

MODEL STATUTES FOR NATIONAL FEDERATIONS

Introduction

Dear National Federations Members,
Dear prospective National Federations,

This Model Statutes for National Federations is based on the latest and highest standards of good governance as well as recommendations from different organisations, including but not only, the International Olympic Committee (IOC) and the Association for Summer Olympic International Federations (ASOIF).

This Model Statutes has been created by the FEI to guide the National Federations to codify the main principles and norms that govern equestrian sport in their country.

In the FEI's views, it is highly recommendable for National Federations to have proper Statutes for the following reasons:

1. To clearly define the National Federation's purposes and objectives;
2. To reflect the National 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 horse sport in your country;
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 FEI Rules & Regulations and with the Olympic Charter.

It is acknowledged that there is no one-size-fits-all solution. National Federations (both current FEI members and prospective members) differs one from each other in terms of financial resources, staff, geographical and political distribution and size, number of registered members, numbers of international competitions, etc. For this reason, the Model Statutes is provided as a general reference and must be adapted to their own realities. Likewise, it is acknowledged that different terms can be used to define the same reality. For example General Assembly can be also called General Meeting; Executive Board could also be Executive Council or simply Council. This Model Statutes use a similar terminology that the FEI Statutes. National Federations are invited to use the terms that better fit their needs.

While FEI National Federations Members are autonomous national entities whose Statutes must respect their national legislations, they will find in this Model Statutes a number of minimum elements that the FEI considers to be essential for the National Federation Statutes.

Any questions that you may have can be addressed to the FEI Director of Governance & Institutional Affairs at Francisco.lima@fei.org.

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	CONTENT AREAS	NOTES	SAMPLE CLAUSES
SECTION 1 IDENTIFICATION, PURPOSES & PRINCIPLES	Name and Headquarters of the Organisation	<p>This Article introduces the Organisation, including reference to what type of legal entity is.</p> <p>Examples of Legal entities are:</p> <ul style="list-style-type: none"> - Country-based voluntary association - Company limited by shares - Company limited by guarantee - Charity - Not-for profit association - Others (in that case please specify) 	<p>Article 1 - Name and Headquarters</p> <p>1.1 The National Federation of [insert country] (NF) has been established on [insert date] and is the sole national governing body for equestrian sport in [insert country].</p> <p>1.2 The official Name of the NF is [insert official name].</p> <p>1.3 The NF is an association [specify legal entity] established in accordance with the [insert country] law.</p>

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
<p style="text-align: center;">SECTION 1</p> <p style="text-align: center;">IDENTIFICATION, PURPOSES & PRINCIPLES</p>	<p>Purposes/ Objectives</p>	<p>Decide what your NF's purpose and objectives are. These article describes the core activities / scope of work of your NF.</p> <p>Equestrian Disciplines</p> <p>The Statutes shall also define what Equestrian Disciplines your NF is responsible for in your country.</p> <p>The NF could be responsible for disciplines that are not FEI-Disciplines.</p>	<p>Article 2 - Objectives</p> <p>NF works with its Members to regulate, promote and develop equestrian nationally and to prepare Athletes and Horses for national and international competition.</p> <p>The NF's objectives are:</p> <p>2.1 To be the sole authority in [insert country] for the following Equestrian Disciplines [insert Disciplines]</p> <p>2.2 To preserve and protect the welfare of the Horse.</p> <p>2.3 To uphold, maintain and publish the NF Statutes.</p> <p>2.4 To regulate equestrian nationally.</p> <p>2.5 To preserve and protect the natural environment.</p> <p>2.6 To promote equestrian as a sport for people of all ages and all abilities.</p> <p>2.7 To develop competition structures and pathways for Athletes from beginner to elite level.</p> <p>2.8 To provide training and education opportunities for all involved in equestrian, including but not only Athletes, Horses, trainers, grooms, veterinarians, officials and organisers.</p> <p>2.9 To encourage the formation of new Members and encourage the cooperation between Members.</p> <p>2.10 To seek corporate and government funding for the NF and the equestrian sport.</p> <p>2.11 To ensure the integrity of equestrian and ensure fair competition free from doping and manipulation of the outcome of competitions.</p>

