



EQUESTRIAN COACHES' ASSOCIATION of SOUTH AFRICA

NPC 2011/136342/08

Constitution

(Amended 1 March 2013)

1. NAME

The Association shall be called the Equestrian Coaches Association of South Africa (ECASA).

2. DEFINITIONS

2.1. Any word or expression, which is used in this Constitution, and which is defined in any Act of the respective Government of the Region, or any Regulations promulgated there under, whether National or Provincial, and which is not specifically defined otherwise herein, shall have the same meaning as defined in such Act or Regulation.

2.2. Any word or expression, which is used in this Constitution, and which is not defined in any Act of the respective Government of the Region, or any Regulations promulgated there under, whether National or Provincial, and which is not specifically defined otherwise herein, shall have the ordinary meaning ascribed thereto.

2.3. In this Constitution a day shall mean any day which is not a Saturday, Sunday or a public holiday. If a specific amount of days are prescribed for any act in terms of this Constitution, it will be calculated with the exclusion of the first day and with the inclusion of the last day.

2.4. Words or expressions indicating:

2.4.1. the singular shall include the plural and vice versa;

2.4.2. the male shall include the female and vice versa;

2.4.3. natural persons shall include legal persons and vice versa.

3. STATUS OF THE ASSOCIATION

3.1 The Association shall be a body corporate with perpetual succession, capable of entering into contractual and other relations and of suing and being sued in its own name and shall be an Association not for gain.

3.2 The Association shall be A-Political.

4. OBJECTS OF THE ASSOCIATION

The main objects of the Association shall be:

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- a. *To uphold and maintain standards of excellence with regard to horse care, client safety and equestrian coaching;*
- b. *to institute and secure the general adoption of ethical and professional client service by equestrian coaches.*
- c. *consistently with the practice of equestrianism, to promote and assist in the high standard of equestrian coaching in Southern Africa.*
- d. *to collaborate with associated equestrian organizations and the SA Equestrian Federation.*
- e. *to prevent unethical practices in equestrian coaching, and to encourage, promote and insist upon honourable conduct generally in the practice of the profession of equestrian coaching.*
- f. *to promote and safeguard the interests and welfare of members of the Association and their employees.*
- g. *to render assistance to members of the Association and their employees.*
- h. *to assist with employment placement and employee procurement by and for members.*
- i. *to co-operate with other associations internationally having objects similar to those of this Association.*
- j. *to co-operate with those (wherever situated) who by business or other circumstances are directly connected with equestrian coaching and to provide means of discussion between them and members of the Association on matters of common interest.*
- k. *to arrange the supply of information to persons wishing to partake in equestrian coaching.*
- l. *to promote the membership and their services, as the case may be, by way of advertisements, interviews or press releases.*
- m. *to collaborate in every possible manner with the Government of South Africa and the Ministries of Sport and Education or their equivalent in all matters concerning equestrian coaching.*
- n. *to acquire by purchase, lease or otherwise, land and buildings or rooms of whatever tenure, and moveable property of every kind and the same to deal with and administer as the Association shall see fit.*
- o. *to encourage and assist members to provide proper and professional equestrian coaching services and facilities, of a high standard to members of the equestrian public.*
- p. *co-operate with the equestrian industry in developing its role in promoting meaningful broad-based black economic empowerment.*
- q. *to promote the forum CoachTED (talent identification, education and development of equestrian sport) to all equestrian sport participants.*
- r. *to collaborate with the South African Qualifications Authority vis-a-vis the registration and recognition of the profession of Equestrian Coach.*

5. CLASSES OF MEMBERSHIP AND SUBSCRIPTION FEES

5.1 *The membership fees and annual subscription payments of members will be determined and revised by the*

Executive Committee from time to time.

5.2 *Full Membership: - A Full member is defined as a person who derives all or part of his livelihood from the profession of equestrian coaching and is in possession of an International Level One, Two or Three Instructors' qualification.*

5.3 *Affiliate Membership: - An Affiliate member is defined as a person, like-minded organization or business entity not directly engaged in equestrian coaching but who has an interest in the aims and objects of the Association.*

5.4 *Honorary Membership: - An Honorary Member is defined as a person whom the Executive Committee may, after consideration of a member's recommendation, give honorary membership to at the end of each calendar year, and which membership may be extended by the Executive Committee year by year. The consideration and approval of any such recommendation will be in the absolute discretion of the Executive Committee.*

6. APPLICATION FOR MEMBERSHIP

Application for membership shall be made to the Association in the form that may be prescribed from time to time. In considering the application, the Executive Committee shall apply such procedure, will use such criteria and will take cognisance of any relevant fact, as it deems fit.

