



CONSTITUTION

of the

NAMIBIA ENDURANCE RIDING FEDERATION (NERF)

1. DEFINITIONS

In this Constitution and in any Annexure, unless the context otherwise indicates, words indicating the singular include the plural, and -

“Annexure” means any Annexure referred to in Article 25.

“Annual General Meeting” or “AGM” means the AGM referred to in Article 15.

“Federation” or “NERF” means the Namibia Endurance Riding Federation.

“Club” means an endurance riding club of the Federation which has been approved by the Council and which functions according to the Constitution and any applicable Annexure.

“Club committee” means a club committee referred to in Article 17.1.

“Constitution” means the Constitution of the Federation, as amended from time to time, and includes any Annexure referred to in Article 25.

“Council” means the Council of the Federation referred to in Article 9.

“EXCO” means the Executive Committee of the Council referred to in Article 10.

“Extraordinary General Meeting” or “EGM” means the EGM referred to in Article 16.

“FEI” means the Federation Equestre Internationale.

“International ride” or “National ride” means an endurance ride which is presented and organised by the Council.

“Member”, in relation to a member of the Federation, means a paid-up member of the Federation approved annually by the Council and who is in possession of current annual proof of membership.

NAMIBIA ENDURANCE RIDING FEDERATION



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081 758 4552

Namibia Endurance Riding Federation

Registered National Sports Body with the NSC

President: Mr Dieter Neumann | Vice President: Mr Mike Bredenkamp | Treasurer: Mr Brink van Schalkwyk
Secretary: Mrs Michelle Kotze | Member: Mr Dewet Marais | Member: Mr Leon van Zyl



“Membership fees” means the annual membership fees paid by an applicant to the Council via a club;

“Official” means an office bearer of the Federation or the FEI, as the case may be.

“President” means the President of the Federation referred to in article 9.2(a).

“Secretary” means the Secretary of the Council referred to in article 9.2(c).

“Vice-President” means the Vice -President of the Federation referred to in article 9.2(b).

“Visitor” means any member of the public attending an endurance ride held under the auspices of the Federation; and

“Young rider”, in relation to membership, means a junior member.

2. **CONTINUATION OF NAMIBIA ENDURANCE RIDING FEDERATION, STATUS AND LEGAL POWERS AND JURISDICTION OF THE FEDERATION**

2.1 The **NAMIBIA ENDURANCE RIDING FEDERATION** (“the Federation”), which may be abbreviated as “NERF”, and commonly known as “Namibia Endurance” continues to exist under the same name.

2.2 The Federation -

- (a) is a voluntary non-profit organisation.
- (b) was established to achieve the objectives as specified in this Constitution.
- (c) has juristic personality -
 - (i) as a distinct and separate legal entity; and
 - (ii) may in its own name own property, perform legal acts and institute and defend legal actions.
- (d) is affiliated to the National Sports Council of Namibia, and any other body as approved by the Council or the Annual General Meeting (the “AGM”).

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- 2.3 The limit of a member's legal liability to the Federation entails the amount of outstanding membership fees or any other fees or amounts due to the Federation.
- 2.4 The Federation must achieve its goals and may exercise its powers within the geographic boundaries of Namibia and any other area as approved by the Council.

3. **MAIN PURPOSE AND VISION OF THE FEDERATION**

- 3.1 The main purpose of the Federation is to promote and control endurance riding as sport amongst all population groups in Namibia in terms of National rules and international rules of endurance riding. For National Events, National rules will apply and for International events FEI rules may apply, as decided by the Council.
- 3.2 The vision of the Federation is to be a dynamic, highly professional, internationally accredited, accepted, and respected equestrian performance-based endurance sporting Federation catering for all spheres of membership where the wellbeing of the horse will always be paramount and international standards will be the norm, by means of -
 - (a) creating the best and most possible opportunities for all its members and horses all the time.
 - (b) developing endurance riding under all Namibians as priority.
 - (c) being a family orientated structure, which will cater for the entire family to participate;
 - (d) striving to have a strong family bond and a good relationship between members in the various clubs, between the members of the different clubs, between the various clubs and with all other endurance Federations internationally that share the same principles and objectives than the Federation.

4. **OBJECTIVES OF THE FEDERATION**

The objectives of the Federation are to -

- (a) co-ordinate and standardise endurance rides in Namibia ensuring strict adherence to the Constitution and any Annexure;
- (b) present national rides which conform to the provisions of the Constitution and any Annexure;
- (c) promote international participation and host international rides;

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- (d) provide advice regarding endurance rides and horsemanship in general, to all riders and other interested parties by means of seminars, articles and newsletters;
- (e) prevent exposure of endurance horses to conditions which would be detrimental to their well-being;
- (f) record data and information regarding endurance rides in order to promote research and participation;
- (g) generate funds for the promotion of the objectives of the Federation.

5. **MEMBERSHIP OF THE FEDERATION**

Membership of the Federation consists of 6 member categories, namely Founder members, Active members, Junior members, corporate members, Affiliate Members, and Honorary members.

5.1 **Founder members**

5.1.1 Any person who, in the opinion of the Council, has founded the Federation, qualifies as a founder member.

5.1.2 The Council must compile a name list of founder members and these members are founder members for the period determined by the Council.

5.1.3 Founder members -

- (a) have observer status at Federation meetings without the right to vote;
- (b) are subject to the Constitution; and
- (c) are exempted from the payment of membership fees.

