



# ZAMBIA NATIONAL EQUESTRIAN FEDERATION

## CONSTITUTION 2020

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<b>DEFINITIONS</b>	
Absentee Voter	A Voting Member of the Federation, as defined below, who is unable to attend in person but may vote at an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM) by completing and submitting the required forms as prescribed in this Constitution.
Abuse of Horse	Action or omission, which causes or is likely to cause pain or unnecessary discomfort to a Horse, including, but not limited to: <ul style="list-style-type: none"> <li>▪ To whip or beat a Horse excessively;</li> <li>▪ To subject a Horse to any kind of electric shock device;</li> <li>▪ To use spurs excessively or persistently;</li> <li>▪ To jab the Horse in the mouth with the bit or any other device;</li> <li>▪ To compete using an exhausted, lame or injured Horse;</li> <li>▪ To "rap" a Horse;</li> <li>▪ To abnormally sensitize or desensitize any part of a Horse;</li> <li>▪ To leave a Horse without adequate food, drink or exercise;</li> <li>▪ To use any device or equipment which causes excessive pain to the Horse upon knocking down an obstacle.</li> </ul>
Affiliated Club	A body, club, show venue, equestrian centre, equestrian groups or other entity, affiliated to the Federation and authorised by the Federation to exercise within a defined geographical area or discipline, such authority as may be delegated to it in accordance with the Federation Constitution.
Annual Calendar	A Calendar developed by November every year that includes the premier Equestrian Events for the following year, shared with Members and Affiliated Clubs for coordination and tendering purposes.
Annual Fees	Fees for Membership, Club Affiliation, and Registration of Horses are set annually by the Executive Committee and endorsed at the AGM.
Appeal	Apply for a reversal of a decision
Appeal Committee	A committee of three (3) persons formed by EXCOM pursuant to Section 4.2 of the Rules and Regulations. The members of the Appeal Committee must be different to the members of the Disciplinary Committee who heard the case.
Arbitrator	An independent person or body officially appointed to settle a dispute.
Arbitration	The use of an Arbitrator to settle a dispute.
Athlete	A person who participates in Equestrian Sports.
Certificate of Capability	Document issued by an Organising Committee containing Criteria for participation in a Competition / Equestrian Event.
Citizen or Resident of Zambia	Citizen of Zambia holds a Zambian passport and enjoys Zambian nationality, according to the Immigration Laws of Zambia. Resident of Zambia holds an appropriate permit issued by the Chief Immigration Officer of Zambia.
Complaint	An act or the action of complaining. A reason for dissatisfaction.
Complainant	A person or body that makes a Complaint.
Conflict of Interest	A situation in which an individual has competing interests or loyalties.
Constitution	A body of fundamental principles or established precedents according to which a state or other organization is acknowledged to be governed. Constitution refers to the Federation constitution
Constitution of Zambia	The Constitution of the Republic of Zambia as adopted in 1991, and any subsequent amendments.

Competition	Each individual class in which Athletes are placed in order of merit and for which prizes may be awarded.
Criterion	A principle or standard which something may be judged or decided.
Disciplines	Different equestrian disciplines recognised by the AGM and the FEI for which separate types of Events or Competitions are established with separate Rules and Regulations.
Disciplinary Committee	A committee of three (3) persons formed by EXCOM pursuant to Section 3.4 of the Rules and Regulations.
Dispute	Noun: Disagreement or argument. Verb: Argue about (something). Question the truth or validity of (a statement or alleged fact).
Dispute Resolution	The use of methods to resolve a dispute.
Entry Level	The lowest level of competition identified by the Federation that is considered suitable for athletes and Horses new to the various disciplines. Entry Level is designed to encourage new interest and participation in the Federation.
Executive Committee	The Executive Committee of the Federation representing its Members for the purposes of steering and formulating policies and ensuring their implementation at all levels of the Federation.
Executive Committee Member	Member of the Executive Committee.
Equestrian Event	Shall mean a sequence of Competitions of Equestrian Sports, which make a complete show. Recognized Events are run by the Federation's Rules and Regulations and approved by the Federation as being of a sufficient standard for the results to be recognized for grading, qualification and/or ranking purposes.
Equestrian Sport(s)	Equestrian sports recognized by the FEI.
Evidence	Information indicating whether a belief or proposition is true or valid
Federation	Federation is a group of clubs or individuals that have joined together to form an organization. Federation is the nomenclature used by the FEI. Federation refers to the Zambia National Equestrian Federation (ZANEF).
FEI	Fédération Equestre Internationale (FEI) is the international Federation that promotes equestrianism in all its forms and encourages the development of the FEI equestrian disciplines throughout the world. Fair play, equality, complicity with the animal and respect for the environment and the Horse are the core values of the FEI. The Federation is affiliated to the FEI and is therefore bound by FEI statutes, rules and regulations in so far as these do not contravene the laws of Zambia.
Graded	Setting a particular level or rank or rank quality, proficiency or value.
Grievance	A real or imagined cause for Complaint
Ground Jury	The Ground Jury shall consist of a President and a number of Judges of the appropriate categories as set forth in the Sports Rules for each Discipline. The Ground Jury is responsible for the technical judging of all Competitions and for all Decisions except where otherwise stated in the Statutes, GRs or relevant Sport Rules.
Guidelines	The Federation issues Guidelines for its Members that Members may refer to from time to time. For example: "How to Organize an Equestrian Event". These are available on the Web site and updated from time to time. The Guidelines are not approved at the AGM and can be reviewed when required.
Horse	Wherever applicable, shall include pony.

Incident	An event or occurrence; an instance of something happening.
Incorrect Behaviour	Any form of unsportsmanlike or improper conduct towards (a) Event Officials or any other party connected with the Event (other Athletes, journalist, volunteers, OC staff, FEI representatives, members of the public etc.) and/or (b) Doping Control Officers, Testing Veterinarian, Chaperones and/or any other person involved in the collection of a doping control sample. Examples of Incorrect Behaviour include, but are not limited to, (i) shouting aggressively or using offensive language (swearing); (ii) physical violence, (iii) making inappropriate gestures; (iv) issuing a threat; (v) failure or refusal to comply with the reasonable instructions of an Official, the FEI or the OC; (vi) damaging the property of another person; (vii) inciting or encouraging others to engage in Incorrect Behaviour; (viii) engaging in conduct that endangers others persons or Horses; or (ix) assisting, encouraging, aiding, abetting, conspiring, covering up a rule violation (or attempted rule violation) by another person.
International Associations	Associations that occur outside the territory of Zambia.
Jurisdiction	The Jurisdiction of ZANEF lies within the territorial boundaries of the Republic of Zambia and at events outside Zambia at which ZANEF members participate under the management of a ZANEF appointed Chef d'Equipe or coach
Membership Card	Federation issues a Membership Card on payment of appropriate Annual Membership Fees.
Member(s)	Paid-up members of the Federation.
Membership Number	Number issued by the Federation to Members upon payment of their Annual Fees.
National Olympic Committee	The body National Olympic Committee (NOC) was established by the Olympic Charter and is concerned with elite athletes. The NOC manages Zambian athlete participation in Olympics, the All African Games and other important international events.
National Sports Council of Zambia	National Sports Council of Zambia (NSCZ) is the body enacted by Parliament of the Government of Zambia to supervise sport in Zambia. It deals with the development of all sports disciplines from the grass roots. The Federation is affiliated to the NSCZ.
Office Bearer	A person holding a position of authority in an organisation.
Official	Someone who controls the actual play of a competition (e.g. judge) and administers the Rules and Regulations to ensure the proper conduct in a safe environment. Officials are an essential part of sport. They ensure that the Equestrian Event is conducted fairly, in accordance with the Rules and Regulations.
Organiser or Organising Committee (OC)	Any organisation, group, society, body, or person, which is recognised by the applicable Federation and held to be responsible for the management of any Event.
Participant	A person who takes part in something.
Period of an Event:	Commences one hour before the beginning of the first Horse Inspection and terminates half an hour after the announcement of the final results in the relevant Discipline, unless the Rules for the respective Discipline provide otherwise.
Person Responsible	Someone having an obligation to do something or having control over or care of someone.
Protective Headgear	A riding helmet which meets or exceeds current standards for equestrian use.
Protest	A protest is an expression of objection by words, in writing or by actions to particular events, policies, or situations.

