

CONSTITUTION MATIES EQUESTRIAN CLUB

(Adopted on 5 August 2009)

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MATIES EQUESTRIAN CLUB

CONSTITUTION

1. NAME AND STATUS

The name of the club is Maties Equestrian Club (MEC), hereinafter referred to as "the Club", and it is a sports club without legal personality within Stellenbosch University.

2 OBJECTIVES

The objectives of the Club are as follows:

- 2.1 to manage and promote horse-riding of a recreational and competitive nature at Stellenbosch University
- 2.2 to provide equestrian training and instruction to members to advance riding skills and general horsemanship
- 2.3 to participate in community service and development
- 2.4 to protect horses from all types of abuse or cruelty and to ensure the well-being of horses
- 2.5 to manage the Club in such a way that it will contribute to being self-sufficient
- 2.6 to promote the good image and stature of Stellenbosch University in accordance with the Sport Bureau Guidelines and Procedures

3. HEADQUARTERS

The headquarters of the Club is the Sport Bureau, Coetzenburg, Stellenbosch.

4. JURISDICTION

- 4.1 The jurisdiction wherein the Club will strive to achieve its objectives and fulfil its function will be the following:
 - 4.1.1 the campus of Stellenbosch University
 - 4.1.2 any other terrain which has been obtained by the University or the Club for either temporary or permanent use by the Club
- 4.2 All members and officials representing the Club outside the jurisdiction remain bound to the jurisdiction of the Club.

5. AFFILIATION

The Club affiliates to any equestrian body where participation thus requires.

6. MEMBERSHIP

The following participating and non-participating persons are eligible to become members of the Club:

6.1 Life members

These members are chosen after a nomination by the Executive Committee is unanimously approved by the members at a General Meeting.

6.2 Honorary members

Honorary members are elected on an annual term, on nomination by any member of the Executive Committee and with the unanimous approval of the Executive Committee.

6.3 Members of the Executive Committee

Members of the Executive Committee are chosen and nominated in accordance with the conditions as set out in paragraph 10.1.

6.4 Club members

Club membership is on application and only the Executive Committee can, after consideration, grant or refuse an application. Persons from the following categories can apply for membership:

- 6.4.1 all registered students and staff members of Stellenbosch University
- 6.4.2 students at tertiary institutions (e.g. Elsenburg, Boland College) in Stellenbosch and the Stellenbosch district
- 6.4.3 other persons approved by the Executive Committee subject to the following guidelines:
 - old Maties
 - lack of facilities in the immediate area
 - level of participation
- 6.4.4 The Executive Committee retains the right to refuse any application for membership subject to fair and justifiable reasons.

7. APPLICATION AND RESIGNATION OF MEMBERS

- 7.1 All members shall apply for membership on such forms as are prescribed by the Sport Bureau.
- 7.2 Participation in any equestrian sport is subject to approved membership of the Club by the Executive Committee.
- 7.3 No member who is registered at the Club in a particular year may, without permission from the Executive Committee, represent any other Club within or outside the Western Province.
- 7.4 A member who joins the Club stays a member of the Club until such time that the member requests a transfer to another club or tenders a written resignation. Such a member is obligated to pay the annual membership fees for as long as he/she is a member of the Club.
- 7.5 All members are subject to the code of conduct of the Club as set out in the Bye-Laws.

8. DISCIPLINE

- 8.1 Disciplinary action can be taken against a member if the Executive Committee finds that a member has done anything:
 - 8.1.1 contrary to the objectives and/or interests of the Club or equestrian sport in general; or
 - 8.1.2 which is offensive to his fellow members.
- 8.2 If a complaint is made against a member by:
 - 8.2.1 a member of the Executive Committee at an Executive Committee Meeting
 - 8.2.2 any member to the Executive Committee, in writing
 - 8.2.3 any other person who claims personal knowledge of the facts alleged
 the Executive Committee or a duly appointed subcommittee may hear the matter in terms of the Disciplinary Procedure as per Bye-Laws.

9. GENERAL MEETINGS OF THE CLUB

9.1 Annual General Meeting

The Annual General Meeting is the highest authority of the Club.

- 9.1.1 The Annual General Meeting takes place before the end of October.

- 9.1.2 A written notice of the date, time and venue is sent out by the Secretary at least twenty-one (21) days before the date to all persons eligible to attend the meeting and take part in the meeting as specified in paragraph 9.3. The following documentation will be sent out together with the notice:
- a) the agenda for the meeting
 - b) the Minutes of the last Annual General Meeting and of any Special General Meetings held since the last Annual General Meeting
 - c) a notice setting out the requirements of paragraph 16
- 9.1.3 Any member desiring to submit a proposal for inclusion in the Agenda, or to propose an amendment or alteration to the Constitution as per paragraph 16, shall submit such a proposal containing the signatures of both the proposer and the seconder in writing so as to reach the Secretary not less than fourteen (14) days prior to the meeting. Both the proposer and the seconder shall be present at the meeting. In their absence the proposal shall fall away.
- 9.1.4 In the event of any proposal in terms of paragraph 9.1.3 above being received, the Secretary shall send a further notice to all members setting out these proposals not less than ten (10) days prior to the meeting.
- 9.1.5 The agenda of the meeting will be sent by the Secretary at least ten (10) days before the date of the particular meeting to all of the persons as mentioned in paragraph 9.3, and copies thereof will be placed on the notice boards which are usually used by the Club.
- 9.1.6 The agenda makes provision for the following matters:
- a) welcoming and constituency
 - b) acceptance of minutes of previous Annual General Meeting and any Special General Meeting that have been held since
 - c) matters arising from the minutes
 - d) consideration of the Year Report of the Executive Committee for the previous year on proposal of the Executive Committee
 - e) consideration and acceptance of the Income Statement and Balance Sheet of the Club
 - f) nomination and election of members of the Executive Committee
 - g) nomination of an Auditor
 - h) election of life and honorary members (if there are any nominations)
 - i) the handling of any special issues of which, in accordance with the Constitution, had been given due notice of
 - j) awards
 - k) conclusion of meeting
- 9.1.7 The minutes of the Annual General Meeting will be circulated to members of the Club within twenty one (21) days of the date of the meeting.

9.2 Special General Meetings

- 9.2.1 The chairperson of the Club can at any time on own initiative call a Special General Meeting, or must convene such a meeting on the request of:
- a) the majority of the Executive Committee; or
 - b) the Executive Committee within fourteen (14) days after receiving a written request signed by at least ten (10) members of the Club.

- 9.2.2 The objective of the meeting will be mentioned in the request and no other issues will be addressed at the meeting if not so mentioned beforehand.
- 9.2.3 The agenda of the Special General Meeting will be sent by the Secretary at least fourteen (14) days before the date of the particular meeting to all of the persons as mentioned in paragraph 9.3, and copies thereof will be placed on the notice boards which are usually used by the Club.
- 9.2.4 If after thirty (30) minutes no quorum is present, the motion before the Special General Meeting shall be deemed to be defeated.

9.3 Attendance and voting at General Meetings

- 9.3.1 The following persons can attend the General Meetings of the Club, can participate in the discussions and vote on all issues:
 - a) the members of the Executive Committee as mentioned in paragraphs 10.1 and 10.2.1
 - b) life members as mentioned in paragraph 6.1
 - c) club members who have been registered members of the Club for at least six (6) months prior to the meeting
- 9.3.2 Persons as stipulated above in paragraph 9.3.1 who are present at the meeting and over eighteen (18) years, all have one vote.
- 9.3.3 Honorary members, under eighteen (18) years and co-opted members may attend the meeting and take part in discussions, but have no voting rights.
- 9.3.4 Voting by proxy is only possible where written notice is given to the Secretary prior to the meeting and is carried out by a registered club member.

9.4 Decisions taken at General Meetings

- 9.4.1 Decisions are made by a simple majority vote of the members who are entitled to vote.
- 9.4.2 With the exception of the chairperson of the meeting (paragraph 9.6.2), each of the legitimate attending members over eighteen (18) years have one (1) vote.
- 9.4.3 Voting officers (collectors and counters) are appointed by the chairperson of the meeting.

9.5 Quorum at General Meetings

- 9.5.1 One third (1/3) of the members, who according to paragraph 9.3 are present and eligible to vote (paragraph 9.3.2), constitute a quorum. Honorary members (paragraph 6.2) and co-opted members are not taken into consideration as part of the quorum, according to paragraph 10.2.2.
- 9.5.2 If the required quorum is not present, the Chairperson will dismiss the meeting after thirty (30) minutes. Within three (3) days of the meeting the Secretary must, as stipulated in paragraph 9.1.2, send out a notice reconvening the meeting. At this meeting the members present will constitute the quorum.