5.2 **Active members**

5.2.1 Any person who actively participates in the sport qualifies as an active member from the year in which the person becomes 18 years of age.

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- 5.2.2.1 Any person who wants to be an Active member must -
- (a) annually apply therefore on the annual membership application form obtained from his or her club; and
 - (b) submit the completed application form to the club, together with proof that the membership fees have been paid.
- 5.2.2.2 The secretary/treasurer of each club must submit completed application forms to the Secretary, and the Council must consider and decide on each membership application.
- 5.2.3 An Active member has the right to vote at all meetings of the Federation of which he or she is a member and which he or she may attend.

5.3 **Junior members**

- 5.3.1 Any person under the age of 18 years who actively participates in the sport qualifies as a junior. A Junior cannot become a member without an Active/Senior member attached to him. Thus his/her Parent/Guardian must be a fully paid-up Active Member.
- 5.3.2.1 Any person who wants to be a junior member must -
- (a) annually apply therefore on the annual membership application form obtained from his or her club; and
 - (b) submit the completed application form to the club, together with proof that the membership fees have been paid.
- 5.3.2.2 The secretary/treasurer of each club must submit completed application forms to the Secretary, and the Council must consider and decide on each application for membership.
- 5.3.3 A junior member may attend meetings of the Federation of which he or she is a member and has a right to vote when he or she reaches the age of 18 years. In the year the member turns 19 he/she must apply as a full active member.
- 5.3.4 Junior members are not eligible for election to club committees or Council and only pay a reduced membership fee as determined by the council yearly.

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5.4 Corporate members

5.4.1.1 Subject to article 5.6.1.2, any Active member who has multiple horses to be ridden by various riders may apply for corporate membership.

5.4.1.2 The Council may in respect of each specific application decides on the merits thereof whether that application qualifies for corporate membership.

5.4.2 The Council must compile a name list of corporate members.

5.4.3.1 Any Active member who wants to be a corporate member must -

- (a) annually apply therefore on the annual membership application form obtained from its club;
- (b) clearly indicate "CM" on the application form; and
- (c) submit the completed application form to the club, together with proof that the membership fees have been paid.

5.4.3.2 The secretary/treasurer of each club must submit completed application forms to the Secretary, and the Council must consider and decide on each membership application.

5.4.4 Corporate members -

- (a) have through the members who have taken out the corporate membership observer status at Federation meetings and may through the members concerned participate in deliberations, but do not have the right to vote;
- (b) are subject to the Constitution;
- (c) are not eligible for election to the Council, but the Council may co-opt a representative of members having corporate membership to serve on Council or any other committee without the right to vote;
- (d) only pay a reduced membership fee payable in respect of senior members.

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5.4.5.1 Riders riding under a corporate membership -

- (a) may ride, but only horses belonging to the Active member who has corporate membership may participate under corporate membership;
- (b) must comply with and complete the novice requirements applicable to other riders;
- (c) who are senior riders may act as seniors for a child at a ride.

5.4.5.2 A rider -

- (a) who does not have a corporate membership may not ride his or her own horse or a horse of another owner on the corporate membership of another Active member;
- (b) who rides a horse under a corporate membership may not ride -
 - (i) FEI rides;
 - (ii) distances longer than 90 kilometre;
 - (iii) faster than 16 kilometre per hour.

5.4.6.1 Riders riding under a corporate membership may not participate in CEI events, and these riders must become full members if they wish to compete in CEI events.

5.4.6.2 The kilometre credits of riders who have ridden under a corporate membership and who have become full members may NOT be transferred from the corporate membership to their personal membership.

5.5 **Associate Members:**

5.5.1 The following members are Associate members, officials, Veterinarians, Organising Committee Members and any other person involved in the organising of the sport in general.

5.5.2 The Associate Members pay a reduced fee as determined by the council on a regular Basis.

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5.5.3 Honorary members or honorary officials -

- (a) have observer status at Federation meetings without the right to vote;

5.6 **Honorary members or honorary officials**

5.6.1 The Council may nominate any person as an honorary member or an honorary official.

5.6.2 The Council must compile a name list of honorary members or honorary officials and these members or officials are honorary members or honorary officials for life.

5.6.3 Honorary members or honorary officials -

- (a) have observer status at Federation meetings without the right to vote;
- (b) may officiate and are subject to the Constitution; and
- (c) are exempted from the payment of membership fees.

5.7 **Additional conditions of membership**

5.7.1 Horses cannot become members and have no constitutional rights.

5.7.2 Membership of more than one club is not permissible and members -

- (a) may not serve on more than one club committee; and
- (b) are strongly encouraged to take up membership of a club that is geographically situated the closest to him or her.

5.7.3 Members may only represent the Federation or a club or Namibia at competitions where the Federation or a club or Namibia does compete, and any other participation is only permitted with prior written permission of the Council.

5.7.4 The Council -

- (a) may on application grant membership at a reduced membership fee;
- (b) must annually determine the membership fees.