Rules and Regulations	The Federation has Rules and Regulations for the different Equestrian Sports and Regulations that guide the management of The Federation and Equestrian Sports in Zambia. The Rules and Regulations are published on the Web site and are approved by the AGM. Members and Affiliated Clubs are bound by the Rules and Regulations.
Selection Criteria	Minimum eligibility requirements for an Athlete to be considered for nomination for an event.
Social Media	“Social media” includes but is not restricted to Facebook, LinkedIn, Twitter, Wikipedia Flickr, MySpace, Tumblr, Pinterest, WhatsApp, Google+ and YouTube, internet postings, blogs and wikis, or any other like medium which may be created in the future.
Stakeholders	A person with an interest or concern in something.
Statutes	Statutes of the FEI
Sub Committees	ZANEF sub-committees (SC) assist with managing and developing relevant Equestrian Sports and disciplines in Zambia, or for any other purpose as outlined in the Constitution or by ZANEF Executive Committee (EXCOM).
Veterinary Representative	A professionally qualified veterinarian appointed by ZANEF or another body to officiate at an Equestrian Event.
Voting Members	Life Members prior to 2014 who are resident in Zambia and adult Ordinary and Supporting Members, Honorary Life Members, Overseas and Family Members who have paid their annual subscription to the Federation before the AGM they wish to vote at, and whose membership has been endorsed by the current or previous AGM.
Yellow Card	A card of yellow colour given by a Judge or Steward to indicate that an Athlete has been officially cautioned for some offence.



<b>ACRONYMS</b>	
AGM	Annual General Meeting
ANOCA	The Association of National Olympic Committees of Africa
EGM	Extraordinary General Meeting
EXCOM	ZANEF Executive Committee
FEI	Fédération Équestre Internationale
GRs	General Regulations
NCSZ	National Sports Council of Zambia
SASCOC	South African Sports Confederation and Olympic Committee
WDC	World Dressage Challenge
WJC	World Jumping Challenge
ZANEF	Zambia National Equestrian Federation
ZHS	Zambian Horse Society

# CONSTITUTION

## Chapter 1 - Constitution of the Federation

### 1.1 General Statement

The name of the Federation shall be Zambia National Equestrian Federation (ZANEF).

This Constitution supersedes all previous Constitutions.

The Federation is key to the delivery of Equestrian Sport in Zambia. It is crucial for providing the competition framework, from the grassroots to the international level and for administering the sport.

The Constitution is necessary for the following reasons:

1. To define the Federation purposes and objectives clearly;
2. To reflect the Federation's core values and fundamental principles and to set forth its organisation and the attribution of its powers, rights and responsibilities among its bodies and stakeholders;
3. To codify the principles and norms that govern Equestrian Sport in Zambia;
4. To provide the mechanisms for governance, accountability, action, operation and transparency necessary to further its existence and enable its progress; and
5. To ensure compliance with the Statutes of the FEI and its Regulations & Laws and with the Olympic Charter.

The ZANEF Constitution establishes a sustainable and accountable body to represent Equestrian Sport in Zambia.

The Federation is established under the National Sports Council of Zambia as a non-political, independent and not for profit organization that is concerned with Equestrian Sports. The Federation exists in its own right, separately from its Members and will continue to exist even when its membership changes and/or there are different Office Bearers.

The offices of the Federation shall be situated in Lusaka in the Republic of Zambia at such places as may be decided upon from time to time by the AGM of the Federation.

The colours of the Federation shall be gold lettering borders on black against a light blue background. The award and wearing of Zambia national colours and Federation colours to any Athlete or team must be approved by the Federation and the National Sports Council of Zambia (NSCZ) following the procedures set out in the Federation Guidelines.

### 1.2 Federation Powers and Discretions

The prime responsibility of the Federation is to ensure that the statutes, regulations, rules and policies of the FEI and other authorities of the Government of the Republic of Zambia (GRZ) are observed at all times. The Constitution refers to Rules and Regulations that are relevant for Equestrian Sports in Zambia and the local conditions. The Rules and Regulations are approved

by the AGM, and any changes or amendments must be approved at an AGM or EGM. The Rules and Regulations are supplementary to and in no way conflict with FEI rules and, in cases of dispute, the relevant FEI rules will apply. The Federation accepts as final and binding the decisions of the competent authorities of the FEI.

The Federation shall have the following powers and discretions:

- Provide leadership and technical support in pursuit of developing high standards of Equestrian Sport in Zambia.
- To impose fees and levies that are approved by the membership at an AGM.
- To make Rules and Regulations with regard to the conduct and management generally of all Equestrian Sports, and to add to, repeal or alter such Rules and Regulations from time to time, and have these approved by the AGM and enforce the carrying out of them.
- To settle disputes and clarify Rules and Regulations in relation to the legality of operations governing the Federation.
- To appoint any officials, paid or otherwise as deemed necessary.
- To select riders and Horses to represent Zambia in international competitions of Equestrian Sport.
- To protect Horses from all types of abuse or cruelty and to ensure the interests and the well-being of Horses is the first priority in Equestrian Sport.
- Act as spokesperson for the Federation and deal with all local and international officials in meetings and via other correspondence. This shall include composing press releases, managing advertising, and providing notice of forthcoming events.
- At their discretion, to indemnify from Federation funds, any Executive Committee Member or officials appointed by the Federation against all losses, costs and damages which they, or any of them, may be put to in bona fide exercises approved by the Executive Committee and discharge by them of the powers and duties conferred and imposed upon them.

### **1.3 Court of Arbitration for Sport**

The Court of Arbitration for Sport (CAS) is accepted as the only external body to appeal decisions of the FEI and the Federation accepts the authority of CAS.

### **1.4 Autonomy**

The Federation will manage its internal affairs with independence. No third party may interfere with its governance and operations.

The Federation will follow the laws of Zambia and will work in harmony with the Government and other authorities for the benefit of developing Equestrian Sport in Zambia but directives which go against the principles of autonomy of sport may not be imposed on the Federation.

