

# NAMIBIAN SADDLE HORSE ASSOCIATION CONSTITUTION

## CLAUSE 1: TITLE AND CORPORATE BODY

- 1.1 The title of the Association is the Namibian Saddle Horse Association.
- 1.2 The Association has juristic personality as a distinct and separate legal entity and may in its own name perform legal acts and institute and defend legal actions.

## CLAUSE 2: DEFINITIONS

The meanings for the following words, abbreviations and descriptions is set out below, unless specifically indicated in the clauses contained in this Constitution:

NSHA	- Namibian Saddle Horse Association
Association	- NSHA
NSCN	- National Sports Commission of Namibia
AGM	- Annual General Meeting
EC	- Executive Committee
Constitution	- The Constitution of the Namibian Saddle Horse Association
General Rules	- The General Rules and regulations of the Namibian Saddle Horse Association
Members	- Members who have paid their yearly membership fee in full
Junior Members	- Children under 18 years whose yearly membership fee has been paid in full
Regions	- Regions of the NSHA include Northern, Southern and Central Regions of Namibia

- 2.2 All references to the masculine in this Constitution includes the feminine and vice versa.

## CLAUSE 3: HEAD OFFICE

The Head Office of the NSHA is situated in Windhoek.

## CLAUSE 4: GOALS

The goals of the Association are:

To be the only representative body of the Saddle Horse Sport in Namibia.

To promote and broaden the Saddle Horse Rider and Saddle Horse Sport as well as its subsidiaries, under the shield of the NSHA.

To promote and broaden the development and coaching of the Saddle Horse in Namibia.

To raise funds, control and utilize the funds in aid of the following:

- 4.4.1 The most important Saddle Horse Rider and Saddle Horse Riding technique needs at a given time;
- 4.4.2 The hosting of events on a Regional, National and International level; and
- 4.4.3 The presentation of training courses for Saddle Horses and/or riders in the Saddle Horse Sport.
- 4.5 To regulate or change the structure or organization of the Association in such a way that the interests of the Saddle Horse, coaching in riding or technique is paramount at all times.
- 4.6 To host competitions at a Region, National and International level.
- 4.7 To choose and/or compile teams from the best Saddle Horses and Riders to compete on National and International levels.
- 4.8 To apply to the NSCN for Colours for such Riders as in section 4.7.

#### **CLAUSE 5: MEMBERSHIP**

- 5.1 NSHA membership is awarded by the EC to an applicant, by him/her submitting written application and one who prescribes to the criteria as set out in CLAUSE 5.3. The EC reserves the right of admission to the organization, and is not obliged to declare the reason for non-admission of an applicant.
- 5.2 NSHA membership is open to any person regardless of Creed, Colour, Age or Religion, with the understanding that application for Junior Membership by children under 18 years of age must be with permission from a parent or legal guardian.  
AGM decision 2004 - Junior members do not have voting rights.
- 5.3 Only Namibian citizens or people who have the necessary immigration documentation of a Temporary or Permanent Namibian Residency Permit and have paid the yearly membership fee in advance, may become members of the NSHA.
- 5.4 Membership will be terminated in the following circumstances:
  - 5.4.1 A written letter of resignation from the member.
  - 5.4.2 By being found guilty of a transgression by the EC.
- 5.5 A Transgression includes the following:
  - 5.5.1 The breaking of a rule as contained in the Constitution or a rule of the Association; or as per the ruling of the EC, any person who has been found guilty of dishonesty or damaging the good name of the Association or any act to the disadvantage of the Association.
  - 5.5.2 Should any member through his actions or lack thereof bring to shame the Association or be guilty of misconduct towards the Association's objectives.
  - 5.5.3 Should any member on purpose, whether for own gain or advantage, give false information to the Association or any of its officials or officers or give false information at an official event or competition.
- 5.6 Termination of membership by the EC as set out above, may only occur after a thorough investigation by the EC itself, or on the grounds of a written complaint to the EC against such member and after a hearing by the EC, or a disciplinary committee is elected by the EC in terms of the General Rules, during which said member is given the opportunity to answer to the written complaint, whether in person or in writing, with the understanding that the EC reserves the right to suspend membership provisionally and/or for a predetermined event and/or a predetermined number of events and/or a predetermined period, depending on the outcome of the investigation and/or hearing of the member.

- 5.7 A member whose membership fee has not been paid within a month of becoming a member or before a new year, forfeits all privileges, including the right to vote at the AGM as well as participation in events hosted or under the ruling of the NSHA. Such a member will also lose membership should the membership fee not be paid in full within six months from above mentioned dates and will have to reapply for membership.
- 5.8 The reference to a year or a new year for the purpose of paying membership fees, will take effect as from the 1st of April every year.
- 5.9 AGM decision 2004 – Written permission from the EC must be obtained should Competitors from outside of Namibia want take part in events in Namibia.
- 5.10 AGM decision 2004 - NSHA membership is not compulsory for showing in breeding classes and lead rein classes.