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- 5.7.5.1 Notwithstanding anything to the contrary contained in this Constitution, the completion by a person of a membership application form or the payment of membership fees at a club does not result in automatic membership of the Federation and the club, but it only makes such a person an applicant and not a Federation or a club member.
- 5.7.5.2 Only once the Council has approved the application of a person as a member does such person become a member of the Federation and the club concerned.
- 5.7.5.3 No applicant may be a member of any club without being an approved member of the Federation.
- 5.7.5.4 The approval of applicants as members are done by the Council upon receipt of the application forms from the clubs and consideration thereof, and approval vests in the discretion of, and is based on the opinion of, the Council.
- 5.7.5.5 Membership is approved annually for the specific year only, except in the case of honorary members or honorary officials who are members for life.
- 5.7.5.6 If the Council does not approve an applicant as a member all membership fees paid in respect of the unsuccessful application must be refunded to the unsuccessful applicant.
- 5.7.6 Membership is not transferable and paid-up membership may not be transferred to another person or member.
- 5.8 **All NERF members are bound and prescribed to the following code of conduct:**
- 1) Honesty and Integrity: All actions related to endurance riding will be done with honesty and integrity.
 - 2) Respect: Always Treat competitors and officials with respect.
 - 3) Animal Welfare: The horse's welfare is paramount and must always be the top priority.
 - 4) Environment: The impact on the environment of endurance rides must be kept to a minimum.
 - 5) Follow the rules: The same rules apply to all participants.
 - 6) Communication: Open communication is encouraged.

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7) Maintain Sportsmanship: Maintaining good sportsmanship is also required so that everyone can enjoy participation.

8) Be appropriate ambassadors: Remember as a member of NERF that you are a proud ambassador for the sport.

6. TERMINATION OF MEMBERSHIP AND DISCIPLINARY ACTION

6.1 A member may at any time resign as a member and resignations -

- (a) must be in writing;
- (c) must be submitted to the club of the member; and
- (c) are only effective once all obligations to the club and the Federation has been met.

6.2 A club secretary must ascertain whether the obligations concerned have been met.

6.3 If a member fails to pay outstanding fees, the Federation via the Council or the club of a member may terminate the membership of the member on the deadline as specified by the Council.

6.4 Disciplinary Code and Procedure the Council may take disciplinary action against a member or terminate the membership of a member after disciplinary action has been taken against a member -

- (a) who by action or non-action tends to damage the reputation of the Federation, potentially or in fact, or endangers the objectives of the Federation;
- (b) who is in the opinion of the Council guilty of unconstitutional action or dishonesty or the breach of the Constitution or any Annexure that justifies the termination or expulsion of a member or the taking of disciplinary action against the member;
- (c) who intentionally supplies false information to the Federation, the Council or a club or any official or vet;
- (d) who intentionally fails to notify the Federation, the Council, a club or any official or veterinarian of an injury or disability of a horse or who hides or changes the identity of a horse;

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- (e) who is in the opinion of the Council or the AGM guilty of any unacceptable behaviour which may be reported to the Council or a Club by any person, member of the Federation, member of a club committee or Council member in order to investigate the complaint; or
- (f) who, in the opinion of the Council or the AGM, acts or tends to act in any way whatsoever against the Federation or anything that the Federation stands for, including but not limited to any act to establish, to join or to be part of any body, institution or Federation that is in opposition with the Federation or anything that the Federation stands for.

6.5 The Council may resolve to refuse any application for membership of an applicant who is guilty of the contravention of any paragraph of article 6.4.

6.6 The Council must annually appoint a Disciplinary Committee to handle all complaints, disciplinary procedures and disciplinary actions, consisting of a chairperson and such other members as the Council may determine.

7. MEMBER REGISTER AND MEMBERSHIP FEES

7.1.1 The Secretary must hold a register of the names and addresses of each member.

7.1.2 The club secretaries must -

- (a) before the 1st of February of each year submit a list of club member applications and/or particulars thereof to the Secretary together with the proof of payment;

7.1.3 Any previous member or person or applicant whose application for membership has not been accepted by the Council for a current year may not take part in or attend a ride of the Federation. All membership fees of any rider who wishes to participate in a ride before the 1st of February of that year must be paid to the club. The rider/Athlete may not participate in any ride if he is not paid up. The club is then responsible for the payment to the Federation, regardless of whether the member pays the club.

7.2 The Federation Secretary must assign a Federation/Rider/Bip number to each of its members. Numbers for new members for 2024 will start with the number 800.

7.3 The Rider number of a member who resigns, relocates or dies may not be re-allocated to another member.

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- 7.4 The secretaries of clubs must regularly update their membership lists and forward same to the Secretary.
- 7.5.3 Membership fees are not refundable.
- 7.6 Subject to article 5.6.4(a), only members whose membership fees are paid have the right to attend and vote at Federation meetings or are eligible for election to club committees and the Council.
- 7.7 Failure to pay membership fees for 3 months may lead to the termination of membership, unless the membership fees plus a re-entry fee, as determined by the Council, has been paid.
- 7.8 The membership fees of a rider must be fully paid before he or she intends to take part in a ride.
- 7.9 Subject to the conditions determined by it, the Council may determine -
- (a) to waive the payment of membership fees in certain circumstances;
 - (b) to impose a reduced or pro rata membership fee in certain circumstances: provided that if not expressly otherwise decided by the Council, a reduced or pro rata membership fee is only allowed from the 1st of September of each year.
- 7.10 Subject to article 9.1.1.1 and 9.1.2(c) a member of a club committee must be a paid-up member of the Federation.
- 7.11 A club may pay the membership fees of the members of its club committee who are Council members.

8. **ORGANISATIONAL STRUCTURE OF THE FEDERATION**

- 8.1 The Federation consists of a National Management body known as the Council and several clubs, as provided for in article 17.
- 8.2 The Council controls and co-ordinates at international and national level endurance riding matters, whereas clubs perform this function at regional and local levels respectively.