## **Chapter 2 - Mission Statement, Objectives, Functions and Activities**

### **2.1 Mission Statement of the Federation**

To provide a caring and encouraging environment that promotes excellence in all aspects of Equestrian Sport, both in Zambia and internationally.

### **2.2 Overall Goal of the Federation**

To achieve the highest levels of performance at all levels and in all disciplines of Equestrian Sports by uniting, regulating, promoting and representing the shared interests of those who participate in Equestrian Sport while putting the **welfare of the Horse first**.

### **2.3 Objectives of the Federation**

The objectives of the Federation are:

1. To represent and coordinate Equestrian Sports in Zambia and strengthen linkages with the international arena.
2. To promote and advocate for all Equestrian Sport disciplines recognized by FEI in Zambia.
3. To ensure the highest standards are reached in all disciplines of Equestrian Sports.

#### **2.4 Functions of the Federation**

In order to achieve its objectives, the Federation may undertake any or all of the following:

1. Represent Equestrian Sports in Zambia, ensuring that the Federation is registered according to the laws of Zambia, supports the Zambian Government (or any of its Departments or Agencies) in any action or endeavour which the Federation considers to be in fulfilment of its objectives, and to recommend Rules and Regulations or any changes to Rules and Regulations which, in the opinion of the Federation, will better achieve the objectives of the Federation.
2. Affiliate with, and represent, the Federation to FEI and International Associations and Equestrian societies, ensuring that the FEI is informed of developments in the sport in Zambia and that the Members are kept informed of the opportunities available in the sport.
3. To the extent that this Constitution (including its Rules and Regulations) conflicts with the FEI Statutes, the FEI Statutes and Regulations have precedence to the extent that they are applicable, and not contrary, to the laws of Zambia. All Members are bound by the FEI Statutes by virtue of their membership of the Federation and undertake under this Constitution not to contravene such Statutes.
4. Affiliate with the National Sports Council of Zambia (NSCZ) ensuring that Equestrian Sports are represented at NSCZ meetings, that the Members follow protocols and rules and regulations of the NSCZ.
5. Promote the formation and advocacy of all Equestrian Sport disciplines in Zambia by the affiliation of equestrian sports clubs, promotion of the training and development of their Members and officials in all aspects of Equestrian Sport, information dissemination related to Equestrian Events, resources, officials, sponsorship, and other opportunities.
6. Acquire, use, make, publish, or prepare any materials, electronic media, exhibitions, lectures, functions or entertainments and disseminate information related to the promotion of Equestrian Sports to Members, NCSZ, FEI, sponsors and other Stakeholders.
7. Support programmes that encourage diversity in Equestrian Sports.
8. Raise funds in any lawful manner acceptable to the Federation and in keeping with the objectives of the Federation.
9. Maintain a register of all Members, their Horses and their grades, and support such memberships by providing information, activities and networking services that will benefit and inform Members, to ensure riders and Horses are riding in correct grades and that Rules and Regulations related to grading are reviewed regularly and any revisions are endorsed annually at the AGM.

10. Manage a programme to develop Equestrian Sports in Zambia through priority investments in facilities, equipment, improving capacities of coaches, judges, officials, and course designers and builders.
11. Receive, hold, disburse, expend, invest or otherwise dispose of any money or property which may be subscribed, donated, bequeathed or assigned to the Federation or acquired in any other way by the Federation, for the achievement of its objectives.
12. Promote the affiliation of body, club, show venue, equestrian centre, equestrian groups or other entity, to become affiliated to the Federation and be delegated to it in accordance with the Rules and Regulations and whose activities are beneficial to Equestrian Sports, remaining in keeping with the objectives of the Federation.
13. Notwithstanding anything herein contained, to do anything else which, in the opinion of the AGM, is necessary, incidental or conducive to the achievement of the Federation's objectives.

## **2.5 Equestrian Events**

The organization and running of Equestrian Events shall not normally be a function of the Executive Committee of the Federation. Normally the organization and running of Equestrian Events shall be the responsibility and function of the Affiliated Clubs. However, nothing in this Constitution shall preclude the Federation from the organization and running of Equestrian Events where such action shall be considered by the Executive Committee to be in the interests of the Federation provided that in so doing the rights and privileges of Affiliated Clubs to organize and run their own Equestrian Events is not prejudiced.

The Executive Committee shall present details of the premier Equestrian Events to the FEI in November each year. The Executive Committee shall present the Annual Calendar to the AGM.

The Executive Committee will every year offer the organization and running of the premier Equestrian Events to Affiliated Clubs. The proposals shall be evaluated by the Executive Committee following criteria described in the Federation Guidelines and tenders awarded to Affiliated Clubs.

An application or proposal from Affiliated Clubs for any Equestrian Event to be run under the auspices of the Federation that is not included in the Annual Calendar must be made to the Executive Committee, who shall, in all cases, decide what is to be considered reasonable notice under the prevailing circumstances.

All riders must be Members of the Federation (or members of an Affiliated Club at Entry Level), before taking part in any activity run under the auspices of the Federation. All Horses taking part in Equestrian Events run under the auspices of the Federation must be registered and graded in accordance with the Rules and Regulations. Official representative(s) of the Federation shall be present at all activities run under the auspices of the Federation and shall be empowered to ensure that the Rules and Regulations of the Federation are observed either through a Ground Jury or otherwise.

## **Chapter 3 – Members' Charter**

### **3.1 Members and Stakeholders**

The Federation is committed to ensuring that all Members and Stakeholders are treated promptly, fairly, equally and with courtesy. Members have the right to expect good quality accessible services and advice.

### **3.2 Enquiries & Issues**

The Federation will endeavour to ensure all enquiries and issues are dealt with promptly, efficiently and treated fairly, courteously and with respect and equality.

The Federation will take any concerns raised seriously.

### **3.3 Members' Charter & Complaints Guide**

The Federation will endeavour to ensure that our Officials and Executive Committee Members have the appropriate skills, knowledge and training to perform their jobs effectively and efficiently.

The Federation will provide an effective formal Complaints and Dispute Resolution procedure.

### **3.4 Key Standards**

The Federation will treat all Members in a consistent and fair manner.

All general and email enquiries should be acknowledged within five working days of receipt and replied to within 10 working days.

### **3.5 Integrity & Ethics**

The Federation encourages and supports the promotion and implementation of ethics and of the basic principles of good governance (including but not limited to the IOC Basic Universal Principles of Good Governance of the Olympic and Sports Movement) in Equestrian Sport.

All those who fall under the Constitution of ZANEF are expected to abide by FEI and IOC Codes regarding ethics and integrity of the sport. Integrity of sport means that it is free from doping, match fixing, corruption or the manipulation of competitions.

With regard to doping, the Federation will abide by the World Anti-Doping Agency (WADA) code to ensure zero tolerance to doping within Equestrian Sport.

### **3.6 Non-Discrimination & Gender Equality**

There will be non-discrimination in decision making and day to day behaviour of all those who fall under the Constitution of ZANEF.

ZANEF shall encourage and support the promotion of gender equality in Equestrian Sport at all levels and in all structures with a view to implementing the principle of equality of men and women.