7. REGISTRATION OF MEMBERSHIP AND REGISTRATION FEE

7.1 *A register of members shall be kept.*

7.2 *All members, with the exception of honorary members shall pay a registration fee that will be determined and revised by the Executive Committee from time to time.*

8. PATRONS AND HONOURARY PRESIDENTS

Full members may in General Meetings elect Patrons and Honorary Presidents of the Association.

9. MANAGEMENT

9.1 *The Executive Committee shall manage the business and the affairs of the Association, as well as its financial operation.*

9.2 *The Executive Committee shall appoint a person to be the Executive Officer (hereinafter referred to as the Executive Officer) of the Association. The Executive Officer need not be a member of the Association and shall receive remuneration for such services, which will be determined and revised by the Executive Committee from time to time. In addition to the elected members of the Committee as outlined in 11.1.4, the Executive Officer shall be a member of the Executive Committee, with voting privileges.*

9.3. *It is the responsibility of the Executive Committee and in particular of the Executive Officer of the Association to see that the Constitution and the Rules of the Association are always respected and abided by.*

9.4. *Only Full Members of the Association may take part in its business and its affairs and no other person shall attend meetings of the Association and of the Executive Committee, except upon the specific invitation of the Executive Committee.*

9.5. *The Executive Committee shall have the power to appoint Sub-Committees (with or without executive powers), and will clearly specify their task and mandate. Every Sub-Committee so appointed shall act only as an Advisory Committee (unless specially given executive powers) and shall report to the Executive Committee.*

9.6. *The Executive Committee shall meet for business as often as necessary, but at least twice per year.*

9.7. *At the request of any two members of the Executive Committee, the Executive Officer shall convene a Special Executive Meeting.*

9.8. *The Chairman, or failing him, the Vice Chairman, or failing either, a member elected by those present, shall take the chair at every meeting of the Executive Committee. Minutes shall be kept.*

9.9. *For all meetings, the quorum shall consist of not less than four Executive Committee members. The Chairman shall hold a casting vote in the event of an equality of votes.*

9.10. *A simple majority will be necessary to pass and adopt a decision in all Executive Committee meetings.*

9.11. *The Executive Committee shall have the power to make such decisions as they may think necessary or desirable for the effective management, prestige and welfare of the Association and for the control and discipline of its members and for furthering and carrying into effect the objects of the Association.*

10. FINANCIAL MATTERS IN GENERAL

10.1. *The registration fees will be payable at registration.*

10.2. *The subscription fee will be due for every calendar year or part of the year during which the membership is in existence. Subsequent subscriptions shall be payable by the 1st day of January in each and every following year, without demand thereof.*

10.3. *No member of the Association who is indebted to the Association shall take part in its deliberations or business and shall not enjoy any of the benefits and privileges associated with membership, unless and until such indebtedness has been paid in full.*

10.4. *Any member who has failed to pay the subscription fee before the expiration date, being the 31st of December, shall have his membership cancelled.*

10.5. *The Association shall open a current bank account in its name. Cheques drawn on the current account, in the discretion of the Executive Committee, will require two signatures. The Executive Committee may open deposit accounts with banks or other institutions.*

10.6. *The Executive Committee shall appoint, and may remunerate, a suitably qualified person as an accounting*

officer. The accounting officer will be instructed to make all arrangements with the Executive Officer so that proper financial records of the Association are kept, which will include the recording of all receipts and expenditure, and will also be instructed to check the financial records of the Association at adequate intervals.

10.7 The yearly balance sheet and statement of income and expenditure of the Association (which shall be audited), shall be taken and prepared as at the 31st day of January in every year and a copy thereof shall be furnished to every member.

11. MEETINGS AND ELECTIONS

11.1 GENERAL MEETINGS

11.1.1 The Annual General Meeting of the Association shall be held upon a date fixed by the Executive Committee, which shall not be later than the 31st day of December in every year, for the purpose of receiving and passing the accounts of the preceding year, for electing officers and the Executive Committee and for the transaction of such business as may be placed on the Agenda List or brought before the meeting, as hereinafter provided. Not less than 20 (twenty) Full Voting Members, present in person or by proxy, shall form a quorum at any Annual General Meeting.