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
<p style="text-align: center;">SECTION 1</p> <p style="text-align: center;">IDENTIFICATION, PURPOSES & PRINCIPLES</p>	<p style="text-align: center;">Principles</p>	<p>Define the key principles the NF will be governed by.</p>	<p>Article 3 - Principles</p> <p>3.1. Autonomy</p> <p>The NF shall manage its internal affairs with total independence. It shall ensure that no third party interferes in its governance and operations.</p> <p>3.2. Ethics & Integrity</p> <p>The NF is committed to promoting a safe sporting environment and therefore all forms of harassment and abuse are prohibited and will not be tolerated by the NF.</p> <p>3.3. Conflict of Interest</p> <p>Members of any decision making body of the NF shall be independent in their decisions. No one with a personal or business interest in the issue under discussion shall be involved in the decision.</p> <p>It is the individual's responsibility to declare a conflict of interest.</p> <p>3.4. Non-discrimination</p> <p>The NF is based on the principle of equality and mutual respect between all Members, without regard to race, sex, sexual orientation, language, ethnicity, political opinion or other opinion, national or social origin, religion, property, birth or other status.</p> <p>Anyone in the NF shall perform their duties in a non-discriminatory manner.</p> <p>3.5. Equal opportunity</p> <p>The NF shall encourage and support the promotion of gender equality, inclusion and diversity in sport at all levels and in all structures with a view to implementing the principle of equality of men and women.</p> <p>3.6. FEI</p> <p>The NF recognises the FEI as the sole authority and governing body for FEI equestrian disciplines. The NF agrees to be bound by the FEI rules and regulations. The NF agrees not to become member or recognise or otherwise support any other international organisation with a similar purpose except those recognised by the FEI.</p> <p>3.7. Good Governance</p> <p>The NF encourages and supports the promotion and implementation of ethics and of the basic principles of good governance in equestrian sport and in the NF organisation.</p>

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
SECTION 2 MEMBERSHIP	Members	<p>This Section defines members who can be a member of the NF.</p> <p>You shall consider what membership structure fits better your own reality, geographical and political distribution and structure of your country.</p> <p>You can also consider if there is only one kind of member or can there be other membership qualification that includes for example non-voting rights members.</p>	<p>Article 4 – Members</p> <p>Members of the NF shall be an affiliated equestrian club or association or other organisation or individual which have been accepted into the membership of the NF under these Statutes.</p>

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
<p style="text-align: center;">SECTION 2 MEMBERSHIP</p>	<p>Rights of Members</p>	<p>You shall define what the right of the NF Members are.</p>	<p>Article 5 – Rights of Members</p> <p>Members of the NF shall be entitled to privileges including:</p> <p>5.1. To be represented at and participate in and vote at the General Assembly.</p> <p>5.2. To make proposals to the General Assembly.</p> <p>5.3. To nominate candidates for election onto the Executive Board / Board or any other body requiring election by a General Assembly.</p> <p>5.4. To enter Athletes and Horses into FEI sanctioned equestrian competitions.</p> <p>5.5. To host NF and FEI sanctioned equestrian competitions.</p> <p>5.6. To have their Athletes considered for selection to represent equestrian at international tournaments, competitions, multi-sport games and national championships.</p> <p>5.7. To participate in all activities organised by the NF.</p> <p>5.8. To request for, and subject to the approval of the NF, receive assistance wherever possible from the NF.</p>

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
<p>SECTION 2</p> <p>MEMBERSHIP</p>	<p>Obligations of Members</p>	<p>Detail what the obligations of the Members are.</p> <p>Define how the level of subscription is determined.</p> <p>Who decides that (see the Article about the powers and functions of the General Assembly).</p> <p>What are the on-going membership requirements?</p> <p>What are the consequences if the member does not pay?</p>	<p>Article 6 – Obligations of Members</p> <p>The obligations of Members shall include:</p> <p>6.1. To abide by the Statutes of the NF.</p> <p>6.2. To accept and enforce all decisions, resolutions and directions or orders of the NF which are made in conformity with the Statutes and other regulations of the NF.</p> <p>6.3. To pay the Subscription no later than [insert a deadline – for example the day before the General Assembly].</p>

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
<p style="text-align: center;">SECTION 2</p> <p style="text-align: center;">MEMBERSHIP</p>	<p style="text-align: center;">Admission to Membership</p>	<p>What is the process to become a member?</p> <p>What is the criteria and process to become a member?</p>	<p>Article 7 – Admission to Membership</p> <p>7.1. Applications for membership of the NF shall be made in writing and signed by the individual member or by the President or Secretary General of the applicant club or association or organisation. The application shall be sent to the Secretary General of the NF.</p> <p>7.2. The application shall include the following:</p> <p style="margin-left: 20px;">7.2.1. Individual/club/ association/organisation name;</p> <p style="margin-left: 20px;">7.2.2. Physical address;</p> <p style="margin-left: 20px;">7.2.3. Main contact person and contact details;</p> <p style="margin-left: 20px;">7.2.4. In case of a club/ association/organisation, the names of the elected officers including President, Treasurer and Secretary;</p> <p style="margin-left: 20px;">7.2.5. In case of a club/ association/organisation, the number of affiliated Athletes and Horses;</p> <p style="margin-left: 20px;">7.2.6. A declaration that the applicant agrees to be bound by the Statutes and any other regulations of the NF;</p> <p style="margin-left: 20px;">7.2.7. Payment for the Subscription for the current year; and</p> <p style="margin-left: 20px;">7.2.8. [insert any other information required to become a Members].</p> <p>7.3. The application for membership shall be reviewed by the Executive Board to ensure that the application complies with the requirements of membership of the NF.</p> <p>7.4. Any application that does not comply with the requirements shall be sent back to the applicant concerned, and shall be advised of how the application does not comply with the requirements.</p> <p>7.5. All applications that comply with the requirements under the Statutes shall be approved by the General Assembly.</p>

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
<p>SECTION 2</p> <p>MEMBERSHIP</p>	<p>Cessation of Membership</p>	<p>The Statutes needs to be clear about the process for a Member to resign and also specify what body has the power to expel a Member and what reasons could result in an expulsion of a Member.</p>	<p>Article 8 – Cessation of Membership</p> <p>A Member shall cease to be a Member of the NF:</p> <p>8.1. If it is in breach of the Statutes of the NF and a General Assembly by a simple majority of Votes Cast decides that such a Member shall cease to be a Member.</p> <p>8.2. If a Member gives one (1) month Notice in writing of its withdrawal of its membership of the NF.</p> <p>8.3. If a Member is in arrears with its annual Subscription fee or other sums due to the NF for more than [insert period – for example six (6) months].</p>

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
SECTION 3 ORGANISATION	Governance Structure	<p>You shall define:</p> <p>What the governance structure of the NF is. The Clause provided is as a matter of example. You shall adapt it accordingly.</p> <p>What are the bodies responsible for managing the NF?</p> <p>What is the name of the elected body that manages the affairs between meetings?</p>	<p>Article 9 – Governance Structure</p> <p>The NF shall be governed by:</p> <p>9.1. General Assembly; and</p> <p>9.2. The Executive Board and / or Board between General Assemblies.</p>

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
SECTION 3 ORGANISATION	Ordinary General Assembly	<p>The Statutes needs to define the role of the General Assembly and the functions and powers of the General Assembly.</p> <p>The power and functions can then be used as the standard items of the General Assembly agenda.</p> <p>The wording of the powers and functions can define what needs to be approved by the General Assembly (a decision by the General Assembly).</p> <p>The wording can show what is received by the General Assembly (as a report for the information of the General Assembly – but not to make a decision).</p>	<p>Article 10 – Ordinary General Assembly</p> <p>10.1. The General Assembly of the NF shall be held annually. The date, time, venue shall be decided by the Executive Board.</p> <p>10.2. The General Assembly has the following functions and powers:</p> <p style="margin-left: 20px;">10.2.1. To approve the minutes of the last General Assembly;</p> <p style="margin-left: 20px;">10.2.2. To receive the annual report from the Executive Board/Board;</p> <p style="margin-left: 20px;">10.2.3. To approve the audited financial statements for the previous financial year;</p> <p style="margin-left: 20px;">10.2.4. To approve the independent auditor for the current financial year;</p> <p style="margin-left: 20px;">10.2.5. To approve the Subscription for the next year;</p> <p style="margin-left: 20px;">10.2.6. To receive the long term plan of the NF;</p> <p style="margin-left: 20px;">10.2.7. To deal with agenda items for which due Notice has been received;</p> <p style="margin-left: 20px;">10.2.8. To elect members of the Executive Board/Board as and when required;</p> <p style="margin-left: 20px;">10.2.9. To appoint the members of the independent Appeal Committee;</p> <p style="margin-left: 20px;">10.2.10. To hear any other discussion on points for which decisions are not required.</p>