### **3.7 Conflict of Interest**

The ZANEF Constitution defines Conflict of Interest as a situation in which an individual has competing interests or loyalties. Where this is identified in any situation or process, ZANEF EXCOM will take the necessary action to resolve it.

In some circumstances simply the act of identifying or declaring the perceived, potential or actual Conflict of Interest may be sufficient to adequately manage or mitigate the conflict. In other circumstances EXCOM may consider:

- Removal from situation or conflict
- Restricted involvement in the situation or conflict
- Use of an independent third party to oversee part or all of the process

## **Chapter 4 - Membership and Club Affiliation of the Federation**

### **4.1 General Membership Clauses**

#### **4.1.1 Open to Any Person**

Membership of the Federation shall be open to any person, or corporate body, or institution, who applies following protocols in writing to join the Federation in one of the recognized classes of membership scheduled below and whose membership is approved by the Executive Committee and endorsed at an AGM. Classes of membership shall be as stated in the Constitution but may be amended from time to time by the Executive Committee with the approval of the AGM.

#### **4.1.2 Privileges and Undertakings of Membership**

Every Member shall, in applying for membership, undertake to the best of his or her ability to further and promote the goal and objectives of the Federation and to faithfully observe the provisions of this Constitution and of any Rules and Regulations made there under.

Members are subject to the Constitution and must comply with the Rules and Regulations of the Federation. The Rules and Regulations of the Federation are updated from time to time, are approved by the AGM and are found on the Federation website.

Membership must be endorsed at an AGM. Members will be given a Membership Card and a Membership Number and be provided with a copy of the Constitution after endorsement of membership by the AGM. Members shall subsequently be entitled to vote at any AGM or EGM.

Members of the Federation can compete in Federation recognized and international Equestrian Events, can represent Zambia in individual or team Equestrian Events, are eligible for awards and National Colours and will have portfolios lodged with the Federation.

#### **4.1.3 Membership Fees**

The Executive Committee may from time to time determine membership fees, Horse registration fees, levies and such other fees as they at their discretion may think fit payable by Members and affiliated bodies, provided that these are approved at the AGM.

The membership year runs from midnight of the day before the AGM to midnight of the day before the next AGM. All membership and registration fees are paid in full, irrespective of the date in the calendar year of the application for membership or affiliation.

Every Member will register an email address with the Federation to which notices will be sent, but the non-receipt of any notice by a Member will not invalidate the proceedings at any meeting to which such notice(s) may refer.

#### **4.1.4 Resignation or Termination of Members**

Any Member may resign their membership by submitting such resignation in writing to the Secretary whereupon they shall ipso facto cease to be a Member of the Federation. A Member shall, on resignation, be held responsible for the payment of any outstanding dues or debts to the Federation and shall forfeit all rights and privileges and all claims on the Federation, its funds and properties.

If, where there is substantiated and irrefutable evidence supported by a written protest as laid out in the Rules and Regulations, it is found that a Member has acted in a manner which makes the continuance of his or her membership of the Federation undesirable, as defined in the Rules and Regulations, the Executive Committee shall direct the said Member to appear before the Executive Committee to explain the actions in question or to give reasons why h/she should not be called upon to resign from the Federation. The detailed procedures for resolving disputes

and handling disciplinary matters in the Rules and Regulations shall be followed to ensure all parties receive fair representation. The Executive Committee may then at its discretion continue or terminate the said Member's membership for a duration specified. A Member whose membership is terminated shall not be relieved of any debt to the Federation that shall be due at the time of such termination.

## **4.2 Classes of Membership**

There are nine classes of membership:

1. Adult Ordinary Members
2. Adult Supporting Member
3. Junior Members
4. Affiliated Club Members
5. Associate Members
6. Life Members Honorary
7. Life Members
8. Overseas Members
9. Temporary Members

These are defined as follows:

### **4.2.1 Adult Ordinary Members**

Adult Ordinary Members are proposed and seconded by two Voting Members of the Federation and such proposals can be made at any time of the year. Proposals shall be approved by the Executive Committee and endorsed at an AGM. Every proposal for membership shall be accompanied by the amount of the membership fee, which sum will be refunded if the proposal is rejected and the reason(s) for rejection given following the Guidelines. Adult Ordinary Members who have paid their annual subscription to the Federation are entitled to compete and participate at all Equestrian Events & ZANEF / FEI activities, and to vote at any AGM or any EGM following endorsement of their membership by the current or previous AGM they wish to vote at.

### **4.2.2 Adult Supporting Members**

Adult Supporting Members are proposed and seconded by two Voting Members of the Federation and such proposals can be made at any time of the year. Proposals shall be approved by the Executive Committee and endorsed at an AGM. Every proposal for membership shall be accompanied by the amount of the membership fee, which sum will be refunded if the proposal is rejected and the reason(s) for rejection given following the Guidelines. Adult Supporting Members are entitled to vote at any AGM or any EGM



following endorsement of their membership by the current or previous AGM they wish to vote at. Adult Supporting Members are not entitled to compete at approved Equestrian Events. They may, however, participate in FEI / ZANEF and other funded or ZANEF - organised initiatives such as Horse Welfare, officials training and development programmes and coaching clinics. They may also represent ZANEF at invitational events outside Zambia as an Official, Coach or Chef d'Equipe.

#### **4.2.3 Junior Members**

Junior Members are under the age of 18 years at the time of application and must be proposed and seconded by two Voting Members of the Federation and such proposal shall be approved by the Executive Committee and endorsed at an AGM. Every proposal for membership shall be accompanied by the amount of the membership fee, which sum will be refunded if the proposal is rejected and the reason(s) for rejection given following the Guidelines. Junior Members who have paid their annual subscriptions to the Federation are entitled to compete at all approved Equestrian Events. Junior Members are entitled to attend but not to vote at an AGM or EGM. A Junior Member becomes an Adult Member from the beginning of the year in which she/he reaches the age of 19.

Junior members competing at any event in Zambia convened by ZANEF or a ZANEF affiliated club or venue, must be accompanied throughout the event by a responsible adult, such as a parent, guardian or coach, who may or may not be a member of ZANEF

#### **4.2.4 Affiliated Club Members**

Affiliated Club Members are members of Federation Affiliated Clubs and are entitled to compete at Entry Level but are not entitled to vote at an AGM or any EGM.

#### **4.2.5 Associate Members**

Associate Members are registered officials and learner officials with the Federation who do not already hold another membership category. Associate Members are not entitled to vote at an AGM or EGM.

#### **4.2.6 Life Members**

Life Members are those Life Members prior to adoption of the 2014 Constitution. Life Members who are resident in Zambia are entitled to vote at any AGM or EGM.

#### **4.2.7 Honorary Life Members**

Honorary Life Members are those persons nominated by the Executive Committee and approved by the Voting Members at an AGM who have contributed exceptional and extraordinary service to Equestrian Sports in Zambia. Honorary Life Members are exempt from levies and fees. Honorary Life Members resident in Zambia are entitled to vote at any AGM or EGM.

#### **4.2.8 Overseas Members**

Overseas Members are Voting Members of the Federation, who temporarily reside outside Zambia for more than three consecutive months and who wish to participate under the auspices of the Federation in Equestrian Events held outside the geographical boundaries of Zambia, or who wish to have Horses, registered in their name, competing outside the geographical boundaries of Zambia.