9.6 Chairperson at General Meetings

- 9.6.1 The Chairperson acts as the chairman at all the General Meetings of the Club. In his/her absence the Vice-Chairperson of the Club will act as Chairperson. In the absence of both these persons, the relevant meeting will elect a chairperson from the attendees to act as Chairperson for that particular meeting.

9.6.2 The Chairperson at any General Meeting has a normal as well as a casting vote.

10 EXECUTIVE COMMITTEE

10.1 Elected members:

- 10.1.1 the Chairperson
- 10.1.2 the Vice-Chairperson
- 10.1.3 the Secretary
- 10.1.4 the Treasurer
- 10.1.5 the Riding School Manager
- 10.1.6 the Student Representative
- 10.1.7 two Additional members

10.2 Appointed members:

- 10.2.1 Ex Officio members
 - a) the Director of Sport
 - b) the Sport Manager
 - c) the Stable Master

10.2.2 Co-opted members

Persons with exceptional knowledge can be co-opted by the Executive Committee on an ad hoc basis. Such co-opted members will have voting rights only for the specific field of expertise or project for which they were appointed.

10.3 Nomination and appointment

- 10.3.1 Only club members over eighteen (18) years that have been a member of the Club for at least six (6) months prior to the meeting can be nominated and elected into positions, as laid out in paragraph 10.1.1 to 10.1.7
- 10.3.2 No person who is a member of another club may be elected as a member of the Executive Committee or any other subcommittee unless the necessary permission as described in paragraph 7.3 has been given.
- 10.3.3 Written nominations, on the official form, must be received by the Secretary forty-eight (48) hours before the Annual General Meeting. This rule does not apply to members nominated for re-election.
- 10.3.4 Nominations must be accompanied by the necessary signatures of the nominated candidate, a proposer and a seconder.
- 10.3.5 A person may be nominated for more than one position on the Executive Committee, but may not hold more than one position on the Executive Committee.
- 10.3.6 The nominated candidate must be present at the Annual General Meeting, otherwise the nomination will be null and void, except where the Executive Committee grants permission for the person to be absent.
- 10.3.7 No further nominations will be accepted during the meeting, except in the case of inadequate nominations.

- 10.3.8 Elections take place during the Annual General Meeting and are done by means of a voting ballot, except where only one person is nominated, in which case that person will be elected into the position unopposed.
- 10.3.9 A simple majority vote is required in order to be elected into a position.
- 10.3.10 The Stable Master is appointed by the Executive Committee and serves ex officio on the Executive Committee as well as all other subcommittees of the Club.
- 10.3.11 The Sport Manager is appointed by Stellenbosch University and serves ex officio on the Executive Committee as well as on all the other subcommittees of the Club.
- 10.3.12 The Director of Sport is appointed by Stellenbosch University and serves ex officio on the Executive Committee.

10.4 Term of Office

- 10.4.1 The Chairperson is elected for a term of two (2) years.
- 10.4.2 The Vice-Chairperson is elected annually.
- 10.4.3 The Secretary is elected annually.
- 10.4.4 The Treasurer is elected annually.
- 10.4.5 The Riding School Manager is elected annually.
- 10.4.6 The Student Representative is elected annually.
- 10.4.7 Two additional members are elected annually.
- 10.4.8 Co-opted members are elected for a term of one (1) year.
- 10.4.9 If a member of the Executive Committee passes away, resigns or evacuates his/her position for any other reason than the normal passing of time, then the vacancy of the remaining period needs to be filled by following the same procedure as that of the normal election or appointment of members of the Executive Committee.

10.5 Dismissal from position

An Executive Committee member can be dismissed from his/her position for the following reasons:

- 10.5.1 if he/she misses two (2) consecutive meetings of the Executive Committee without a satisfactory excuse; or
- 10.5.2 as a result of negligence or serious neglect of duty; or
- 10.5.3 in terms of the findings of a disciplinary meeting.

10.6 Powers and duties of the Executive Committee

- 10.6.1 Contingent upon the rules and regulations of the Constitution, the control and executive authority of the Club rests with the Executive Committee and is binding for members of the Club until such a time that the decisions are recalled by the Executive Committee, or are denounced or changed at a General Meeting.
- 10.6.2 The Executive Committee can delegate any of their tasks as they see fit to subcommittees consisting of a member or members of the Executive Committee, and an appointed subcommittee. With the execution of the tasks which are delegated to

subcommittees, they must comply with the regulations which the Executive Committee laid down.

The Executive Committee can also appoint other persons who are not members of the Executive Committee to serve on this committee. The meetings and proceedings of such a committee are controlled by the regulations of this Constitution in terms of the arrangements of meetings and proceedings of the Executive Committee. Any acts of the subcommittee are governed by the approval of the Executive Committee to whom they have to report back on a regular basis.

- 10.6.3 All bona fide actions of a meeting of the Executive Committee, or of a subcommittee of the Executive Committee, or of a person which acts as a member of the Executive Committee, are as valid as if each relevant person was appointed properly and performed the position properly and was qualified to be a member of the Executive Committee, even if it should come to light later that a mistake was made in appointing such a person or by the performance of actions by such a person who acted as mentioned, or that they, or anyone of them, are deemed unqualified.
- 10.6.4 Without detracting from any of the general competencies, the Executive Committee also holds the following powers and duties:
- a) to elect a representative and secundus from the members of the Executive Committee to represent the Club at the representative equestrian bodies
 - b) to exercise any competence and/or perform any duties which the Constitution or the General Meeting entrust to them
 - c) to set such Bye-Laws as is deemed necessary for the effective execution of its powers and duties, with the understanding that no regulation may be contradictory to the Constitution
 - d) to approve the nomination of honorary members of the Club
 - e) to, at times, submit names of qualified persons to the members at an Annual General Meeting from which life members are to be elected
 - f) to delegate some of their competencies or duties to one or more persons including the Sport Manager
 - g) to appoint convenors of subcommittees from members of the Executive Committee, to elect office bearers and to prescribe the composition and functioning of subcommittees in accordance to the Bye-Laws
 - h) to give consideration to and make decisions on proposals that are submitted by any subcommittee or ad hoc committee that might be appointed from time to time
 - i) to report to the Annual General Meeting on their actions since the previous Annual General Meeting
 - j) to ensure and maintain good accounting practices according to the financial policy of Stellenbosch University
 - k) to appoint a Disciplinary Committee of four (4) members, of which one (1) member must be a student and one (1) member preferably a legal advisor
 - l) to maintain good order within the Club and where necessary, on recommendation of the Disciplinary Committee, enforce disciplinary actions against office bearers or members
 - m) to appoint an Appeals Committee, consisting of a legal advisor as the Chairperson and two members, when needed

- n) to resolve disputes between office bearers and/or members of the Club
- o) to appoint staff
- p) to appoint Convenors, subcommittees or ad hoc committees. The convenors must submit their committees to the Executive Committee for approval
- q) to consider applications for membership in accordance to paragraph 6 and to determine membership fees
- r) The members of the Executive Committee who are not members of such a subcommittee, may attend the meetings of any subcommittee and participate in discussions but may not vote.

10.7 Meetings and Quorum of the Executive Committee

- 10.7.1 The Executive Committee meet at least six (6) times per year for the effective management and completion of their tasks.
- 10.7.2 The Chairperson of the Club in conjunction with the Sport Manager will determine when these meetings will take place.
- 10.7.3 The attendance of fifty percent plus one (50%+1) of the members of the elected members constitute a quorum.
- 10.7.4 Decisions are made by a simple majority vote.
- 10.7.5 Club members may, on request, attend any of the meetings of the Executive Committee, but may not vote on any issue at such meetings.

10.8 Chairperson at Executive Committee Meetings

- 10.8.1 The Chairperson acts as the chairperson at all the Executive Committee Meetings of the Club. In his/her absence the Vice-Chairperson of the Club will act as chairperson. In the absence of both these persons, the relevant meeting will elect a chairperson from the attendees to act as chairperson for that particular meeting.
- 10.8.2 The chairperson at any Executive Committee Meeting has a normal as well as a casting vote.

10.9 Revision and Annulment of Decisions

Any decision of the Executive Committee can be recalled or revised by a General Meeting of the Club.

11 MANAGEMENT COMMITTEE

- 11.1 The Executive Committee will appoint the Management Committee, consisting of the Chairperson, the Stable Master, the Sport Manager and the Treasurer, to handle urgent matters on behalf of the Executive Committee.
- 11.2 The attendance of fifty percent plus one (50%+1) of the members constitute a quorum for the Management Committee.
- 11.3 Decisions are made by a simple majority vote.
- 11.4 All decisions are to be referred to the next Executive Committee Meeting for endorsement.

12 THE CHAIRPERSON

- 12.1 The Chairperson is the executive head of the Club. Under his/her chairmanship the policy of the Club is controlled and supervised by the Executive Committee.

12.2 In his/her absence or that of the Vice-Chairperson, the chairperson for the particular meeting is then chosen in accordance with paragraph 10.8.1.

12.3 The Chairperson is an ex officio member of all subcommittees or ad hoc committees of the Club.

13. FINANCES

13.1 Control of finances

13.1.1 The administration of the funds is as follows:

- a) Club funds are administered by the Executive Director of Finances of Stellenbosch University in conjunction with the Executive Committee.
- b) An audited Income Statement and Balance Statement of the financial year must be submitted annually at the Annual General Meeting.
- c) Budgets for each following year must be set up by the Executive Committee and be revised on a continual basis.

13.1.2 Club funds are generated from membership fees, livery fees, lessons, rentals, donations, sponsorships, fines, sales and specific projects which are approved by the Executive Committee.

13.1.3 The financial year of the Club is from 1 January to 31 December.

13.2 Membership fees

13.2.1 All life and honorary members are exempted from paying membership fees.

13.2.2 Fees are payable before or on the date as determined by the Executive Committee after which a fine will be levied. After payment of membership fees the club member will be a fully paid-up member.

13.2.3 Membership fees are the same for all membership categories and members joining after the due date will pay on a pro-rata basis.

13.2.4 Where membership fees are not paid within one month of the due date, membership can be suspended and offenders prohibited from making use of the Club's facilities.

13.3 Auditing

At the Annual General Meeting a person who may not be a member of the Executive Committee, is nominated to audit the books of the Club. The audited statements will be presented by the Treasurer at the Annual General Meeting.

14. COLOURS OF THE CLUB

14.1 Club blazer, badge and tie

14.1.1 The club blazer is a blazer as approved by Stellenbosch University with the Club emblem on the pocket.

14.1.2 The club badge consists of the Stellenbosch University badge encircled with two golden laurel leaves with "Equestrian" in the middle at the top and the name "Stellenbosch" underneath.

14.1.3 The club tie is as approved by Stellenbosch University from time to time.

- 14.1.4 A person is allowed to wear the club blazer, badge and tie when he/she has achieved the requirements as is set out in the Bye-Laws.

14.2 Honours badge

- 14.2.1 The honours badge consists of the Club badge as set out in paragraph 14.1.2, but with a pentagon silver star underneath, just where the two laurel leaves meet.
- 14.2.2 An Honours badge is awarded on recommendation of the Executive Committee to any person who is rendering, or has rendered exceptional duty to the Club or to equestrian sport as a whole.
- 14.2.3 A club member qualifies automatically to wear an honours badge when he/she achieves provincial or national colours.

14.3 Other badges

- 14.3.1 Life members, honorary members and members of the Executive Committee of the Club are, in accordance to paragraphs 6.1 to 6.3, awarded with the inclusion of a distinctive mark underneath the club badge. The words "Life Member", "Honorary Member" or "Committee" is included in silver twine under the word "Stellenbosch" on the club badge to thereby identify an honorary member or office bearer.
- 14.3.2 All honorary members and office bearers as mentioned in paragraph 14.3.1, qualify with their election for club colours and the distinctive badges.

14.4 Club uniform

- 14.4.1 The official colours of the Club are those of Stellenbosch University, as determined from time to time.
- 14.4.2 Official club numnahs are to be worn under saddles when participating at official events.
- 14.4.3 Such club uniform as was specifically approved by the Executive Committee in conjunction with the Sport Bureau.

15. AWARDS

Honorary club colours/awards are conferred to deserving persons based on the unanimous recommendation of the Executive Committee.

16. AMENDMENTS TO THE CONSTITUTION

This Constitution can only be changed by a decision of at least two-thirds (2/3) of eligible voters who are present at the General Meeting of the Club. Proposals for amendments to the Constitution must be submitted in writing to the Secretary at least fourteen (14) days before the General Meeting and must be accompanied by the signatures of the proposer and the seconder.

17. DISSOLUTION

In the event of the dissolution of the Club, any assets remaining after all its liabilities have been met, shall be transferred to the Stellenbosch University Sport Bureau as may be decided at a Special General Meeting of members still in membership at this time and provided that the normal notice period for a meeting is adhered to. No quorum shall apply for this meeting only.

Adopted on 5 August 2009

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