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
SECTION 3 ORGANISATION	Calling an Ordinary General Assembly / Notice of Meetings	<p>The Statutes needs to clearly define the process and timelines for calling an Ordinary General Assembly.</p> <p>There must be fair and reasonable time frames in calling General Assemblies.</p> <p>Proposals & Amendments</p> <p>The Statutes needs to define how a Member can put a proposal on the agenda of an Ordinary General Assembly or nominate someone for an elected position.</p> <p>There should to be a process of informing the membership of proposals / nominations received.</p> <p>Nominations</p> <p>The process for making amendments to any proposal also needs to be described.</p> <p>The process of nominating a delegate must be clear.</p>	<p>Article 11 – Notices</p> <p>11.1. A calling Notice in writing of the date of the Ordinary General Assembly shall be sent to the Members [insert time – for example ninety (90) calendar days] before the date of the meeting announcing the date, time and location of the club/ association/organisation. Notices shall be copied to all Members of the Executive Board/Board.</p> <p>11.2. The Notice shall provide the deadline to receive proposals for the agenda including proposals from the Executive Board/Board and nominations for any elections which shall not be less than [insert time – for example sixty (60) calendar days] before the date of the Ordinary General Assembly.</p> <p>11.3. Proposals for the Ordinary General Assembly agenda shall be sent by Members to the NF Secretary General so as to reach the NF no later than the deadline for proposals to the Ordinary General Assembly.</p> <p>11.4. The agenda for the meeting, shall be sent to Members not less than [insert time – for example thirty (30) calendar days] before the date of the General Assembly.</p> <p>11.5. Members may give Notice of an amendment to proposals on the agenda by writing to the NF Secretary General to reach the Secretary General [insert time – for example no later than ten (10) days before the meeting].</p> <p>11.6. Members may nominate [insert the number of delegates – for example two (2)] delegates to the General Assembly, one (1) of whom shall be the Voting Delegate at the General Assembly. Members shall provide the names of the delegates to the Secretary General not later than [insert time – for example five (5) days] before the meeting using the delegate nomination form designed for such purpose. A delegate may represent only one (1) Member at the meeting.</p>

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
SECTION 3 ORGANISATION	Meeting Procedure	<p>The Statutes shall define:</p> <p>Quorum What a quorum is for the Ordinary General Assembly.</p> <p>Representation & Voting Strength What is the voting strength of each Member? The role of the Chair needs to be clear (e.g. does the chair have a vote?) Who shall be the Chair of the meeting if not the President? How is a Chair appointed?</p> <p>Proposals on the Agenda How are proposals on the agenda dealt with at the meeting?</p> <p>Methods of Voting What is the method of voting? When a secret ballot is necessary? Will proxy votes be allowed? If yes, what will be the guidelines for such proxy votes?</p> <p>Methods Majorities to pass a proposal What are the voting majorities for different types of proposals – this must be clearly defined (for example: for ordinary items /proposals, to change the wording of the Statutes, to dissolve the NF); If there is a tie / equal numbers of votes – how is this dealt with?</p> <p>Speaking Rights Speaking rights – who can speak at the meeting?</p>	<p>Article 12 – Ordinary General Assembly Procedures</p> <p>12.1. A Quorum shall be not less than [insert a number – for example one third (1/3)] of Voting Delegates entitled to attend the General Assembly. Each Voting Delegate shall have one (1) vote.</p> <p>12.2. The President shall act as the Chair of all Ordinary General Assemblies. In the absence of the President, the Vice President shall act as Chair. In the absence of both the President and Vice President the meeting shall elect a Chair.</p> <p>12.3. General Assemblies shall be conducted in conformity with these Statutes.</p> <p>12.4. Proposals at Ordinary General Assemblies shall be decided by Votes Cast.</p> <p>12.5. Voting for general items on the agenda shall be by a show of hands or proclamation of voice unless the Chair or a Member proposes a secret ballot which is agreed by a [insert time – for example simple majority] of the Voting Delegates present.</p> <p>12.6. Voting for the election of the Executive Board/Board and other elections shall be by secret ballot or as otherwise agreed by the meeting.</p> <p>12.7. The Voting Delegate must be present in person in order to vote. No proxy-votes are permitted.</p> <p>12.8. Any proposal to amend the Statutes shall have a two-third (2/3) majority of Votes Cast.</p> <p>12.9. If after voting in an election there is a tie, a second round of voting shall take place. If the second round of voting results in again in a tie, the Chair shall resolve the matter with the Chairs casting vote.</p> <p>12.10. Members of the Executive Board, Members’ delegates, or personnel specifically staffed for the efficient running of the meeting shall have the right to attend General Assemblies.</p> <p>12.11. The Executive Board and Members’ delegates have the right to speak at meetings.</p> <p>12.12. The Chair shall have the power to accept or reject observers such as media or sponsors to Ordinary General Assemblies. Observers shall not have speaking rights.</p>

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SECTION 3 ORGANISATION	Extraordinary General Assembly	<p>What is the purpose of an Extraordinary General Assembly? Generally this is a rather unusual event.</p> <p>An Extraordinary General Assembly is usually called to determine some extraordinary business that cannot wait for the next (Ordinary) General Assembly – or where one major decision needs to be resolved at a special meeting.</p> <p>Calling of Extraordinary General Assembly - how does this work?</p> <p>This needs to be detailed in the Statutes.</p>	<p>Article 13 – Extraordinary General Assembly</p> <p>13.1. An Extraordinary General Assembly may be called by the Executive Board or a petition in writing signed by [insert a number – for example - one third (1/3)] of the Members]. The petition in writing shall state the one (1) purpose for the Extraordinary General Assembly meeting being called.</p> <p>13.2. The calling Notice of an Extraordinary General Assembly shall be sent to the Members not later than [insert a number – for example - one (1)] month before the date of the meeting]. The Notice shall detail the agenda item to be discussed at the Extraordinary General Assembly.</p> <p>13.3. The calling notice shall give the date, time and venue for the meeting.</p> <p>13.4. No other business, other than that on the agenda for which the Extraordinary General Assembly is called, shall be decided upon at an Extraordinary General Assembly.</p> <p>13.5. Articles above, when relevant, must also apply to the running of Extraordinary General Assemblies.</p>

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
SECTION 3 ORGANISATION	Executive Board	<p>The Executive Board needs to be defined in the Statutes.</p> <p>This is the body that looks after the day to day business of the NF between General Assemblies.</p> <p>If there is a professional office – then the relationship between the governance / oversight function and operational function needs to be defined.</p> <p>The elected positions need to be detailed.</p> <p>Their responsibilities may be described in bye-laws.</p>	<p>Article 14 – Executive Board</p> <p>14.1. The General Assembly shall elect an Executive Board which shall have the powers to administer the affairs of the NF between General Assemblies.</p> <p>14.2. The Executive Board shall consist of:</p> <p style="margin-left: 20px;">14.1.1. The President;</p> <p style="margin-left: 20px;">14.2.1. [insert a number] Vice Presidents;</p> <p style="margin-left: 20px;">14.2.2. Secretary General;</p> <p style="margin-left: 20px;">14.2.3. Treasurer;</p> <p style="margin-left: 20px;">14.2.4. [insert others as appropriate].</p>

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
SECTION 3 ORGANISATION	Election of the Executive Board	<p>The Statutes must describe the election processes for the elected officials on the body.</p> <p>Decide what will be the term for elected officers and the maximum number of terms (with or without break)</p> <p>What happens if an elected official cannot serve the whole term?</p> <p>What happens then must be defined – especially for the key roles of President, Secretary General and Treasurer.</p>	<p>Article 15 – Election of the Executive Board</p> <p>15.1. Nominations for the Executive Board shall be made by a Member using the nominations form designed for such purpose.</p> <p>15.2. Nominations shall include a short statement on the background and capabilities of the nominee.</p> <p>15.3. Nominations shall reach the Secretary General by the same deadlines as those for proposals to the General Assembly.</p> <p>15.4. The Executive Board members shall serve for a term of [insert a number – example - four (4) years]. The Executive Board members can be re-elected for a maximum of [insert a number – example – twice and whether they would need to make a break or not and how long the break shall be]</p> <p>15.5. If the President is unable to complete the term, the Vice President shall be acting President until the next General Assembly at which elections can be called with due Notice under the Statutes.</p> <p>15.6. Other casual vacancies of the Executive Board shall be filled by other members of the Executive Board.</p> <p>15.7. Elections for any casual vacancies of the Executive Board shall take place at the next possible General Assembly following the Statutes timelines for the nomination of candidates. The length of the term of the newly elected Executive Board member shall be the remaining time left of the original term of the individual being replaced.</p>

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
SECTION 3 ORGANISATION	Executive Board Role and Responsibilities	<p>Define the role.</p> <p>The Statutes must detail the responsibilities of the Executive Board and what powers they have between General Assemblies.</p>	<p>Article 16 – Executive Board Functions and Powers</p> <p>16.1. The Executive Board shall be responsible for the overall running and management of the NF between General Assemblies.</p> <p>16.2. The Executive Board shall have the following functions and powers:</p> <p>16.2.1. To implement the decisions of General Assemblies;</p> <p>16.2.2. To uphold and ensure observance of the Statutes by members of the Executive Board and by the membership of the NF;</p> <p>16.2.3. To take necessary steps to achieve the objectives of the NF as detailed in the Statutes;</p> <p>16.2.4. To determine guidelines, policies, codes of behaviour and other rules which are not under the competent business of the General Assembly as detailed in Article 10;</p> <p>16.2.5. To follow the terms of reference of any of the individual roles prescribed in the Statutes;</p> <p>16.2.6. To appoint a Disciplinary Committee which hears and determines disciplinary matters;</p> <p>16.2.7. To appoint any ad-hoc working groups and committees and oversee their work;</p> <p>16.2.8. To receive reports from any ad-hoc committees, working groups and committees;</p> <p>16.2.9. To determine competition regulations;</p> <p>16.2.10. To ensure NF owned and NF sanctioned events are delivered to a high technical standard;</p> <p>16.2.11. To prepare the annual report including audited financial statements and to oversee the planning and administration of General Assemblies;</p> <p>16.2.12. To make proposals to the General Assembly;</p> <p>16.2.13. To appoint the head of the Secretariat;</p> <p>16.2.14. To oversee the administration and financial management of the NF and determine the authorising signatories for the contracts and legal documents; and</p> <p>16.2.15. To receive reports from the Disciplinary Committee and the Appeals Committee.</p>

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
SECTION 3 ORGANISATION	Executive Board Procedures	<p>Some fundamental procedures for the Executive Board should be detailed in the Statutes.</p> <p>The principles of operation should be no different to the procedures and processes for a General Assembly.</p> <p>Define what voting rights the Executive Board members have at a General Assembly.</p>	Article 17 – Executive Board Procedures <p>17.1. The President and Vice President shall assume the Chair and Deputy Chair of the Executive Board for meeting purposes.</p> <p>17.2. Attendance of [insert a number – for example - more than half] of the Executive Board shall form a Quorum for meetings.</p> <p>17.3. The Executive Board shall meet at least [insert a number – for example - once every two months] with the minutes of the Executive Board being circulated to the Executive Board no later than fourteen days (14) after the Executive Board meeting. Members shall have the right to view the minutes of the Executive Board upon request.</p> <p>17.4. Executive Board members shall not have any voting rights at General Assemblies of the NF unless they are a Voting Delegate of a Member at the meeting.</p>

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
SECTION 4 JUDICIAL PROVISIONS	Discipline	<p>The Statutes must define the role of a disciplinary body and an independent appeal body (independent of the disciplinary body in terms of the particular appeals case that the panel is hearing).</p> <p>There shall not be conflicts of interest</p>	<p>Article 18 – Discipline</p> <p>18.1. The Executive Board or any Disciplinary Committee that it appoints shall have the power on behalf of the NF to penalise a Member or other person for infringement of the NF rules, or for misconduct during competition, or for actions that bring the sport or the NF into disrepute.</p> <p>18.2. The following penalties may be imposed by the NF judicial bodies :</p> <p>18.2.1. Reprimand; 18.2.2. Exclusion or suspension; 18.2.3. Disqualification; 18.2.4. Ban from competition or from performing a function; 18.2.5. Removal of ranking points; 18.2.6. Return of awarded prizes; 18.2.7. Withdrawal of sanction; 18.2.8. Fine; 18.2.9. Any combination of these penalties.</p> <p>18.3. Members or persons dealing with the NF or sharing in its activities, including a person who:</p> <ul style="list-style-type: none"> • participates as an Athlete in an event under the authority of the NF; • officiates in an event under the authority of the NF; • assumes any role within the NF; <p>recognise and accept the following subject to appeals to external appeals bodies and CAS:</p> <ul style="list-style-type: none"> • the Statutes of the NF; • the NF's authority on all matters concerning Equestrian Disciplines; • the mandatory nature of the Statutes; • the NF's jurisdiction and the right to make any decision or impose any sanction based on the Statutes of the NF; • that the NF appeals, complaints and dispute resolution processes must be fully exhausted before taking any case to the Court of Arbitration for Sport (CAS); • that the Appeals Committee shall be the first and only point for any appeal against decisions of the NF and its Disciplinary Committee other than decisions of a General Assembly. The Appeals Committee shall operate in accordance with the procedural rules determined by the Executive Board; • the FEI or Court of Arbitration for Sport (CAS) as competent judicial authority external to the NF; • the final and without appeal status of the decisions made by CAS; • the requirement to abide by the decisions of the NF, FEI and/or CAS without attempting to hinder their application. <p>•</p> <p>18.4. A Member shall have the authority over any person acting under its auspices and shall take the responsibility for any penalties that such a person may be given.</p>

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
SECTION 4 JUDICIAL PROVISIONS	Judicial Bodies	<p>Anti- Doping</p> <p>How are anti-doping offences dealt with? These may not be within the NF system, but can be within general Sports Federation system of the country. This should be explained and made reference to.</p>	<p>Article 19 – Judicial Bodies of the NF</p> <p>19.1. The following bodies of the NF have judicial powers in accordance with the NF Statutes:</p> <p style="padding-left: 20px;">19.1.1. The General Assembly; 19.1.2. The Executive Board; 19.1.3. The Disciplinary Committee; 19.1.4. The Appeal Committee.</p> <p>19.2. With the exception of the Appeal Committee, the bodies may delegate their power. In all cases the procedural provisions of the Statutes shall be followed.</p> <p>19.3. The judicial bodies of the NF have the power to make decisions and impose penalties in their areas of duty as set out in the Statutes.</p>

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
SECTION 4 JUDICIAL PROVISIONS	Sanctions & Penalties		<p>Article 20 – Sanctions & Penalties</p> <p>20.1. Any suspension is from all competitive events and NF activities for such time as is seen fit, including the possibly for life.</p> <p>20.2. Any fine imposed shall be notified to the person within [insert a number – for example - 60 days] from the date of that notification.</p> <p>20.3. Provisional suspension may be imposed by the Executive Board, where there is strong evidence of serious misconduct, until the disciplinary process is concluded. The provisional suspension may be terminated by Executive Board, the Disciplinary Committee of the Appeal Committee.</p>

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
<p style="text-align: center;">SECTION 4 JUDICIAL PROVISIONS</p>	<p style="text-align: center;">Appeals Processes</p>	<p>The Disciplinary body and appeal body must be independent of each other – both the members of such bodies - and also the members hearing an appeal must not have a conflict of interest.</p>	<p>Article 21 – Appeals</p> <p>21.1. Appeals shall be considered by the Appeal Committee. The Appeal Committee is independent and is appointed by the General Assembly upon recommendation by the Executive Board.</p> <p>21.2. No less than [insert number – for example six (6)] arbitrators are appointed to form the Appeal Committee. Each arbitrator shall have a knowledge of the sport and some shall be legally trained.</p> <p>22.1. The Executive Board members or NF staff or NF office volunteers may not serve on the Appeal Committee.</p> <p>22.2. Each appeal shall be considered by an Appeal Panel of [insert number – for example one (1) or three (3)] persons. In case of one (1), this will be appointed by the Executive Board. In case of three (3), one (1) panel member shall be selected by the appellant, one (1) panel member selected by the Executive Board. These two (2) arbitrators then agree on the third panel member to hear the appeal. One (1) person in each panel to hear an appeal shall be legally trained.</p>

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
SECTION 4 JUDICIAL PROVISIONS	Judicial Bodies Procedural Rules		<p>Article 22 - Judicial Bodies Procedural Rules</p> <p>22.1. The judicial bodies of the NF shall provide fair procedures to all parties involved and shall respect their fundamental rights.</p> <p>22.2. Judicial bodies shall recognise in particular:</p> <p style="padding-left: 20px;">22.2.1. That a person who may have a conflict of interest shall not be a member of the decision-making body;</p> <p style="padding-left: 20px;">22.2.2. The right of the person charged to know the charge;</p> <p style="padding-left: 20px;">22.2.3. The right to know the penalties which might be imposed; and</p> <p style="padding-left: 20px;">22.2.4. At their own expense, the right to be heard, to present a defence, to produce evidence and to be assisted by counsel.</p>

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
SECTION 5 GENERAL	Language	Define what is/are the official language(s) of the NF	<p>Article 23 – Language</p> <p>23.1. The official language of the NF is [insert language].</p> <p>23.2. Official documents, minutes, agendas, and publications may be in one (1) or both languages.</p> <p>23.3. The [insert language].text of all documents shall be the authoritative version for legal purposes.</p>

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
SECTION 5 GENERAL	Financial Year		Article 24 – Financial Year The financial year shall be from [insert date – for example from 1 January to 31 December].

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
SECTION 5 GENERAL	Scope, Conflict of Rules and Omissions		<p>Article 25 - Scope, Conflict of Rules and Omissions</p> <p>25.1. The NF rules promulgated thereunder shall apply to all persons and bodies involved in the activities of the NF by virtue of their involvement, including without limitation Members, organisers Committees, Horse owners, Athletes and officials.</p> <p>25.2. Should there be any conflict between the Statutes and other rules, the Statutes shall prevail.</p> <p>25.3. Should there remain any omission in the Statutes or other set of rules they shall be interpreted in a manner compatible to the fullest extent with Articles 2 and 3of these Statutes, and any other relevant provisions of the applicable documents.</p>

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
SECTION 5 GENERAL	Conflict of Interest		<p>Article 26 – Conflict of Interest</p> <p>The members of the Executive Board, NF Directors and above and all committee, sub-committee and working group members must refrain from dealing or voting on objects in which their own interests or the interests of persons or corporate bodies related to them are involved, and shall agree to be bound by the NF rules.</p>

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
SECTION 5 GENERAL	Code of Ethics		Article 27 – Code of Ethics The Members agree to be bound by the NF Code of Ethics.

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
SECTION 6 AMENDMENTS	Amendments		<p>Article 28 – Amendments</p> <p>28.1. These Statutes may be altered at a General Assembly, if due Notice of the proposal embodying such alteration has been given and such proposal or one having the like effect is carried at the meeting by a two-third (2/3) majority of the Votes Cast.</p> <p>28.2. Any alteration made to any Article shall come into force immediately following a General Assembly session at which they are adopted.</p>

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
SECTION 7 DISSOLUTION	Dissolution		<p>Article 29 – Dissolution</p> <p>29.1. The NF shall not be dissolved except at an Extraordinary General Assembly especially convened for the purpose and by a proposal carried by a two-third (2/3) majority of the Votes Cast.</p> <p>29.2. In the event of such dissolution, any assets in hand shall be divided between the Members in proportion to the subscriptions paid in the year immediately preceding dissolution by each Member.</p>

	CONTENT AREAS	NOTES	SAMPLE CLAUSES
ANNEX I DEFINITIONS		<p>What words, terms or phrases need to be defined to ensure the legal meaning is clear all along the document?</p> <p>Defined words will be referenced to in the Statutes with capitalised letter.</p> <p>In addition it can be clarified that:</p> <ul style="list-style-type: none"> - Words signifying persons in these Statutes include corporations and all legal persons including any other entities or bodies whether incorporated or not. - Words signifying the masculine gender in these Statutes include the feminine and neuter genders and vice versa. - Any deadline referred to in these Statutes shall mean midnight on the day of the deadline at the location of the NF headquarters. <p>You can defined as many words as you feel necessary.</p>	<p>Athletes - Any rider taking part in an NF Event, including but not limited to.</p> <p>Appeal Committee - means the committee established by the Ordinary General Assembly under these Statutes.</p> <p>Executive Board - means the body elected by the General Assembly as described in these Statutes.</p> <p>Disciplinary Committee - means the body established by the Executive Board to hear disciplinary cases.</p> <p>Equestrian Disciplines - International Events in [insert equestrian discipline managed by the NF] and any other form of Equestrian Sport approved by the General Assembly.</p> <p>General Assembly - means an annual general meeting as described in these Statutes.</p> <p>Horse - Refers also to a Pony or other member of the genus Equus unless the context requires otherwise. A Horse shall be born from a mare.</p> <p>Members - means those members that have paid their subscription for the current year and who have no payments to the NF in arrears.</p> <p>Notice - means formal notification by email or mail.</p> <p>Quorum - means the minimum number of delegates present to make the meeting valid under these Statutes.</p> <p>Statutes - means the NF rules including in the Statutes.</p> <p>Subscription Fee - means the annual fee paid by each Member to the NF, the amount of which is determined by the General Assembly.</p> <p>Votes Cast - means votes by a show of hands or valid votes that are submitted in a secret ballot. Blank voting slips, blank pieces of paper and void voting slips shall not be counted as "Votes Cast". Similarly, an abstention in a show of hands does not count as a Vote Cast. Voting majorities shall be counted on the basis of Votes Cast.</p> <p>Voting Delegate - means the one delegate nominated by a Financial Member to vote on behalf of the Member at General Assemblies.</p>