#### **4.2.9 Temporary Members**

Any person from outside Zambia who is on a temporary visit to Zambia, not exceeding two (2) consecutive months, and who wishes to take part as a rider in any Equestrian Event, may be proposed and seconded by two Voting Members and may be admitted as a Temporary Member of the Federation at a fee to be approved by the AGM. Temporary Membership may not exceed the period of two months and does not entitle the Member to vote at an AGM or ~~any~~ EGM. Temporary Membership must comply with the protocols of NSCZ.

### **4.3 Club Affiliation**

#### **4.3.1 Criteria for Affiliation**

The Federation aims to increase its Membership and standards of Athletes and Equestrian Sports through Affiliated Clubs. Affiliated Clubs must agree to uphold and promote standards at local level in accordance with these Rules and Regulations.

A body, club, show venue, equestrian centre, equestrian groups or other entity, and sharing the same or similar objectives and values as the Federation, may apply to the Federation to become an affiliated club of the Federation. Affiliated clubs that meet the agreed criteria described in the Guidelines, that organize and promote the training and development of their members, riders and officials in any aspect of Equestrian Sports and agree to uphold and promote the standards at local level in accordance to the Guidelines, as set out by the Federation may be approved for affiliation by the Executive Committee and endorsed at an AGM.

#### **4.3.2 Affiliated Club Fees**

Affiliated Clubs pay an annual subscription to the Federation as an affiliation fee, to be agreed at the AGM and/or by the Executive Committee.

#### **4.3.3 Benefits of Affiliation**

Affiliated Clubs may be invited to tender and be awarded Federation approved Equestrian Events; may be supported with the organization and promotion of the training and development of members in any aspect of Equestrian Sport and management; may have priority access to trainers that the Federation may bring in under FEI solidarity, National Olympic Committee (NOC) or other schemes; may apply for technical assistance for NSCZ approval for international trainers and importation of equipment; and may have use of the Federation owned equipment. Riders belonging to Affiliated Clubs may compete at Entry Level at Equestrian Events on Horses registered with the Federation and are Affiliated Club Members of the Federation.

## **Chapter 5 - Management of the Federation**

### **5.1 General**

The management of the Federation shall be vested in the Executive Committee. All members of the Executive Committee must be Voting Members of the Federation.

The Executive Committee of the Federation shall meet for the regular dispatch of business, adjourn or otherwise regulate their meetings as they see fit and they may act notwithstanding any vacancy in their body provided their number constitutes a quorum. One half of the members of the Executive

Committee eligible to vote shall constitute a quorum. Questions arising at any Executive Committee meeting shall be decided by a majority vote. In the case of an equality of votes the President shall have a casting vote over and above his or her deliberate vote.

The Executive Committee is empowered to carry out all or any of the powers and discretions as set out in this Constitution, except that the power to add to, repeal or alter the Constitution and Objectives of the Federation, unless otherwise provided for, is vested in the Members.

The Executive Committee shall propose Rules and Regulations to be approved by the AGM, for the carrying out, administration and implementation of the Objectives of the Federation. A record of all such Rules and Regulations shall be kept by the Secretary of the Federation and updated regularly in the Rules and Regulations, available on the Federation website.

## **5.2 Executive Committee**

The Executive Committee shall consist of up to eight members including a President, Secretary General and Treasurer.

Other members of the Executive Committee are:

- A representative for each active Discipline.
- A Regional representative.

Executive Committee Members are approved by the AGM to fulfil specific portfolios, described in 5.4. Each of these Executive Committee Members shall manage specified portfolios and form sub-committees to manage specific items falling within their jurisdiction. Activity reports for each of the Executive Committee positions shall be provided at EXCOM meetings.

The role, purpose and operations of Sub-Committees is provided in Appendix 1 to this Constitution and shall comprise an integral part thereof.

## **5.3 Casual Vacancy**

If the President is absent or unavailable, the Secretary General shall deputize, failing which the longest serving office bearer shall deputize during this absence.

If the President ceases exercising his or her functions, the Secretary General shall assume the position of President for the remaining period of tenure or until the next AGM (or EGM called for the election of a replacement) whichever is sooner.

If a vacancy occurs in one or more of the other office bearers, the Executive Committee shall call for Expressions of Interest from Members to fill the vacancy and subsequently vote on an appointment based on specified criteria. The appointee will serve for the remaining period of tenure or until the next AGM whichever is the sooner.

Where an Executive Committee Member informs the Executive Committee that he or she will be absent from Zambia for a period in excess of sixty days, the Executive Committee may co-opt a person to fulfil the absent members functions until their return but shall have no voting rights.

If an Executive Committee Member misses three consecutive meetings without a valid reason he/she may, at the discretion of the Executive Committee, be asked to resign. In this case, the Executive Committee may co-opt a person to fulfil their functions until the next AGM but shall have no voting rights.

## **5.4 Powers and Duties of Office Bearers**

The Executive Committee will consist of the following office bearers:

#### **5.4.1 President**

The President shall be the legal representative of the Federation and presides over all meetings of the Executive Committee, the AGM and EGMs. Through the Executive Committee, the President implements all the administrative decisions taken by the Executive Committee and/or members of the Federation and manages both short and long-term goals of the Federation.

The President is the representative of Equestrian Sports (as defined above) in Zambia and as such is responsible for maintaining good relationships between the Federation and any other national and international bodies. The President is the main point of contact with the FEI and FEI Regional Group IX. In some specific cases, the President may delegate some duties such as chairing Federation meetings, representing the Federation in national and international meetings and acting as spokesperson to national and international media. S/he will lead and co-ordinate the Executive Committee, and co-ordinate the execution and evaluation of any strategic plan.

The President shall be entitled to vote at any meeting of the Executive Committee and will have the casting vote on any items tied.

#### **5.4.2 Secretary General**

The Secretary General shall be responsible for managing reports and communications between the Executive Committee and the Members and for keeping records of proceedings of all meetings of the Federation and forward a copy of the minutes to each Executive Committee Member. A copy of the minutes shall be made available to Members, on the Federation website or upon written request. The Secretary General also ensures that Executive Committee Members and Members are aware of relevant meetings and ensures all Members are informed of Rules and Regulations making these available. As well as the President, the Secretary General may be a point of contact with the FEI and FEI Regional Group IX, also keeping abreast of all meetings, applications and activities associated with the FEI including the Solidarity funding and other projects.

The Secretary General is also responsible for dissemination of information related to Equestrian Sports both to Members and to regional equestrian federations and FEI. This includes any outcomes from protests that have followed the procedures described in the Rules and Regulations. S/he ensures the website is updated, maintained and developed, and that Members are informed of all Equestrian Events and Federation resources and services such as approved officials. S/he promotes equestrian disciplines and clubs and assists these in seeking publicity and sponsorship, communicates with NSCZ and coordinates applications for approval for individuals where necessary, keeps in contact with the NOC, encourages inclusivity, promotes Equestrian Sports, distributes regular newsletters, and uses social media and press releases.