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9. STRUCTURE OF THE COUNCIL

9.1 Composition of the Council

9.1.1.1 The Council consists of the chairperson and vice-chairperson of each club committee, all of whom must be paid up members of the Federation. refer to point 9.2

9.1.1.2 The term of office of a Council member is two years.

9.1.2 If -

- (a) the quantity of club's changes, the Council must change the number of standing committees and two-year representatives of the clubs accordingly;
- (b) any chairperson or vice-chairperson of any club for whatever reason terminates his or her representation at the Council, the new chairperson or vice-chairperson of the club concerned must represent the club for the unexpired period of the term of office concerned as contemplated in article 9.1.1.2;
- (c) any chairperson or vice-chairperson of any club is absent or unable to attend meetings of the Council , the club concerned may nominate another club committee member who is a paid-up member to represent the chairperson or vice-chairperson concerned with full voting rights.

9.1.3 No club may have more than two representatives at any Council meeting, except if so approved by the Council, but an additional representative has no vote.

9.2 Office-bearers of the Council

The Council has the following office-bearers -

- (a) the President;
- (b) the Vice-President;
- (d) the Secretary, who also can act as PRO and the

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- (d) Treasurer; and
- (e) The Chairman and Vice-Chairman of every paid-up Club

If the need arises to appoint a paid secretary who is not a Chairman or Vice-Chairman of a club, the said secretary will have no voting powers.

9.3 **Standing Committees**

9.3.1 The Council has the following standing committees -

- (a) the Disciplinary Committee.
- (b) Any further standing committee as decided by council.

9.3.2 The chairperson of a standing committee, except the Disciplinary Committee, may co-opt other members to serve on the standing committee concerned.

9.3.3 Subject to article 9.3.2, the Disciplinary Committee may co-opt any person to assist it in the performance of its duties, but the Disciplinary Committee must obtain the approval of the Council if the co-option of any person will result in financial expenditure for the Council.

9.4 ***Ad hoc* committees**

9.4.1 The Council may from time establish such *ad hoc* committees as it may deem fit and may determine the members of such a committee.

9.4.2 The chairperson of an *ad hoc* may co-opt other members of such a committee.

9.5 **Powers, duties and functions of standing committees and *ad hoc* committees**

Except as provided for in this Constitution, a standing committee and an *ad hoc* committee have the powers, duties and functions as determined by the Council.

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10. EXECUTIVE COMMITTEE OF THE COUNCIL

- 10.1 The Executive Committee of the Council (the "EXCO") consists of the following Council members, namely -
- (a) the President;
 - (b) the Vice-President;
 - (c) the Secretary, without voting powers;
 - (d) the Treasurer;
 - (e) any other Council member co-opted by the EXCO in respect of a specific matter.
- 10.2 The EXCO deals with urgent matters on behalf of the Council and meets as circumstances require.
- 10.3 Any three members of the President, the Vice-President, the Secretary, the Treasurer or any one member of either, the Chairperson of the Disciplinary Committee or any other Council member form a quorum for any meeting of the EXCO.
- 10.4 Any resolution by the majority of members of the EXCO present at an EXCO is the resolution of the EXCO.
- 10.5 The EXCO Committee may at any time when it deems it necessary or expedient, co-opt any person to advise the EXCO generally or specially during a special meeting or during the handling of a particular matter, but the co-opted person does not have a right to vote.
- 10.6 The EXCO must on every Council meeting report to the Council on every meeting of the EXCO held prior to the Council meeting, and resolutions taken by the EXCO must be ratified by the Council.

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11. **POWERS, DUTIES AND FUNCTIONS OF THE COUNCIL**

- 11.1 The overall responsibility for the achievement of the Objectives of the Federation at international, national, regional and local level as specified in this Constitution and any Annexure vests in the Council as the highest executive authority.
- 11.2 The Council must in addition -
- (a) ensure that all aspects pertaining to a national team regarding composition, number of members per team, fitness of horses and riders and selection guidelines are controlled and coordinated;
 - (b) ensure that all information and statistical data concerning every endurance ride held in Namibia which comply with the Federation's regulations are dispatched to the Council;
 - (c) ensure that honorary and national colours are awarded to members who qualify in accordance with the criteria of the Namibia Sports Commission;
 - (d) ensure strict compliance with this Constitution and any Annexure;
 - (e) do everything in its power to protect and develop the endurance sport in Namibia, its members and clubs and to create the most and best opportunities for its members and horses.

12. **COUNCIL MEETINGS**

- 12.1 The Council as the highest executive authority of the Federation is answerable to the AGM.
- 12.2 The Council must meet regularly, but at least thrice per year in order to conduct its activities and to ensure thorough and proper administration of the Federation.
- 12.3.1 The President -
- (a) presides at Council meetings; and
 - (c) determines, in coordination with the chairpersons of the clubs and the Secretary the agenda, date, place and time of Council meetings.

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Registered National Sports Body with the NSC

President: Mr Dieter Neumann | Vice President: Mr Mike Bredenkamp | Treasurer: Mr Brink van Schalkwyk
Secretary: Mrs Michelle Kotze | Member: Mr Dewet Marais | Member: Mr Leon van Zyl



12.3.2 If the President is absent from or unable to preside at a Council meeting the Vice President must preside at the meeting.

