



EQUESTRIAN
AUSTRALIA

Membership & Committee By-Laws

Effective 08 February 2000

Last amended 06 February 2010

EQUESTRIAN AUSTRALIA BY-LAWS

ACN 077 455 755

PASSED PURSUANT TO THE CONSTITUTION OF THE COMPANY AT A MEETING OF DIRECTORS

08 February 2000
(last amended 01 March 2009)

MEMBERSHIP AND COMMITTEE BY-LAWS

A. MEMBERSHIP BY-LAWS

1 In accordance with Article 2.3 of the Constitution, these By-Laws will apply to all categories of membership of Equestrian Australia (EA) and have been adopted by and may only be amended by a two-thirds majority vote of the Directors.

2 EA Membership

2.1 EA is a Company limited by shares and guarantee.

EA is comprised of:

- (a) The New South Wales Branch;
- (b) The Victorian Branch;
- (c) The Queensland Branch;
- (d) The South Australian Branch;
- (e) The Western Australian Branch;
- (f) The Tasmanian Branch; and
- (g) The Northern Territory Branch

and such further Branch or Branches as the Board may from time to time admit to membership.

In admitting a Branch to membership, the Board may apply special conditions relating to the payment of affiliation fees and the appointment of a Director, PROVIDED THAT special conditions are not to apply for a period in excess of five (5) years from the date of admission to the Branch.

2.2 EA may appoint or admit the following additional members:

- (a) Honorary Life Member of EA – means any person upon whom the Board has resolved to confer honorary life membership for distinguished and exceptional service to EA, to one of the Branches or to equestrian sport in Australia; and
- (b) National Affiliate Member – means any organisation recognised by the Board as the controlling body in Australia of an equestrian sport. The Board may admit a National Affiliate member upon such terms and conditions and for such period as it may from time to time in its absolute discretion determine.

2.3 The Membership of the Branches and of EA may be comprised of (*amended 19 September 2004*):

- (a) Senior Members;
- (b) Senior Show Horse Members;
- (c) Associate Members;
- (d) Officiating Members (Officials);
- (e) Junior Members;
- (f) Recreational Members;
- (g) Corporate Members;
- (h) Affiliate Members; and
- (i) Event Licensees.

2.4 The following provisions apply to the categories of membership set out in clause 2.3 (*amended 19 September 2004*):

- (a) **Senior Member** means any person over the age of eighteen (18) years who applied for and has been granted membership of EA and of a Branch, and on behalf of whom the Branch pays the applicable membership fee to EA.
- (b) **Senior Show Horse Member** means any person over the age of eighteen (18) years who applied for and has been granted Show Horse Membership of EA and of a Branch, and on behalf of whom the Branch pays the applicable membership fee to EA.
- (c) **Associate Member** means any person who has applied for and has been granted Associate Membership of EA and of a Branch, and on behalf of whom the Branch pays the applicable membership fee to EA.
- (d) **Officiating Member** means any person who has applied for and has been granted Officiating Membership of EA and of a Branch.
- (e) **Junior Member** means any person under the age of eighteen (18) years who has applied for and has been granted membership of EA and of a Branch, and on behalf of whom the Branch pays the applicable membership fee to EA.
- (f) **Recreational Member** means any person who has applied for and has been granted Recreational Membership of EA and of a Branch, and on behalf of whom the Branch pays the applicable membership fee to EA. (*amended 26 Sep 2005*)
- (g) **Corporate Member** means any body corporate not being an **Affiliate** that has applied for and has been granted Corporate Membership of EA and of a Branch, and on behalf of whom the Branch pays the applicable membership fee to EA.
- (h) **Affiliate Member** means a not-for-profit membership organisation operating in one State only that has as one of its objects horsemanship, and that has applied for and has been granted membership of EA and of a Branch.

- (i) **Event Licensee** means any person or body corporate that is not a not-for-profit organisation and that has applied for and has been granted an Event License by EA or by a Branch and on behalf of whom the Branch pays the applicable license fee to EA.

The table below gives an outline of membership conditions and privileges.

	All Competition	Show Horse	Associate Competition	Officiating	Board Vote	Sport Vote	Horse Owner	PA Insurance (if offered)	Conduct Events	Administration Levy	ICDF Levy
MEMBER CATEGORY											
a Senior Senior Show Horse	x	x	x	x	x	X	x	x		F	F
b Associate Officiating		x	x	x	x	X	x	x		H	C
c Junior	x	x	x	x			x	x		C	C
d Recreational								x		C	
e Corporate					x		x				
f Affiliate					x				x		
g Event Licensee									x		
Hon. Life	x	x	x	x	x	X	x	x			
Life	x	x	x	x	x	X	x	x			

F = Full Levy; H = Half Levy; C = Concession

- 2.5 (a) A person or body not being a National Affiliate seeking membership of EA may apply for membership only of the Branch in the State or Territory in which he or she resides,

PROVIDED THAT any person who:

- (i) resides within 100 km of a State or Territory border; and
- (ii) declares at the time of applying for membership that he or she intends to compete regularly in equestrian competitions or is a Board or Committee member in the neighbouring State or Territory,

is eligible for membership of the Branch in that neighbouring State or Territory. For the purposes of this clause a resident of the Australian Capital Territory is deemed to be a resident of New South Wales.

- (b) Members who cease to reside Australia may during their absence from Australia retain membership of EA and of the Branch of which they were a member when they last resided in Australia.
- (c) Members moving from one State or Territory to another will retain their EA Membership and will not be obliged to pay membership fees until the next renewal in their new State or Territory.
- (d) Australian citizens resident outside Australia may become members of EA through the EA National Office, for the purpose of competing outside Australia. *(added 19 September 2004)*

- 2.6** Each Member of a Branch of any category as at the date of the coming into force of these rules is deemed to have been admitted to EA in the same category pursuant to these By-Laws.

3 Register of Members *(Amended 19 September 2004)*

- 3.1 A Register of Members of all categories resident in each State, and of their addresses and other details as required by EA, must be kept and maintained by the Branch as part of the National Database of EA.

Register of Horses *(Amended 19 September 2004)*

- 3.3 A Register of Horses, which are owned by the members of a Branch of EA and registered by that Branch, must be kept and maintained by the Branch as part of the National Database of EA, including the input of performance records of each horse for the respective Sport.

4 Addresses for Service of Notices *(Amended 19 September 2004)*

The address for service of notice to any Member must be recorded in the records of the relevant Branch as part of the National Database of EA.

5 Termination of Membership *(Amended 24 June 2006)*

- 5.1 Affiliate Members not being National Affiliates will cease to be Affiliate Members:

- (a) if they resign by notice in writing to the Branch;
- (b) if the relevant Branch after having given the Affiliate Member an opportunity of being heard is of the opinion that its constitution, objects or activities deprive it of its eligibility as a Affiliate Member;
- (c) if they are dissolved;
- (d) if they fail to pay their annual subscription for a period of thirty (30) days after it becomes due; or
- (e) if they conduct competitions contrary to the rules of EA.

- 5.2 National Affiliate Members will cease to be Affiliate Members:

- (a) if they resign by notice in writing to the National Office;
- (b) if the National Office after having given them an opportunity of being heard is of the opinion that its constitution, objects or activities deprive it of its eligibility as a National Affiliate Member;
- (c) if they are dissolved;
- (d) if they fail to pay their annual subscription for a period of thirty (30) days after it becomes due; or
- (e) if it conducts competitions contrary to the rules of EA.

- 5.3 Members will cease to be Members of EA and their Branch:

- (a) if they resigns by notice in writing to EA or the Branch;
- (b) if they die;

- (c) if they are declared incapable of managing their own affairs;
 - (d) if in the opinion of EA or the relevant Branch they fail or omit to observe or perform any of the provisions of the rules of EA or the Branch on their part to be observed and performed or if they are called upon to resign by their Branch and in this respect the Branch shall not be required to assign any reason or to justify its action in calling upon a member to resign. However no Branch will take any such action without having given the Member an opportunity of being heard and ensuring that the rules of natural justice are observed; or
 - (e) if they fail to pay the annual subscription for a period of thirty (30) days after it becomes due.
-

B. COMMITTEE BY-LAWS

- 1** In accordance with Rule 11.9 of the Constitution, these By-Laws establish the Committees of EA and the rules relating to them. The By-Laws have been adopted by and may only be amended by a two-thirds majority vote of Directors.

The Committees of EA are Sub-Committees of the Board of Directors in all respects and are accountable to the Board and subject to its control. To be eligible to serve on the Board or on a Sub-Committee of EA, a person must be a Member of a category other than Junior or Recreational Member and must not be an employee of EA or one of its Branches. As the Board is responsible for the actions of its Committees, it may notwithstanding the appointments of the Branches dismiss all or any members of a Committee and call upon the Branches to provide replacement members. *(Amended 26 September 2005)*

2 National Sport Committees *(Amended 01 March 2009)*

- 2.1 The Board establishes National Sport Committees (NSCs) for each Equestrian Sport. The current Committees are the National Dressage Committee, the National Eventing Committee, the National Jumping Committee, the National Show Horse Committee, the National Vaulting Committee and the National Carriage Driving Committee. Committees may adopt the name "Australian [Sport] Committee" or "Equestrian Australia [Sport] Committee".
- 2.2 The rules for the composition and appointment of the National Carriage Driving Committee, the National Dressage Committee and the National Vaulting Committee are outlined in Sections D, E and F of these By-Laws, respectively. Unless other NSCs opt for a non-representative "skills-based" Committee composition approved by the National Board, they will consist of one member nominated by each Branch and each nomination will be submitted to the Board for ratification. Each Branch will also nominate an alternate for its nominated member. Each Committee may include one nationally selected riders' representative who will be entitled to vote. The nationally selected riders' representative will be elected by a method suggested by the National Sport Committee and approved by the National Board.

The National Sport Committees will appoint one of their members or by a two-third majority vote a person who is not a member of a Committee to be Chair. In all cases including where there is only one person nominated and standing for election for the position of Chair, the Committee will take a vote. Where only one person was nominated and standing for election and this person does not receive the required majority, the Board will appoint an interim Chair until a Chair is elected with the required majority of votes.

All appointments will be for a term of two years and the Chair will hold office for two years. Effective for appointments made in 2006 and later, Committee members may serve a maximum of three terms of two years each before they have to have a break of at least one year. Where in or for their last year of tenure Committee members are newly elected to the position of Committee Chairman, their term may be extended by one year provided the Committee supports the extension by a two-third majority and the extension receives the approval of the EA Board. *(Last sentence inserted 01 March 2009)*

Transitional Arrangements (inserted 29 April 2007)

The following becomes applicable for committee membership from 2008 onwards and affects committee members with more six or more consecutive year's service at the end of 2008:

- Where there is only one member on a National Sport Committee, who has served six or more consecutive years on that committee, that member will not be eligible for re-appointment by the respective Branch Subcommittee.
- Where there are two or more members that have served six years or more consecutively on that committee, they will participate in a ballot that determines their eligibility for re-appointment and the period for which they are eligible for re-appointment by the

respective Branch Subcommittee. The first member drawn from this group will be eligible to be re-appointed for 2008 only, the second member for 2008 and 2009, etc. The respective Branch Committee is, of course, under no obligation to re-appoint any member.

For Committees constituted on a Branch-representational basis, the attendance at meetings of the Chair and of the riders' representative will be at the expense of EA. Branch representatives will attend meetings at the cost of the relevant Branch. The nominated alternate may also attend meetings but will have no vote and may only speak with the leave of the Chair of the Committee.

For Committees constituted following a "skill-based" non-Branch-representational format approved by the National Board, EA will bear the cost of attendance at meetings of all Committee members provided the Committee has submitted a fully-costed operational plan that has been approved by the Board.

Committees may delegate their powers and duties and may form or appoint Subcommittees to undertake those duties or exercise such powers. The discretionary delegations to the Subcommittees may be varied at any time by the Committee. *(Paragraph added 19 September 2004)*

- 2.3 The Board delegates to each NSC all or any of the following functions and responsibilities, to be carried out in consultation with the National Office and subject to approval by the Board: *(Amended 14 December 2007)*
- (a) Implementation of FEI policy and rules applicable to their sport;
 - (b) Determination of national programmes and rules; *(amended 14 December 2007)*
 - (c) Appointment of national selectors;
 - (d) Selection and training of national squads;
 - (e) Development of the Sport from junior to international level;
 - (f) Maintenance, training and appointment of adequate numbers of national and FEI qualified officials, who must be members of EA;
 - (g) Appointment of members to management and technical positions in the manner set out in the attached appointments procedure.
 - (h) Establishment of Sub-Committees for the Sport; *(amended 14 December 2007)*
 - (i) Promotion of the Sport in Australia within National policy; *(amended 14 December 2007)*
 - (j) Establishment of a strategic plan for the Sport within the framework of EA National Strategic Plan and of a corresponding annual operational plan and budget; *(amended 14 December 2007)*
 - (k) Generation of funds for the Sport subject to the approval of the Board. The Board, however, will only interfere in respect of these activities if the proposed activities threaten the loss of a major sponsor of EA or another Sport or are likely to have a deleterious effect on the operations of EA *(amended 19 September 2004)*;
 - (l) Acknowledgement of the overall interest of EA with respect to sponsorship, and demonstration of respect for that interest; and

- (m) Provision of copies of minutes of their meetings and an annual report to the Board;
- (n) Conduct of their meetings as directed by the Board;
- (o) Appointment of two or three representatives of the Committee to meet with the National Board on at least one occasion per annum from 2005 (*added 19 September 2004*).

Rules Changes (*added 19 September 2004 and amended 24 June 2006*)

- 2.4 Committees must allow a lead time of at least four months for the implementation of rule changes in their Sport. If a Committee believes that an earlier introduction of a rule change is appropriate, it may apply for this to the Board.

All rules that may have an administrative impact on EA or its Branches or that have potential implications for other Sports and their planned events and activities, must be vetted by the Board prior to finalization and implementation. In this context, the Board has delegated its authority to CEO who may refer matters to the Board for its attention.

3 National Coaching Accreditation Scheme (NCAS) Committee (*amended 03 November 2008*)

- 3.1 There will be a National Coaching Accreditation Scheme (NCAS) Committee to administer the training and assessment of coaches to enable them to obtain accreditation through the NCAS. Subject to clause 3.2, the Board will appoint the Chair of the NCAS Committee. The other members will be the National Education Manager or Administrator and one person appointed by each Branch, who must have current NCAS accreditation, as its representative. Each Branch may also nominate an alternate. A Branch may at its expense send an observer to a meeting of the NCAS. Appointments are to be for a term of two years. (*Except for the first sentence, this paragraph will be deleted once a Committee has been elected according to Section H of these By-Laws.*) (*Amended 03 November 2008*).

- 3.2 *After November 2008, the Committee will be established on a non-representational basis as outlined in Section H of these By-Laws. (Added 03 November 2008)*

- 3.3 The NCAS will undertake those functions delegated to it by the Board for the development and administration of equestrian coaching in Australia.

4. Audit Committee (*Note: 4, 5 & 6 replaced 4. Treasurer and Finance Committee on 03 February 2003; amended 24 June 2006*).

- 4.1 The Audit Committee of the EA National Board is responsible for recommending the selection of external auditors to the Board; receiving, reviewing, and forwarding to the Board the annual financial report of the external auditors; and such other matters as may warrant its attention.

- 4.2 The Audit Committee shall be comprised of up to four directors as determined and appointed annually by the Board at the meeting held in conjunction with the Annual General Meeting of EA. Unless a chair is appointed by the full Board, the members of the Committee may designate a Chair by majority vote of the full Committee membership.

- 4.3 In accomplishing its assigned responsibilities, the Audit Committee will review the following listed matters and such other matters as may warrant its attention. It may, with approval of the Board, engage additional assistance to undertake such reviews of financial management performance, as it deems necessary.

- (a) Recommend to the Board of Directors the selection of external auditors and the annual fees to be paid for services rendered by the external auditors, review each proposed audit plan developed by management and the external auditors, periodically

review the performance of the external auditors, and recommend to the Board any proposed retention or discharge of the external auditors.

- (b) Review EA's annual financial statements and reports as required by the By-laws, including the compliance of EA's accounting and financial management systems and reports with generally accepted accounting principles for non-profit organisations.
- (c) Review and forward to the Board the annual financial management letter of the external auditors, with such comments of its own as may be appropriate.
- (d) Periodically review the Corporation's system of internal controls, including its risk management policy and any accompanying insurance coverage, and make recommendations to the Board for changes it considers desirable.

5. Remuneration Committee *(added 03 February 2003; amended 24 June 2006)*

- 5.1 The Remuneration Committee of the EA National Board is responsible for setting overall remuneration policy for EA and the actual remuneration, of the CEO.
- 5.2 The Remuneration Committee shall be comprised of three or more directors as determined and appointed annually by the Board at the meeting held in conjunction with the Annual General Meeting of EA, but must include the Chair of the Board.
- 5.3 The Remuneration Committee is responsible to the Board for:
 - (a) recommending to the Board the policy on CEO remuneration;
 - (b) recommending to the Board the remuneration package for the CEO; and
 - (c) recommending to the Board on the remuneration policy for other senior management staff of EA and for Directors.

6. ICDF Committee *(added 03 February 2003; amended 24 June 2006)*

- 6.1 The International Competition and Development Fund (ICDF) Committee is responsible for administering the ICDF, including the approval or endorsement of funding applications made to the ICDF.
- 6.2 The ICDF Committee shall be comprised of the CEO and three members as determined and appointed annually by the Board at the meeting held in conjunction with the Annual General Meeting of EA. At least one of the members must be a director and the Chair of the Committee must be a Director.
- 6.3 The ICDF committee is responsible to the Board for:
 - (a) receiving, summarising and assessing applications for grants;
 - (b) reporting funding decisions to the Board and making recommendations to the Board for applications that exceed its authority; and
 - (c) making recommendations to the Board on the funding policy of the ICDF.

7. Athletes' Commission *(Added 19 April 2008)*

- 7.1 EA establishes an Athletes' Commission as from 01 January 2009.
- 7.2 Details are shown in Section G of these By-Laws.

8. High Performance Manager *(amended 19 September 2004)*

- 8.1. Subject to funds being available to support this position, the Chief Executive Officer will, in consultation with the Board or a subcommittee of the Board, appoint a High Performance Manager.
- 8.2. The High Performance Manager reports to the Chief Executive Officer and will make a report to the Board at least once every six months. The duties of the High Performance Manager will include the following:
 - (a) Coordinating and managing coaching and training programs of national squads
 - (b) Coordinating identification and development of high performance athletes
 - (c) Managing all OAP funding, including maintaining effective audit trail
 - (d) Coordinating national coaches and support personnel
 - (e) Ensuring national focus and coordinating all elite development programs
 - (f) Developing, maintaining and evaluating elite development plans and programs
 - (g) Maintaining appropriate levels of reporting and administrative requirements (EA, ASC, AOC)

9. National Judicial Procedures Officer *(last amended 15 October 2008)*

- 9.1. The Board may appoint a National Judicial Procedures Officer (NJPO) who must be a legal practitioner of at least seven years' standing. The term of the appointment will be for up to four years until the end of the year in which Olympic Games take place.
 - 9.2. The NJPO will undertake those duties delegated to it by the Board, which may include:
 - (a) the establishment of an appeal structure;
 - (b) the management of disciplinary matters and procedures either not dealt with by Branches or referred to the NJPO.
- 8.3 In the absence of the NJPO, the CEO manages disciplinary procedures as per 8.2 (b).

10. National Medication Control Officer *(inserted 26 September 2005)*

- 10.1. The Board appoints a National Medication Control Officer (NMCO) who is a qualified and experienced equine veterinarian. The term of the appointment will be for four years until the end of the year in which Olympic Games take place.
- 10.2. The NMCO will undertake duties delegated to it by the Board, which may include:
 - (a) the establishment and maintenance of a National Medication Control system;
 - (b) the training and accreditation of Medication Control (Swabbing) Stewards;
 - (c) the supervision of Medication Control sampling and practices in accordance with the EA Medication Control Policy; and
 - (d) the regular review of Medication Control policies and procedures.

11. General

- 11.1. The Board may delegate its powers and duties and may form or appoint other Sub-Committees to undertake those duties or exercise such powers. The discretionary delegations to the Sub-Committees may be varied at any time by the Board. Any specific delegation may only be varied by a special resolution of the Board, where two-thirds of the Directors present and voting are in favour of such variation.

- 11.2. On all the Sub-Committees of EA each Chair has a deliberative and a casting vote. An alternate is only entitled to vote if the person for whom they are alternate is not present at the meeting.

Appointment Procedure (Rule 2.3 [g]).

1. Technical/sports positions (amended 15 October 2008)
 - (a) The Olympic Sports have a maximum of five (5) selectors each, one of whom is the respective National Coach (where appointed).
 - (b) The Appointment Panels for the selectors and for the National Coach (where appointed) consist of the Chair of the respective NSC, one other member of the NSC and a rider appointed by the NSC, a member of the EA Board, and the High Performance Manager. Members of the panels must not have a conflict of interest in the respective appointment process. Where the Chair has a conflict, the NSC appoints an alternate member of the NSC.
 - (c) The election or appointment processes for technical/sports positions should take place between October and December, so that the appointed persons begin their term in the New Year.
2. Team Management positions
 - (a) Team Management positions (Section Manager/Chef de Mission, Chefs d'Equipe, National Coaches, Vets) are appointed by application, interview, and decision on merit – the best person for the job should be selected.
 - (b) The Section Manager/Chef de Mission and Chefs d'Equipe are appointed for a four-year term, to include a World Equestrian Games and an Olympic Games.
 - (c) A generic position description will be developed for all Sports. Responsibilities and requirements will be the same for all Sports, including an on-going squad management role between major competitions.
 - (d) The Board will appoint a Selection Committee, with delegated responsibilities to make recommendations to the Board, for ratification.
 - (e) The Selection Committee for the appointment of Chefs d'Equipe will be:
 - The Chair of the NSC (Chair of the selection panel)
 - One other member of the NSC
 - One rider with overseas experience
 - A Board Member
 - The High Performance Manager
 - (f) The Section Manager/Chef de Mission will be appointed by the Board.
 - (g) All other positions will be appointed by the respective High Performance Panel(s).
 - (h) Candidates will submit applications detailing their relevant skills and experience, with names and contact details for referees.
 - (i) The selection panel will discuss all applications, decide on a short list, and, if appropriate, interview the best candidates.
 - (j) The National Office will provide administrative support for this process – call for applications, receive and document applications, distribute to selection panel, arrange interviews, follow up with referees, etc.
 - (k) The Board will formally ratify any appointment, usually by telephone, e-mail or fax because of the timing.

- (l) The Chair of the selection panel will be responsible for contacting the successful applicant, and the unsuccessful ones.
- (m) The Chair of the Board, through the National Office, will make any public announcements about the appointments.

C. **ELECTION OF DIRECTORS** *(New clause inserted 04 February 2007.)*

The election of each Director pursuant to clause 6.3 of the Constitution will be decided between all candidates eligible for election, that is, those who have been nominated in writing, in accordance with the following rules:

- (1) Each voting person will write on the ballot paper or tick the names of as many candidates as there are vacancies to be filled. The votes will then be counted. Any candidate who receives an absolute majority of formal votes cast will be declared elected to office.
- (2) If there are still vacancies after the first ballot, a further ballot will take place as per subclause (1), in which voting persons elect from the remaining candidates.
- (3) If in a ballot no candidate receives an absolute majority of formal votes, the candidate who received no votes or the lowest number of votes will be removed from the ballot. The ballot will then be repeated.
- (4) The voting persons may, with a simple majority vote, amend this voting procedure if circumstances so require.

D. EA CARRIAGE DRIVING COMMITTEE

(Inserted 15 December 2004)

Functions of the Committee

1. The National Carriage Driving Committee (NCDC) operates under the following terms including requirements of Committees laid down in the Committee By-Laws of EA (see extract of By-Laws below).
 - a) To make rules for and control the sport of carriage driving in Australia, including the approval of the calendar of Combined Driving events. Note: Carriage Driving members participating in Official competition must be Senior members of EA.
 - b) To adopt and vary, where deemed necessary for National competition, the Rules of the FEI that concern Combined Driving.
 - c) To assist in the establishment of Branch Carriage Driving Committees in States where they do not as yet exist, or devise other strategies for the management of the sport in these States.
 - d) To set the terms and conditions for the appointment and promotion of officials and to approve the promotion of officials to the FEI List of Officials.
 - e) To further develop the Carriage Driving components of the National Coaching Accreditation Scheme and assist with the development of other educational resources.
 - f) To select and nominate, either directly or through a panel of appointed selectors, drivers for International competition.
 - g) To develop an annual development and events plan with the support of the National CEO or a designated Branch EO. The plan, together with an annual expenditure budget, should be submitted to the National CEO for inclusion in the EA annual business plan and budget. The Committee is accountable to the EA CEO for the management of this budget, once approved.
 - h) To develop a four-year Strategic Plan for the sport of Carriage Driving for inclusion in the EA Strategic Plan.

Composition *(Amended 24 June 2006)*

2. The NCDC must be skills-based and consist of four or five members, selected for their experience and skills relevant to the work of the Committee. To be able to hold office they must be a Member of a category other than *Junior* or *Recreational*, must not be employees of EA or one of its Branches and should not be the Chair of a Branch Committee. Three members present at a meeting form a quorum.
3. Committee members may serve a maximum of three terms of two years each before they have to have a break of at least one year, except that on initial establishment of the Committee, members will draw for the following initial terms: Two members for a term of one year and three members for a term of two years. Each of these initial terms will count as a full term of two years for the purposes of Committee rotation.
4. The Committee will elect a Chair from among its members. Members should hold the position of Chair not longer than two consecutive two-year terms, after which a break of at least one year's duration should follow.
5. Committee members should have the following skills:
 - a) A thorough knowledge of the Sport of Carriage Driving, including a working knowledge of the rules
 - b) Administrative skills including the use of e-mail and word processing and spreadsheet applications
 - c) Analytical skills

- d) The ability to think strategically

Appointment (*Amended 24 June 2006*)

- 6. For elections to the Committee, the following procedure is followed:
 - a) At least two months before the end of the term of sitting Committee members, the National Office will call for nominations from the general EA memberships to fill the forthcoming vacancies.
 - b) Any member meeting requirements listed in clauses 2 and 5 above and any further requirements stated in the nomination documentation may nominate or be nominated for election.
 - c) EA forms an Appointment Panel on the following basis:
 - one member appointed by the National Board of EA
 - one member for each EA Branch Driving Committee / Councils, appointed by the respective EA Branch Driving Committee / Council.
 - d) After the closing date for nomination, the Appointment Panel elects the number of nominees required to fill the vacancies. Each Panel member has one vote.
 - e) A resignation of sitting Committee members before the end of their term creates a casual vacancy.
 - f) Where the number of remaining members is not less than three, the Committee may decide not to fill this vacancy until the next scheduled expiry of terms of Committee memberships and the subsequent elections. If the casual vacancy is to be filled, the procedure outlined in steps a) to c) above is followed.

Meetings

- 7. The NCDC will meet twice a year in person at locations and venues that minimise the travel, accommodation, venue and catering cost to EA.
- 8. EA will allocate some support funding.
- 9. Meetings must include the EA CEO or the CEO's representative.

E EA DRESSAGE COMMITTEE (Inserted 28 November 2006)

Functions of the Committee

1. The EA Dressage Committee operates under the following terms including requirements of Committees laid down in Clause 2 of the Committee By-Laws of EA.

Composition (amended 06 February 2010):

2. The EA Dressage Committee consists of five elected Members plus the Riders' Representative, selected for their experience and skills relevant to the work of the Committee. To be able to hold office they must be a current EA Member of a category other than Junior or Recreational, must not be employees of EA or one of its Branches, must not be the Chair of a Branch Discipline Committee or Branch Board and must not hold any National Team Position (e.g. National Coach, Chef, etc) without approval of the National Board, which would consider any conflicts between these roles before it approves this position. **In order to minimise conflicts of interest and to assist their focus on National Committee functions, elected members should not also be members of their respective Branch Dressage Committees.** Four members present at a meeting form a quorum.
3. Committee members may serve a maximum of three terms of two years each before they have to step down from the Committee for at least one year, except that on initial establishment of the Committee, elected members will draw for the following initial terms: Two members for a term of one year and three members for a term of two years. Each of these initial terms will count as a full term of two years for the purposes of Committee rotation.
4. The Committee will elect a Chair from among its members. Members should hold the position of Chair not longer than two consecutive two-year terms, after which a break of at least one year's duration should follow.
5. Committee members' skills should include the following:
 - a) A thorough knowledge of the Sport of Dressage, including a working knowledge of both EA and FEI rules and procedures
 - b) Administrative skills including the use of e-mail, word processing and spreadsheet applications
 - c) Analytical skills
 - d) The ability to think strategically and in the best interest of dressage in Australia

Appointment

6. Applications are received from the general membership. Applicants must be current members. (Junior or Recreational members are not eligible as per EA Membership & Committee By-Laws).

Applicants are to complete the nomination form and attach a brief résumé. Applications must be sent to the EA National Office.

Copies of all applications together with the résumés and a voting form will be sent by the EA National Office to each Branch Dressage Committee.

Each Branch Dressage Committee will select five names and return the voting slip to the National Office. The National Office will conduct the count of the votes. Places on the Committee will be filled beginning with the candidates attaining the highest number of votes provided they reach at least a simple majority (4 votes out of the 7 Branches).

Where the final place(s) on the committee cannot be filled due to a tie or due to failure to attain a simple majority, the EA National Office will forward these candidates' names back to the Branch Dressage Committee for a further vote.

Meetings

7. The EA Dressage Committee will meet in person in accordance with an EA Board-approved operational plan at locations and venues that minimise the travel, accommodation, venue and catering costs.
8. Meetings must include the EA CEO or the CEO's representative.

F. EA VAULTING COMMITTEE *(Inserted 14 December 2007)*

Functions of the Committee

1. The EA Vaulting Committee operates under the following terms including requirements of Committees laid down in Clause 2 of the Committee By-Laws of EA.

Composition

2. The NVC is skills based and consists of five elected members plus the Vaulters' Representative, selected for their experience and skills relevant to the work of the Committee. To be able to hold office they must be an EA Member of a category other than *Junior* or *Recreational* and must not be employees of the EA or one of its Branches. A National Vaulting Committee member cannot continue also to be the Chair of a Branch Committee. Four members present at a meeting form a quorum.
3. Committee members may serve a maximum of three terms of two years each before they have to have a break of at least one year, except that on initial establishment of the Committee, members will draw for the following initial terms: Two members for a term of one year and three members for a term of two years. Each of these initial terms will count as a full term of two years for the purposes of Committee rotation.
4. The Committee will elect a Chair from among its members. Members should hold the position of Chair not longer than two consecutive two-year terms, after which a break of at least one year's duration should follow.
5. Committee members should have the following skills:
 - a. A thorough knowledge of the Sport of Vaulting, including a working knowledge of the rules
 - b. Administrative skills including the use of e-mail and word processing and spreadsheet applications
 - c. Analytical skills
 - d. The ability to think strategically.

Elections

6. For elections to the Committee, the following procedure is followed:
 - a. At least two months before the end of the term of sitting Committee members, the National Office will call for nominations from the general EA membership to fill the forthcoming vacancies.
 - b. Any member meeting requirements listed above may nominate or be nominated for election.
 - c. EA will form an Appointment Panel on the following basis:
 - one member appointed by the EA Board;
 - one member for and appointed by each EA Branch Vaulting Committee / Council.
 - d. After the closing date for nomination, the Appointment Panel elects the number of nominees required to fill the vacancies. Each Panel member has one vote.
 - e. A resignation of sitting Committee members before the end of their term creates a casual vacancy.
 - f. Where the number of remaining members is not less than three, the Committee may decide not to fill this vacancy until the next scheduled elections. If the casual vacancy is to be filled, the procedure outlined in steps a) to c) above is followed.

Meetings

7. The NVC will meet twice a year in person in accordance with an EA Board-approved operational plan and budget at locations and venues that minimise the travel, accommodation, venue and catering cost to EA.
8. Meetings must include the EA CEO or the CEO's representative.

G. EA ATHLETES' COMMISSION *(Inserted 19 April 2008)*

Definitions

"Athlete" means a person who:

- (a) is an active athlete in that he or she (i) is currently competing, or (ii) within the previous 12 years of being elected or appointed to the Commission, has competed, in the Sport at a national or international level;
- (b) is over the age of 18 years; and
- (c) has not been sanctioned for an athlete or horse doping offence during their Sport career.

"Discipline" means any of the "EA sports" of Dressage, Eventing, Jumping, Para-Equestrian, Show Horse, Endurance, Vaulting, Reining and Carriage Driving.

"EA National Sport (Discipline) Committees" means those committees established by EA for the respective EA Sport (Discipline) under its "Membership and Committee By-Laws".

"Sport" means the Sport of Equestrian except where otherwise indicated by the addition of reference to a Discipline.

Composition

1. The EA Athletes' Commission (Commission) is established from 01 January 2009.
2. The Commission will consist of athlete representatives appointed or elected to EA National Sport (Discipline) Committees. The appointment is for a term parallel with the terms of appointment for members of EA National Sport (Discipline) Committees, which is two years.
3. In addition to members appointed under clause 1 above, the EA National Board may appoint up to three Athletes to the Commission.
4. The Commission must include representatives from those sports for which there are events in the program of the Olympic Games
5. The Commission must include within its membership persons of both genders;
6. The Commission must have a majority of its members elected by their peers in their respective Discipline.

Functions

7. The Commission will represent the views of athletes in the Federation and will advise the EA National Board on any matters relating to the Sport.
8. At all meetings the Commission, at general meetings and at meetings of the National Board, members of the Athletes' Commission must act solely in the best interests of EA and its members as a whole.

Operation

9. The Commission appoints a Chairperson from among its members.
10. Commission Members have equal voting rights except that the Chairperson has a casting vote in addition to a deliberative vote.
11. The Commission meets at least once a year, either in person or by telephone or other electronic means of communication. The presence of a simple majority of members will constitute a quorum.

National Board *(amended 01 March 2009)*

12. The EA National Board will appoint one member of the EA Athletes' Commission, whom they consider by virtue of qualifications and background will assist the Company attain its objectives, as a Director (refer EA Constitution: Appointed Directors). The appointed member must be an Athlete in one of the Disciplines of Dressage, Eventing or Jumping elected by athletes in the respective Sport (Discipline). Should all three eligible athletes decline the appointment, the Board will appoint another athlete who, with the exception of having been elected by athletes, meets all other criteria for appointment to the Board.
13. This Director has the same right and responsibilities as the other Directors of the EA National Board.

H. EA National Coaching Accreditation Committee *(Inserted 03 November 2008)*

Functions of the Committee

1. The EA NCAS Committee operates under the following terms including requirements of Committees laid down in Clause B of the EA Membership and Committee By-Laws.

The NCAS Committee is primarily responsible for contributing to the development of policy and the monitoring of policy implementation for NCAS-related matters and areas. These include:

- Development of coaches from junior to international level in all disciplines
- Development / review of Australian Sports Commission NCAS courses
- Education, assessment and accreditation of coaches of all disciplines
- Development of Community Education programs
- Recognition of Current Competency (RCC) applications
- Assistance in the development and implementation of EA NCAS operational plan
- Assistance in the conduct of National and International forums / seminars for Coaches, Coach Educators, Skill Specific Trainers and Assessors and Community Education programs

Composition

2. The NCAS is skills-based and consists of five elected members selected for their experience and skills relevant to the work of the Committee.
3. To be able to hold office they must be an EA Member of a category other than Junior or Recreational and must not be employees of EA or one of its Branches. A NCAS Committee member cannot also continue to be:
 - The Chair of a Branch NCAS Committee or
 - Be a member of one of the EA Sport Committees
4. Three members present at a meeting form a quorum.
5. Members will elect a Chair from among the Committee's members for a term of two years. The Chair cannot be elected to the position for more than three consecutive two-year terms, after which a break of at least one year's duration must occur.
6. Committee members may serve a maximum of three terms of two years each before they have to have a break of at least one year, except that on initial establishment of the Committee, members, except for the Chair, will draw for the following initial terms: Two members for a term of one year and two members for a term of two years. Each of these initial terms will count as a full term of two years for the purposes of committee rotation. Terms of office will be counted from the initial appointment to the skills-based non-representational committee.
7. Committee members should have the following background:
 - a) Thorough knowledge of NCAS Accreditation scheme
 - b) Understanding of the coaching requirements for the EA sports disciplines (Dressage, Eventing, Jumping, Carriage Driving, Reining, Show Horse and Vaulting)
 - c) Administrative skills including the use of e-mail and word processing and spreadsheet applications Analytical skills
 - d) The ability to think strategically and in the best interest of the NCAS Nationally

Elections

8. For elections to the Committee, the following procedure is followed:
 - a) At least two months before the end of the term of sitting Committee members, the National Office will call for nominations from the general EA membership to fill the forthcoming vacancies.

- b) Any member meeting requirements listed above may nominate or be nominated for election.
- c) EA will form an Appointment Panel on the following basis:
- d) One member appointed by the National Board of EA
- e) One member for and appointed by each EA Branch NCAS Committee / Council.
- f) After the closing date for nomination, the Appointment Panel elects the number of nominees required to fill the vacancies.
- g) A resignation of sitting Committee members before the end of their term creates a casual vacancy.
- h) Where the number of remaining members is not less than three, the Committee may decide not to fill this vacancy until the next scheduled elections. If the casual vacancy is to be filled, the procedure outlined in steps a) to c) above is followed.

Meetings

- 9. The NCAS will meet twice a year in person in accordance with an EA Board-approved operational plan and budget at locations and venues that minimise the travel, accommodation, venue and catering cost to the EA.
- 10. Meetings must include the EA National Education Manager, the EA CEO or the CEO's representative.