#### **5.4.3 Treasurer**

The Treasurer shall be responsible for managing the financial matters of the Federation and for developing the annual budget based on the approved 5-year strategic plan and monitoring its progress. The Treasurer is responsible for collecting and receiving all monies due to the Federation and for effecting payment of all accounts contracted by it, which have been sanctioned by the Executive Committee. The Treasurer is also responsible for keeping the accounts following accepted accounting practices, and to make the necessary arrangements with the approval of the Executive Committee for the annual audit of accounts. The Treasurer ensures that the register of Affiliated Clubs and Venues, Members and Horses is current. The Treasurer also ensures that equipment is adequately insured where necessary.

#### **5.4.4 Other Executive Committee Members**

The responsibilities and functions of the other Executive Committee Members are as follows:

- A. **Discipline Representatives** are responsible for representing and coordinating the development of their respective Equestrian Sport in Zambia. S/he will represent Discipline Sub Committees and will ensure that the Rules and Regulations pertaining to each discipline described in the relevant documents are followed. The Terms of Reference for Sub Committees are provided as an Appendix to this Constitution.
- B. **Regional Representative** is responsible for representing members, clubs, venues and other stakeholders outside Lusaka Province.

#### **5.4.5 Athletes Representative**

The Athletes' Representative is nominated by the participating athletes who are Voting Members of the Federation to represent the interests of the athletes and is a technical advisory resource for the Executive Committee when required.

#### **5.5 Sub-Committees**

Sub-committees will meet for the regular dispatch of business and may adjourn or otherwise regulate their meetings as they think fit. They will keep minutes of proceedings and recommendations.

The Chair shall, in the case of an equality of votes, have a casting vote over and above his deliberate vote.

Copies of all minutes will be handed to the Secretary General of the Executive Committee for distribution to Executive Committee Members and onward distribution to Members upon request for the sake of transparency and disclosure.

A member of any sub-committee may be removed if s/he absents himself without leave from three consecutive meetings of the committee of which s/he is a member.

#### **5.6 Length of Service of Executive Committee Members**

All Executive Committee Members shall retire every two years but shall be eligible for re-election until they have had eight years of continuous tenure in any one office or eight years on the Executive Committee<sup>1</sup>.

No Executive Committee Member shall be eligible for re-election after having served a total of eight years on the Executive Committee after which they shall be ineligible for re-election until a period of two years has elapsed.

The service period starts at midnight following the AGM.

## **Chapter 6 - Management of the Annual & Extraordinary General Meetings**

### **6.1 General Notices for the AGM**

The AGM will be held within **sixty (60) days** of the end of the Federation's financial year, at a place in Zambia as determined by the Executive Committee.

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<sup>1</sup> **EXPLANATION PURPOSES FROM FEI:** Term limits for Office Bearers is an important indicator of good governance in sports federations. The main objectives of having term limits are: a) To ensure a gradual turnover of leadership and b) to reduce the potential for one individual or a small group to concentrate power. The need for new leadership should be balanced against retaining institutional knowledge and recognizing that it is counterproductive to force out skilled, committed people prematurely. Within international sport, a limit of 3 x 4 - year terms for a presidential or other senior role has become the general consensus standard among organizations which set limits.  
NB The proposal for 4 x 2 year terms falls between our current limit and the general consensus.

A **first notice** stipulating the date of the AGM is given to all Members and Affiliated Clubs **forty (40) days** prior to the date of the AGM.

A **second notice** informing Members of the vacant Executive Committee positions with the nomination forms are sent to all Members **twenty-one (21) days** before the date fixed for the AGM. Nominations for the vacant positions of President, Secretary General, Treasurer and/or the five members of the Executive Committee must be received by the Secretary General not less than **ten (10) days** prior to the date of the AGM.

A **third notice** convening the AGM is issued to Members and Affiliated Clubs not less than **seven (7) days** prior to the date of the AGM. The notice is accompanied by the following (electronic) documents:

1. Agenda, specifying the objects and business of the meeting, including any agenda items proposed by the membership;
2. Minutes of the previous AGM and any EGM held;
3. Annual report of the President for the preceding year;
4. Financial statements of the Federation for the preceding financial year;
5. Names of all Members nominated for the position of vacant Executive Committee Members;
6. Names of all Members nominated as Honorary Life Members.
7. List of existing and proposed new Members and Affiliated Clubs

## **6.2 Inclusion of Agenda Items**

Any Voting Member desiring to submit a proposal for inclusion in the AGM agenda, or proposing an amendment or alteration to this Constitution hereof, will submit such proposal to the Federation in writing so as to reach the Secretary General more than **twenty-five (25) days** prior to the date of the AGM. A copy of these proposals shall then be circulated to the members not less than **seven (7) days** prior to the date of the AGM with the items above.

## **6.3 Extraordinary General Meetings**

The Executive Committee, by a majority vote, or at least three Affiliated Clubs, or at least twenty Voting Members of the Federation may call an EGM at any time and place in Zambia. The convening notice is sent to all Members not less than **twenty-one (21) days** prior to the date of the proposed meeting and shall specify the objects and business of the EGM. Only such business as is specified in the request will be dealt with at the EGM so convened.

## **6.4 Procedures at Annual General Meetings and Extraordinary General Meetings**

### **6.4.1 Quorum for AGM and EGM**

The quorum for an AGM or EGM will be met when the Voting Members attending in person or via an on-line platform, are equal to or exceed 20 and more than four (4) of Executive Committee Members are present at the meeting.

If after 30 minutes of the appointed time for the AGM or EGM, no quorum is present, that AGM or EGM will stand adjourned for 7 days. At such AGM or EGM, the Voting Members present will form a quorum.

### **6.4.2 Management of AGM and EGM**

The President of the Federation will preside as the Chair at all AGMs and EGMs. If s/he is not present within 10 minutes of the appointed time of the meeting (unless with good reason), in his or her absence a President elected by those Executive Committee Members present will preside as the Chair at that meeting.

All matters on which this Constitution is silent, and which relate to the Federation will be decided on a motion by a simple majority. All Members who are entitled to vote at an AGM and EGM are entitled to one vote each. If more than one quarter (1/4) of Voting Members present request a secret ballot, then the Chair shall comply.

#### **6.4.3 Eligible Voting Members**

Members approved by the previous or the current AGM and paid up for the current AGM are entitled to vote.

An Absentee Voter may submit a vote subject to the following conditions:

- The vote shall be specifically to vote for places on Executive Committee, or on specific agenda items, at a specified AGM or EGM or any adjournment thereof, and not a general one;
- An Absentee Voter shall be entitled to vote: i.e. shall be approved by the previous or current AGM, is a paid-up member of the Federation and currently resident in Zambia;
- An Absentee Voter's form shall be duly witnessed and signed by the Absentee Voter; and
- An Absentee Voter's signed form shall reach (by any means) the Secretary General not later than **twenty-four (24) hours** prior to the time set for the AGM or EGM (or any adjournment of it) at which it is to be used.
- An Absentee Voter's form shall be considered after the normal votes have been counted and the person selected as electoral officer should count and incorporate the votes without necessarily divulging the Member's identity.

#### **6.4.4 Attendance of AGM**

The AGM of the Federation will be open, on a non-voting basis, to any adult who has a personal or professional interest in equestrian sports in Zambia. The NSCZ, NOC and the FEI are invited guests.

#### **6.4.5 Nomination & Voting & Election of Executive Committee Members**

##### **6.4.5.1 Nominations**

Subject to the provisions of this article, the election of Executive Committee Members shall be by vote of Voting Members of the Federation and Executive Committee Members present at the AGM or by Absentee Voting Members form registered with the Secretary General not later than twenty-four (24) hours prior to the time set for the AGM.

Only Voting Members of the Federation shall be eligible for election as Executive Committee Members. Any Voting Member of the Federation shall be entitled to submit nominations for Executive Committee positions.

**Twenty-one (21) days** prior to the date of the AGM the Secretary General shall distribute nomination forms to Voting Members of the Federation by email, and post on the Web site.

Voting Members of the Federation shall submit the original nomination forms to the Secretary General at least **ten (10) days** prior to the date of the AGM. Nominations must be in writing, proposed and seconded by two Voting Members of the Federation and endorsed to the effect that the nominee, if elected, is willing to serve. To validate the nomination the form must be signed by the President, the Secretary General and the member of the Federation submitting the nomination form.

If at this point, there has only been only one or less nominations for an Executive Committee position the Secretary General will notify all Members and allow a further **two (2) days** extension period to receive nominations for the relevant positions.

The Secretary General shall then send the list of the nominations as received to all Members along with the Agenda for the AGM at least **seven (7) days prior** to the date of the AGM.

#### **6.4.5.2 Voting Members**

Voting Members have one vote and can vote either by personal attendance of the AGM or EGM or by Absentee Voter's form.

#### **6.4.5.3 Election of Executive Committee Members**

Prior to the commencement of the elections, the Executive Committee shall select an independent electoral officer who is not a candidate for office, to conduct the elections. Should there be a vacant position for which there are no submitted written nominations, then nominations may be made from the floor. In such event, no nomination will be accepted unless the nominee in question is present at the AGM and indicates his/her willingness to accept the nomination and the nomination validated by the President and Secretary General.

The first person to be elected shall be the President, if open. Should only one nomination be received, the candidate shall be declared duly elected unless 25% of the Voting Members has an objection to it and then it requires a vote. Where more than one nomination is received, the election shall take place by a simple majority vote. In the event of a tie, each candidate will be given an opportunity to present why they should be elected and there will be another vote. If the second vote results in another tie, the person chairing the AGM shall have the casting vote.

Following the election and having concluded his/her function, the electoral officer shall announce the names of the successful candidates and shall thereafter declare the voting procedure concluded and hand over control of the meeting to the former President.

Subject to the provisions of this article, Executive Committee Members hold office according to article 4.6.



## **Chapter 7 - General Administration of the Federation**

### **7.1 Financial and Regulatory Framework**

#### **7.1.1 Conformity to Financial Regulations of Government of the Republic of Zambia**

The Federation and its Affiliated Clubs shall abide by all legislated national constitutional, legal, financial, taxation, human resource or other regulations and frameworks of the Government of the Republic of Zambia. The Federation shall always manage its affairs on the basis of best practice, transparency and accountability in all financial transactions.

#### **7.1.2 Financial Year**

The financial year of the Federation starts on January 1<sup>st</sup> and ends on 31 December.

### **7.2 Financial Management**

The Executive Committee shall receive, bank and manage all active funds of the Federation, in a commercial bank account in the name of the Federation.

The Executive Committee shall maintain a monthly Balance Sheet, an Income and Expenditure Account and a current Asset Schedule. Annual financial statements will be duly audited by an auditor registered in terms of the Public Accountants and Auditors Act as amended at remuneration to be determined by the Executive Committee. In the event of the Auditor appointed at the AGM being unable to act, the Executive Committee will appoint another registered auditor to act in their stead. Members of the Executive Committee are precluded from acting as the Auditor.

At the AGM, the Executive Committee will lay before the Members the auditor's report as well as audited Annual Financial Statements as at the 31st December of the relevant year. Said statements will be approved by the Executive Committee and signed by two of its members prior to the AGM.

The Executive Committee shall also present an Annual Budget to the AGM for adoption.

The Executive Committee may open or close banking accounts in the name of the Federation when necessary and decide in what manner such banking accounts shall be operated, appoint accountants and advocates and such other services as it may deem necessary.

A minimum of three Executive Committee Members will be appointed as signatories on all Federation bank accounts and any payment, above the petty cash threshold limit (as determined in the Guidelines and updated from time to time by the Executive Committee), will require the signature of two signatories. Two members from the same family will not be joint signatories.

### **7.3 Trustees**

There shall be three Trustees for the Federation. These comprise the President and two other persons who shall be elected each year at the AGM. The signature of any two Trustees for the time being duly authorized shall be valid and binding on the Federation, as below.

All moveable and immovable property of the Federation shall be vested in the Trustees for the time being. They shall deal herewith only with the authority of the Executive Committee. All contracts directly relating to the Federation's immovable property and all mortgages and bonds or securities at any time to be given to secure any borrowing of the Federation shall also be in the name of the Trustees aforesaid, who shall in every such instance be authorized thereto in writing by a resolution of the Executive Committee, which resolution shall be supported by a resolution passed by the two-third majority of Voting Members present in a General Meeting if it purports to authorize any alienation of the Federation's immovable property.

No Member or Affiliated Club of the Federation shall participate in the distribution of the Federation's assets, except should the Federation decide to cease, all Members and Affiliated Clubs whose current Annual Fees have been fully paid up on the date of the meeting held to decide that the Federation shall cease functioning, shall participate in the decisions related to the distribution of assets.

#### **7.4 Limitation of Liability and Indemnity**

No member of the Executive Committee, or of its Affiliated Clubs, shall be liable for the acts or omissions of any other Member, or by any reason of such Member having joined in any receipt of any money not received by him personally, or for any loss of accounts or records, or defective title to any property acquired by the Federation, or on account of the insufficiency of any loss incurred through the act or default of any banker, broker, accountant, lawyer or other agent provided such person/s acted in good faith.

#### **7.5 Liabilities of Members**

Members and Affiliated Clubs are not liable for debts of the Federation.

No Member will have any claim for damages or compensation (including costs) against the Federation or its Affiliated Clubs, organizing committees, the FEI (including the Officials and members of committees of such bodies in their capacities as such) arising from or in connection with the enforcement (including the exercise and/or fulfilment of powers, rights and obligations) of this Constitution (including its Rules and Regulations), or the FEI Statutes.

## **Chapter 8 - Management of Athlete Qualification & Selection**

### **8.1 Qualification of Athletes**

Qualification of Athletes will be according to the Criteria and conditions specified by the Organisers and/or through relevant Certificates of Capability determined by the Organizers in conjunction with the FEI where applicable.

### **8.2 Selection of Athletes**

Selection of Athletes as an individual or part of a team for any Competition will be conducted initially by the relevant ZANEF Sub-Committee. Each Sub-Committee will set the Selection Criteria in line with the specific Criteria set by the Organisers and having assessed the suitability of eligible Athletes against the Selection Criteria, submit their nominations to The Executive Committee for review and final approval.

The nominations **must be justified** and stand up to scrutiny.