12.3.3 Any person other than the President presiding at a Council meeting has the same powers as the President in respect of the meeting.

12.4.1 The Secretary -

- (a) must keep minutes of the proceedings at Council meetings; and
- (b) must at least 7 days prior to a proposed Council meeting distribute a notice and agenda of the proposed meeting and the minutes of previous meetings to members of the Council.

12.4.2 If circumstances do not allow that notice of at least 7 days referred to in article 12.4.1(b) be given, shorter notice of proposed Council meetings may be given if at least two thirds of the Council members agree to the shorter notice period.

12.5.1 Fifty per cent plus 1 of the Council members form a quorum for Council meetings.

12.5.2 Council meetings are held according to normal meeting procedures. Zoom/Google Meet/Teams meetings are allowed.

12.5.3 The person presiding at a Council meeting has a deliberative vote and, in the event of an equality of votes, also a casting vote.

12.5.4 The minutes of every Council meeting must be submitted for approval at the next Council meeting.

12.6 Any resolution by the majority of Council members at a Council meeting is the resolution of the Council.

13. **EXTRAORDINARY COUNCIL MEETINGS**

13.1 At least 5 Council members may in writing request that an extraordinary Council meeting be convened.

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- 13.2 The Council members requesting the extraordinary Council meeting must circulate notice and the agenda of the extraordinary Council meeting to all Council members at least 7 days before the proposed meeting.
- 13.3 Agenda points in addition to the points raised by the Council members referred to in article 13.1 for the extraordinary Council meeting may only be tabled by a club committee via its representatives.
- 13.4 Fifty per cent plus 1 of the Council members form a quorum for an extraordinary Council meeting.
- 13.5 Only matters for which the extraordinary Council meeting was convened, and which appear on the agenda thereof may be discussed at the meeting.
- 13.6 Any resolution by at least two thirds of Council members at an extraordinary Council meeting is the resolution of the Council.
- 13.7.1 The President, except if the matter under discussion at the meeting relates to the competency or conduct of the President, presides at extraordinary Council meetings.
- 13.7.2 If the President is absent from or unable to preside at an extraordinary Council meeting the Vice President must preside at the meeting, except if the matter under discussion at the meeting relates to the competency or conduct of the Vice-President.
- 13.7.3 Any person other than the President presiding at an extraordinary Council meeting has the same powers as the President in respect of the meeting.
- 13.8 The Secretary must keep minutes of the proceedings at extraordinary Council meetings.
- 13.9 Extraordinary Council meetings are held according to normal meeting procedures.
- 13.10 The person presiding at an extraordinary Council meeting has a deliberative vote and, in the event of an equality of votes, also a casting vote.

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13.11 The minutes of every extraordinary Council meeting must be submitted for approval at the next Council meeting.

14. **FINANCES OF THE FEDERATION**

14.1 Council generates the Federation's own funds by way of membership fees, donations, sponsorships, interest on investments, subsidies and other funds accruing to the Federation.

14.2 Funds of the Federation may only be utilised for the promotion of the objectives of the Federation.

14.3 The Treasurer must keep books of account of the finances of the Council which must be audited annually, and the report of the auditor must be submitted and discussed at the AGM for approval.

14.4 The Council authorises expenditure of the Federation and resolutions in this regard must be fully and accurately minuted.

14.5 Signatories for expenditure and for any other transaction relating to the finances of the Federation are the President, the Vice-President and the Treasurer, of which two signatures are required at any given time.

14.6 The financial year of the Federation ends on the 31st of December of each year.

15. **ANNUAL GENERAL MEETING**

15.1.1 The President -

(a) presides at the AGM; and

(b) determines, in coordination with the chairpersons of the clubs and the Secretary the agenda, date, place and time of the AGM.

15.1.2 If the President is absent from or unable to preside at the AGM the Vice President must preside at the AGM.

15.1.3 Any person other than the President presiding at the AGM has the same powers as the President in respect of the AGM.

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- 15.2 The AGM is the highest body of members and the highest authority of the Federation, except where an EGM has been convened in respect of a specific matter.
- 15.3 The AGM is held annually to discuss topics of general interest, approve reports and decide upon matters of relevance.
- 15.4.1 The Secretary must at least 21 days prior to the date of the proposed AGM circulate written notice and the agenda of the AGM to all members.
- 15.4.2 If circumstances do not allow that notice of at least 21 days referred to in article 15.4.1 be given, shorter notice and agenda of a proposed AGM may be given or be regarded as properly given as contemplated in that article, if at least two thirds of the Council members agree to the shorter notice period.
- 15.4.3 In exceptional circumstances, if at least two thirds of the Council members so agree, notwithstanding articles 15.6.1.1 and 15.6.1.2, a member may propose at an AGM that a motion or agenda point be discussed at the AGM.
- 15.4.4 A member may not regard the AGM invalid if the member accidentally does not receive notice thereof.
- 15.5 Subject to articles 15.4.2 and 15.4.3, and in order to give effect to article 15.4.1, the Secretary must be in possession of any motions or agenda points for discussion submitted by members at least 45 days prior to the AGM.
- 15.6.1.1 In addition to any standing motion and standing agenda point on the agenda of the AGM as contemplated in article 15.4.1, any motion or agenda point intended for the AGM may only be proposed by a club and the motion or agenda point must be approved by a two-thirds majority vote by the club committee timeously to comply with the timeframes contemplated in articles 15.4.1 and 15.5.
- 15.6.1.2 Individual members -
- (a) may only propose a motion or agenda point via his or her club; and
 - (b) must propose a motion or agenda point timeously in order to comply with the timeframes contemplated in articles 15.4.1 and 15.5.

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- 15.7.2.1 If a motion or agenda point is not approved by a two thirds majority vote by a club committee the proposer may in writing appeal to the President.
- 15.7.2.2 The President may allow the appeal and decide that the motion or agenda point concerned may be tabled if *it will still comply with the timeframes* contemplated in articles 15.4.1 and 15.52 or may not allow the appeal.
- 15.8 Motions rejected by an AGM may not be tabled at the next AGM.
- 15.9 The Secretary must keep minutes of the proceedings at the AGM and the minutes must be submitted to the next AGM for approval.
- 15.10.1 The members present at an AGM form a quorum for that meeting.
- 15.10.2 At the AGM every member has one vote and the person presiding at the AGM has a deliberate vote and, in the event of an equality of votes, also a casting vote.
- 15.11 The Secretary must inform members of all resolutions made by the AGM within 30 days after the AGM.
- 15.12 The Council must determine the date, time and place where the AGM will be held.
- 15.13.1 At the AGM voting must take place by ballot, unless the AGM unanimously decides on a different method of voting.
- 15.13.2 Any resolution by two thirds of the members at the AGM is the resolution of the AGM.
- 15.14.1 The items on the agenda of the AGM must be finalised as follows:
1. Opening
 2. Read and approval of minutes of previous AGM and any extraordinary general meetings that were held before the AGM.
 3. Discussion of subjects from the minutes.
 4. Discussion of President's annual report.
 5. Discussion of auditor's financial statement and honoraria, if applicable.

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6. Discussion of agenda points and any changes in this Constitution or any Annexure and any motions of which proper notice in terms of the Constitution were given.
7. Ratification of decisions taken by the Council since the previous AGM.

15.14.2 There will be no "General" discussion points on the agenda of the AGM and only matters on the agenda or proposed as contemplated in articles 15.4.2 and 15.4.3 may be discussed.

15.15 Meetings at an AGM must be held according to normal meeting procedures.

16. **EXTRAORDINARY GENERAL MEETING**

16.1 An Extraordinary General Meeting of Members ("EGM") may be convened -

- (a) by a written request submitted to the Secretary by a two thirds majority vote of the management of at least 3 clubs; or
- (b) by the Council.

16.2 The Secretary must circulate notice and the agenda of the EGM to all members within 7 days of the request and at least 21 days prior to the date of the proposed meeting.

16.3 A member may not regard an EGM invalid if the member accidentally does not receive notice thereof.

16.4 Those members present at the EGM form a quorum.

16.5 At an EGM voting must take place by ballot, unless the EGM unanimously decides on a different method of voting.

16.6 Only matters for which the EGM was convened and which appear on the agenda thereof may be discussed at the meeting.

16.7.1 The President presides at the EGM, except if the matter under discussion at the meeting relates to the competency or conduct of the President.

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- 16.7.2 If the President is absent from or unable to preside at the EGM the Vice President must preside at the EGM, except if the matter under discussion at the meeting relates to the competency or conduct of the Vice-President.
- 16.7.3 Any person other than the President presiding at the EGM has the same powers as the President in respect of the EGM.
- 16.8 Any resolution by two thirds of the members at the EGM is the resolution of the EGM.
- 16.9 The Secretary must keep minutes of proceedings at the EGM and the minutes of an EGM must be submitted for approval at the next AGM, and may also be submitted at a next EGM if the meeting so resolves.
- 16.10 At an EGM every member has one vote and the person presiding at the EGM has a deliberate vote and, in the event of an equality of votes, also a casting vote.
- 16.11 Meetings at an EGM must be held according to normal meeting procedures.

17. **CLUBS**

17.1 **Club committees and Constitutions of clubs**

- 17.1.1 Clubs through its club committees are responsible for the achievement of the objectives of the Federation at local level.
- 17.1.2 A club secretary must provide a copy of the constitution of the club to the Councill Secretary.
- 17.1.3.1 A club committee must consist of at least 5 members, filling the positions of chairperson, vice-chairperson, secretary, treasurer and 1 additional member, but the Council may waive, for the period and on the conditions determined, the requirements relating to the minimum number of members of a club committee.
- 17.1.3.2 A club may determine the portfolios of the additional members.

17.2 **Clubs, the establishment of clubs and application for approval**

- 17.2.1.1 Subject to clause 7.9 and read with clauses 9.1.1.1 and 9.1.2(c), a club consists, subject to clause 17.2.1.1.2, of at least 5 Active members, who must all be paid up members and who endorse the Constitution of the club and this Constitution.

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- 17.2.1.2 The Council may waive, for the period and on the conditions determined, the requirements relating to the minimum number of members of a club as contemplated in clause 17.2.1.1.1.
- 17.2.2 The establishment of new clubs may not lead to the decline of existing clubs and members are encouraged to rather join existing clubs if it is geographically feasible.
- 17.2.3 Any group of persons who intend to join the Federation as a club must -
- (a) form a steering committee, consisting of at least 3 members; and
 - (b) through the steering committee apply in writing to the Council for approval, and the application must contain or be accompanied by -
 - (i) a completed Federation Application form in respect of all proposed members;
 - (ii) the proposed name of the proposed club;
 - (iii) the official postal address of the proposed club;
 - (iv) a copy of the constitution of the proposed club; and
 - (v) proof of payment in the Federation's account of the membership fees concerned.
- 17.2.4.1 After receipt of the application as contemplated in article 17.2.3(b) to (e) the Council must appoint one or more of its members (the "evaluating committee") to locally evaluate the club and the application and to submit a report in this regard to the Council.
- 17.2.4.2 The evaluating committee must determine the following, namely whether -
- (a) the proposed club has access to -
 - (i) a suitable route along which an endurance ride course of at least 80 kilometers can be planned and marked;

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- (ii) all the facilities necessary to hold an official ride, i.e. a well-furnished terrain which can serve as a starting and finishing point;
- (b) the proposed club is in possession of a copy of this Constitution and Annexures relating to the administration and organization of rides, the participation in rides and the planning and marking of routes (which can be obtained from the Secretary);
- (c) the proposed club has access to or owns its own equipment such as route indicators, drinking troughs, a sound system, trained timekeepers, course officials and a veterinarian; and
- (d) the proposed club will reasonably be able to present and hold endurance rides; and
- (e) the establishment and approval of the new club -
 - (i) is geographically justified; and
 - (ii) will not harm any existing club in the area to be served by the proposed club.
- (f) The proposed club has at least 5 Active Paid-up Members
- (g) The proposed club must hold at least one (1) Endurance ride per Year.

17.2.5 The report referred to in Article 17.2.4.1 -

- (a) must deal with the matters contemplated in article 17.2.4.2(a) to (g);
- (b) may deal with any matter which the evaluating committee wishes to report to the Council; and
- (c) must state whether the evaluating committee recommends the establishment and approval of the proposed club.

17.2.6 The Council -

- (a) must consider the application concerned on the merits thereof;

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- (b) may request further or additional information to be submitted to it; and
- (c) after consideration of the application and any further or additional information requested, if any, approve or refuse the establishment of the proposed club.

17.2.7 The Secretary must inform the proposed club of the decision of the Council referred to in article 17.2.6(c) within twenty 21 days after it has been taken.

17.2.8 If the Council has refused the application the Secretary/Treasurer must-

- (a) repay to the proposed club the membership fees concerned,
- when informing the club of the decision of the Council as contemplated in article 17.2.7.

17.3 **Change of address of clubs**

Every club secretary must inform the Secretary of any change in the official postal address of the club.

17.4 **Dissolution of club**

17.4.1 If a club intends to be dissolved the club secretary must notify the Council thereof, as well as of the date on which the dissolution meeting will take place.

17.4.2 The Council may delegate one or more Council members to attend the meeting referred to in article 17.4.1.

18. **AMENDMENTS TO THE CONSTITUTION AND TO ANNEXURES**

18.1 The Council must keep abreast with developments and must adapt this Constitution and any Annexures referred to in article 25 accordingly from time to time.

18.2 Subject to article 18.4.1, the Council may amend this Constitution and any Annexure by a two-thirds majority vote, and all amendments will only become effective on the date and time as approved and announced by the Council.

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18.3 Council members and members may also amend this Constitution and any Annexures by proposing a motion in this regard to the AGM or to the Council.

18.4.1 Although Council may change this Constitution and any Annexure with a two-thirds majority, the AGM as the highest authority of the Federation or an EGM may overrule any amendment of this Constitution by the Council.

18.4.2 The AGM or an EGM may amend this Constitution and any Annexure by a two thirds majority vote, and all amendments become effective on the date and time as approved and announced by the AGM or the EGM, as the case may be.

19. **LIMITATION OF PUBLIC LIABILITY OF THE FEDERATION AND DISPUTE RESOLUTION**

19.1 Any horse, vehicle or article brought to an endurance ride venue under the auspices of the Federation for whatever purpose whatsoever is done so at the owners risk.

19.2 The Federation or a club is not responsible for any damage or injury suffered by members or visitors at an endurance ride.

19.3 Any member or visitor riding a horse at an endurance ride, whether the horse is their property or not, does so at their own risk.

19.4 Any dispute regarding the interpretation, application or enforceability of this Constitution or any Annexure which cannot be solved must first be referred to the Council or the AGM, and thereafter to the Namibian Sports Commission before any other action may be sought by any member.

20. **STRUCTURE OF COUNCIL IF ANY CLUB PREFERS NOT TO ATTEND COUNCIL MEETINGS**

20.1 If the representatives of any club fail without apology to attend two consecutive council meetings the representatives concerned forfeit their representation on the Council.

20.2 In a case referred to in article 20.1 -

(a) the representatives concerned must vacate their posts on the club committee concerned; and

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(b) the club concerned must designate two other representatives to serve on the Council.

20.3 Subject to article 20.4, an individual member of a club may become a member of any other club if he or she wishes to. The said member must be in good standing with his current club before he becomes a member of the other club.

20.4 No other club is under any obligation whatsoever to accept a member referred to in article 20.3 and that decision vests solely in the discretion of the club committee concerned. The club secretary must obtain a good standing letter from the members previous club before he is allowed to become a member of the new club.