11.1.2 A simple majority is required in order to pass any motion at issue. The Chairman will have a casting vote in the event of an equality of votes. Notice of this meeting and of the business to be transacted thereat shall be sent to all full members and associate members at their postal addresses. Not less than 21 (twenty-one) days before the fixed date. Any of the members mentioned in this paragraph desiring to bring forward at this meeting any proposal (not involving any alternation of the Constitution and Rules), and which has not already been included in the agenda list, shall send written notice of the same to the Secretary not less than 7 (seven) days before the fixed date.

11.1.3 Full members only shall be entitled to one vote each. No other membership classes are entitled to vote. The Executive Committee shall consist of at least six permanent members, who must be Full members, and shall be elected at an Annual General Meeting. The Executive Committee shall have the power, at its discretion, to co-opt additional members where necessary. The Executive Committee shall elect a Chairman and Vice-Chairman from its ranks. The period of such appointment shall not exceed four years.

11.1.4 At each Annual General Meeting at least one half of the members of the Executive Committee shall retire from office. The members of the Executive Committee who shall retire shall be the members of the Executive Committee who have been longest in office. As between members of the Executive Committee of equal seniority, the members of the Executive Committee to retire, shall, in the absence of agreement, be selected by lot.

11.2 EXTRAORDINARY GENERAL MEETINGS

11.2.1 The Executive Committee shall have the power to call an Extraordinary General Meeting should circumstances warrant such action.

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11.2.1.1 If an Extraordinary General Meeting is called to discuss a constitutional change, then not less than 25 (twenty-five) full voting members, present in person or by proxy, shall form a quorum. A two-thirds majority is required in order to pass any motion at issue. The Chairman of the meeting will have a casting vote in the event of an equality of votes.

11.2.1.2 If an Extraordinary General Meeting is called to discuss matters other than constitutional changes then not less than 10 (ten) Full voting members, present in person or by proxy, shall form a quorum.

11.2.1.3 A simple majority is required in order to pass any motion at issue. The Chairman of the meeting will have a casting vote in the event of an equality of votes.

11.2.1.4 Twenty-one days notice at the least, specifying the place, the day and the hour of the meeting, and in case of special business including alterations to the Constitution and Rules, the general nature of such business shall be given to such persons as are entitled to receive notices of General Meetings from the Association, but, with the consent of all persons for the time being. Entitled as aforesaid, a meeting may be convened upon shorter notice and in such manner as such persons may approve. The accidental omission to give notice to, or the non-receipt of such notice by any person, shall not invalidate any resolution passed or proceeding at any such meeting.

11.2.2 The Executive Committee shall, on the requisition of 20% (twenty per cent) of total voting members, convene an Extraordinary General Meeting at which the resolution submitted by such members may be or is intended to be moved, providing:

11.2.2.1 The notice of such meeting contains details of the requisition.

11.2.2.2 The requisition, which must be lodged with the Executive Officer, is signed by all the requisitionists.

11.2.2.3 The Committee shall convene such meeting within 6 (six) weeks from the date of requisition.

11.2.3 If within half an hour after the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved, in any other case it shall stand adjourned to a day not earlier than 7 (seven) days and not later than 21 (twenty-one) days after the date of the meeting and if at such adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the members present or by proxy shall be a quorum.

12. DISCIPLINARY

12.1 A member found to be in contravention of ECASA's Constitution or Code of Ethics, or having been found guilty in a court of law of contravention of any laws of the Republic of South Africa concerning the welfare of horses whether statutory or regulatory shall be expelled from the Association;

12.2 Every member of the Association shall be bound by the Constitution and the Rules of the Association, which

can be decided upon in Executive Committee Meetings, Annual General Meetings or Extraordinary General Meetings, from time to time, as the case may be.

12.3 No member of the Association shall act, speak, behave or print matters or be the agent for the printing or writing of any matter contrary to the Constitution and Rules of the Association.

12.4 No member of the Association shall state, advertise or in anyway suggest that such member belongs to any different category of membership of the Association, except the one that has been bestowed on such member.