The Executive Committee reserves the right to confirm the suitability of a nominated Athlete by considering any factor which may affect their ability to compete. Such Criteria may include but not limited to:

- Health, fitness and form of Athlete
- Health, fitness and form of Horse
- Availability for the Competition including ability to travel

In the absence of specific Criteria and conditions and if there is no limit to the number of Athletes' participation, Athletes may enter any Competition for which they are Graded and are able to meet the standard of the Competition, or any part of it.

## **Chapter 9 - Privacy, Dignity & Reputation for the Federation**

### **9.1 Privacy**

With reference to the Constitution of Zambia, 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 to privacy (which includes its 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 said national Constitution and what is to follow, is to be read in the context of the said national Constitution.

### **9.2 Dignity**

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.

In particular, but without affecting the generality of the a 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.

### **9.3 Reputation**

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.

Persons bound by this Constitution may not use any of the Federation's logos, brand names, slogans or other trademarks.

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

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.

### **9.4 Failure to Comply**

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.

The Federation's right not to associate with any person, which includes banning any person, is expressly reserved.

## **Chapter 10 - Binding Constitution**

### **10.1 Bound by Objects of Constitution**

Members and Affiliated Clubs shall be bound in all respects by the Constitution and Objectives and the Rules of the Federation as set out hereto. The Executive Committee's decision in the interpretation of the Rules and Regulations shall be final and binding on all Members and Affiliated Clubs of the Federation.

### **10.2 Effectiveness of Constitution**

With effect from the date of its adoption, this Constitution, its Objectives and Rules and Regulations herein supersede and render invalid any previous Constitution and Rules and Regulations of the Federation and all matters contained therein. In the event of any “casus omissus” in this Constitution, the Executive Committee shall be empowered to make any decision, which it considers to be in the best interests of the Federation and its Members. The Constitution should be reviewed from time to time and any changes proposed to be made to the Constitution must be approved at an EGM convened for the purpose or at an AGM and the Constitution shall be amended by a three-quarter majority of all cast votes.

### **10.3 Maltreatment of Horses**

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. For the purposes hereof, maltreatment (without limiting the generality of the concept) includes causing the death, injury or discomfort of a Horse through abuse, neglect, malice or cruelty, failing to ensure the well-being of a Horse owned by or in the care of or under the control of the person concerned, depriving any Horse owned by or in the care of or under the control of the person concerned of food or water, whipping or beating a Horse excessively, subjecting the Horse to any kind of electric shock device, riding a Horse that has been administered with any drug prohibited by the FEI,<sup>2</sup> excessive use of the 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. If a Member is found to maltreat a Horse, disciplinary actions will be taken following the Disciplinary System as described in the Rules and Regulations.

### **10.4 Commitment to Principles of Inclusivity**

All Members must have a firm commitment to the principle of no discrimination and full equality with regard to race, ethnicity, political opinion and religion.

### **10.5 Dissolution of the Federation**

A resolution to dissolve the Federation must be approved by a three-quarter majority of all cast votes from Voting Members, excluding abstentions. Should the Federation be dissolved, its assets shall be distributed among the Members after payment of all debts, as decided by the AGM.

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<sup>2</sup> Defined by FEI Clean Sport

## APPENDIX 1

### ZANEF Discipline Sub-Committees

#### Concept and Procedures

##### **Purpose**

ZANEF sub-committees (SC) formed to manage and develop active Equestrian Sports and disciplines in Zambia. Discipline SCs are set up to ensure that Athletes & Officials have every opportunity to develop and excel in these sports, nationally and internationally.

##### **Structure and Operations**

###### ***Reporting Lines***

The SC for each discipline reports to the ZANEF EXCOM through the relevant ZANEF Discipline Representative or other designated EXCOM member, who will represent their issues on ZANEF EXCOM. This representative will attend meetings and be the liaison to EXCOM and is a member of the SC but is not automatically appointed the Chair. They may however be elected the Chair.

###### ***Membership***

SC will consist of 3 - 5 members

###### ***Appointment Procedures***

SC members are appointed by election from the membership. Expressions of Interests (EOIs) will be sent out every 2 years, or sooner if the number of members drops below 3 and / or when vacancies arise.

If a SC consists of less than 5 members, then additional nominations from interested individuals can be received at any point during the committee's tenure.

SCs can also co-opt additional members for short or long-term periods to assist with specific or general issues. Such individuals be listed as co-opted for transparency. This list should be maintained on the website.

SCs once appointed, shall elect their own Chairperson. The Chairperson of any subcommittee shall, in the case of an equality of votes, have a casting vote over and above his/her deliberate vote.

A member of any SC may be removed if s/he absents himself without leave from three consecutive meetings of the committee of which s/he is a member. A member may resign on their own accord at any point.

###### ***Tenure***

Tenure will mirror EXCOM terms of 2 years, with a maximum of 4 consecutive terms.

###### ***SC Meetings***

Such SC will meet for the regular dispatch of business and may adjourn or otherwise regulate their meetings as they think fit. They will keep minutes of proceedings and recommendations. Copies of all minutes will be handed to the relevant Discipline Representative on the ZANEF EXCOM for distribution to the Executive Committee and wider.

##### **Responsibilities**

Develop and assist the implementation of a strategic plan for the discipline including but not limited to:

- Assess capacity gaps in Zambia for discipline promotion and assist ZANEF in sourcing funding from FEI and other organisations to develop the relevant sport
- Review and revise the updating of ZANEF discipline Rules and Regulations with the relevant ZANEF Discipline Representative
- Review and Revise Grading rules for the discipline
- Maintain a database of results of graded and non-graded events for prospective national team members (with member of EXCOM maintaining the relevant platform)
- Determine & propose qualifications for local officials and progression
- Organise training of trainers and officials, including FEI funded ESEEs
- Develop a fair and transparent selection process and criteria for Teams and Individuals for International or National Events as required
- Appoint a selection committee when required for international or national events' teams and individuals to represent Zambia
- Organise national championships
- Actively seek international competition
- Keep abreast of best practice internationally
- Provide recommendations for amendments to the Constitution or ZANEF Rules and Regulation, operating procedures and guidelines when relevant.

In addition, or as modifications to the above, where a discipline is small and/or undeveloped in Zambia, a developing Discipline's sub-committee may be formed and would be responsible for:

- Overseeing the Discipline's overall development
- Developing ZANEF Rules and Regulations
- Building a community of Athletes
- Assisting with organizing Equestrian Events.
- Providing recommendations for amendments to operating procedures and guidelines on how 'Developing Disciplines' should be described and when a discipline has sufficiently developed to form its own SC.

#### **Other Sub Committees**

EXCOM may establish further SCs as the need arises and can be justified. Their roles and responsibilities will be defined at that time.

## **APPENDIX 2**

## **Approved Revisions**

AGM 5<sup>th</sup> February 2020

Generally revised and re issued.

AGM 13<sup>th</sup> February 2021

Grading Regulations removed from the Constitution and issued as a separate document.

Members voting rights amended.

AGM 5<sup>th</sup> February 2022

Classes of Membership reduced to 9 categories and appropriate paragraphs renumbered accordingly, Family Membership removed. Adult Supporting Members rights modified