21. LANGUAGE POLICY

21.1 All official correspondence from the Council to all Namibian Government Ministries must be in English.

21.2 Correspondence from the Council to other international organisations must be in English as decided by the writer.

21.3 Correspondence from the Council to clubs will be in English, with a summary in the other language.

21.4 Correspondence from clubs to Council must be in English.

21.5 Correspondence from a club committee to its members may be in Afrikaans or English.

22. FEI ACCREDITATION OF FEDERATION OFFICIALS AND MEMBERS

22.1 Federation officials and members who intend to obtain FEI accreditation must apply for approval from the Council.

22.2 All correspondence and communication to the FEI must be done through the Endurance Steward General only.

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23. **METHOD OF COMMUNICATION**

- 23.1 All communication within the Federation is done electronically via e-mail and/or WhatsApp, and in between meetings matters may be proposed, discussed and resolved by the Council via e-mail/WhatsApp.
Meetings may be held by Zoom/GoogleMeet/Teams. At least one (1) meeting per year must be held in person.

24. **TERMINATION OF OFFICE OF COUNCIL MEMBERS**

The term of office of a Council member may be terminated at any time

- (a) by the resignation of the member;
- (b) by the Council after the Council has afforded the member an opportunity to be heard;
- (c) if the club of the member gives notice to the Council that the club committee or club AGM, after affording the member an opportunity to be heard, has with a two-thirds majority terminated the service period of the member of the club; or
- (d) if the membership of the Council member is terminated by virtue of disciplinary proceedings against the member.

25. **ANNEXURES**

25.1.1 The Annexures/Rules below form part of this Constitution, namely -

- (a) Annexure 1: Example of a Club Constitution, which explains the responsibilities and provisions governing clubs and club committees; and
- (b) Annexure 2: Endurance Ride Invitation Draft.

25.1.2 The Council -

- (a) may from time to time amend any Annexure referred to in Article 25.1.1;
- (b) must prepare, in addition to the Annexures referred to in Article 25.1.1, additional Annexures to this Constitution which provide for -
 - (i) uniform Veterinary Regulations;

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- (ii) uniform Equine Anti-Doping and Medication Rules; and
- (iii) such other matters as the Council may deem necessary.

25.2 For the purposes of Articles 25.1.1 and 25.1.2 the Council may adopt or incorporate, with amendments or without amendments, in Annexures so amended or made the provisions of any standard or international publication (including any regulations or rules made by the FEI) or any part thereof, by reference to the standard or international publication or part thereof, without the publication of the provisions of the standard or international publication in the Annexure.

25.3 When a publication is adopted or incorporated as contemplated in article 25.2, the Annexure concerned must indicate whether the publication is adopted or incorporated as it is at a specific date or whether it is adopted as amended from time to time by the publishing body.

25.4 When a publication is adopted or incorporated as contemplated in article 25.2, the publication may be adopted or incorporated with such amendments as are indicated in the Annexure concerned.

26. **DELEGATION OF POWERS AND ASSIGNMENT OF DUTIES OR FUNCTIONS BY COUNCIL**

26.1 The Council may in writing -

- (a) delegate any power conferred on the Council by this Constitution, excluding the power -
 - (i) to amend or prepare Annexures;
 - (ii) to hear and adjudicate any disciplinary hearing; and
 - (iii) to determine any appeal under this Constitution,to any Council member, committee of the Council or any club; and
- (b) assign any duty or function imposed upon the Council by this Constitution to any Council member, committee of the Council or any club.

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26.2 The Council -

- (a) is not divested of any power delegated or any duty or function assigned under article 26.1;
- (b) may vary or set aside any decision made under the power so delegated or perform any duty or function so assigned; and
- (c) at any time withdraw the delegation of any power or the assignment of any duty or function.

26.3 If a decision varied or set aside under article 26.2(b) relates to any person, that person may, within 14 days after the variation or setting aside of the decision, make written representation to the Council regarding the variation or setting aside.

27. **DISSOLUTION OF THE FEDERATION**

27.1 The Federation may only be dissolved with a two thirds majority vote of members present at an AGM or an EGM specially convened for that purpose.

27.2 The Secretary must circulate written notice of the dissolution meeting to all members at least 21 days before the proposed meeting.

27.3 Those members present at the AGM or the EGM form a quorum.

27.4 A decision to dissolve the Federation must be circulated to all club secretaries within 7 days after the meeting at which the decision was taken.

27.5 Dissolution of the Federation only becomes effective once all obligations, financial or otherwise towards members, clubs, the Council or any party legally claiming moneys from the Federation, if possible, have been met.

27.6 All assets of the Federation must after dissolution of the Federation be transferred to an institution or organisation nominated by the AGM or the EGM.

28. **ACCURATE REFLECTION OF THE CONSTITUTION**

28.1 This is the fourth revision of the original Constitution, written, compiled, considered and approved in English.

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28.2 The approved copy of this Constitution and any Annexures referred to in article 25 must be kept by the Secretary in book form (hard copy), as well as a soft (electronic) copy.

Signed on this day of 2024 at

on behalf of the Federation.

.....
PRESIDENT NAME

.....
VICE PRESIDENT NAME

.....
PRESIDENT SIGNATURE

.....
VICE PRESIDENT SIGNATURE

NAMIBIA ENDURANCE RIDING FEDERATION



[HTTPS://NERF.ORG.NA](https://nerf.org.na)



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Namibia Endurance Riding Federation

Registered National Sports Body with the NSC

President: Mr Dieter Neumann | Vice President: Mr Mike Bredenkamp | Treasurer: Mr Brink van Schalkwyk
Secretary: Mrs Michelle Kotze | Member: Mr Dewet Marais | Member: Mr Leon van Zyl



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