

**CONSTITUTION**  
**OF THE**  
**NAMIBIAN**  
**EQUESTRIAN FEDERATION**



# NAMEF CONSTITUTION

## TABLE OF CONTENTS:

### SECTION 1: Definitions, Name and Legal Personality and Aims and Objective

1. Definitions.....	pg 1
2. Name and legal personalities.....	pg 2
3. Aims and objectives.....	pg 3
4. Means of achieving objectives .....	pg 4

### SECTION 2: Membership

5. Categories of membership.....	pg 5
6. Procedure for application .....	pg 5
7. Rights and duties of members.....	pg 6
8. Fees and dues.....	pg 6
9. Liability of members.....	pg 7
10. Suspension and expulsion.....	pg 8
11. Retirement .....	pg 8

### SECTION 3: Organization

12. Constituent substructures.....	pg 8
13. General meetings .....	pg 8
14. Representation at General Meetings.....	pg 9
15. Voting at General Meetings .....	pg 10
16. Procedure at General Meetings .....	pg 11
17. Committees.....	pg 12
18. Financial matters.....	pg 18
19. Rules and Regulations.....	pg 18
20. Amendments of the constitution .....	pg 18
21. Code of conduct .....	pg 19
22. Maltreatment .....	pg 19
23. Disciplinary code .....	pg 20
24. Doping .....	pg 20
25. Dissolution of NAMEF.....	pg 20
26. General .....	pg 20

# NAMEF CONSTITUTION

## SECTION 1

### DEFINITIONS, NAME AND LEGAL PERSONALITY AND AIMS AND OBJECTIVE

#### 1. DEFINITIONS

In this Constitution, except in a context indicating that some other meaning is applicable;

- 1.1. "Affiliated Member" means all clubs in Namibia;
- 1.2. "Associated Member" means any riding discipline that forms an association, but which needs to be part, or wants to be part of NAMEF, e.g. NERA.
- 1.3. "Athlete" means any human participant in the equestrian sport and registered with NAMEF and/or Affiliated Member.
- 1.4. "Committee" means the Committee of NAMEF, officiated according to clause 17;
- 1.5. "Closely Related" means immediate family and is limited to husband and/or wife, child, parent or brother and sister, unless approved at an AGM by the members;
- 1.6. "Constitution" means the Constitution of NAMEF and all schedules thereto;
- 1.7. "DCT" means Doping Control Test;
- 1.8. "Club" means any club or facility in which any discipline which is affiliated to the FEI is practiced.
- 1.9. "Event" means a show or tournament
- 1.10. "Executive Committee" means the Committee referred to in Clause 17.3.3. hereof,
- 1.11. "FEI" means the Federation Equestre Internationale;
- 1.12. "General Meeting" means all meetings referred to in Clause 13 hereof;
- 1.13. "IOC" means the International Olympic Committee;
- 1.14. "Member" means all Members as described in Clause 5 hereof;
- 1.15. "NAMEF" means the Namibian Equestrian Federation;
- 1.16. "NSC" means the Namibian National Sports Commission;
- 1.17. "NNOC" means the Namibian National Olympic Committee;
- 1.18. "Office Bearer" means elected Members of the Committees.
- 1.19. Any reference to any singular shall include the plural, and vice versa.
- 1.20. Any reference to any masculine gender shall include the feminine gender and vice versa, and any reference to the neuter shall include either the masculine or feminine gender, or both.

# NAMEF CONSTITUTION

## 2. NAME AND LEGAL PERSONALITY

- 2.1. The name of the Association shall be 'Namibian Equestrian Federation'.
- 2.2. NAMEF shall remain a sporting organisation with no political or social alignment to any individual or any organisation in the Republic of Namibia.
- 2.3. NAMEF will be a juristic person and shall have legal personality and shall, through its authorized representatives:
  - 2.3.1. Have an independent existence from its Members and Office Bearers
  - 2.3.2. be entitled to acquire, encumber, hold or dispose of, bank and pledge assets, moveable and/or immovable, invest, re-invest from time to time and at all times to do all acts necessary to protect and further its interest and all legal processes and documents to give effect thereof, may be signed by the chairperson or his designated deputy. Such proceedings must be in the name of the Federation;
  - 2.3.3. incur legal obligations and liability independent of its Members, and Office Bearers;
  - 2.3.4. have power to institute and defend legal proceedings, appeals and arbitrations in its own name;
  - 2.3.5. be entitled to enter into legal transactions and to institute or defend legal proceedings;
  - 2.3.6. be entitled to open and maintain bank accounts;
  - 2.3.7. be entitled to employ any person, to manage or assist in the management of any of the objectives of NAMEF and to remunerate such employee from funds administered by NAMEF, including traveling and other expenses this may necessarily be incurred by such employee;
  - 2.3.8. to appoint an agent or agents to represent them for any specific purpose, including the power to employ accountants, attorneys, advocates and other professional persons for any specific purpose and to remunerate such persons at the usual professional or business rates;
  - 2.3.9. generally do all such other things as may be expedient to further the interests of NAMEF or which are incidental or conducive to the attainment of the above objectives as well as the aims and objectives of NAMEF.
- 2.4. A head office may be established to carry out the administration of NAMEF in accordance with the policies of NAMEF at such address as may be determined by the Executive Committee from time to time, due regard being had to NAMEF's leasing commitments and/or immovable property holdings from time to time.
- 2.5. NAMEF shall remain a non-profit making organisation, responsible for the overall development of the Equestrian sport in Namibia.

# NAMEF CONSTITUTION

## 3. AIMS AND OBJECTIVES

### 3.1. Mission Statement

NAMEF's mission is to create an enabling environment for our athletes to excel.

### 3.2. Objectives

In the pursuit of NAMEF's mission the following objectives are regarded as the basic foundation of the programme guiding the activities of NAMEF:

- 3.2.1. to set up friendly, professional and loyal co-operation between all Members for the benefit of the equestrian sport, efficient and effective administration, harmonious coexistence and teamwork amongst Members and to promote the best interest of the equestrian sport in Namibia;
- 3.2.2. to co-ordinate the activities of members;
- 3.2.3. the maintenance and expansion of a system of Clubs throughout Namibia, open to Membership by all Members of the population and allowing access to registration, participation, coaching and other services of NAMEF to all Members of the community who wish to participate in the equestrian sport, and who comply with NAMEF's Membership prerequisites;
- 3.2.4. the constant striving to ensure that no form of discrimination, be it based on race, ethnicity, religion, politics, gender or otherwise, be allowed in the equestrian sport and to take all possible measures to prevent such discrimination;
- 3.2.5. the promotion of a spirit of dedication to the basic principles of fair competition in all respects, including the right of every Athlete to strive to achieve national titles and colours without being disadvantaged by administrative constraints, rulings or otherwise;
- 3.2.6. the promotion of international and national competitions and participation at all levels so as to provide incentives to Athletes to achieve their full potential;
- 3.2.7. to assist and encourage the staging of recognized events for all disciplines in the country;
- 3.2.8. to determine and improve the standard of judging at recognized events and to encourage individual members to become judges and other officials;
- 3.2.9. to represent the FEI in Namibia and vice versa and participate to the full in the affairs of the FEI;
- 3.2.10. to uphold the rules of the FEI as well as the national Rules and Regulations to assure their application and to oversee them at all recognised events by NAMEF;
- 3.2.11. to obtain, through the appropriate body, the co-operation and assistance of the government or any other authority in carrying out the objectives of the Federation;

# NAMEF CONSTITUTION

- 3.2.12. the development of the sport to the highest level of excellence;
- 3.2.13. to encourage and promote the standard of instruction and instructors appertaining to the disciplines;
- 3.2.14. to achieve all the objectives set out in this Constitution and to administer NAMEF as a business which is:
  - 3.2.14.1. highly professional;
  - 3.2.14.2. financially sound;
  - 3.2.14.3. accountable to its Members; and
  - 3.2.14.4. user-friendly to the equestrian sport family and the public at large; and
  - 3.2.14.5. to honour and respect the individual.
- 3.2.15. to protect horses from all types of abuse or cruelty, to ensure the well-being of horses and to ensure that the interest of the horses are paramount;
- 3.2.16. to take any such action as may, in the opinion of the Federation, be incidental or conducive to the attainment of these objectives or any of them, or be calculated to promote the interests of the Federation;
- 3.2.17. generally, to do all such things as may be required in order to promote any of the above objectives, and to foster the interests of equestrian sport generally.

## 4. MEANS OF ACHIEVING OBJECTIVES

The objective of NAMEF will be achieved by, inter alia:

- 4.1. affiliation with FEI, NERA, NNSC, NNOC, IOC or any other relevant organisation as may become necessary;
- 4.2. the acquisition, encumbrance or disposal of such movable or immovable property as may become required to achieve NAMEF's aims and objectives;
- 4.3. taking all steps and following all procedures which are lawful and compatible with the aims and objective of NAMEF;
- 4.4. prescribing uniform Rules and Regulations for the promotion, protection and administration of the equestrian sport in Namibia;
- 4.5. requiring compliance with the terms of this Constitution and with the rules and Regulation issued in terms thereof;
- 4.6. providing for the keeping of an official list of records of all athletic performances;
- 4.7. co-ordinate and ratifying the selection of teams to represent Namibia internationally, and in Namibia on the occasion of visits by foreign teams;
- 4.8. raising funds for any purpose which may be deemed necessary;

# NAMEF CONSTITUTION

- 4.9. engaging in any other activity which may assist in achieving the aims and objectives of NAMEF.

## SECTION 2

### MEMBERSHIP

#### 5. CATEGORIES OF MEMBERSHIP

Membership of NAMEF may be divided into three broad categories:

- 5.1. Affiliated Members responsible for the administration and promotion of the equestrian sport, on behalf of NAMEF, within distinct territorial boundaries;
- 5.2. Associated Members;
- 5.3. Patronage/Honorary Members.

#### 6. PROCEDURE FOR APPLICATION

- 6.1. Application for Affiliated or Associated Membership by a prospective Member must be submitted to the Secretary General of NAMEF and must be accompanied by the applicant's name, physical and postal address, all contact details and a full motivation.
- 6.2. The Secretary General must submit the application to the Executive Committee, which shall have the power to make a ruling on the application.
- 6.3. Membership provisionally granted by the Executive Committee shall be tabled at a subsequent AGM for ratification.
- 6.4. A General Member's meeting may appoint, on proposal of the Executive Committee:
  - 6.4.1. a person for patronage;
  - 6.4.2. an Honorary Chairperson; and
  - 6.4.3. an Honorary Member.
- 6.5. To be able to qualify for nomination and appointment of one of the above the person must have conferred special impulses onto the equestrian sport or must have acquired special merits in the equestrian sport.
- 6.6. A Patron may be proposed and elected every two years and will hold office for two years.
- 6.7. An Honorary Chairperson and Honorary Member may be proposed and elected for life.

# NAMEF CONSTITUTION

## 7. RIGHTS AND DUTIES OF MEMBERS

- 7.1. Affiliated Members must submit the following to the Executive Committee on an annual basis:
  - 7.1.1. as information, the minutes of the Annual General Meeting or a Members meeting from which a new assembly of committee Members resulted;
  - 7.1.2. a list of Members.
- 7.2. Every Athlete at an official equestrian event must:
  - 7.2.1. be a Member of an affiliated club;
  - 7.2.2. be registered with NAMEF, unless stated otherwise in the schedule;
- 7.3. Every horse participating at an event is to be registered according to paragraph 1.3 of the NAMEF Regulations.
- 7.4. All clubs, officials and registered Athletes, all associate bodies and patrons and Honorary Members will be informed by mailing list of the routine notices (circulars, entry forms, etc) of NAMEF.
- 7.5. Patronage and Honorary Chairpersons and Members will have the following rights and duties:
  - 7.5.1. Patronage and Honorary Members may participate at all meetings and will have voting power.
  - 7.5.2. They are free of Membership fees.
  - 7.5.3. They should be involved in as many equestrian events as reasonable possible and shall be entrusted with representative tasks.

## 8. FEES AND DUES

- 8.1. Every Affiliated Member entitled to vote must pay the following fees/dues:
  - 8.1.1. A once-off registration fee, as determined at the previous AGM. This fee is due before admission to the Federation. With payment of this fee the Member accepts and submits himself to this Constitution.
  - 8.1.2. An annual fee, as determined at the previous AGM, is payable as of the 1<sup>st</sup> April and before or on the 31<sup>st</sup> May of the current year.
  - 8.1.3. Should the annual fee not be received by 31<sup>st</sup> May of the current year, the membership of that club will be suspended. Such club can only be re-instituted by payment of the registration fee and annual membership fee.
  - 8.1.4. Members that have not paid their fees/dues for the current financial year do not have the right to vote.
- 8.2. Every athlete must pay an annual registration fee:



## NAMEF CONSTITUTION

- 8.2.1. The registration year runs concurrent with the Federations financial year which is from the 1<sup>st</sup> April to the 31<sup>st</sup> March. The athletes fee is payable any time during the year and is valid till the 31<sup>st</sup> March of the current financial year.
- 8.2.2. Athletes who have not paid all fees on the closing date of an official equestrian event may not take part at that official equestrian event.
- 8.3. Associate Members will pay the following fees:
  - 8.3.1. A once-off registration fee. This fee is due before admission of the Associate Member. With payment of this fee the Associate Member accepts and submits to this Constitution.
  - 8.3.2. An annual fee is payable as of the 1<sup>st</sup> April and before or on the 31<sup>st</sup> May of the current year.
- 8.4. Registration fee for horses:
  - 8.4.1. The registration year runs concurrent with the Federations financial year which is from the 1<sup>st</sup> April to the 31<sup>st</sup> March. The horse's fee is payable any time during the year and is valid till the 31<sup>st</sup> March of the current financial year.
  - 8.4.2. The amount of the fee will be determined at the AGM.
- 8.5. All membership fees, registration of athletes and horses and the fee for the mailing list are payable, without request, as of the 1<sup>st</sup> April and before or on the 31<sup>st</sup> May. Thereafter a re-registration fee is applicable.

## 9. LIABILITY OF MEMBERS

- 9.1. Members are not liable for the Federations debts.
- 9.2. If, in any litigation (including review proceedings) instituted by the Federation against (or in respect of disciplinary proceedings against) a member, an order for costs is made against the member, then such order will be for costs on an attorney-and-own-client scale. Each member is deemed to have consented to the order of costs being made on such basis.
- 9.3. If a member institutes any litigation (including review proceedings) against the Federation, then whether or not the member is successful in such proceedings, that member will be liable for all costs on an attorney-and-own-client scale incurred by the Federation in respect of such proceedings. Each member is deemed to have consented to an order of costs being made by a court of law in proceedings and on such a basis.
- 9.4. No member will have any claim for damages or compensation (including costs) against the Federation, Associate Members, Affiliated Members, Organising

# NAMEF CONSTITUTION

Committees, the FEI (including the officials and members of committees of such bodies in their capacities as such) arising from or in connection with the enforcement (including the exercise and/or fulfillment of powers, rights and obligations) of this constitution (including its regulations), or the FEI Statutes.

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

## 10. SUSPENSION AND DISPULSION

- 10.1. Any Member, Athlete or Official which has engaged in misconduct or has unjustifiably violated the provisions of this Constitution or Rules and Regulations, or which, by its actions, brings NAMEF or the equestrian sport into disrepute, may be suspended for an indefinite period until its case has been referred to NAMEF's Disciplinary Committee for investigation and further action.

## 11. RETIREMENT

- 11.1. A Member, Athlete or official can tender his retirement from NAMEF by way of an appropriate written notice to the Secretary General after fulfilling all his responsibilities towards NAMEF.

## SECTION 3

### ORGANISATION

#### 12. CONSTITUENT SUBSTRUCTURES

The principal constituent substructures of NAMEF are:

- 12.1. The Annual General Meeting;
- 12.2. Special Member Meeting;
- 12.3. Executive Committee; and
- 12.4. Sub Committees.

#### 13. GENERAL MEETINGS

- 13.1. Annual General Meeting
  - 13.1.1. A general meeting, known as the Annual General Meeting (AGM), shall be convened every year within six months of the financial year end of NAMEF.
  - 13.1.2. The AGM constitutes the supreme authority of NAMEF.
  - 13.1.3. The Members shall receive six weeks written notice of the date and venue of the AGM.

## NAMEF CONSTITUTION

- 13.1.4. All notices of motions to be dealt with at the AGM are to reach the Secretary General not less than four weeks before such meeting.
- 13.1.5. The Secretary General shall notify all Executive Committee Members, Affiliated Members, Associated Members and Honorary and Patronage Members of the agenda two weeks before the meeting.
- 13.2. Special General Meeting
  - 13.2.1. The Executive Committee may at any time, of its own accord, or shall, upon receipt in writing of a request by at least two Affiliated Members, call a general meeting, which shall be known as a Special General Meeting (SGM).
  - 13.2.2. This meeting must take place within six weeks after the request has been received by the Executive Committee.
  - 13.2.3. The Members shall receive four weeks written notice of the date and venue of the Special General Meeting together with the agenda containing the specific request of the applicants that have requested the meeting.

### 14. REPRESENTATION AT GENERAL MEETINGS

- 14.1. The General Meetings (AGM and SGM) may consist of:
  - 14.1.1. the Executive Committee;
  - 14.1.2. the Sub Committees;
  - 14.1.3. the Affiliated Members;
  - 14.1.4. the Associate Members; and
  - 14.1.5. Honorary and Patronage Members.
- 14.2. Affiliated Members and Associate Members shall be entitled to participate in the business of the General Meeting only if their affiliation requirements have been complied with, and their Membership fees paid in full.
- 14.3. Affiliated Members shall be entitled, but not obliged, to be represented at a General Meeting by any two members of a club, appointed by the Chairperson / owner of the club.
- 14.4. Associate Members shall be entitled to be represented by two delegates.
- 14.5. A quorum will be present if at least 50% of all Members who have voting rights are present.
- 14.6. Should a quorum not be present, the meeting will be adjourned for one hour during which time an effort will be made to reach more voting Members to constitute the quorum.
- 14.7. If, after an hour the quorum is still not 50% of the voting Members, the meeting will be considered to be a quorum. At the discretion of the voting Members present, the meeting could also be postponed to a later date. In such a case the Members Clubs

# NAMEF CONSTITUTION

will be informed at least three weeks in advance of the new date and venue. At such a meeting the voting Members present will form a quorum, irrespective of the numbers present.

## 15. VOTING AT GENERAL MEETINGS

- 15.1. Voting on all recommendations/proposals/motions shall be by show of hands, or by secret ballot if two Members, unopposed, so demand. However, if the demand of two or more Members is opposed then the President, upon consultation with the Executive Committee, shall make a ruling on the mode of voting to be employed. In the case of a tie the President shall use his/her casting vote to break the deadlock. This Clause excludes voting for Office Bearers.
- 15.2. Voting of Affiliated Members:
  - 15.2.1. Affiliated Members that host one or more official equestrian event annually will have 4 (four) votes.
  - 15.2.2. Affiliated Members that host an official equestrian event every 2 (two) years will have 3 (three) votes.
  - 15.2.3. Affiliated Members on whose property active riding is practiced will have 2 (two) votes.
  - 15.2.4. Affiliated Members that do not fall under 15.2.1. to 15.2.3., will have 1 (one) vote.
- 15.3. Voting of Associated Members:
  - 15.3.1. Associated Members that host one or more official equestrian event annually will have 4 (four) votes.
  - 15.3.2. Associated Members that host an official equestrian event every 2 (two) years will have 3 (three) votes.
  - 15.3.3. Associated Members who are involved in active equestrian sport, but do not host any official equestrian event will have 2 (two) votes.
  - 15.3.4. Associated Members that do not fall under 15.3.1. to 15.3.3., will have 1 (one) vote.
- 15.4. Voting of Honorary and Patronage Members:
  - 15.4.1. Honorary and Patronage Members shall each have one vote.
  - 15.4.2. The current NAMEF Office Bearers will each have 1 (one) vote.
- 15.5. Members may send delegates to the meetings according to their corresponding voting quota.

## NAMEF CONSTITUTION

- 15.6. Any delegate may not have more than 2 (two) votes. The delegates must submit a letter of credentials from their Clubs to the Secretary General before a meeting as well as a proxy that should be accompanied by a letter of consent

### 16. PROCEDURE AT GENERAL MEETINGS

- 16.1. At General Meetings the President shall preside, or in his absence the Vice-President. If both are absent, the Executive Committee shall appoint someone from their midst to chair the meeting.
- 16.2. The agenda for the AGM shall include, but shall not be limited to or in the order of the matters set out hereunder:
- 16.2.1. Acceptance of the minutes of the previous AGM ;
  - 16.2.2. Submission of the President's report for the previous year;
  - 16.2.3. Submission of the financial report by the Treasurer;
  - 16.2.4. Submission of a budget for the new financial year by the Treasurer;
  - 16.2.5. Discharge of the Committee;
  - 16.2.6. Determination of the Members' and other fees and dues;
  - 16.2.7. Appointment of auditors for the coming year;
  - 16.2.8. Elections of Office Bearers:
    - 16.2.8.1. Should there be more than one valid nominations for a position on the Committee, a secret election will take place; for which
    - 16.2.8.2. the meeting will appoint an election officer.
    - 16.2.8.3. Should nominees obtain an equal amount of votes; a second election will take place. Should the nominees again obtain an equal amount of votes, the election will be decided by the drawing of lots.
    - 16.2.8.4. Should no nominations be received for vacant position, the newly elected NAMEF committee has the right to appoint a person of choice to fill that vacancy.
  - 16.2.9. Deliberations on orderly submitted proposals.
  - 16.2.10. Deliberations on matters put on the agenda subsequently by a majority
  - 16.2.11. Other matters.
- 16.3. The agenda of a Special General Meeting shall be disposed of in the order specified below:
- 16.3.1. Scrutiny of delegates' credentials and proxies;
  - 16.3.2. Reading of the notice of the meeting;
  - 16.3.3. Dealing only with matters for which the meeting was called.

# NAMEF CONSTITUTION

## 17. COMMITTEES

- 17.1. The business and interests of NAMEF will be carried out and protected by the Committees.
- 17.2. Election of Committees
  - 17.2.1. The Executive Committee will be elected at an AGM and elected Office Bearers will hold office for two years;
  - 17.2.2. Office Bearers are electable for a second or more terms;
  - 17.2.3. An Office Bearer can only hold one office;
  - 17.2.4. Nominations for the voting of an Office Bearer must be submitted in writing by an Affiliated Member at least fourteen days before the AGM together with a confirmation of acceptance by the nominated candidate in question;
  - 17.2.5. Committee Members should not be closely related to each other.
- 17.3. Appointment of Committees
  - 17.3.1. Committees of NAMEF shall be divided into two categories, namely Ad Hoc Committees and Standing Committees.
  - 17.3.2. Ad Hoc Committees
    - 17.3.2.1. These are special committees that will be formed on a need (as and when) basis. The number of Members in these committees will differ from committee to committee, depending on the task they have to execute.
    - 17.3.2.2. The procedure for the formation of Ad Hoc Committees will be determined from time to time, and may differ from committee to committee, depending on the circumstances surrounding such a specific committee.
    - 17.3.2.3. Ad Hoc Committees may be formed at the request of:-
      - a) The Executive Committee; or
      - b) Any of the other Standing Committees; or
      - c) AGM; or
      - d) SGM
    - 17.3.2.4. Ad Hoc Committees may be dissolved as soon as they achieved the objective for which they were formed or as any one of the Standing Committees decide.

## NAMEF CONSTITUTION

17.3.2.5. An Ad Hoc Committee may be elevated to the status of a standing committee. If this happens, the necessary Constitutional amendments should be effected.

### 17.3.3. Standing Committees

17.3.3.1. As opposed to Ad Hoc Committees, Standing Committees have a permanent existence (in principle and not in composition).

17.3.3.2. The following Standing Committees are constituted:

- a) Executive Committee; consisting of
  - i) Administrative Committee; and
  - ii) Sports Committee.

17.3.3.3. The Executive Committee will consist of: -

- a) President
- b) Vice-President
- c) Secretary General ;
- d) Treasurer;
- e) Dressage Delegate;
- f) Jumping Delegate;
- g) Eventing Delegate;
- h) Equitation Delegate;
- i) Endurance Delegate

# NAMEF CONSTITUTION

17.3.3.4. The Administrative Committee consists of:

- a) President
- b) Vice President
- c) Secretary General;
- d) Treasurer; and

17.3.3.5. The Sports Committee consists of:

- a) Vice President
- b) Jumping Delegate;
- c) Dressage Delegate;
- d) Equitation Delegate;
- e) Eventing Delegate; and
- f) Endurance Delegate.

17.4. Powers and Duties of the Committees

17.4.1. Powers and Duties of the Executive Committee

In addition to the powers and duties granted to the Executive Committee in terms of any provision of this Constitution, the following further powers shall vest in the Executive Committee:

- 17.4.1.1. To establish policy and direction in line with this Constitution and to approve the yearly business plan and financial budget;
- 17.4.1.2. To keep minutes of all Executive Committee meetings;
- 17.4.1.3. To designate, where wanted, committees or others to investigate and advice the Executive Committee in areas of specialist interest, e.g. marketing, media and television;
- 17.4.1.4. To take appropriate action against any Member of NAMEF who acts in a manner which brings the equestrian sport into disrepute;
- 17.4.1.5. To appoint delegates to various bodies to which NAMEF is affiliated to or is required to send representatives to;
- 17.4.1.6. To temporarily or permanently suspend any Athlete, Club or Member who or which is guilty of misconduct, or to restore the status of such person, Club or Member.



## NAMEF CONSTITUTION

- 17.4.1.7. To refer disciplinary matters to NAMEF's Disciplinary Committee, and to act on recommendations of the Disciplinary Committee.
- 17.4.1.8. The Executive Committee shall meet at least six times per year.
- 17.4.1.9. The President of the Executive Committee shall call a meeting as provided for in Clause 17.4.1.8, or if requested to do so by at least three Members thereof.
- 17.4.1.10. Members of the Executive Committee shall receive at least two weeks written notice of the meeting, followed by a copy of the agenda.
- 17.4.1.11. In the absence of the President the Vice-President will act as President of the meeting.
- 17.4.1.12. Each Member of the Executive Committee has one vote, while the President of the meeting will also have a casting vote.
- 17.4.1.13. Minutes of the meeting will be sent only to Members of the Executive Committee and must be dispatched within 30 days of the meeting.
- 17.4.1.14. The Executive Committee shall have the power to co-opt any person to serve thereon either in general, or for a definitive purpose during a specific meeting, or when dealing with a specific matter.
- 17.4.1.15. Anyone co-opted in terms of Clause 17.4.1.14 shall be allowed to take part in the proceedings and the discussion of the Executive Committee but without a vote.
- 17.4.1.16. At least five voting Members at a meeting shall form a quorum.
- 17.4.1.17. The Executive Committee will have the power to make internal post changes should it in their sole discretion be decided that a person voted into a post will be more suitable in another post. Such a change must be confirmed by the forthcoming AGM.
- 17.4.1.18. It will have the power to propose persons for Patronage and Honorary Membership; to be confirmed by the forthcoming AGM.

## NAMEF CONSTITUTION

- 17.4.1.19. The activities of the Executive Committee shall at all times be transparent and upon request communicated to Members and the Executive Committee will at all times remain accountable to the Members.
- 17.4.1.20. Members of the Executive Committee shall at all time serve in an ex officio capacity on the executive committees of the Affiliated Members of NAMEF where they reside.
- 17.4.1.21. To do anything which is in the interest of NAMEF, provided that it is in synchronization with its mission and objectives and complies with the provision of this Constitution; and
- 17.4.1.22. Generally to do all such other things as may be expedient to further the interests of NAMEF or which are incidental or conducive to the attainment of its mission and objectives.

### 17.4.2. Powers and Duties of the Administrative Committee

The following powers shall vest in the Administrative Committee:

- 17.4.2.1. Control the financial affairs of NAMEF;
- 17.4.2.2. Open banking accounts for NAMEF and to draw, receive and endorse cheques, bills of exchange and any other banking business in connection with the financial business of NAMEF;
- 17.4.2.3. To pay out any honoraria, which have been decided by the Executive Committee;
- 17.4.2.4. To agree to the settlement of travel and subsistence expenses of any person when justified by the circumstances;
- 17.4.2.5. To submit to the AGM audited financial statements for the previous financial year;
- 17.4.2.6. Generally to do all administrative tasks of NAMEF, including the keeping of minutes and the preparation of agendas.

### 17.4.3. Powers and Duties of the Sports Committee

The following powers shall vest in the Sports Committee:

- 17.4.3.1. The Sports Committee will form a quorum if three voting Members are present;
- 17.4.3.2. It convenes when at least two Members requested it;

## NAMEF CONSTITUTION

- 17.4.3.3. The Sports Committee will nominate a Member to take minutes of the meeting which will be sent to Members of the Sports Committee and must be dispatched within 30 days of the meeting; these minutes should be sent to all Members of the Executive Committee at least two weeks before the next Executive Committee Meeting, together with the notice of the Meeting.
  - 17.4.3.4. It organizes all sport interest of NAMEF;
  - 17.4.3.5. It keeps and publishes event fixtures and all Affiliated Members are obliged to notify the Sports Committee of all their event dates for the year;
  - 17.4.3.6. Every Affiliated Member planning to host an official event shall submit particulars for the granting of such event to the Sports Committee, before public notice thereof at least:
    - 17.4.3.6.1. For events three months prior to the start of the event ;
    - 17.4.3.6.2. for courses and clinics, two months prior to the start of the course or clinic;
  - 17.4.3.7. It should actively promote the equestrian sport;
  - 17.4.3.8. It is responsible for the upholding and enforcement of the Rules and Regulations of the FEI and NAMEF at official equestrian events and must, if necessary, in cooperation with the event hosts, clear up any misinterpretations and misunderstanding of the Rules and Regulations;
  - 17.4.3.9. It is responsible to co-ordinate clinics and courses of all kinds. Each Affiliated Member that wishes to present such a clinic or course should obtain written consent from the Sports Committee.
- 17.5. Removal of Office Bearers
- 17.5.1. Notwithstanding anything contained elsewhere in these Constitution the Members may by an ordinary resolution passed at a SGM remove from office any person;
  - 17.5.2. Upon receiving a valid requisition for a SGM at which the resolution to remove any such person is to be submitted, the Secretary shall give notice in writing of such resolution to the person(s) concerned and shall if required by such person(s) circulate to all Members entitled to receive

# NAMEF CONSTITUTION

notice of the meeting, any written communication, provided it does not contain any illegal, offensive or defamatory material.

17.5.3. At the SGM the person whose removal is proposed shall have the right to address the meeting.

## 17.6. Remuneration

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

## 18. FINANCIAL MATTERS

18.1. The financial year of NAMEF runs from 1<sup>st</sup> April to the 31<sup>st</sup> March every year.

### 18.2. Membership Fees

18.2.1. All Fees will be proposed by the Executive Committee and have to be confirmed at the next AGM;

18.2.2. Fees are due from the 1<sup>st</sup> April and no later than 31<sup>st</sup> May of the current year.

18.2.3. The Administrative Committee must employ orderly accounting procedures and a precise control over all financial affairs must be maintained.

## 19. RULES AND REGULATIONS

19.1. In addition to the Constitution, the Executive Committee shall make/amend and/or approve such Rules and Regulations as may be required for the smooth running of the affairs of NAMEF.

19.2. The Executive Committee shall be the interpreter of these Rules and Regulations. Where no provision exists in the NAMEF Rules for any particular matter to be dealt with, the FEI Constitution and/or rules and guidelines shall apply.

19.3. Decisions in matters of legislation shall become operative only after the approval of the AGM has been given.

## 20. AMENDMENTS OF THE CONSTITUTION

20.1. The Constitution can be amended by a two third majority of all Members with a right to vote, at an AGM or a SGM, at which at least two thirds of the Members with the right to vote is present.

## **NAMEF CONSTITUTION**

- 20.2. Any proposal for the amendment of the Constitution must be submitted to the Executive Committee at least six weeks before the AGM or SGM.

### **21. CODE OF CONDUCT**

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

### **22. MALTREATMENT**

- 22.1. No member will maltreat any horse at any place and at any time. Any such maltreatment will be regarded as a serious contravention of this constitution.
- 22.2. For the purpose hereof, maltreatment (without limiting the generality of the concept) includes causing death, injury or discomfort of a horse through abuse, neglect, malice or cruelty, failing to ensure the well-being of a horse owned by or in the care of or under the control of the person concerned, depriving any horse owned by or in the care of or under the control of the person concerned of food or water,

# NAMEF CONSTITUTION

whipping or beating a horse excessively, subjecting the horse to any kind of electric shock device, using spurs or jabbing the horse in the mouth with the bit excessively or persistently, remounting (or attempting to remount) an obviously exhausted, lame or injured horse, rapping a horse, hyper sensitizing any part of a horse and leaving a horse without adequate food, drink or exercise.

## 23. DISCIPLINARY CODE

- 23.1. The Executive Committee of NAMEF will set up and maintain disciplinary rules under the Rules and Regulations of the Federation.
- 23.2. The disciplinary committee may be nominated by the Executive Committee of NAMEF on an ad hoc basis. The chairperson of the disciplinary committee will be either the chairperson or vice-chairperson of NAMEF.

## 24. DOPING

- 24.1. Doping is strictly forbidden and is an offence under the Rules of the FEI and NAMEF.

## 25. DISSOLUTION OF NAMEF

- 25.1. The dissolution of NAMEF may be affected only by a two third majority of the voting Members at an AGM or a SGM, at which at least two thirds of the Members with the right to vote are present.
- 25.2. The assets, after payment of all debts of NAMEF, will be donated or transferred to another association or body with similar objectives as NAMEF.
- 25.3. Such association or body will be chosen by two third of the Members with the right to vote, before or on date of dissolution.

## 26. GENERAL

- 26.1. Any provision in this Constitution that is in conflict with the FEI rules will be superseded by such rules, as amended from time to time.
- 26.2. Subject to the provisions of this Constitution, decisions of the AGM concerning the validity of any provision of this Constitution shall be final and binding.
- 26.3. Difficulties concerning situations not provided for in the Constitution shall be submitted in writing to the Executive Committee and the Executive Committee shall have the power to make interim determinations that should be confirmed at the next AGM. The decision of the AGM shall be final and binding.
- 26.4. Every FEI discipline offered in Namibia will be responsible for all the FEI charges, as charged from time to time by the FEI, pertaining to their disciplines.