## **CLAUSE 6: ORGANISATION STRUCTURE**

The NSHA consists of the following:

- 6.1 The General Meeting
- 6.2 Executive Committee.
- 6.3 Members of the Association.

## **CLAUSE 7: ANNUAL GENERAL MEETING**

- 7.1 The General Meeting is the highest authority of the NSHA and meets once a year (AGM decision 2004) at the venue of the Namibian Championships wherever it may be hosted.
- 7.2 AGM decision 2004 – Should a National Championship not be hosted, the EC will determine a date and place.
- 7.3 The agendas of the AGM consist of the following items:
- 7.3.1 Welcoming, personalia.
  - 7.3.2 Constitution.
  - 7.3.3 Deliberation and acceptance of the minutes from the previous AGM.
  - 7.3.4 Issues raised from the previous AGM.
  - 7.3.5 Reading and acceptance of the Presidents Report.
  - 7.3.6 Deliberation and acceptance of the reports given by the other committees, e.g. Executive Committee, Financial Committee, etc.
  - 7.3.7 Deliberation and acceptance of the audited financial statements from the NSHA.
  - 7.3.8 Election of Committee Members for the next year and the election of the Lifelong members.
  - 7.3.9 Election of the auditor/s.
  - 7.3.10 Deliberation of yearly membership fees.
  - 7.3.11 Deliberation and acceptance of the proposed and/or motions, raised and notified before the meeting in the prescribed time.

## **CLAUSE 8: NOTICE OF THE ANNUAL GENERAL MEETING AND EXCEPTIONAL GENERAL MEETINGS**

- 8.1 Members of the NSHA must be notified by the Secretary, in writing, of the time and place at least 45 days before the date of the meeting. Also members must be asked to forward all proposals and motions for the AGM.
- 8.2 All notifications, proposals and motions that must be discussed at the AGM, must reach the Secretary in writing no later than 30 days before the meeting.
- 8.3 The agenda for the AGM, along with all motions and proposals which have been received on time, as well as the audited financial statements of the Association, must be sent by the Secretary to all members, no later than 14 days before the AGM.

- 8.4 No deliberations are allowed and no decisions may be made about issues which are not on the Agenda circulated to the members.
- 8.5 An Exceptional General Meeting of the NSHA, may be called for the deliberation and acceptance of a specific proposal and/or motion in the following circumstances:
- 8.5.1 On request from the Executive Committee.
  - 8.5.2 On written application, signed by at least ten members and in which the reason for the calling of an Exceptional General Meeting must be stated.
  - 8.5.3 The Exceptional General Meeting must be held within 21 days of receipt of such written application.

Notification of the meeting and the agenda must be given to each member within 14 days before the date of the Exceptional General Meeting, by the Secretary.

#### **CLAUSE 9: REPRESENTATION AND VOTING RIGHTS AT GENERAL MEETINGS**

- 9.1 Before the beginning of the meeting, the Secretary must draw up a list of all those members present who have voting rights. This includes all members present as well as all members who have signed a proxy form and nominated another member present to vote for in their place.
- 9.2 Should a member not be able to attend the AGM, such a member may sign a proxy form and give another member his/her voting rights. The proxy form must reach the Secretary at least 24 hours before the start of the meeting.

#### **CLAUSE 10: QUORUM AND PROCEDURES AT GENERAL MEETINGS**

- 10.1 The quorum at general meetings must consist of half plus one of all registered and paid up members.
- 10.2 Should a quorum not be reached within 30 minutes of the prescribed time of the AGM, the meeting must be adjourned for 3 hours and at the same location. 30 minutes after the 3 hour adjournment, should a quorum still not be reached, the members who are present form a quorum and the meeting may begin.
- 10.3 In the case of an Exceptional General Meeting, should a quorum not be reached within 30 minutes after the prescribed time, the meeting will be cancelled.
- 10.4 The President, or in his/her absence, the Vice-President of the NSHA may pose as Chairperson of the General Meeting, with the understanding that should both the President and the Vice-President not be present at a General Meeting, the members present with voting rights may elect a Chairperson from amongst them.
- 10.5 All issues forming part of the agenda, are determined by a majority vote by the members present and who have voting rights, including those who are voting by proxy, with the exception of changes to the Constitution.
- 10.6 Any proposals and/or motions which concern changes to the Constitution, may only be accepted by a two thirds majority of all members with voting rights including those voting by proxy.
- 10.7 Every member has one vote and in the event of the voting resulting in a tie, the Chairperson of the meeting has the deciding vote besides his own vote.
- 10.8 Besides the election of the office bearers, voting at all General Meetings will be done by the raising of hands, unless otherwise requested by a member with voting rights, or by the Chairperson of the meeting, in which case voting will take place with ballot papers.

#### **CLAUSE 11: ELECTION OF OFFICE BEARERS**

- 11.1 The following Office Bearers are elected annually: The President, Vice-President, Secretary and Treasurer.
- 11.2 Office Bearers serving on the committee can be re-elected in their existing positions and stay in their posts until the end of the Annual General Meeting.

## **CLAUSE 12: THE EXECUTIVE COMMITTEE**

- 12.1 The Executive Committee consists of the Office Bearers elected at the General Meeting of the NSHA, as well as the three Chairpersons of the three Regions, who will be elected by the Regions.
- 12.2 The Executive Committee meets as many times as required, in order to accomplish and manage all matters under their authority, as well as matters arising from the General Meetings.
- 12.3 Written notice of the Executive Committee Meetings must be given by the Secretary a minimum of 14 days before such meetings, with the understanding that in urgent situations, the President is allowed to call an Executive Meeting at shorter notice.
- 12.4 A quorum is reached with four members and decisions are by majority vote, the Chairperson of the meeting has the deciding vote besides his own vote.
- 12.5 The President acts as Chairperson of the Executive Committee and in his/her absence the Vice-President, with the understanding that should both the President and the Vice-President be absent, the Executive Committee will elect a Chairperson from those present.
- 12.6 At least three members of the Executive Committee are entitled to request a special meeting of the Executive Committee, on condition that notice of the meeting is given by the Secretary to the members of the Executive Committee three days before such meeting.
- 12.7 The Executive Committee is entitled to elect sub-committees to assist them with the proceedings of the committee, these sub-committees must report back to the Executive Committee on their findings, the Executive Committee will then make a final decision.

## **CLAUSE 13: AUTHORITY OF THE EXECUTIVE COMMITTEE**

- 13.1 To elect someone to carry out a job and to compensate the person as they see fit.
- 13.2 To set the Household Rules for exercising good control over the affairs of the Association, its officers and members, provided that these provisions do not conflict or are inconsistent with the Constitution.
- 13.14 To continue doing anything which appears to be in the interest of the Association, and to promote its objectives.
- 13.15 If a member is found guilty of any offense, and depending on the severity of the particular offense, the Executive Committee is entitled to impose the following penalties:
  - 13.15.1 To summarily terminate such member's membership.
  - 13.15.2 Such member's participation for a particular event or number of events and or suspension for a certain period.
  - 13.15.3 To fine such member an amount not exceeding N\$500.00 (Five hundred Namibian Dollars).
- 13.16 To apply for membership to the appropriate governing body of International Saddle Horses and pay the annual fees, as well as send representatives from the NSHA to attend the meetings of these governing bodies.
- 13.17 To fill the vacancies on the Executive Committee, for the unexpired portion of the tenure of the person who has vacated his office.

## **CLAUSE 14: THE SECRETARY**

The powers and duties of the Secretary shall from time to time be determined by the Executive Committee, but specifically includes the administration of the affairs of the NSV, the notice of meetings, holding and preparing minutes of General Meetings and Meetings Executive Committee, keeping a name and address list of all members, and such duties as the Executive Committee and / or the President may deem fit to meet the Secretary to do.

#### **CLAUSE 15: THE TREASURER**

- 15.1 The Treasurer is responsible for the financial management of the Namibian Saddle Horse Association and such powers and duties as may from time to time be assigned to him/her by the Executive Committee.
- 15.2 In general, it is the duty of the Treasurer to ensure the proper bookkeeping of all income and expenditure of the Association, all property and assets of the Association and all purchases and sales by the Association, as well as the receipt and bank of monies received by and payment of accounts of the Association.
- 15.3 The Treasurer is required to establish an approved proper accounting system and the books of the Association must be held at a place approved by the Executive Committee and at all times should be available for inspection by the President and/or the Executive Committee.
- 15.4 The Treasurer shall ensure that the books and statements of the NSHA are audited annually and that it is delivered on time to the auditors of the NSHA and the statements are ready for consideration and acceptance at the AGM.

#### **CLAUSE 16: COURSES**

Courses to promote the Riding talent, Riding technique and in the interest of the NSHA will be presented regularly, but at least once a year.

#### **CLAUSE 17: COLOURS**

- 17.1 A Selection Committee, made up of members of the NSHA, will annually be appointed by the Executive Committee to choose teams as defined in Clause 4.7.
- 17.2 The Executive Committee appoints managers and coaches for representative teams as defined in Clause 4.7, and they give the respective duties to .
- 17.3 Each individual member of a team is responsible for his/her own training, a horse to participate with and all equipment / facilities which may be required for participation.
- 17.4 Any member of the team so designated, shall at all times be available to participate in a competition, and only under valid reasons which have been submitted in writing to the EC, may they be excused from participation.
- 17.5 Persons who are selected for National teams will be recommended to the NSCN for National colours.
- 1 7.6 Honorary colours for service and performance are awarded by the Executive Committee, after consideration of nominations in this regard has been received.

#### **CLAUSE 18: HONORARY LIFE MEMBERS**

The AGM may appoint honorary life members from nominations for such awards which have been received in time, that is, 21 days prior to the AGM.