEF Provincial Member to submit the required annual report timeously may render the Member liable to be placed under Administration and/or suspension, as may be applicable.

## 17. ASSOCIATE MEMBERS

Associate Members shall be the South African National Equestrian Schools Association (SANESA), and all other members referred to in Annexure "F", as well as any other organisation who has been granted Associate Member status, and which complies fully with the provisions of this Constitution, and which is confirmed by SASCOC as having fulfilled the criteria of *bona fide* Associate Members in terms of the SASCOC Constitution. Each Associate Member is required to provide a copy of their constitution or incorporation documents to the FEDERATION, which shall not be in conflict with any of the material provisions of this Constitution. Where there are any provisions in an Associate Member's constitution that may not strictly align with this Constitution, then the FEDERATION and the Associate Member shall record any necessary dispensation in that regard in a written agreement, and how any issues in respect thereof shall be resolved between them, in writing, in order to regularize and maintain a positive and constructive

relationship.

## **18. HONORARY LIFE MEMBERS AND PATRONS**

- 18.1. Exco and Members of National Council shall, from time to time, nominate any individual who has rendered exceptionally meritorious service or outstanding and notable service over a long period of time, to the FEDERATION and/or in the promotion of Equestrian Sport and whom it wishes to recognise and honour as an Honorary Life Member.
- 18.2. Such nomination shall be presented to the National Council for adoption at the next AGM and, if adopted by the National Council, such person shall become an Honorary Life Member and shall enjoy the rights and privileges namely to attend the AGM with the right to speak in invited to do so by the President, but with no right of vote, and to be a special guest of the FEDERATION or the organisers of any event or championship held under the auspices of the FEDERATION.
- 18.3. Any past president of the FEDERATION or its predecessor bodies may become an Honorary Life Member of the FEDERATION if so nominated and such nomination is adopted at an AGM of the National Council.
- 18.4. The names of all Honorary Life Members of the FEDERATION shall be continuously displayed on the website of the FEDERATION.
- 18.5. Exco may from time to time nominate, for a period not exceeding four (4) years, any person whom Exco considers to be fit and desirable to be a Patron of the FEDERATION which nomination shall be presented for acceptance at the next AGM and, if appointed by the National Council, such person shall become a Patron of the FEDERATION for the time period nominated.
- 18.6. A person may be considered fit and desirable if he or she is a person of distinction or high profile with undeniable integrity and one who may lend his or her influential support to protect the interests and champion the cause of Equestrian Sport.
- 18.7. Patrons shall enjoy the same rights and privileges, as are enjoyed by Honorary Life Members, together with such further rights and privileges as are decided upon by Exco from time to time.

## **19. GENERAL MEMBERSHIP RULES SUSPENSION AND TERMINATION OF MEMBERSHIP**

- 19.1. Exco may place any Member or sub-structure of the FEDERATION under Administration in any instance where such Member or sub-structure is determined, by Exco in its sole discretion, to be non-compliant with this Constitution, or any of the FEDERATION's applicable rules, regulations, codes of conduct, Code of Ethics or Directives, in order to take the steps necessary to render the Member and/or sub-structure compliant as quickly as possible.
- 19.2. Exco may, provisionally or finally, and with immediate effect, suspend a Member which violates its

- obligations as a Member or no longer meets the requirements of a Member in good standing.
- 19.3. The provisional suspension of a Member shall last, unless it has been revoked by Exco, until the next General Meeting.
- 19.4. The suspension of a Member requires a two-thirds majority of the voting delegates present at the next General Meeting, failing which the provisional suspension shall be automatically lifted.
- 19.5. The National Council may, on recommendation of Exco, suspend any Member of any classification which ceases to operate a viable structure as contemplated in this Constitution.
- 19.6. The National Council shall take its decision by at least a two-third majority of its Members, excluding the representatives of the Member concerned. The representatives of the Member concerned shall be entitled to make full representations to the National Council prior to the voting on the resolution.
- 19.7. A decision to place under Administration, suspend or terminate a Member's membership shall *inter alia* take into account whether the structures of the Member concerned are viable, whether it meets its obligations in terms of its own constitution and this Constitution, whether it has failed to pay its required fees, whether it refuses to comply with the decisions of the National Council, whether it has sufficient resolve for the development of Equestrian Sport in its area, whether its office bearers are individually registered with the FEDERATION and whether the Member concerned works harmoniously with the FEDERATION and other Members towards the expansion of Equestrian Sport in South Africa.
- 19.8. The consequences of Administration shall only affect the operation and administrative affairs of the Member or sub-structure placed under Administration and shall have no effect on the continuation of the sport in that jurisdiction or the rights and responsibilities of any Registered Individuals or Registered Groups falling under the jurisdiction of such body.
- 19.9. The consequences of the provisional or confirmed suspension of a Member includes but is not limited to the following:
- 19.9.1. Non-participation by the Member or its representatives at any General Meeting;
  - 19.9.2. The inadmissibility of the nominations for elections and other appointments proposed by the Member;
  - 19.9.3. The suspension of the Member and its representatives from the National Council and any committee, or other structure of the FEDERATION;
  - 19.9.4. The deletion or non-registration of all Events of that Member from the National and International Calendar;
  - 19.9.5. The exclusion of Registered Individuals of that Member from National and/or International Events;
  - 19.9.6. The withdrawal of any application of an award of Provincial and/or National Colours to any Athlete, team, or Athlete support personnel about to compete Nationally or Internationally;

and

- 19.9.7. The suspension of funding from the FEDERATION.
- 19.10. Notwithstanding the provisions of articles 19.8 and 19.9 above, the Exco may decide, taking into consideration the best interests of Equestrian Sport and Athletes in particular, that certain consequences will not apply and for such period as it shall determine.
- 19.11. Exco may lift the Administration or suspension at any time if the Member has addressed the violations of its membership at any time and will report to the General Meeting.
- 19.12. During suspension, Exco may also appoint a person to administer the Member for any period of time in order to ensure the ongoing operation while also addressing complaints and disputes addressed to the FEDERATION.
- 19.13. The FEDERATION may, by a two-third majority resolution at a General Meeting, expel or terminate the membership of any Member, in which event the relevant Member will cease forthwith to be a Member of the FEDERATION.
- 19.14. Any decision of the National Council to expel a Member shall take place before voting on any other point on the agenda at a General Meeting.
- 19.15. The National Council may decide whether to expel a Member on the recommendation of Exco after following due process, including where the Member, received a letter of demand, and has been granted the opportunity to make representations at a hearing. The grounds for expulsion of a Member are:
  - 19.15.1. being in breach of its membership obligations (see article 20 below);
  - 19.15.2. being in material or persistent breach of any provision of this Constitution, any Policy or decision of the National Council or Exco;
  - 19.15.3. having been dissolved, liquidated, or wound up;
  - 19.15.4. acting in a way that is in breach of good governance by omission or commission;
  - 19.15.5. acting in a way which is detrimental to, bring into disrepute, is materially inconsistent with, is contrary to or prejudicial to the best interests, image or welfare of Equestrian Sport and the FEDERATION and/or brings either the FEDERATION or Equestrian Sport into disrepute; and
  - 19.15.6. ceasing to be a Member in good standing.
- 19.16. Once recognized as a Member, such membership is of indefinite duration unless the Member:
  - 19.16.1. withdraws its membership subject to having paid all outstanding dues owed by it to the FEDERATION; or
  - 19.16.2. is expelled in accordance with this Constitution or any other applicable Policy or Regulation.
- 19.17. Any Discipline Association Member may, at any time, tender their resignation from the



FEDERATION. Such Member must give notice by not later than 30 September of each year. Any Member so resigning shall continue to be liable for any monies due and owing by such Member, to the FEDERATION up to and as at the date of their resignation.

- 19.18. A SAEF Provincial Member shall not be entitled to resign from the FEDERATION.

## **20. GENERAL MEMBERSHIP RIGHTS AND OBLIGATIONS**

- 20.1. Unless indicated to the contrary in this Constitution, any Member shall have the right to attend, speak, and vote at any General Meeting provided that such Member has complied with all of its membership and financial obligations.
- 20.2. The representative of any Member wishing to attend, speak or vote at any General Meeting shall, not less than seven (7) days prior to the time of the commencement of that Meeting, submit to the Secretary General written confirmation that such representative has been authorized to attend, speak and vote at such Meeting, unless permitted otherwise to do so by the Chairperson of such Meeting upon good cause shown.
- 20.3. Each Member shall have the right to:
- 20.3.1. propose matters to be included in the agenda of the General Meeting;
  - 20.3.2. nominate candidates for elected positions;
  - 20.3.3. vote at any meeting of the National Council, including casting votes at any election;
  - 20.3.4. address the National Council on any matter on the agenda for any meeting of the National Council;
  - 20.3.5. make representations to the Exco on any matter relevant to them or their constituency.
- 20.4. Every Member, Registered Individual and/or Registered Group shall have the obligations to comply with the FEDERATION's Constitution, rules, regulations, codes of conduct, Code of Ethics, dispute resolution mechanisms, Directives or any reasonable instruction issued by Exco in terms thereof.
- 20.5. Every Member, Registered Individual and/or Registered Group is obliged to resolve any dispute that may arise in terms of the FEDERATION's dispute resolution mechanisms, via the FEDERATION's internal processes, exclusively.

## CHAPTER 5: NATIONAL COUNCIL

### 21. THE NATIONAL COUNCIL

- 21.1. Subject to the terms of this Constitution, the National Council shall be the highest authority of the FEDERATION and shall determine its general policy, approve its budget and give directives to Exco.
- 21.2. There shall be a minimum of 30 percent (30%) females amongst the members of the National Council.
- 21.3. The National Council shall meet twice annually. The first such meeting shall be an Annual General Meeting (AGM) of the National Council to be held not later than the end of July of each year, and the second meeting shall be the Ordinary General Meeting (OGM) of the National Council, to be held not earlier than October of each year.
- 21.4. The AGM and the OGM of the National Council shall be held on such date and time and at such place and in such manner as Exco shall determine.
- 21.5. Subject to the express provisions of this Constitution and its policy, rules and procedures in force from time to time, the National Council shall have full powers in the management and direction of the business affairs of the FEDERATION and, save as may be expressly provided in this Constitution, may exercise all such powers of the FEDERATION and do all such acts on behalf of the FEDERATION, as may be exercised and done by the FEDERATION itself.
- 21.6. Without limiting the generality of the above, the National Council shall have the following specific functions and powers:
- 21.6.1. to determine the policy of Equestrian Sport, as well as to comply with the provisions of the Transformation Charter, for the execution of which the Exco shall be responsible;
  - 21.6.2. to approve the annual budget for the FEDERATION;
  - 21.6.3. to ratify the rules, by laws and regulations formulated by Exco;
  - 21.6.4. to fix conditions and fees for membership of the FEDERATION and to establish criteria for the classification of Athletes; and
  - 21.6.5. to elect a four (4) year term, a President, Vice President, Treasurer and Members of the Exco.
- 21.7. The following persons shall be eligible to attend and speak at meetings of the National Council, other than the AGM and an SGM:
- 21.7.1. All members of Exco;
  - 21.7.2. Not more than 1 (one) representative of each of the Discipline Association Members, 1 (one) representative of each SAEF Provincial Member, and 1 (one) representative of

- each Associate Member;
- 21.7.3. The National Athletes Representative;
- 21.7.4. The Patrons;
- 21.7.5. All Honorary Life Members;
- 21.7.6. Invited individuals shall include the Auditor and a representative of SASCOC; and
- 21.7.7. The Chairperson of the Judicial Commission.
- 21.8. Notice of any OGM of the National Council shall be sent to all Members not less than 30 (thirty) days before the date of such meeting which notice shall be accompanied by a proposed agenda as recommended by Exco.
- 21.9. The full motion which any Member wishes to be put to and considered by any OGM. shall be received not less than 15 (Fifteen) days prior to the date of such meeting by the Secretary General who shall disseminate it by post and/or by hand, and/or by electronic mail, together with the final agenda to all who may attend.
- 21.10. The business to be transacted at the OGM shall be:
  - 21.10.1. to read the notice convening the meeting;
  - 21.10.2. to read and confirm, with or without amendments, or to reject the minutes of the previous OGM, as well as the minutes of any SGM held in the interim, and to consider any matters arising therefrom;
  - 21.10.3. to consider and to adopt, with or without modification, or to reject, any Resolution of which due notice has been given;
  - 21.10.4. to consider and to adopt, with or without modification, or to reject, the budget for the ensuing year which shall have been prepared by the Treasurer and considered and recommended by Exco.
- 21.11. No resolution which has the effect of creating, amending, or repealing a by-law, regulation or standing rule shall be binding unless the notice thereof has been given in terms of article 20 hereof or such resolution has been ratified at the next National Council meeting.

## **22. ANNUAL GENERAL MEETING ("AGM")**

- 22.1. An AGM shall be held once every year, the AGM shall be held no later than 6 (six) months from the end of the financial year and not more than twelve (12) months after the date of the previous AGM.
- 22.2. Exco shall decide the date, time, and place on which each AGM shall be held.
- 22.3. The following persons shall be entitled to attend and speak at the AGM:
  - 22.3.1. All members of Exco;

- 22.3.2. Not more than 1 (one) representatives of each of the Discipline Association Members, 1 (one) representative of each SAEF Provincial Member, and 1 (one) representative of each Associate Member;
- 22.3.3. The National Athletes Representative;
- 22.3.4. The Chairperson of the Judicial Commission;
- 22.3.5. The Patrons;
- 22.3.6. All Honorary Life Members;
- 22.3.7. Invited individuals, including the Auditor of the FEDERATION;
- 22.3.8. A representative of any Committee or Commission of the FEDERATION if that Committee or Commission is invited for a specific purpose by the Exco to address the Council;
- 22.3.9. The Chairperson of each of the FEDERATION'S- Standing Committees;
- 22.3.10. A representative of SASCOC;
- 22.3.11. Any Registered Individual or representative of a Registered Group who may attend as an observer with no voice.
- 22.3.12. The business to be transacted at an AGM shall be:
- 22.3.13. To read the notice convening the meeting;
- 22.3.14. To read and confirm the Minutes of the previous AGM, SGM and General meetings, and to consider any matters arising therefrom;
- 22.3.15. To receive and consider the Annual Report of the President, for the period since the date of the previous AGM;
- 22.3.16. To receive and consider the report of the Treasurer and to adopt with or without modification, the audited Annual Financial Statements for the period since the date of the previous AGM, provided that if not so adopted the Annual Financial Statements shall stand for consideration and adoption, with or without modification, or rejection by the National Council at its following meeting or by the Exco in terms of the decision of the AGM;
- 22.3.17. To appoint the auditors of the FEDERATION to hold office until the next AGM;
- 22.3.18. To receive and consider the reports of Committees regarding their activities for the year;
- 22.3.19. To receive and consider the reports of the Judicial Commission;
- 22.3.20. To consider and to adopt with or without modification, or to reject any recommendations of Exco;
- 22.3.21. To consider all nominations by Exco of persons to be Patrons or Honorary Life

Members and to accept or to reject any such nomination;

- 22.3.22. To discuss and consider any further matters of which 20 (twenty) days' written notice has been given.
- 22.3.23. Notice of each AGM shall be sent to all the Members, Exco members, Patrons, and Honorary Life Members not less than 30 days prior to the date of the AGM.
- 22.4. Not less than 14 (fourteen) days prior to the date of any AGM, copies of the Agenda for that AGM and the Annual Financial Statements for the financial year preceding the date of the AGM shall be disseminated to all Members, Exco members, Patrons and Honorary Life Members by post, and/or by hand, and/or by fax, and/or by electronic mail.

### **23. SPECIAL GENERAL MEETINGS ("SGM's")**

- 23.1. An SGM of Members shall be convened:
- 23.1.1. By resolution of Exco, or
- 23.1.2. Upon the written requisition of not less than 50% plus one of all Members, addressed and sent to the Secretary General, which written requisition shall state the exclusive purpose for which the SGM is to be called and the text of the motion to be put to the meeting.
- 23.2. Within 14 (fourteen) days after receipt of the resolution or requisition, the Secretary General shall send written notification to all Members, which notice shall specify the date, time and place of the SGM, (which date, time and place shall have been determined by Exco) provided that the date shall not be more than 21 (twenty- one) days and not less than 7 (seven) days after the date of posting the notice, together with written notification of the purpose of and measures to be transacted at the SGM and the text of the motions to be put to and considered by the meeting.
- 23.3. No business other than that stated in the notification shall be transacted at the SGM.
- 23.4. Only the persons referred to in article 22.3 shall be entitled to attend and speak at SGMs.

### **24. REPRESENTATION AND VOTING RIGHTS**

- 24.1. Each Discipline Association Member, SAEF Provincial Member, National Athletes Commission and Associate Member shall be entitled to be represented by a maximum of 1 representative, in order to attend and to vote on behalf of the Member at any general meeting of the National Council.
- 24.2. Where such representation is not the elected National Discipline Association President/Chairperson, Provincial Equestrian Federation President/Chairperson, National Athletes Representative, or Associate Member President/Chairperson, then such alternative individual to represent such Member shall by way of a formal written nomination to be addressed

to the Secretary General, and such nomination must be received not less than 72 (seventy-two) hours prior to the time for the commencement of that meeting in order for such nominee, who must be a Registered Individual in good standing, to be placed before the National Council for approval by a simple majority in order to have the required standing and voting rights at the meeting. Should such nomination not be received timeously, it shall be at the sole discretion of the National Council (by a simple majority) as to whether or not to entertain such representation. No individual shall be entitled to otherwise represent a Member at any meeting of the National Council.

- 24.3. Members shall have the following voting rights in respect of any and all meetings of the National Council:
- 24.3.1. Olympic Discipline Association Members shall each have 3 (three) votes;
  - 24.3.2. Non-Olympic Discipline Association Members shall each have 2 (Two) votes;
  - 24.3.3. SAEF Provincial Members shall each have 1 (one) vote;
  - 24.3.4. The Athletes Commission shall have 1 (one) vote;
  - 24.3.5. Associate Members shall each have 1 (one) vote.
- 24.4. Only representatives of Members who are personally present at the meeting concerned shall be allowed to exercise the right to vote.
- 24.5. Each member of Exco present shall have 1 (one) vote and the Chairperson of any general meeting shall have a second or casting vote in the event of an equality of votes, save for and except at an Elective AGM where the Exco shall have no vote in the election of the new Exco members.
- 24.6. No proxy votes shall be allowed.

## **25. GENERAL PROVISIONS RELATING TO COUNCIL MEETINGS**

- 25.1. AGM's, OGM's and SGM's shall, subject to the terms of this Constitution, be held at such date, time and place as shall be decided by Exco.
- 25.2. All meetings of the National Council may be held virtually, provided that the identity and standing of each attendee may be properly established and verified by the Secretary General prior to the commencement of the meeting. No unauthorised attendees shall be granted access to any virtual meeting of the National Council, and the Secretary General shall be entitled to terminate the connection of any such unauthorised attendee. A breach of this obligation shall constitute a breach of the FEDERATION's Code of Conduct in respect of Officials.
- 25.3. The chairperson of any AGM, OGM or SGM shall be the President, or in his or her absence the Vice-President, or in his/her absence such other person as shall be elected for that purpose by the representatives of Members present at the Meeting and entitled to vote.
- 25.4. A quorum shall consist of 50% (fifty per centum) plus one of the total votes available to all



Members, provided they are in good standing.

- 25.5. If a quorum shall not be present at the place of the meeting within 30 (thirty) minutes after the time set for commencement of the meeting, or if sufficient representatives of Members do not remain present to constitute a quorum until the proceedings have been duly declared to have been concluded by the President, the meeting if convened upon the requisition of a Member, shall be dissolved. In any other case, it shall stand adjourned to a date not earlier than 5 (five) working days and not later than 15 (fifteen) working days after the date of that meeting, and, at such adjourned meeting the representatives of the membership present and entitled to vote, shall constitute a quorum and may transact the business of that meeting.
- 25.6. Where a meeting has been adjourned as aforesaid, the Secretary General shall, upon a date not later than 3 (three) working days after the adjournment, disseminate a written notice to each Member, which notice shall have been settled by the President, stating:
- 25.7. the date, time, and place to which the meeting is adjourned;
- 25.8. the matter before the meeting, when it was adjourned; and
- 25.9. the ground for the adjournment.
- 25.10. Voting shall be on a show of hands unless a secret ballot (poll) be demanded by representatives of not less than 40% (forty per centum) of the membership entitled to vote, and in such event, the poll shall be conducted in such manner as the Chairperson of the meeting shall decide.

## CHAPTER 6: EXECUTIVE COMMITTEE

### 26. EXCO

- 26.1. The Executive Committee of the FEDERATION ("Exco") shall consist of the following persons:
- 26.1.1. The President;
  - 26.1.2. The Vice-President
  - 26.1.3. The Treasurer, (who may be employed and if employed shall have no vote) and who shall comply with the following minimum qualification requirements:
    - 26.1.3.1. a minimum of five (5) years' financial experience;
    - 26.1.3.2. hold appropriate financial qualifications;
    - 26.1.3.3. currently registered with an appropriate professional body;
    - 26.1.3.4. shall have no criminal record and shall not have been previously disqualified by any professional body or Court of Law from holding such a financial position or a position as a director of a Company, or have previously been found to be lacking in appropriate professional standards, or to have been charged with any misconduct or dismissed from any position under allegations of financial irregularities;
  - 26.1.4. The Secretary General, who may have been elected or employed and shall have no vote;
  - 26.1.5. Two representatives of the Discipline Association Members;
  - 26.1.6. Two Representatives of the SAEF Provincial Members;
  - 26.1.7. One representative of the Associate Members;
  - 26.1.8. The Chairperson of the Judicial Commission; and
  - 26.1.9. National Athletes Representative.
- 26.2. There shall be minimum 25 percent (25%) females amongst the members of Exco.
- 26.3. Exco committee shall be deemed to be validly constituted when the provisions of 25.2 above have followed "mutatis mutandis" and complied with.
- 26.4. Exco members may not serve for more than two terms of 4 years each (8 (eight) consecutive or accumulated years.
- 26.5. Exco may co-opt other individuals as members for short-term and project-orientated appointments in order to discharge specific functions, provided that no co-opted member shall have a vote and provided further that although the predominant criterion for co-option shall always be merit, Exco shall, as far as possible, seek to preserve a balance of men and women members.

26.6. Exco shall perform inter alia the following functions:

- 26.6.1. The administrative and executive functions of the FEDERATION shall be the responsibility of Exco. In addition, Exco shall deal with any matters referred to it by the National Council and shall report to the National Council;
- 26.6.2. Exco shall decide on the executive structures and administrative procedures of the FEDERATION as may be required from time to time;
- 26.6.3. Exco controls and oversees the work of itself, as well as the work of all Commissions (including the Athletes' Commission) and Standing Committees, Technical Committees and Ad-Hoc Committees, and shall consider their respective submissions and proposals, which may include amendments to the Rules, Regulations, Codes of Conduct, Procedures, Directives, Code of Ethics and any other governance documents and policies of application or to be made of application within the FEDERATION, and vote and adopt such recommendations in order for the same to become enforceable within the FEDERATION.

26.7. Members of Exco shall vote on all resolutions by a show of hands.

26.8. Members of Exco shall decide on all matters by a simple majority vote.

26.9. Each member of Exco shall have 1 (one) vote and the Chairperson of any meeting of Exco shall have a second or casting vote, save and except at an elective annual general meeting where the executive shall not be entitled to vote on electoral matters, in the event of an equality of votes.

26.10. The chairperson of any meeting of Exco shall be the President, or in his or her absence the Vice President or in his /her absence such other Member of Exco as shall have been appointed at that meeting by the Members of Exco present and entitled to vote.

26.11. Exco shall meet not less than once monthly in addition to meeting at the time of each of the two bi-annual general meetings of the National Council.

26.12. A quorum of members of Exco shall consist of a minimum of 50% plus 1-members of Exco being present, and if there is not a quorum present at the appointed time and place for any meeting of Exco or if there is not a quorum present during the whole of the meeting until proceedings have been duly concluded and declared by the chairperson of that meeting to have been concluded, such meeting shall stand adjourned until a date, time and place to be determined by those members of Exco who are present at that meeting provided that such date shall not be more than 10 working days after such meeting; and at such adjourned meeting those members of Exco present and entitled to vote shall constitute a quorum and may transact the business of that meeting.

26.13. The Secretary General shall, by such means as is most expedient and by such means as appears most appropriate in the circumstances, inform those members of Exco who were not present at the meeting of the date, time and place to which the meeting has been adjourned.

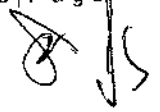
- 26.14. Any member of Exco who, without having first obtained leave of absence from Exco, shall otherwise than in circumstances beyond his or her control, not attend 3 (three) consecutive meetings of Exco, of which meetings due notice has been given, shall be deemed to have resigned from Exco and such vacancy shall be filled in terms of the natural succession of that person's code or an election for the position may be duly called by the Exco.
- 26.15. No member of Exco shall be entitled to any remuneration, but all members of Exco shall be entitled to be refunded any disbursement incurred by any such member in fulfilling any duties or functions as shall be approved by Exco.
- 26.16. The Secretary General shall:
- 26.16.1. send to all Members, and to all members of Exco:
    - 26.16.1.1. written notification of all meetings of Exco and the proposed Agenda within the stipulated time period prior to the date of the proposed meeting;
    - 26.16.1.2. copies of the minutes and resolutions of all meetings of Exco, within 15 (fifteen) working days after the date of the relevant meeting;
  - 26.16.2. send to all Members, and to all members of Exco:
    - 26.16.2.1. written notification of all meetings of the National Council and the proposed Agenda, in the stipulated time period prior to the date of the proposed meeting;
    - 26.16.2.2. copies of the minutes and resolutions of all meetings of the National Council, within 15 (fifteen) working days after the date of the relevant meeting.
- 26.17. Any Member shall be entitled to have a representative attend and speak, but not vote, at any meeting of Exco, provided such Member shall have submitted written notification to the Secretary General of such intention and the full details of any matter such member is desirous of raising at such Meeting, not less than 5 (five) working days prior to the date of such meeting.

## **27. POWERS OF EXCO**

- 27.1. Except where otherwise stated herein and subject to the provisions of this Constitution, Exco shall be vested generally with all such powers and authorities as are necessary to perform its functions as stated herein and to promote and attain the objects of the FEDERATION and, without in any way limiting the generality of the foregoing, Exco shall have all such powers and authorities specifically mentioned hereunder.
- 27.2. Exco shall control all expenditure of the funds of the FEDERATION and shall not incur any liability nor enter into any commitment which cannot be discharged out of the funds of the FEDERATION.
- 27.3. No cheque or promissory note drawn on behalf of the FEDERATION shall be valid unless signed

by any 2 (two) of the President, the Vice-President, the Treasurer, the Secretary General, who have been duly authorised by Exco to have signing powers in terms of an Exco Resolution. The same restriction applies *mutatis mutandis* to electronic (Internet) payments.

- 27.4. Exco shall be entitled to make any and all by-laws or regulations necessary to promote the aims and objects of the FEDERATION and such by-laws and/or regulations shall be binding upon members. Such regulations shall be ratified at the next General Meeting of the National Council.
- 27.5. Exco may delegate the exercise of any of its powers and functions to one of its members, or a Committee established in terms of this Constitution, or to a Standing Committee of Exco.
- 27.6. In addition to the foregoing, Exco shall:
- 27.6.1. undertake and perform all such duties and functions as shall be decided by the National Council;
  - 27.6.2. subject to the provisions of this Constitution, make, amend, vary, repeal, and enforce rules, by-laws and regulations, codes of conduct, Code of Ethics and/or Directives for the FEDERATION in consultation with the Judicial Committee;
  - 27.6.3. consider and, if thought fit, approve the separate constitutions, by-laws, rules and regulations of each Member, and any amendments or alterations thereto after consultation with the Judicial Committee;
  - 27.6.4. formulate recommendations and resolutions for the consideration of the National Council and prepare the agenda for National Council meetings;
  - 27.6.5. refer matters to the Judicial Commission for investigation and/or the conduct of disciplinary proceedings in respect of any infringement of this Constitution or the by-laws, rules or regulations, including the Code of Conduct and/or Code of Ethics of the FEDERATION in force from time to time, or the breach of any agreement between the FEDERATION and another contracting party falling under the jurisdiction of the FEDERATION, or the violation of the rules and regulations of Equestrian Sport (including discipline specific rules) and to enforce the sanctions imposed by the Judicial Commission, whether by way of fines, or suspension or banning/ exclusion from participating in any championships or event or the activities of the FEDERATION or by way of withdrawing monies for which any person would otherwise be eligible. For the purposes of this Constitution, all events and championships of whatsoever nature organised and/or run by Members of the FEDERATION shall be deemed to be under the auspices of the FEDERATION;
  - 27.6.6. impose and collect levies, subscriptions, dues, and imposts as approved by the Members at its AGM and to manage the financial affairs of the FEDERATION;
  - 27.6.7. ensure that all Equestrian bodies and Community that arrange, control, regulate and promote events, championships and any other forms of competition do so properly and in line with the expectations of the FEDERATION, and are properly registered with the



FEDERATION, and thereby subject to the authority of the FEDERATION;

- 27.6.8. employ any person upon such terms and conditions as shall be decided and, when considered necessary or desirable, terminate the employment of any such person;
- 27.6.9. refer to the Judicial Commission any dispute between Members, Registered Individuals, Registered Groups, or any other person that falls under the jurisdiction of the FEDERATION;
- 27.6.10. subject to the provisions of this Constitution, determine the areas or jurisdiction of Members and Registered Groups and vary or alter such areas from time to time when necessary save and except for district or provincial boundaries as defined by this Constitution, and where appropriate for the delivery of Equestrian Sport in the interests of its Athletes, approve the consolidation of districts and/or provinces, as provided for in articles 15.3 and 16.2 above;
- 27.6.11. co-opt any person to Exco as may be required to achieve the objectives of the FEDERATION or fulfil any purpose incidental thereto;
- 27.6.12. form Standing Committees, consisting of one or more persons, for any purpose incidental to the objects and powers of the FEDERATION and, subject to this Constitution, by- laws, rules and regulations, delegate such of its powers to such Standing Committees as may be required in terms of a specified terms of reference document and scope of application for each such Committee (whether a Standing Committee or Ad Hoc Committee);
- 27.6.13. appoint special advisers and consultants, for any purpose, and terminate such appointment/s;
- 27.6.14. considers and makes recommendations to the National Council in regard to any application for membership of the FEDERATION;
- 27.6.15. open accounts with any recognised commercial banking or other financial institution, and invest any funds of the FEDERATION and pay any such funds to any person (natural, corporate, or otherwise) who has a valid claim for payment against the FEDERATION;
- 27.6.16. ratify the criteria for the award of National Colours and the appointment of National Selectors for the selecting of teams to whom Colours may be awarded as done by the various bodies responsible for a specific equestrian discipline;
- 27.6.17. ensure that full and proper books of accounts are kept in accordance with sound accounting principles;
- 27.6.18. ensure that the said books of account and all records of the FEDERATION's finances and assets are duly audited each year as soon as is practicable after the financial year end of the FEDERATION which shall be 31 December of each year and that annual

financial statements are prepared for approval at the AGM;

- 27.6.19. refer to the relevant Judicial Commission, any question or issue arising out of or relating to or incidental to non-racialism as described in the Schedule "C";
  - 27.6.20. deal with any question or issue arising out of or relating to or incidental to non-sexism or discrimination on any grounds as referred to in this Constitution;
  - 27.6.21. addresses any question or issue or matter concerning or incidental to development including budgeting for and expenditure on development;
  - 27.6.22. approve the employment and termination of employment of staff by the FEDERATION including all matters incidental thereto and the review from time to time of all existing contracts of employment of staff and all matters incidental thereto;
  - 27.6.23. finally decides any question, issue or matter relating to emblems, colours, or anthems for the FEDERATION;
  - 27.6.24. to amend or ratify the decision of the Colours Committee in respect of the awarding of any South African Colours to approved Athletes;
  - 27.6.25. make recommendations on any question or issue relating to the affiliation to or disaffiliation from any macro or other body;
  - 27.6.26. decide any question or issue relating to the use of the FEDERATION's facilities and/or other facilities incidental thereto and/or the standard thereof;
  - 27.6.27. to manage the relationship with the FEI and other IFs in respect of and on behalf of each Discipline Association Member;
  - 27.6.28. to appoint delegates to the General Assembly of IF's, these delegates to hold registration with the FEDERATION, but need not necessarily be an office bearer of the FEDERATION or of one of its Members and will be appointed from time to time by Exco or on an ad-hoc basis should the need arise.
- 27.7. Exco's jurisdiction shall not be limited to dealing with such matters as are referred to it but shall include the power and capacity to be pro-active and initiate such enquiries and/or take such steps as Exco seems fit.

## **28. ELECTION OF THE PRESIDENT, VICE-PRESIDENT, TREASURER, AND THE OTHER MEMBERS OF EXCO**

- 28.1. There shall be elections for the elected positions on Exco for a term of four (4) years to be held at a meeting of the National Council.
- 28.2. The elections shall be conducted by the Electoral Officer, who shall be appointed by the outgoing Exco.
- 28.3. Each Member or any Registered Individual or Registered Group shall be entitled to nominate 1

- (one) individual for election as President, 1 (one) individual for election as Vice-President, 1 (one) individual for election as Treasurer.
- 28.4. Each FEI Discipline Association Member shall be entitled to nominate 1 (one) ~~nominate 2 (two)~~ individual for election as the FEI Discipline Association Representative on Exco.
- 28.5. Each Non-FEI Discipline Association Member shall be entitled to nominate 1 (one) individual for election as the Non-FEI Discipline Association Representative on the Exco.
- 28.6. The National Athletes Representative shall be nominated by the Athletes Commission from its numbers, as provided for in article 31 below.
- 28.7. Each Associate member shall be entitled to nominate 1 (one) individual for election as the representative for the Associate Members on Exco.
- 28.8. Each nomination by a Member shall be in writing, shall be seconded on behalf of any other Member and shall be signed by the nominee to indicate his or her acceptance of the nomination.
- 28.9. Every nomination shall be in compliance with the requirements as set out by the Nominations Committee in respect of each nominee, but in general, every nominee shall:
- 28.9.1. be a citizen of the Republic of South Africa;
  - 28.9.2. be a Registered Individual in good standing with the FEDERATION;
  - 28.9.3. not have been subject to any disciplinary proceedings within the FEDERATION for the past 4 years;
  - 28.9.4. meet any eligibility criteria as may be set by the Nominations Committee;
  - 28.9.5. bind themselves to the Code of Conduct and be willing to provide the requisite confidentiality undertakings to the FEDERATION as may be required should they be elected;
  - 28.9.6. not be in a position of conflict of interest in respect of the position being nominated for, and if any such actual or potential conflict exists, the nominee shall be required to disclose this up-front in the nomination form to be disclosed to all Members, in order for them to be able to make an informed decision regarding their vote;
  - 28.9.7. be willing to make the necessary time available to the FEDERATION to fulfil their obligations as an elected official.
- 28.10. It shall be permissible for the same individual to be nominated for more than one office/position. The nomination for any alternative post is conditional upon him or her not being elected to the first post for which he or she is nominated.
- 28.11. The Secretary General shall advise the members in writing of the date of the elective Annual General Meeting No less than 60 (sixty) days prior to such a meeting.
- 28.12. No less than 60 (sixty) days before the election date, the Secretary General shall send notification to every Member and Exco member:



- 28.12.1. informing them that the elections for Exco are to take place at the next meeting of the National Council and of the date and place of this meeting;
  - 28.12.2. advising them of the name of the appointed Elections Officer;
  - 28.12.3. providing them with an extract of those provisions of the Constitution which are relevant to the elections; and
  - 28.12.4. calling for nominations for each position on the Exco to be filled by election.
- 28.13. All written nominations shall be delivered to the Auditor in line with the notification sent out by the Secretary General not less than 45 (forty-five) days prior to the date of elections. The Auditor shall vet and approve all nominations received in line with the requirements of the Nominations Committee and forward all vetted and approved nominations to the Secretary General for circulation in terms of article 28.13 below. It shall not be required of the Auditor to engage with any nominee or any Member submitting any such nomination form in respect of any irregularities or non-compliance, and it is the sole responsibility of the individuals signing the nomination forms to ensure that they are fully compliant with this article or any Directives issued by the FEDERATION in respect of the election. Irregular or non-compliant nominations shall be excluded by the Auditor, and any nominee who does not fulfil the requirements for the position he/she is nominated for, either in terms of this Constitution or the requirements as set out by the Nominations Committee, will likewise be excluded as irregular.
- 28.14. No less than 30 (thirty) days before the election date, the Secretary General shall send to every Member and every Exco member a list of the nominations received, as well as any comments made by the Auditor referred to in article 26.12 above, in regard to the validity, irregularity or non-compliance or otherwise, of such written nominations.
- 28.15. If no nominations are received for the election of the President, the current President shall continue in office until the first meeting of the new Exco after that AGM, at which the elected members of the new Exco shall elect from their ranks an individual as the President and shall further fill the vacant position on Exco so occurring by the election of an individual from the ranks of the unsuccessful nominees at the elections held by the National Council. The same shall apply *mutatis mutandis* in the event of there being no nominations for the positions of Vice-President, Treasurer and Secretary General or if any position could not be filled at the elections for reasons of the gender requirements.
- 28.16. If there is more than one nomination for any of the posts of President, Vice-President, and Treasurer then such posts shall be elected separately by secret ballot, such elections to be held in the sequence aforesaid.
- 28.17. The nominee who is successful by commanding a majority vote shall be appointed to the position. The unsuccessful nominee shall not be passed to other positions unless he was properly nominated for those positions.
- 28.18. Voting:

- 28.18.1. The representative of each Member on National Council shall have the authority and power to exercise the vote on behalf of the Member, ex officio.
- 28.18.2. the successful candidate must win at least 51% (fifty-one per centum) of the total votes cast, regardless of the number of candidates for the particular position. If the first round of voting does not produce an outright winner, the candidate with the least number of votes will drop out (if two candidates tie for last place, they both drop out) and further rounds of voting will take place in similar fashion until one candidate emerges as the outright winner.
- 28.19. Each person who votes shall record a vote for not more and not less than the number of vacancies.
- 28.20. Any elected member of Exco shall hold office for a period of four years until the date of the following elections, unless he or she resigns, or is removed from office by virtue of a vote of no confidence adopted by the National Council with at least a two- thirds majority, or dies, or becomes permanently incapacitated before the expiry of his or her term.
- 28.21. No member of Exco shall represent any Member of any classification, at any meeting of the National Council or Exco.
- 28.22. No member of Exco shall have any conflict of interest.

## CHAPTER 7: COMMITTEES AND COMMISSIONS

### 29. STANDING AND AD-HOC COMMITTEES

- 29.1. In recognition thereof that various aspects of the duties performed by the FEDERATION require specific expertise or experience for the most effective discharge of those duties, the following standing Committees are hereby established:
- 29.1.1. Veterinary and Horse Welfare Committee;
  - 29.1.2. Coaches, High Performance and Talent Identification Committee;
  - 29.1.3. Judicial Commission (further described in article 30 below);
  - 29.1.4. Transformation and Development Committee;
  - 29.1.5. Nomination Committee;
  - 29.1.6. Colours Committee, and
  - 29.1.7. Athletes Commission (further described in article 31 below).
- 29.2. the Exco may establish additional Ad-Hoc Committee/s to address any specific issues and shall provide such Ad-Hoc Committee with a required Scope document, together with applicable terms of reference for the work of the Ad-Hoc Committee.
- 29.3. Notwithstanding the list of Standing Committees as set out above, the Exco shall have the authority, in its sole discretion, to disband, discontinue or reconstitute any Standing Committee or Ad-Hoc Committee as it may deem necessary in the prevailing circumstances.
- 29.4. The conveners and membership of each Standing Committee or Ad-Hoc Committee shall be decided by the Exco. Each Committee shall maintain a balance between male and female Committee members. Each Committee shall report to the Exco.
- 29.5. The scope of each Committee, and the roles and responsibilities of Committee Members thereof, will be defined in the respective Committee's scope and terms of reference, which shall be described and authorised by Exco, the current terms of reference for the Standing Committees have been included in Schedule H hereto, but are subject to amendment at the instance of Exco from time-to-time, to be ratified by National Council at the next general meeting of the National Council..
- 29.6. Each Committee shall, subject to the provisions of this Constitution and to the by-laws, rules, and regulations of the FEDERATION, and in terms of its scope and its terms of reference as prescribed by Exco, perform such duties and functions as are delegated to it by Exco.
- 29.7. Each Committee is subject to the power and authority of the Exco and shall make recommendations in respect of its particular scope and terms of reference, for the consideration, amendment (if necessary), approval and adoption and implementation by Exco.

### 30. JUDICIAL COMMISSION

- 30.1. The Exco shall appoint the members of the Judicial Commission and delegate such powers to the Judicial Commission to include, but not be limited by the following:
  - 30.1.1. To assist the FEDERATION with legal matters in all forms inclusive of investigations and hearings;
  - 30.1.2. To set up and continuously update a Code of Conduct and Code of Ethics for Members, Registered Individuals and Registered Groups, and all office bearers (whether elected or appointed) within all levels of the FEDERATION (including all Members), Athletes, Participants, Coaches, employees and agents of the Federation, to be ratified and adopted by National Council;
  - 30.1.3. To set up and continuously update the Dispute Resolution mechanisms and processes as recorded in the Internal Regulations of the Judicial Commission, to be ratified and adopted by the National Council;
  - 30.1.4. To hear all disputes, reviews, and/or internal appeals in respect of any decision, including disciplinary or dispute resolution, taken by any Member, at the instance of any Member, Registered Individual or Registered Group;
  - 30.1.5. To hear any matter falling within the scope of the Judicial Commission, as set out in the Internal Regulations of the Judicial Commission, as well as to adjudicate thereon in terms of their powers in any dispute and/or disciplinary matter of whatsoever nature, inclusive of decisions relating to national selection and or the award of district, provincial or national colours;
  - 30.1.6. To adjudicate, mediate and arbitrate upon other legal matters;
  - 30.1.7. To provide advice and recommendations regarding the Rules of the Federation, and to consider and advise in respect of amendments to this Constitution, as well as to review and make recommendations in respect of the constitutions of the Members.
- 30.2. Any matter referred to the Judicial Commission by a Member, Registered Individual or Registered Group will require a deposit, of which the amount will be determined by the Judicial Commission from time to time, and which shall be ratified by Exco
- 30.3. The Judicial Commission shall be conducted in terms of the provisions of the prevailing Internal Regulations of the Judicial Commission.
- 30.4. The Judicial Commission shall comprise of at least three members of which at least one must have a legal background, who shall appoint the Chairperson of the Judicial Commission amongst themselves.
- 30.5. Every member of a Judicial Commission shall have one vote each at their meetings and hearings.
- 30.6. The Judicial Commission may from time to time co-opt members to assist with specific legal matters or disputes.

- 30.7. Any appeals in respect of a decision by the Judicial Commission shall be dealt with in terms of the provisions as set out in the Internal Regulations of the Judicial Commission.
- 30.8. Any party aggrieved by a final decision of a Judicial Commission may refer the matter to SASCOC for its final determination, provided the leave of the Judicial Commission is first sought and obtained within a period of 21 (twenty-one) days. The Judicial Commission shall grant the necessary discretionary leave if the matter is of great importance to the parties concerned and the referral sought is not judged frivolous or vexatious. In the absence of a referral to SASCOC, the decision of the Legal, Disciplinary and Appeals committee shall be final and binding.

### 31. ATHLETES COMMISSION

- 31.1. The Athletes' Commission is composed of active Registered Individual Athletes, and the Commission shall be comprised as follows:
- 31.1.1. Each Discipline Association Member shall cause to be elected, for a term of 4 (four) years, one Registered Individual Athlete out of each of its Provincial Disciplines (*the "Discipline Provincial Athletes' Representative"*) to represent that Provincial Discipline's Athletes on the SAEF Provincial Member's Athletes' Commission, provided that such Registered Individual, shall have competed at least on a National senior level in that Discipline in the Province.
- 31.1.2. Out of these Discipline Provincial Athletes' Representatives, each Discipline Association shall cause to be elected, for a term of 4 (four) years, one Registered Individual Athlete, (*the "Discipline Athletes' Representative"* who shall sit, *ex officio*, on the SAEF/ National Athletes Commission.
- 31.1.3. The SAEF Athletes Commission shall from their number of Discipline Athletes' Representatives, cause to be elected, for a term of 4 (four) years, a SAEF / National Athletes' Representative who shall represent the interests of all Registered Individual Athletes on the SAEF Exco and at National Council.
- 31.1.4. It is recognised that the SASCOC requirement for the SAEF Athletes Representative is that such individual shall compete or have competed internationally in their chosen discipline, and whilst the FEDERATION seeks to advance the opportunities for such international representation, it does however recognise the restrictions on international competition that is inherent in Equestrian Sport, and accordingly while the FEDERATION would seek and prefer the SAEF Athletes Representative to have competed internationally, the FEDERATION requires that the Discipline Athletes' Representatives and the SAEF Athletes' Representative elected by them, shall at a minimum be an equestrian athlete that competes regularly at a senior level in their chosen disciplines, and shall have represented their Province, at least at a National Event/Championship, shall have at least 10 years of experience in competing at a

senior level in their chosen discipline, and shall not be a minor.

- 31.1.5. Members of the Athletes Commission are eligible to continue serving for no more than 2 terms (whether or not consecutive), namely for no more than a total of 8 (eight) years. The Chair of the Athlete's Commission must be an athlete who has represented South Africa (where the athlete was selected by SASCOC or SAEF) at an event such as the World Equestrian Games, Olympics, World Cup and World Championship events.
- 31.1.6. All Members of the Athletes Commission shall only be eligible to hold their position for so long as they remain a Registered Individual of the FEDERATION in good standing.
- 31.1.7. Exco shall have the right to disband the Athletes Commission and call for fresh elections at its sole discretion.

## CHAPTER 8: GENERAL

### 32. COLOURS

The colours of the FEDERATION shall be dark green, yellow, and white.

### 33. EMBLEM

The emblem shall be in accordance with the registered design, namely the letters and the FEDERATION's logo:



### 34. BADGE

The badge shall have the emblem with the words SOUTH AFRICAN EQUESTRIAN FEDERATION embroidered in yellow/white and black at the bottom.

### 35. AWARD OF COLOURS

Guidelines and criteria for the awarding of Colours shall be in accordance with the bylaws of the FEDERATION (as per the SAEF Colours Policy in line with the SASCOC criteria), provided that all selection criteria for each Discipline in respect of all Colours, from Provincial up to a National Level, shall be set and approved by that Discipline Association Member, which Colours Policy and selection criteria shall be implemented and applied by the Colours Committee according to its Terms of Reference as set out in Schedule H hereto.

### 36. RULES, REGULATIONS, PROCEDURES AND BY-LAWS

- 36.1. Exco shall formulate and publish inter-alia the rules, regulations, procedures and by-laws and grievance policies and procedures, codes of conduct, Code of Ethics, dispute resolution

procedures, safeguarding policies and procedures, governance requirements, and the like (hereinafter collectively "the Rules") from time to time, in accordance with which the affairs of the FEDERATION will be conducted. A copy of the Rules in force at any time shall be kept by the Secretary General and made available, upon request, to any Member, Registered Individual and/or Registered Group of the FEDERATION, or any interested party.

- 36.2. The Rules referred to in article 36.1 above shall in the case of Members include the following requirements:
- 36.3. No Member will be eligible to acquire or to retain membership of SAEF unless it has a constitution which provides for:
- 36.3.1. open elections of elected officials and/or officers to be held at periodic intervals of not more than 4 (four) years;
  - 36.3.2. no elected official and/or officer may continue to hold the same office for more than 8 (eight) years (whether consecutively or not);
  - 36.3.3. regular annual audited financial statements, or subject to the prior written consent of the Exco where the Member's financial position does not warrant the expense of an audit, financial statements to be signed by the elected officials of said Member, to be presented to its membership and SAEF annually within 3 (three) months of the Member's financial year;
  - 36.3.4. the adoption of the FEDERATION's Rules, subject only to discipline specific exception to said Rules;
  - 36.3.5. implementation of all reasonable Corporate Governance and the Governance Code for Sport in South Africa as adopted by SAEF together with best practice relating to governance applicable to South African companies from time to time;
  - 36.3.6. and further that the Member is able to demonstrate to the FEDERATION that it has complied fully with such provisions of its constitution and has provided proof of such compliance to SAEF;
  - 36.3.7. the Member shall have adopted all applicable and relevant codes of conduct as envisaged from time to time by the IOC (International Olympic Committee) in relation to WADA or SAIDS.
- 36.4. Substitution and amendment of the Rules will be effected by Exco upon approval by at least a two-thirds majority of the members of the Exco.
- 36.5. It is specifically provided that no Member shall be entitled to approach any court of law on any matter whatsoever in respect of any dispute with the FEDERATION, until such Member has exhausted all internal dispute resolution remedies as provided for in terms of this Constitution.



**37. LIMITATION OF LIABILITY AND INDEMNITY**

- 37.1. Every Member shall be jointly liable with all the other Members for all expenditure incurred in connection with the FEDERATION, insofar as third parties are concerned, provided that such liability shall be limited to the sum of any monies then due and payable by such Member to the FEDERATION, by way of subscription or otherwise, and any special levy imposed by the National Council from time to time.
- 37.2. The Patrons, the President, the Vice-President, the Treasurer, the Secretary General, all other members of Exco, all officials, servants, agents and persons (natural, corporate or otherwise) acting on behalf of the FEDERATION, or on behalf of a Commission or Committee of the FEDERATION or Standing Committee or Ad-Hoc Committee of Exco, in terms of this Constitution and under original or delegated powers, shall be and they are hereby indemnified and held harmless against any claim or demand by any third party as a result of any act or omission in the performance of their duties for and on behalf of the FEDERATION, from whatever cause arising, provided such person/s acted in good faith.

**38. FINANCE**

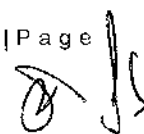
- 38.1. The financial year of the FEDERATION is the 12 (twelve) month period commencing on 1 January in one year and ending on 31 December of the same year.
- 38.2. The Treasurer may set up an Ad-Hoc Finance Committee to assist in the financial management of the FEDERATION, if the Treasurer deems it necessary.
- 38.3. The Treasurer, together with the Secretary General, shall manage the financial department of the FEDERATION, which shall consist of at least one (1) qualified bookkeeper (the "Finance Department")
- 38.4. The Finance Department shall prepare the annual budget for the FEDERATION for the ensuing year, which budget shall first be presented to Exco for verification and shall thereafter be presented to the National Council at the AGM in each year for approval.
- 38.5. Once approved, the Finance Department, under the guidance of the Treasurer, shall administer the financial affairs of the FEDERATION in terms of the approved budget, and shall prepare monthly reports thereon to be presented to the Exco at its monthly meetings. Exco shall bear executive responsibility for the FEDERATION's performance in terms of the budget. Any material adverse variance of the actual financial performance of the FEDERATION against its approved budget for a period exceeding 6 (six) months which, in the discretion of the Exco poses a potential risk to the viability of the FEDERATION, shall be reported to the National Council by the President, at an SGM called for this purpose.
- 38.6. It shall be a requirement of membership for all Ordinary and Associate Members to submit to the Finance Committee a copy of their financial statements within 3 (three) months from the end of their respective year-ends and the Treasurer shall report to the National Council on compliance with this requirement and such matters pursuant thereto that may be relevant to the Members of

the National Council. Any dispensation granted by the Exco to a Member, in terms of which the requirement for audited financial statements is dispensed with, shall be recorded in writing between the FEDERATION and the Member, clearly setting out the grounds for the dispensation granted, and recording the nature and extent of the financial records that will be required from the Member for so long as the dispensation is in effect.

- 38.7. Exco shall be responsible for monitoring the financial accounts of events organised by the FEDERATION and shall further be entitled to inquire into events organised by its Discipline Association Members and/or Registered Groups. This shall not imply any restriction in the right of such bodies to control their own affairs or the affairs of their constituent bodies. It is recorded that all of the costs associated with any such event, including any costs levied by the FEI and/or IF in respect of such event, shall be for the account of the Discipline Association Member and/or Registered Group responsible for such event, and in no way shall any such costs be borne by the FEDERATION. Where such costs are incurred and paid for by the FEDERATION in order to retain its good standing with either the FEI or an IF, then the FEDERATION shall be entitled to recover all such costs directly from the Discipline Association Member and/or Registered Group by way of off-set against further funding allocations from the FEDERATION or in a manner deemed fit by the Exco in its sole discretion.

## 39. CONFLICT OF INTEREST

- 39.1. A Conflict of Interest is defined as any personal, professional or financial relationship, including relationships of family members that could influence or be perceived to influence objectivity when representing or conducting business or other dealings for or on behalf of the FEDERATION or its members or other persons or bodies over which The FEDERATION enjoys jurisdiction, or that detracts from their ability to perform their duties with integrity, and in an independent and purposeful manner.
- 39.2. In the context of the provisions of this Constitution, a distinction is made between the situation of a "*Potential Conflict of Interest*" and the case of a "*Conflict of Interest*." Only Conflicts of Interest are prohibited.
- 39.3. A situation of a "*Potential Conflict of Interest*" arises when the opinion or decision of a person, acting alone or within an organisation, in the framework of the relevant activities, may be reasonably be considered as liable to be influenced by relations that the aforementioned person has, has had or is on the point of having with another person or organisation that would be affected by the person's opinion or decision.
- 39.4. A case of "*Conflict of Interest*" is constituted when any person who, having abstained from declaring a situation of a potential conflict of interests, expresses an opinion or takes a decision in the circumstances. This conduct is prohibited.
- 39.5. In assessing the situations, direct or indirect interests must be taken into account. This also



includes the interests of a third person (for instance a parent, spouse, life partner, business partner, relation, or dependent).

- 39.6. When performing an activity for the FEDERATION or being elected or appointed, persons bound by this Constitution shall disclose any personal interest that could be linked to their prospective activities.
- 39.7. A Conflict of Interest may be deemed so severe by the majority of the members of the Executive that such a person shall be deemed not eligible to be elected or appointed to serve on any structure of the FEDERATION.
- 39.8. Persons bound by this Constitution shall avoid any situation that could lead to Conflict of Interest.
- 39.9. Faced with a situation of a potential conflict of interest, the person concerned must declare the potential conflict proactively, and prior to engagements relating to it refrain from participating in associated engagements, expressing an opinion, from making or participating in making a decision, or accepting any form of benefit whatsoever. It is required that the person concerned be rescued from proceedings prior to the matter being dealt with.
- 39.10. Should such a person fail to disclose such a personal interest; or in the case of a potential conflict of interest fail to recuse himself from any related proceedings and or accept any benefit as aforesaid; or should there be a dispute or objection concerning any Conflict of Interest. This shall immediately be disclosed or reported to the responsible individual at the organisation for which the person performs his or her duties, for appropriate measures. This includes instances in which the person becomes aware of the potential conflict of interest or becomes aware of a conflict of interest after the decision has been taken, or the matter discussed.

#### **40. DISPUTE RESOLUTION**

- 40.1. Any dispute between the FEDERATION and another national sports federation shall be referred to SASCOC or the designated statutory body determined by the appropriate government department, for resolution through mediation or expedited arbitration in terms of the procedure for the resolution of disputes in sport.
- 40.2. Any dispute arising out of, or in connection with:
- 40.2.1. the enforceability of this Constitution, or the application and interpretation of the provisions thereof; or
  - 40.2.2. any dispute between Members of the FEDERATION; or
  - 40.2.3. any dispute between members of Exco, or between Exco and a Member, or between Exco or an Exco member and a Member, Registered Individual or Registered Group; or
  - 40.2.4. all disputes concerning a breach of the Codes of Conduct, Code of Ethics, Rules and Regulations, grievances or selection matters, doping, welfare of the horse or any other

- matter related to Equestrian Sport that falls under the auspices of the FEDERATION;
- shall be referred to the Judicial Commission in terms of the Internal Regulations of the Judicial Commission, with a right of appeal to SASCOC or the designated statutory body determined by the appropriate government department, for resolution through mediation or expedited arbitration in terms of the procedure for the resolution of disputes in sport as provided for in the Internal Regulations of the Judicial Commission.
- 40.3. In the event of arbitration in terms of the foregoing, such resolution shall be final and binding on the parties to the dispute.
- 40.4. In recognition of the desire to resolve all disputes in Equestrian Sporting fraternity as amicably and effectively as possible, it is required of all Members of the FEDERATION to incorporate in their constitutions (and to include in any agreements they may enter into) a dispute resolution article in terms substantially the same as the above provisions of this Constitution, specifically providing for the resolution of disputes through the mechanisms provided for by the FEDERATION.
- 40.5. Subject to the Constitution of the Republic, and save in circumstances where there is a legitimate need for urgent relief of the court which cannot be obtained through the FEDERATION's dispute resolution procedures as contemplated in this article 40 (including the holding of an arbitration as provided for in the Internal Regulations of the Judicial Commission and in terms of article 40.2 above, on an urgent basis), no Member, Registered Individual or Registered Group or any party falling under the jurisdiction of the FEDERATION shall approach a Court of Law to decide on any Equestrian Sport related dispute it may have with the FEDERATION or any of its Members, Registered Individuals or Registered Groups affiliated to the FEDERATION, until all available internal remedies, at all appropriate levels which are applicable to such party, and as may be applicable to such a dispute or complaint, shall have been exhausted, including a referral to SASCOC, in terms of its dispute resolution procedures.

#### **41. NOTIFICATION**

For the purposes of this Constitution, all notifications by the FEDERATION to any person or any Member, Registered Individual, Registered Group, Honorary Life Member or Patron shall, unless delivered by hand, be effective from the date of dissemination by hand to the addressee's last known physical address, and/or by electronic mail to the addressee's last known e-mail address, as the case may be, by any official of the FEDERATION, but all notifications to the FEDERATION by any person (natural, corporate or otherwise) or any Member, Honorary Life Member or Patron shall only be effective from the date of receipt thereof by the Secretary General. In no respect shall any postal authority be, or be deemed to be, the agent of the FEDERATION.

**42. ALTERATION OR VARIATION OF THIS CONSTITUTION**

This Constitution may be altered or varied, at any time, by the voting Members at a General Meeting, upon a majority vote of not less than two-thirds of the total votes available to all Members at that time, regardless if the Members are represented at such Meeting or not, provided that not less than 30 (thirty) days written notification of such Meeting, together with a copy of a proposed amendments have been given to all Members.

**43. DISSOLUTION OR WINDING UP OF THE FEDERATION**

43.1. The FEDERATION may be dissolved or wound up, at any time, by the Members in General Meeting, upon a majority vote of not less than 75% (seventy five per centum) of the total votes available to all Members at that time, regardless if the Members are represented at such Meeting or not, provided that not less than 10 ( ten) working days written notification of such Meeting and of any resolution aimed at dissolving or winding-up the FEDERATION shall have been given to all Members.

43.2. Upon dissolution or winding up of the FEDERATION, all the property and assets of the FEDERATION, after payment of all monies owing to any third parties, shall be transferred free of compensation to any other public benefit, Association/s or Organisation/s having objects similar to the FEDERATION, and which has been approved in terms of section 30 of the Income Tax act as per the Schedule "E" at the discretion of the Members.

**44. PRIVACY, DIGNITY AND REPUTATION OF THE FEDERATION**

44.1. With reference to the Constitution of the Republic of South Africa, 1996, the FEDERATION acknowledges, respects, and supports the rights of freedom of thought, belief, opinion and expression, without however derogating from the FEDERATION's own entrenched rights (dignity and reputation) and to freedom of association. The FEDERATION is aware of the reasonable and justifiable limitation on all the aforesaid rights in terms of section 36 of said National Constitution and what is to follow, is to be read in the context of the said National Constitution.

44.2. No person bound by the FEDERATION's Constitution may perform any act that brings Equestrian Sport, the FEDERATION, or any of its Members, officials or office bearers into disrepute or which injures them in their dignity; or which has the potential of doing so; or which has the effect or is calculated to have the effect of doing so.

44.3. In particular, but without affecting the generality of the foregoing, such acts include the uttering, authoring or publishing of statements, articles or comments, verbally or in writing, or by way of social media or any other medium or method of communication whatsoever, and which are threatening, derogatory, obscene, indecent, seditious, offensive, pornographic, abusive, disparaging, racist, discriminatory, menacing inflammatory blasphemous or defamatory.

- 44.4. "Social media" includes but is not restricted to Facebook, LinkedIn, X (Twitter), Wikipedia, Flickr, MySpace, Tumblr, Pinterest, Google+, TikTok, Instagram, BlueSky, YouTube, internet postings, or any other like medium which may be created in the future.
- 44.5. Persons bound by this Constitution who author or publish statements, articles, or comments, must make it clear that they are speaking on their own behalf and not on behalf of the FEDERATION, and that their views do not represent those of the aforesaid bodies.
- 44.6. Persons bound by this Constitution may not use any of the FEDERATION's logos, brand names, slogans, or other trademarks without written permission from the Exco.
- 44.7. Persons bound by this Constitution may not divulge any of the FEDERATION's confidential or proprietary information without the prior written permission of the FEDERATION.
- 44.8. The FEDERATION may require any person bound by this Constitution to remove postings, comments or any other submissions made using social media that are deemed to constitute a breach of the above provisions. Failure to comply with such a request may in itself result in disciplinary action.
- 44.9. Failure to comply with the above provisions will render such persons liable to disciplinary action by the FEDERATION, in addition to any other civil rights the FEDERATION may have such as claiming damages for defamation.
- 44.10. The FEDERATION's right not to associate with any person, including any Member, Registered Individual or Registered Group, which includes banning such person, is expressly reserved.

This Amended Constitution was unanimously adopted by the Membership present at the Special General Meeting held at Kyabmi on the 7th day of June 2025 2025.



PRESIDENT



SECRETARY GENERAL



## SCHEDULE A: NON-RACIALISM

1. The principle of non-racialism is recognised and accepted. By this it is meant, broadly, that race should not be, and may not be, a basis of discriminating against or affording privilege to any person or group of persons. (Note: In this document all references to "race" must be taken to include a reference to ethnicity and nationality).
2. It follows from this that no club, province or other affiliated body may have any provision in its constitution which has the effect of barring membership on the grounds of race.
3. A provision in a constitution which though not worded in racial terms none the less is calculated to discriminate on grounds of race and which would have the effect of discriminating on grounds of race shall be regarded as an infringement of 2.
4. The principle of non-racialism also demands that all clubs, provinces and other affiliated bodies shall, when the situation legitimately requires it, make all their facilities available to persons other than their members on an equal basis irrespective of the race, ethnicity or nationality of such persons; e.g. when hosting an event and such non-members are legitimately at the premises of the club or other body in connection therewith.
5. The fundamental rights of freedom of association and freedom of disassociation are recognised. It is also recognised that these rights are fundamental to the formation of and existence of the private club which is the basic building block of a national or provincial sports controlling body.
6. There is inherently a potential conflict between the rights referred to in 5., and the principle of non-racialism referred to in 1., and it is considered desirable to indicate how such potential conflicts are to be resolved.
7. The following are suggested guidelines as to how to reconcile these principles in practice:
  - 7.1 A constitution which admits any person to membership except persons of any particular racial or ethnic group shall be regarded as infringing the principles of non-racialism and shall not be regarded as a valid exercise of the rights of freedom of association/disassociation (Cf. para 2 above).
  - 7.2 A constitution may limit its membership to persons who fulfil certain criteria notwithstanding that the result thereof is that its members in fact consist only of one or more racial groups, provided that those criteria are not racist in their terms or in their intended effect e.g. a club which restricts its membership to persons who attend a certain school shall not be regarded as infringing the principle of non-racialism even though *de facto* its members may, as a result, come from a certain racial group only. Other examples of the application of this principle are clubs whose membership is limited to persons of a particular vocation or of a particular religious movement.
8. Under no circumstances will an infringement of 4, above be tolerated or permitted on the grounds that it constitutes an exercise by the club or affiliated body concerned of its rights of freedom of association and/or disassociation.
9. The existence of the so-called "ethnic" clubs is perceived to be problematical and require deeper

analysis:

- 9.1 Various such clubs exist at the moment e.g., the Greek Club, the Italian Club, the German Club and so on. The existence of such clubs is a well-established and recognised phenomenon in the countries of the United Kingdom, Western Europe, and the U.S.A. It is clear that such clubs are not the result of the policy of apartheid but arise from the desire of peoples of different origins and cultures to group together to enjoy and foster their own cultural traditions.
- 9.2 What is said below is a discussion in general terms and is not a reference to any one or more of such ethnic clubs which in fact exist. Such clubs appear to have been formed with the *bona fide* purpose of catering for the cultural needs or aspirations or interests of the particular ethnic group which it serves. There does not appear to be any ulterior racial motive.
- 9.3 If the constitution of such a club were to restrict its membership to persons of a particular ethnic group (or race or nationality), it would by implication, be excluding persons from all other ethnic groups/races/nationalities from membership. *Prima facie* this would be an infringement of paragraph 2 above. The question which has to be decided is whether, in these circumstances, this constitutes a valid exercise of the rights of freedom of association and disassociation, notwithstanding that it amounts to an infringement of 2, above (Cf also 7.1 above). It is considered that this would not be acceptable and that any club having a constitution along those lines would not be eligible for membership of the proposed new unified national body or any provincial body.
- 9.4 By contrast, however, a club which had as its main object the promotion, advancement, propagation etc. of the culture, traditions etc. of any particular race or nationality, but which did not seek to exclude or limit membership on those grounds would be regarded as legitimate and would be eligible for membership.
10. The principles and guidelines set out above with regard to non-racialism shall apply equally in respect of religion and discrimination on the grounds of a person's religious beliefs.



**SCHEDULE B: SECTION 30 (1) OF THE INCOME TAX ACT, 1962 ("the Act")**

1. The following provisions contained in section 30 (1) of the Act shall at all times apply and be adhered to while this Constitution is in operation in respect of the FEDERATION and each of its Members and Associate Members likewise.
  - 1.1. The sole object of the Association is to carry on a public benefit activity which qualifies for purposes of Section 18A of the Act as defined in Section 30 (1) of the Act, in a non-profit manner.
  - 1.2. At least 85% of the Association's activities shall be carried out in the Republic of South Africa.
  - 1.3. At least 3 members who will accept fiduciary responsibilities and shall also not be connected persons to each other and no single person directly or indirectly controls the decision-making powers relating to the Association.
  - 1.4. No funds will be distributed to any person (other than in the course of undertaking any public benefit activity).
  - 1.5. The Association's funds will be used solely for the objects for which it was established or shall be invested with registered financial institutions as defined in Section 1 of the Financial Institutions (Investment of Funds) Act, 1984, (Act no.39 of 1984) or in securities listed on a stock exchange as defined in the Stock Exchanges Control Act.
  - 1.6. The Association will not carry on any business undertaking or trading activities other than to the extent that:
    - 1.6.1. The gross income derived from such business undertaking or trading activity does not exceed the greater of R25,000 or 15% of the gross receipts of the Association;
    - 1.6.2. The undertaking or activity is -
      - 1.6.2.1 integral and directly related to the sole object of the Association; and
      - 1.6.2.2 carried out or conducted on a basis substantially the whole of which is directed towards the recovery of cost; and
      - 1.6.2.3 which would not result in unfair competition in relation to taxable entities;
    - 1.6.3. the undertaking or activity, if not integral and directly related to the sole object of the Association, is of an occasional nature and undertaken substantially with assistance on a voluntary basis without compensation; or;
    - 1.6.4. the undertaking or activity is approved by the Minister by notice in the Gazette, having regard to-
      - 1.6.4.1 the scope and benevolent nature of the undertaking or activity;
      - 1.6.4.2 the direct connection and inter-relationship of the undertaking or activity with the sole purpose of the Association;



- 1.6.4.3 the profitability of the undertaking or activity; and
  - 1.6.4.4 the level of economic distortion that may be caused by the tax-exempt status of the Association carrying out the undertaking or activity.
- 1.6.5. any business undertaking or trading activities, or assets used in such undertaking or activity, acquired by the Association before 1 January 2001, will be retained or continued as the case may be, in the form so acquired for a period of five years.
- 1.7. On the dissolution of the Association, the remaining assets will be transferred to any similar public benefit organization, within the Republic of South Africa which has been approved in terms of Section 30 of the Act for the purposes of Section 18A of the Act.
- 1.8. No donation will be accepted which is revocable at the instance of the donor for reasons other than a material failure to conform to the designated purposes and conditions of such donation, including any misrepresentation with regard to the tax deductibility thereof in term of Section 18A; Provided that a donor (other than a donor which is an approved public benefit organization or an institution board or body which is exempt from tax in terms of section 10(1)(cA)(i), which has as its sole or principal object the carrying on of any public benefit activity) may not impose any conditions which could enable such donor or any connected person in relation to such donor to derive some direct or indirect benefit from the application of such donation;
- 1.9. A copy of all amendments to the Constitution will be submitted to the Commissioner for the South African Revenue Service;
- 1.10. No remuneration will be paid to any employee, office bearer, member or person which is excessive, having regard to what is generally considered reasonable in the sector and in relation to the service rendered;
- 1.11. The Association will submit the required Income Tax Returns annually together with the relevant supporting documents;
- 1.12. The Association will, within such period as the Commissioner may determine, register in terms of section 13(5) of the Non-Profit Organisations Act, 1997 (Act No. 71 of 1997), and comply with any other requirements imposed in terms of the Act;
- 1.13. The Association has not and will not use its resources directly or indirectly to support, advance or oppose any political party.

## SCHEDULE C: MEMBERSHIP REQUIREMENTS FOR AFFILIATION TO THE FEDERATION

### Membership requirements for Discipline Association Members and Associated Members:

1. In respect of **Associate Members**: In instances where an organisation offering, delivering promoting Equestrian Sport in circumstances where it may be subject to the authority and/or regulation of some other organ of state (such as the Department of Education in respect of SANESA in the delivery of school Equestrian Sport, by way of example), but where it is in the best interest of the athletes and participants for such organisation to be affiliated to the FEDERATION, then the FEDERATION may accept such organisation as an Associate Member, notwithstanding that such organisation shall not be sub-ordinate to the FEDERATION, provided that the prospective Associate Member shall comply with the further requirements set out below.
2. The objectives article of the constitution of a prospective member seeking Discipline Association Membership or Associate Membership must include provisions that are identical to or substantially the same as the Constitution of the FEDERATION and shall provide that such body or Associate Member shall be compelled to encourage, promote, develop and administer Equestrian Sport within the area of its jurisdiction in accordance with sound business principles and subject to relevant and suitable good corporate governance.
3. Each Discipline Association Member and Associate Member must be active in at least 5 (five) of the 9 (nine) geo-political Provinces in order to retain their Membership status without qualification.
4. There must be provisions in the constitution of each prospective Discipline Association Member and Associate Member stipulating that it:
  - 4.1 recognises and adopts Schedule "A" of this Constitution - Non-racialism;
  - 4.2 may not become a member or affiliate to any other body without the prior written consent of Exco of the FEDERATION, or in respect of Associate Members, the other organ/s of state to which it is subject;
  - 4.3 may not authorise, send, or sanction any team to go on a tour outside the boundaries of the Republic of South Africa without prior written consent of the FEDERATION's Exco;
  - 4.4 shall administer those aspects of Equestrian Sport under its auspices in terms of both the specific rules and regulations that may be applicable to or imposed on it by some other organ of state to which it may be subject (such as the Department of Education, Ministry of Police, Defence Force etc.), the Discipline specific rules to which it is subject in terms of the IF for the Discipline, together with the Policies, Procedures, Rules, Regulations, Codes of Conduct, Code of Ethics, Directives and any other lawful and reasonable instruction issued by the FEDERATION's Exco and the National Council within South Africa
5. Any dispute as to whether the foregoing requirements have been complied with shall be referred to the Judicial Commission whose decision shall be final and binding.
6. Provincial Equestrian Federations shall automatically be affiliated to the FEDERATION, given that their sole purpose is to function as the Provincial Structure for, and shall be entirely subservient and subject to the authority and control of the FEDERATION.

## **SCHEDULE D: DISCIPLINE ASSOCIATION MEMBERS AND THEIR ROLE AND DUTIES**

1. Carriage Driving Association of South Africa
2. Dressage South Africa
3. Endurance Ride Association of South Africa
4. Equestrian Saddle Seat Association of South Africa
5. Eventing South Africa
6. Mounted Archery Association of South Africa
7. Mounted Games South Africa
8. Polocrosse South Africa
9. Reining and Performance Horse South Africa
10. South African Showjumping
11. SA Polo Association
12. South African Western Mounted Games Association
13. Showing Association of South Africa
14. South African Equestrian Tentpegging Association
15. Vaulting Association of South Africa
16. Working Equitation South Africa
17. South Africa Equitation Association

### **ROLE**

The Discipline Association shall be a voluntary association of Registered Individuals and Registered Groups, constituted in terms of a valid and compliant constitution or other founding agreement, and shall be the administrative body responsible to the FEDERATION or delivering its particular Discipline of Equestrian Sport throughout South Africa, in terms of and subject to the Discipline specific rules and regulations as issued by their respective IF, and shall be affiliated as a Member and thereby subject to the authority of the FEDERATION, and shall administer the Discipline in terms of both the Discipline's specific rules and regulations, together with the Policies, Procedures, Rules, Regulations, Codes of Conduct, Code of Ethics, Directives and any other lawful and reasonable instruction issued by the FEDERATION's Exco and the National Council within South Africa.

### **DUTIES AT NATIONAL LEVEL**

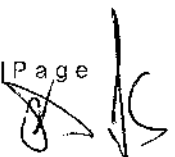
1. The President/Chairperson of the National Discipline Association Member shall represent the Discipline Association Member of the National Council of the FEDERATION.
2. To manage and control all discipline related technical aspects and administrative aspects of the specific Discipline nationally, including but not limited to:

- 2.2.1 Rules;
  - 2.2.2 Team selection;
  - 2.2.3 National Events;
  - 2.2.4 Awarding National shows and International events under the auspices of the SAEF;
  - 2.2.5 Host event calendar meetings.
3. Support for High Performance athletes as per the prevailing directives.
4. Education Programmes with examination requirements - Coaches, Judges, Stewards, officials.
5. Course Material for education Programmes.
6. Training officials at National level and above.
7. To interface with the SAEF in respect of the single portal for Equestrian Sport, and the ~~discipline~~ and grading requirements.
8. Manage own Funds.
9. Set own budget.
10. Provide SAEF with funding applications which are Discipline specific.
11. To facilitate and co-ordinate with the FEDERATION and each of its provincial structures and their respective Provincial Equestrian Federations in respect of the management and co-ordination of the National Calendar, especially in respect of National Championships and Events, and International events.
12. To ensure that each of the Provincial structures / members of the Discipline Associations shall at all times consist of no less than 2 (two registered clubs), with at least 5 (five) active competing Athletes in good standing with the Federation.
13. To maintain a set of financial records for the Discipline Association, which may or may not be required to be audited, at the sole discretion and dispensation of the FEDERATION's Exco, and which shall meet the required reporting standards as set by the FEDERATION, and which shall be submitted to the FEDERATION annually within 3 months of the Discipline Association's financial year end,
14. To implement and enforce all applicable Equestrian Sport Policies, Procedures, Rules, Regulations (including Veterinary Regulations), Codes of Conduct, Code of Ethics, Directives and any other lawful and reasonable instruction issued by the FEDERATION's Exco and/or its National Council within the Discipline.
15. To apply and comply with all relevant Corporate Governance requirements in respect of the operation of the Discipline Association, including the requirement for transparency and clarity with all Registered Individuals and Registered Groups who are likewise registered members of the Discipline.
16. To implement and maintain the required record keeping as required by the FEDERATION and to attend to all clerical and financial administrative processes of the Discipline, which includes all required information from its Provincial structures and Clubs offering the Discipline.
17. To prepare, implement and monitor a transformation policy within the Discipline, through its Provincial and/or District structures, in accordance and alignment with the FEDERATION's Transformation Policy,

- and to provide the necessary reporting and monitoring thereof.
18. To attend to the marketing and development of the Discipline, including to identify and promote opportunities for Events, including international Events.
  19. To co-ordinate the growth and development of the Discipline, including in respect of developing further Registered Groups in respect of the Discipline.
  20. Managing dispute resolution in respect of disputes arising within the Discipline, and in doing so, to apply the same policies and procedures therein as set out in the FEDERATION's Internal Regulations of the Judicial Commission, to the extent possible, recognising that all parties to a dispute arising within the Discipline must first exhaust the internal remedies of the Discipline Association Member before the dispute may be referred to the FEDERATION's Judicial Commission.
  21. To implement all reasonable measures to ensure the welfare of the horse is upheld in the Discipline with specific reference to the FEDERATION's Veterinary Regulations. This shall include compliance with and enforcement of the FEDERATION's position in respect of all anti-doping rules and regulations as set out in the FEDERATION's Veterinary Regulations, and furthermore in respect of the Code presently in force as adopted by the government of South Africa and SASCOG in respect of WADA.
  22. To implement the FEDERATION's Safeguarding Policies within the Discipline.
  23. To appoint a National Safeguarding Officer for the Discipline Association
  24. To provide regular content to all Registered Individuals and Registered Groups in the Discipline in respect of news and affairs related to the Discipline, and to further convey any information from the FEDERATION as may be required.
  25. The Discipline Association's elected officials may create an Executive Committee for the Discipline, and create and appoint portfolio committees as per FEDERATION's Constitution, as may be required and/or relevant in the Discipline, including the appointment of a Development Officer to assist with the Discipline's Development initiatives.
  26. The elected members of the Discipline Association's Executive Committee must serve terms of 4 years each and may not serve more than 8 (eight) years consecutively.

#### **DUTIES AT PROVINCIAL LEVEL**

27. The Chairperson of each Provincial structure of the National Discipline Association Member shall represent the Discipline Association on the Provincial Council of each Provincial Equestrian Federation in which Province the Discipline is offered/operated.
28. To ensure that each of its members are duly registered with the Federation. Failure to ensure that each of its members are duly registered with the Federation may render the DA not to be in good standing with the Federation and liable to be provisionally suspended.
29. To manage and control all technical aspects and administrative aspects of the specific discipline provincially.
30. Ensuring that the discipline specific rules are applied in the Province.
31. Ensuring SAEF veterinary regulations, passport requirements and horse welfare requirements are adhered to at discipline specific events.



32. Provincial team selection.
33. Co-ordinating with the Provincial Equestrian Federation in managing discipline specific Provincial Calendar.
34. Awarding Provincial shows.
35. Provision of a regular series of events at inter club and inter district level as per sports council directives.
36. Motivate applications for colours to relevant Provincial Equestrian Federation under which they fall.
37. Training of officials (up to Provincial level).
38. Control of Provincial assets.
39. Providing feedback to the National Discipline Association and Provincial Federation.



## **SCHEDULE E: SAEF PROVINCIAL EQUESTRIAN FEDERATION MEMBERS, AND THEIR ROLE AND DUTIES**

1. The Provincial Federation Association known as "Eastern Cape Equestrian Federation";
2. The Provincial Federation Association known as "Free State Equestrian Federation";
3. The Provincial Federation Association known as "Gauteng Equestrian Federation";
4. The Provincial Federation Association known as "KwaZulu-Natal Equestrian Federation";
5. The Provincial Federation Association known as "Limpopo Equestrian Federation";
6. The Provincial Federation Association known as "Mpumalanga Equestrian Federation";
7. The Provincial Federation Association known as "Northern Cape Equestrian Federation";
8. The Provincial Federation Association known as "North West Equestrian Federation"; and
9. The Provincial Federation Association known as "Western Cape Equestrian Federation"

### **ROLE**

The Provincial Equestrian Federation is a voluntary association of District Committees (provided that where the number of members to a District Committee is not viable, subject to the prior approval of the Exco of the FEDERATION, and subject to any terms that the Exco may set in that regard) and/or Clubs which are properly registered as a Registered Group with the FEDERATION, which lie within the Provincial geographic boundaries of that Provincial Equestrian Federation, which shall be constituted in terms of a valid and compliant constitution, and which shall be the administrative body for Equestrian Sport in its respective Province, and shall be automatically and directly affiliated as a Member and subject to the authority of the FEDERATION, and which shall administer Equestrian Sport in terms of the Policies, Procedures, Rules, Regulations, Codes of Conduct, Code of Ethics, Directives and any other lawful and reasonable instruction issued by the FEDERATION's Exco and/or its National Council, within the Province.

### **DUTIES**

The Duties of the Provincial Equestrian Federation Members shall include:

1. To implement and enforce the provisions of its own Constitution and that of the FEDERATION within the Province, in the best interests of Equestrian Sport and the Athletes therein.
2. To define provincial policies and projects which must comply with those as set out in this Constitution and relevant Discipline Association Member Constitutions as may be operational in their province.
3. To represent Equestrian Sport with the Provincial Sports Confederation in the province, and to apply for district and provincial colours for Registered Individual athletes who qualify therefore, at the motivation of the relevant Discipline Association and/or Associate Member, subject to the Discipline Association/Associate Member's approved colours policy, in compliance with the



- requirements of the respective Provincial Sports Confederation;
4. To co-ordinate and facilitate a provincial calendar of events with each of its Discipline Association provincial representatives, and to co-ordinate with the FEDERATION in respect of national championships and/or events, and international events, to reduce any conflicts and promote accessibility thereto to all Athletes;
5. To motivate policy in respect of Provincial requirements to National Council and to Exco.
6. To implement and enforce all applicable Equestrian Sport Policies, Procedures, Rules, Regulations, Codes of Conduct, Code of Ethics, Directives, and any other lawful and reasonable instruction issued by the FEDERATION's Exco and/or its National Council, within the Province.
7. To apply and comply with all relevant Corporate Governance requirements in respect of the operation of the Provincial Equestrian Federation, including the requirement for transparency and clarity with all Registered Individuals and Registered Groups.
8. To maintain a set of financial records for the Provincial Equestrian Federation, which may or may not be required to be audited, at the sole discretion and dispensation of the FEDERATION's Exco, and which shall meet the required reporting standards as set by the FEDERATION, and which shall be submitted to the FEDERATION annually within 3 months of the Provincial Equestrian Federation's financial year end.
9. To implement and maintain the required record keeping as required by the Provincial Sports Confederation and to attend to all clerical and financial administrative processes of the Provincial Body, which includes all required information from the Discipline Associations, Districts and Clubs run under the auspices of the Province.
10. To prepare, implement and monitor a transformation policy within the Province, through its District Committees, Registered Groups and Discipline Associations, in accordance and alignment with the FEDERATION's Transformation Policy, and to provide the necessary reporting and monitoring thereof.
11. To attend to the marketing and development of Equestrian Sport in the Province, including to identify and promote opportunities for Events, including International Events, within the Province.
12. To co-ordinate the growth and development of the sport, including in respect of developing further Registered Groups and/or District Committees as may be appropriate, in the Province.
13. Managing dispute resolution in respect of disputes arising within the Province, and in doing so, to apply the same policies and procedures therein as set out in the FEDERATION's Internal Regulations of the Judicial Commission, to the extent possible, recognising that all parties to a dispute arising within the Province must first exhaust the internal remedies of the Provincial Equestrian Federation before the dispute may be referred to the FEDERATION's Judicial Commission.
14. To implement all reasonable measures to ensure the welfare of the horse is upheld in the Discipline with specific reference to the FEDERATION's Veterinary Regulations. This shall include compliance with and enforcement of the FEDERATION's position in respect of all anti-doping rules and regulations as set out in the FEDERATION's Veterinary Regulations,

and furthermore in respect of the Code presently in force as adopted by the government of South Africa and SASCOC in respect of WADA.

15. To implement the FEDERATION's Safeguarding Policies within the Province.
16. To provide regular content to all Registered Individuals and Registered Groups in the Province in respect of news and affairs related to Equestrian Sport in the Province, and to further convey any information from the FEDERATION as may be required.
17. The Provincial Equestrian Federation's elected officials may create an Executive Committee for the Province and create and appoint portfolio committees as per FEDERATION's Constitution, as may be required and/or relevant in the Province, including the appointment of a Development Officer to assist with the Provincial Development initiatives.
18. Any other duties which may be reasonably imposed by the FEDERATION or the Exco from time to time.

## **SCHEDULE F - ASSOCIATE MEMBERS**

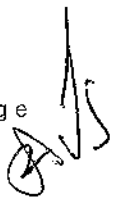
1. South African National Equestrian Schools Association ("SANESA").
2. SA Pony Club

**SCHEDULE G: GEOPOLITICAL DEMARCATATIONS**

PROVINCE	REGION/DISTRICT	PRINCIPAL CITY / TOWN
<b>Western Cape</b> (Cape Town)	Cape Town Unicity	Cape Town
	West Coast	Malmesbury
	Winelands (Boland)	Stellenbosch
	Overberg	Swellendam
	Eden	George
	Central Karoo	Beaufort West
<b>Northern Cape</b> (Kimberley)	Frances Baard	Kimberley
	Namakwa	Springbok
	Pixley-ka-Seme	De Aar
	Siyanda	Upington
	Kgalagadi	Kathu
<b>Eastern Cape</b>		
(Bisho)	Cacadu (Sarah Baartman)	Grahamstown
	Amathole	East London
	Chris Hani	Queenstown
	Ukhahlamba	Aliwal North
	OR Tambo	Umtata

	Alfred Nzo	Mount Ayliff
	Nelson Mandela	Port Elizabeth
	Buffalo City	East London

<b>Free State</b> (Bloemfontein)	Motheo	Bloemfontein
	Xhariep	Trompsberg
	Lejweleputswa	Welkom
	Thabo Mofutsanyana	Phuthaditjhaba
	Fezile Dabi	Kroonstad
<b>Kwazulu-Natal</b> (Pietermaritzburg)	Umgungundlovu	Pietermaritzburg
	Ethekwini	Durban
	Ugu	Port Shepstone
	Uthukela	Ladysmith
	Umzinyathi	Dundee
	Amajuba	Newcastle
	Zululand	Ulundi
	Umkhanyakude	Mtubatuba
	UThungulu	Richards Bay
	iLembe	Kwa Dukuza
	Sisonke	Ixopo



<b>Mpumalanga</b>	Ehlanzeni	Nelspruit
Mbombela (formerly Nelspruit)	Gert Sibande	Lekwa (formerly Standerton)
	Nkangala	eMalahleni (formerly Witbank)
<b>Limpopo</b> (Polokwane)	Capricorn	Polokwane
	Mopani	Giyani
	Vhembe	Thohoyandou
	Waterberg	Bela-Bela
	Sekhukhune	Groblersdal

<b>North West</b> (Mafikeng)	Ngaka Modiri Molema (Central)	Mafikeng
	Bojanala	Rustenburg
	Dr Ruth Segomotsi Mompati	Vryburg
	Dr Kenneth Kaunda	Klerksdorp
<b>Gauteng</b> (Johannesburg)	Johannesburg	Johannesburg
	Sedibeng	Vereeniging
	Ekurhuleni	Germiston

	Tshwane	Pretoria
	West Rand	Krugersdorp



## **SCHEDULE H - ROLES AND RESPONSIBILITIES OF STANDING COMMITTEES AND COMMISSIONS OF THE FEDERATION**

### **1. VETERINARY AND HORSE WELFARE COMMITTEE**

#### Description

Manage, liaise, and control all veterinary protocols, drug testing, border control, horse welfare, FEI and IF vet endorsements for the SAEF and its bodies, through local, international and government areas.

#### Duties

- Implement the horse welfare policy;
- Ensure compliance of government veterinary regulations;
- Manage the SAEF, Group IX and FEI passport system;
- Manage import and export horse protocols in conjunction with 3rd parties;
- Manage all SAEF/FEI vet courses;
- Manage SAEF/FEI Vet system;
- Liaise with the South African Veterinary Council;
- Liaise and manage border control in Group IX Regions;
- Implement and manage all drug testing, policies and procedures as required;
- Liaise with horse welfare organizations, for example the SPCA and Horse Care Units;
- Run education programs on horse welfare;
- Ensure compliance with FEI and Government Veterinary regulation;
- Ensure compliance with Export/Import/quarantine procedures;
- Ensure compliance with AHS/Infectious disease protocol;
- Ensure compliance with FEI/SAEF passport and micro chipping requirements;
- Ensure compliance with the Horse Welfare Legislation by persons and organisations bound by this constitution.
- Ensure compliance with horse Drug Testing procedures and processes;
- Ensure compliance with World Equestrian Games and Olympic horse veterinary requirements;
- Administer and control pony height measurement (as may be required).

### **2. COACHES, HIGH PERFORMANCE AND TALENT IDENTIFICATION COMMITTEE**

#### **2.1 Coaches**

##### Description



To run and manage all aspects of coaching, recognized prior learning, education, clinics, government liaison and coaching exchange programs.

Duties:

- Implementation of SASCOC's coaches framework;
- Preparation of existing standards for all discipline national teams;
- Manage and attend SASCOC national coaching conference;
- Manage, liaise, and inform SASCOC /SAEF and members of formal/informal courses, and coaches in South Africa;
- Manage and grow SAEF/discipline coaches database;
- Manage and support FEI coaches' program;
- Manage RPL coaches' program through all disciplines;
- Run a minimum of 2 coaches' courses for SAEF annually (Includes SASCOC coaches meeting).

## **2.2 High performance and talent identification**

Description

Manage all SAEF and SASCOC high performance teams, funding ensuring the route from mass participation, talent identification and high performance are in conjunction with discipline performance cycles;

Liaise with teams and organizations on behalf of the SAEF as well as foster meetings, visits, competitions and systems.

Duties:

- Manage the High-Performance long list ensuring representation on national teams;
- Ensure all High-Performance athletes are exposed to best coaching available;
- Manage teams to Olympics, World Equestrian Games and SASCOC Multi coded events;
- Develop programs to manage participating children, young riders and young adults ensuring that the development competition is created;
- Oversee (or receive report back on) Implementation and management of talent identification and development at all disciplines;
- Ensure utilization of all National High-Performance centres;
- Manage the OPEX Program.

## **3. JUDICIAL COMMISSION**

Description

As per article 30.

Duties

- To comply with and implement the Internal Regulations of the Judicial Commission

#### 4. TRANSFORMATION AND DEVELOPMENT COMMITTEE

##### Description

Implement and further develop the FEDERATION's Transformation and Development Plan, by developing and implementing strategies to ensure that DSAC policies, SASCOC policies and procedures for transformation and development are met, delivered, and measured through the Members and the FEDERATION.

##### Duties:

- Deliver on the targets set out in the FEDERATION's Transformation and Development Plan;
- Liaise with all relevant development and social welfare programs;
- Liaise with various development Equestrian organisations, and the Development Committees of the Members;
- Identify development opportunities for:
  - Athletes;
  - Horses;
  - Grooms;
  - Officials;
  - Administrators in all disciplines.
- Drive club and multi-discipline club systems in all disciplines ensuring provincial growth within geo-political boundaries;
- Manage transformation and development for identified projects;
- Manage and report on SASCOC goals for Talent Development and Mass Participation;
- Develop SAEF grooms' foundation;
- Develop Social responsibility program.

#### 5. NOMINATIONS COMMITTEE

##### Description

- To establish and set out the minimum requirements in respect of the various elected positions within the FEDERATION and its Members;
- To review and evaluate nominees for such elected positions and their compliance with the minimum requirements for such position and/or any disqualifying criteria in respect of such position.

##### Duties:

- To comply with and to implement the SAEF Nominations Committee Policy



## 6. COLOURS COMMITTEE

### Description

- To implement the FEDERATION's Selection Policy;
- To make recommendations to Exco regarding amendments to the Selection Policy, where deemed appropriate.
- To monitor compliance by the Members with their own selection criteria for colours, and its compliance with the FEDERATION's Selection Policy;
- To support the award of National Colours where the Member's own selection criteria have been met in compliance with the FEDERATION's Selection Policy.

### Duties

- To implement the FEDERATION's Selection Policy;
- to introduce a standard for the awarding of national colours;
- to discourage any misuse or abuse of national colours;
- to make provision for the resolution of disputes related to awards of national colours;
- generally, to promote sport in South Africa, through the usage and effective control of the national colours;
- to ratify or refuse to ratify the awarding of national colours to a person nominated therefore;
- to adjudicate in any matter referred to it in relation to National Colours;
- to promote the image, standing and reputation of national colours nationally and internationally;
- to co-operate and liaise closely with persons, bodies, local authorities, and Government departments concerned with the advancement of sport on a national and international level;
- to advise SASCOC on the use of national colours by any person, body or local authority by way of advertising or as a trademark, or in connection with goods or services, or in any other manner on such terms and conditions as it may see fit;
- to monitor and maintain records of all awards of national colours; and
- and marketing efforts of the FEDERATION.

## 7. ATHLETES COMMISSION

### Description:

- To represent the interests of the Athletes within the FEDERATION and each of its Members;



- To provide support mechanisms to Equestrian Sport Athletes to assist in their sporting career;
- To create a network of Athlete Representatives throughout the FEDERATION and Members in order to promote and ensure that the best interests of the Athletes are always represented in the decision-making process.

Duties:

- To provide a voice for the Athletes in the decision-making processes of the respective Disciplines and Equestrian Sport as a whole;
- To identify, motivate for and support development opportunities for Athletes;
- To promote the opportunities for Athletes in respect of High Performance, National Representation, and International Competition in Equestrian Sport