12.5 No member shall, whether intentionally or negligently, breach and/or contravene:

12.5.1 any of the provisions of this Constitution or the Rules of the Association;

12.5.2 any provision of The Constitution of the Republic of South Africa, a National Act or Provincial Act of the Republic of South Africa or any Regulations promulgated there under, or any Provincial Ordinance, however subject thereto that such breach and/or the contravention thereof be relevant to any of the objects of the Association, as stated above, and in general;

12.5.3 the Association's Code Of Conduct.

12.6 No member shall act in an unethical manner or act unworthy of his membership, or do anything that may be harmful to the reputation, welfare and prestige of the Association and its members.

12.7 No member shall induce any employee of any other member to leave such member's service for service with any other person, whether such person is a member of the Association or not.

12.8 Any member whose membership is terminated due to disciplinary action shall immediately after such termination deliver and surrender to the Executive Officer all badges, notices and other insignia indicative to the public of his membership of the Association. Such member shall also forfeit to the Association all monies paid by him to the Association.

12.9 Each and every member of the Association will be subject to the Code of Conduct of the Association and the procedures therein contained, particulars of which are contained in ANNEXURE "A" attached to this Constitution.

13. GENERAL

13.1 All members shall do all in their power to ensure that the Constitution and Rules of the Association and in particular its objects are respected and achieved.

13.2 The Executive Committee may make arrangements for co-operation and reciprocity of benefits with other Associations throughout the world having objects essentially similar to those of the Association.

13.3 Every member chooses as domicilium citandi et executandi for the service or delivery of any notice, letter or document the postal address or physical address of such member, as same may appear in the records of the Association from time to time. Every member shall notify the Executive Officer in writing of any change in such address. The Association chooses as its domicilium citandi et executandi the following address:

GLMI HOUSE
HARLEQUINS OFFICE PARK
164 TOITUS STREET
GROENKLOOF
PRETORIA

The Association shall be entitled to change its domicilium address, from time to time, by giving written notice to that effect.

13.4 The Executive Committee shall design and issue to members (at a cost to such members or otherwise) such badges, motor car mascots, notices and other distinctive insignia of membership of the Association as they shall see fit, with directions as to how and where they are to be worn or carried and by which membership class.

13.5 In all business directly connected with equestrian coaching, members of the Association shall, whenever possible, give preference to Affiliate firms in placing orders for the hire or purchase of goods or services.

13.6 In order to maintain good relations between all members of the Association and/or their employees, as the case may be, any managerial or Trade Union discussions, grievances, disputes, should be referred in writing through the Executive Officer to the Executive Committee for action, solution or advice as would be necessary.

13.7 No member shall be entitled to sue or claim from the Association or in any way hold it liable for any damages, loss or injury, however caused, sustained by such person or his property, whilst engaged in the affairs of the Association.

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SIGNATURE: DATE:

EQUESTRIAN COACHES' ASSOCIATION of SOUTH AFRICA

MEMBERS' CODE OF CONDUCT

I, the undersigned hereby pledge to:

- a) Place the well being and safety of both horse and rider above the development of performance.
- b) Continue to educate and keep myself current with Equestrian Qualifications Authority policy and where relevant, techniques.
- c) Conduct myself in a positive and professional manner in my attitude and performance at all times, whether in private or public.
- d) Be trustworthy; exhibit honesty, loyalty and discretion as a recognized ECASA member.
- e) Present myself in a professional and well turned-out manner.
- f) Maintain confidentiality concerning my learners and clients.
- g) Once committed to coaching on an agreed date, to keep that respective commitment.
- h) Negotiate goodwill with all concerned.
- i) Support and promote my equestrian discipline and my discipline body, and act with due respect to the reputation of that body.
- j) Treat all riders equitably and respect the rights and dignity of all of individuals with whom I work.
- k) Promote the positive aspects of equestrian sport (e.g. fair-play) and never condone rule violations or the use of prohibited substances in competition.
- l) Respect the rights of all employees to fair treatment and equal opportunity, free from discrimination or harassment of any type.
- m) Know, understand and comply with the laws, regulations, and codes of conduct governing the conduct of South African Equestrian competitions and business - both domestic and foreign.
- n) Avoid conflicts of interest, both real and perceived.
- o) Observe the spirit as well as the letter of this Code of Conduct.

Any failure on the part of a coach to comply with the provisions of this code will render the coach liable to disciplinary proceedings by the Equestrian Coaches Association of South Africa.

SIGNATURE: DATE: