



# Malta Equestrian Federation

## STATUTES

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## INTRODUCTION

### Article 01

1. A national equestrian federation was constituted in 1999 under the name of **Malta Equestrian Federation** (hereinafter referred to as the MEF) which enjoys the full recognition of the **International Federation of Equestrian Sports (Federation Equestre Internationale – FEI)**.
2. Affiliation to the MEF is open to national bodies which at least practice any of the Equestrian Disciplines, preferably those recognized by the National Olympic Committee, and which are prepared to accept the obligations contained in and abide by the Statutes, Regulations and Rules. National bodies with membership in the MEF are hereinafter referred to as “National Bodies”.
3. The statute is a guideline to equestrian sports mentality and can be altered from time to time at the General Assembly or at an Extraordinary General Meeting by a two-thirds majority of all valid ballots cast. It is being presented within the parameters of the **FEI** statutes with adaptations for national requirements.

## CHAPTER I – PURPOSE AND PRINCIPLES

### Article 02 - PURPOSES

The purpose and objectives of the MEF are as follows:

1. To be the sole authority for all national and international events organized in the Maltese jurisdiction, in Dressage, Jumping, Three-Day Eventing, Driving, Endurance Riding, Vaulting, Reining, Para-equestrian and any other forms of equestrian disciplines as may be recognized by the FEI from time to time.
2. To identify and organize equestrian oriented bodies to operate as members under **MEF**. The main objective is to achieve an international level from its members and to combine all efforts to compete as a national team at Olympic Games.
3. To establish Statutes, Regulations and Rules for the conduct of national and international events in the equestrian disciplines approved at the AGM, and to co-ordinate and supervise the technical organization of such events while allowing the widest possible freedom to National Bodies in the arrangement of programmes.
4. To establish Regulations and Rules and to approve programs for equestrian competitions at Championships, National and Olympic games, and to control their technical organisation.
5. To enable and to facilitate individual competitors and teams from different National Bodies to compete in national and international events against each other under equal and fair conditions.
6. To encourage the observance of the principles and spirit of equestrian sports particularly in the relationship with horses:
  - 6.1 by promoting equal and fair conditions in the conduct of national and international events;
  - 6.2 by preserving and protecting the welfare of the horse and the natural environment establishing appropriate codes of conduct thereto;
  - 6.3 by acting as the controlling authority for FEI and MEF events.
7. To promote the highest standards of organisation, judging, stewarding, course designing, veterinary and medication control, and anti-doping controls of human athletes at national and international events.

8. To recognise the interests of all the constituencies of equestrianism including National Bodies, competitors, owners, organisers, officials and sponsors and to foster their harmonious development.
9. To promote equestrianism in all its forms and to encourage the development of the FEI equestrian disciplines throughout Malta.
10. To promote understanding and cooperation between National Bodies, to give them support and to strengthen their prestige.
11. To encourage instruction in all approved equestrian disciplines and in horsemanship for recreational purposes.
12. To act as the national representative body for the National Bodies and the equestrian disciplines established under the Statutes.
13. To raise funds for the execution of these purposes.

### **Article 03 - PRINCIPLES**

1. All National Bodies recognise the MEF as the sole authority for equestrian disciplines according to Art. 02.1. The National Bodies agree not to become members of any other national or international organisation for a similar purpose except Regional Equestrian Associations authorised by the General Assembly.
2. The MEF, National Bodies, Organising Committees, Officials, owners of horses, Persons Responsible, competitors, team officials and other individuals and bodies involved in FEI and MEF events agree to comply with, and be bound by, the Statutes, Regulations, Rules and any decision by an authorized body of the MEF and the FEI.
3. Candidates for membership of the Executive Board, all Standing Committees and District Representatives must be supported by their National Bodies.
4. The Executive Board may, in exceptional circumstances, appoint an independent commission to review and decide on matters involving an apparent contravention of the Statutes, Regulations and Rules in order to avoid grave consequences in the interest of the sport as a whole and on the purposes and principles of the FEI.

### **Article 04 - ORGANISATION OF THE MEF**

The MEF is constituted as follows:

1. General Assembly as laid down under Chapter III.
2. Executive Board as laid down under Chapter IV.
3. Committees as laid down under Chapter V.
4. Districts as laid down under Chapter VI.
5. Legal Structure as laid down under Chapter VII.

## **CHAPTER II – MEMBERSHIP**

### **Article 05 - MEMBERSHIP**

All National Bodies having at least five (5) members which are in a position to effectively practice any equestrian discipline, preferably those recognised by the Malta Olympic Committee or FEI can apply for membership. These will be scrutinized by the Executive Board.

## Article 06 - APPLICATION FOR MEMBERSHIP

1. Application for membership must be sent to the Secretary General by letter, signed by the President of the applicant National Body. The application must include the following:
  - 1.1 The full name of the National Body together with the address and telephone number of the head office.
  - 1.2 The full names and contact information of the President and Secretary General.
  - 1.3 A copy of its Statutes, Regulations and Rules.
  - 1.4 Evidence of the activities of the National Body including the total number of persons involved in equestrian disciplines and any other relevant information.
  - 1.5 An undertaking to pay all Financial Charges.
2. The Executive Board may postpone a decision on an application if it does not satisfactorily meet the Statutes' requirements.
3. If the Executive Board is satisfied that the application meets all requirements, it will submit the application to the next General Assembly.
4. Any newly affiliated National Body shall undergo a three year introduction period as an affiliate member without voting powers. During this period, all the MEF rules and regulations shall be observed. At the third General Assembly following its affiliation, provided that there are no valid reasons for the Executive Board to reject full membership, such club would achieve the status of 'full' membership, including the right to vote.
5. In exceptional cases the Executive Board may accept an application immediately but only on a provisional basis and for a period of not more than one year. The application must be submitted to the General Assembly at the end of this period.

## Article 07 - FINANCIAL CHARGES

1. Upon acceptance as a member of the MEF a National Body will be charged the annual subscription ("Annual Subscription"), according to the financial level to which it has been allocated. National Bodies shall assume responsibility for the events they organise and shall thereby be responsible for organizing fees, expenses of Officials, fines as determined by the Executive Board from time to time and, in instances in which a working agreement has been entered into by and among the FEI, the MEF, the National Body and the Organising Committee, prize money (together, "Financial Charges") and other dues decided by the General Assembly.
2. National Bodies are required to pay their Annual Subscriptions in advance of the respective financial year (Art. 043). National Bodies must pay their Annual Subscriptions at the latest by the day before the commencement of the General Assembly of that financial year, as well as any other charges as established by the **MEF**. The first annual subscription must be paid in advance. The subscription is not intended to finance the running costs of **MEF** but to finance the administration costs of the members to be properly organized within the **MEF**.
3. A National Body which fails to pay promptly any Financial Charges may by way of sanction be temporarily deprived of certain rights and privileges according to conditions which are established by the Executive Board and which have regard to the amount involved and the length of the delay in payment.

## **Article 08 - SUSPENSION AND EXPULSION**

1. A National Body may be suspended by the Executive Board, following advice from the Treasurer, for failure to pay in full its Financial Charges within six months of the date of invoice.
2. Any National Body that has not paid its Annual Subscription at the latest by the day before the commencement of the General Assembly of the same financial year shall be automatically suspended until it has met its liabilities.
3. The Executive Board may suspend a National Body for a given period of time for violation of the Statutes, Regulations or Rules under Art. 35.6.1.
4. During a period of suspension, a suspended National Body may not send delegates to, or be represented at, any session or meeting of any body of the MEF. While under suspension a National Body may not organise national or international events and its competitors may not take part in national and international events organised by any other National Body.
5. At the end of any defined period of suspension the National Body is automatically restored to full membership.
6. A National Body which has been suspended for failure to pay its Financial Charges shall be expelled from the MEF twelve months after its suspension unless it earlier pays in full all of its Financial Charges (including late payment penalties and interest).
7. A National Body which has not paid its Annual Subscription during the year following the respective financial year shall be automatically expelled from the MEF.
8. The Executive Board may expel a National Body for persistent violations of the principles and obligations laid down in the Statutes. The expulsion of a National Body by the Executive Board must be ratified by the General Assembly.
9. A National Body which has been expelled ceases to be a member of the MEF. In order to become a member again the National Body must make a new application.
10. Cases of suspension, restoration and expulsion must be made known to all National Bodies as soon as practicable by the Secretary General.

## **CHAPTER III – GENERAL ASSEMBLY**

### **Article 09 - COMPOSITION**

1. The General Assembly in session under the Statutes is the supreme authority of the MEF.
2. The voting members shall be the nominated delegates of the affiliated National Bodies present or represented.
3. Each affiliated National Body may be represented by two delegates, but each delegation has only one vote.
4. A National Body which is unable to send delegates may nominate the delegation from another National Body to act as its proxy. No delegation may hold more than one proxy vote.
5. In order to exercise its right to vote, each National Body must notify the Secretary General of the names of its delegates or the National Body and person nominated as its proxy, in a written declaration signed by its President, not later than 48 hours before the start of a General Assembly.
6. National Bodies with provisional membership may be represented by up to two delegates as observers without the right to vote.
7. The following persons may attend sessions of the General Assembly in a consultative capacity:
  - 7.1. All Executive Members, any person on the Board of the FEI, any IOC Member, and a representative of the Malta Olympic Committee.

- Provided that all these will not have the right to vote except for the President and the General Secretary;
- 7.2. Representatives of the recognised international organisations of competitors and of show organisers of the FEI disciplines.

## **Article 10 - FUNCTIONS AND POWERS**

The General Assembly has the following functions and powers:

1. To elect a Chairman when and if required.
2. To approve the minutes of the last meeting.
3. To approve the agenda.
4. To approve the annual Administrative and Financial Reports.
5. To approve the annual subscriptions, organizing dues and other financial charges and to change the financial categories of members.
6. To approve the Budgets for one or more financial years.
7. To approve the membership of National Bodies, which are allowed to vote at the General Assembly following the one in which they are approved; to determine the National Bodies' inclusion in District Groups; and to ratify the expulsion of a member National Body.
8. To elect, when appropriate, the:
  - President
  - Vice President
  - General Secretary
  - Treasurer
  - Executive Board Members
  - Chairman and Members of the Judicial Committee
9. To nominate Arbitrators to the Court of Arbitration for Sport (CAS).
10. To approve, when appropriate, the appointment of District Representatives nominated by their Districts
11. To approve and/or change the Statutes.
12. To approve the General Regulations.
13. To decide on items put on the agenda and to discuss items raised by delegates not on the agenda.
14. To accept the Official Calendar.

Provided that the General Assembly has the further power to decide on the dissolution of the MEF in accordance with Art 17.

**The General Assembly being the highest organ of the MEF shall set the policy on which the MEF shall be governed by the Executive Board and it is incumbent on the Executive Board that this policy line is adhered to.**

## **Article 11 - SESSIONS**

1. The General Assembly shall meet annually in Ordinary Session in the first half of each calendar year.
2. An Extraordinary General Meeting shall be convened on the decision of the Executive Board or at the written request of at least two (2) Districts.
3. The date and place of all General Assemblies shall be decided by the Executive Board.
4. The notice convening a General Assembly or an Extraordinary General Meeting shall be sent to all National Bodies and Executive Board members at least eight weeks before the General Assembly is due to meet.

## **Article 12 - VALID SESSIONS**

1. A session is valid provided one half plus one of National Bodies are present or represented. If there is no quorum the Chairman will extend the commencement time by a further half an hour and if again no quorum is reached, the Chairman can decide either to commence the meeting with the members present (provided that session shall have a mere consultative capacity and no decisions, votes or ballots shall be taken) or alternatively convene a further session after a period of no less than 30 days. Such later session will be valid irrespective of the number of National Bodies present.
2. The Secretary General shall check the credentials of all delegates, including deeds of proxy, and the Scrutineers shall establish the number of ballots entitled to be cast.
3. The Scrutineers shall supervise all ballots and count the ballots cast.

## **Article 13 - AGENDA**

1. Items which National Bodies wish to put on the agenda for the General Assembly must be sent to the Secretary General not later than 2 weeks from the mailing date of the notice convening the said General Assembly, unless a different date is specified in writing by the Secretary General.
2. The Executive Board shall establish the agenda. The agenda must include all relevant items in Art. 10 and items properly submitted under Art. 13.1. The order of elections included in the agenda must follow the order detailed under Art. 10.8.
3. The agenda and available supporting papers shall be sent to all National Bodies and Members of the Executive Board not later than four weeks before the General Assembly.
4. The supporting material for the agenda shall include:
  - 4.1. The Annual Administrative and Financial Report, accounts and budget.
  - 4.2. The names and qualifications of all candidates for election.
  - 4.3. When appropriate, proposals for modifications to the Statutes, Regulations or Rules.
  - 4.4. Any supporting material for items put on the agenda by National Bodies.
5. Only items notified in the agenda may be decided at a session. Provided that in exceptional cases the Executive Board, with the agreement of the General Assembly, may add an item after the agenda has been distributed to the delegates. In addition, it shall be possible for any of the Delegates present at the General Assembly to add an item after the agenda has been distributed to the delegates.

## **Article 14 - CHAIRMAN**

1. The Chairman of the General Assembly shall be the President of the MEF or, on his proposal, any other MEF Official or National Body delegate approved by the General Assembly.
2. If the President is not present and has not delegated chairmanship, the provisions of Art. 12.1 shall apply to the Secretary General or in his absence to the Treasurer.
3. Should none of the above be available, the General Assembly shall elect one of the Members of the Executive Board to take the Chair.

## **Article 15 - VOTING RIGHTS**

1. Each accredited delegation which has been accepted by the Scrutineers shall have one vote. Each accredited delegation may also hold up to one proxy vote on behalf of another National Body.
2. Block votes may not be exercised. In the case of equality of valid ballots the Chairman shall have a casting vote.
3. The total votes entitled to be cast shall be the sum of the votes of the accredited delegations present plus any proxies.
4. A written secret ballot shall be compulsory for all contested elections and for the dissolution of the MEF.
5. All other decisions shall be taken by a show of hands, unless the Chairman or at least one-quarter of those entitled to vote demand a secret ballot.
6. Decisions shall be made by a simple majority unless stated otherwise. A simple majority is one half plus one of the valid ballots cast, not counting abstentions.
7. Valid ballots may only be cast by an accredited delegate present or by properly executed proxy.

## **Article 16 - MINUTES**

1. Minutes shall be kept of all meetings under the supervision of the Secretary General. The minutes of both Ordinary and Extraordinary meetings must be approved at the next General Assembly and signed by the Chairman and the Secretary General.
2. The minutes must record all decisions taken at the meetings and, where applicable, the dates on which they are to come into effect.
3. Decisions recorded in the minutes shall be as binding as the Statutes, Regulations and Rules upon the MEF, member National Bodies, Organising Committees, Officials, owners of horses, Persons Responsible, competitors, team officials and other individuals and bodies involved in MEF events.
4. Copies of the minutes shall be sent to the National Bodies by not later than ten weeks after the General Assembly.

## **Article 17 - DISSOLUTION OF THE MEF**

1. The dissolution of the MEF can be decided only at a General Assembly convened for that purpose. Three-quarters of the National Bodies must be present or represented for the session to be valid.
2. The decision must be made by a two-thirds majority of all valid ballots cast.
3. Should the MEF be dissolved its assets shall be distributed among the National Bodies according to their financial categories, after satisfying all its liabilities vis-à-vis its creditors.

## **CHAPTER IV – EXECUTIVE BOARD**

### **Article 18 - RESPONSIBILITIES OF THE EXECUTIVE BOARD**

The day to day management of the MEF will be the sole responsibility of the Executive Board who shall govern these affairs within the policy decisions of the General Assembly. The Executive Board shall ensure that the MEF is governed in line with all the policy decisions sanctioned by the General Assembly. Within this framework, it can set up any organ/sub committee and take all the necessary

decisions so as to ensure the governance of the MEF in line with the policy decided upon by the General Assembly.

#### **Article 19 - COMPOSITION**

The Executive Board shall consist of:-

President

Vice President (provided that having regard to the provisions of Article 20.3, in case of vacancy the post shall remain vacant until the following General Assembly or *ad hoc* Extra Ordinary General Meeting)

General Secretary

Treasurer

International Secretary

Director of Sport, Youth and Development

Director of Competitions

One (1) delegate from each District, provided that:

- Districts within which there are two [2] to four [4] affiliated National Bodies shall have a total of two (2) delegates on the Executive Board; and
- Districts within which there are five [5] or more affiliated National Bodies shall have a total of three (3) delegates on the Executive Board

#### **Article 20 - TERM OF OFFICE**

1. All the above shall be elected for a term of office of not more than two years at any one time. Provided that the aforesaid two years of office shall be construed as ending with the second General Assembly following the session at which they were elected.
2. Members shall begin their terms of office at the closing of the session at which they were elected and shall remain in office over the period of the next two annual General Assemblies, unless they resign or cease to be members for any other reason.
3. In case of a vacancy arising for whatever reason other than the normal ending of a term of office, the Executive Board can co-opt up to two new members to fill a maximum of two vacancies at any time during the term of office of an Executive Board. The co-options have to be ratified by the General Assembly within a maximum period of one year from the appointment. In the event that more than two vacancies arise during a specific term an Extraordinary General Meeting will be convened to elect replacements within twelve (12) weeks of the said vacancies. The persons elected or co-opted to fill the vacancy shall serve for the remainder of the original term.

#### **Article 21 - CONFLICT OF INTEREST**

Members shall refrain from fulfilling any technical duties at MEF events where such a role might be or appear to be in conflict of interest with their responsibilities as members of the Executive Board.

#### **Article 022 - HONORARY**

Membership is honorary and carries no remuneration.

### **Article 023 - REPRESENTATION OF THE MEF**

In the absence of the President, the Vice President or the Secretary General shall represent the MEF on all appropriate official occasions.

### **Article 024 - PRESIDENT**

1. The President is responsible for ensuring that the purposes and principles of the MEF are observed and for the general supervision of all its activities.
2. Subject to Art. 14, The President shall take the Chair at all sessions of the General Assembly and at all meetings of the Executive Board unless he delegates this duty or is temporarily unable to carry it out himself.
3. The President will maintain close contact with National Bodies and with the various constituencies of the MEF and will represent the MEF in its relationships with other National and International Bodies, the MOC and IOC and any other bodies and individuals.
4. The President may attend the meetings of all Standing Committees in a consultative capacity.

**The President can never act on behalf of the MEF without a clear mandate of the Executive Board. It is therefore incumbent on the President that no unilateral decisions are taken on behalf of the MEF and that the collegiate principle shall always apply in a decision making process.**

### **Article 025 - VICE PRESIDENT**

1. The Vice President shall cooperate with the President according to a delegation of duties as defined by the Executive Board.
2. The Vice President may attend the meetings of all Standing Committees. Such attendance in Standing Committees in which the respective Vice President is not a member shall be in a consultative capacity.

**The Vice President can never act on behalf of the MEF without a clear mandate of the Executive Board. It is therefore incumbent on the Vice President that no unilateral decisions are taken on behalf of the MEF and that the collegiate principle shall always apply in a decision making process.**

### **Article 026 - TREASURER**

1. The Treasurer is Chairman of the Finance Committee (if any).
2. The Financial Report and Accounts which have been approved by an independent auditor appointed by the General Assembly and signed by the Treasurer or his deputy and the Secretary General, shall be presented by the Treasurer to the Executive Board and to the General Assembly, together with the budget for one or more financial years.
3. He shall be responsible for the financial management of the MEF and shall keep a good set of accounts and this in accordance with the laws of Malta.

**The Treasurer can never act on behalf of the MEF without a clear mandate of the Executive Board. It is therefore incumbent on the Treasurer that no unilateral decisions are taken on behalf of the MEF and that the collegiate principle shall always apply in a decision making process.**

## **Article 027 - SECRETARY GENERAL**

1. The Secretary General is responsible to the Executive Board and the General Assembly.
2. The Secretary General is responsible for the following:
  - 2.1. The management of the Secretariat;
  - 2.2. The execution of the policies and decisions of the Executive Board
  - 2.3. The preparation for and the arrangements for taking the minutes of, all sessions and meetings and the implementation of their decisions;
  - 2.4. The preparation of the Annual Report and other publications, and the distribution of all relevant material to National Bodies and other appropriate parties;
  - 2.5. The correspondence of the MEF and the execution of formal documents other than those that need to be executed by the President;
  - 2.6. The observance of the principles and spirit of the Statutes, Regulations and Rules and to ascertain that any contraventions are brought to the notice of the appropriate bodies;
  - 2.7. The promotion of good communications between the Secretariat and the National Bodies, and other duties as assigned by the Executive Board
3. The Secretary General must attend meetings of the Executive Board and the General Assembly and may attend, whenever useful or necessary, any other meetings. His attendance is always in a consultative capacity.

**The Secretary General can never act on behalf of the MEF without a clear mandate of the Executive Board. It is therefore incumbent on the Secretary General that no unilateral decisions are taken on behalf of the MEF and that the collegiate principle shall always apply in a decision making process.**

## **Article 28 - TECHNICAL CHAIRMEN**

The Executive Board may appoint Technical Chairmen whose duties, roles and obligations will be defined from time to time by the Executive Board.

## **Article 29 - POWER TO SET UP COMMITTEES**

The Executive Board is empowered to set up Standing Committees, *ad hoc* Committees or any other organ which in their opinion will facilitate the mandate entrusted to them by the General Assembly amongst which but not only to organize and enhance the ethics, finance, judicial, marketing, technical, veterinary and the sports aspects of the equestrian disciplines.

## **Article 30 - DISTRICT DELEGATES**

1. The District Delegates are the representatives of the Districts as established according to Chapter VI.
2. The candidates may only be chosen from the District's National Bodies.
3. Candidates must be nominated by simple majority by all of the National Bodies of their District; provided that during any term of office, no District shall be represented by more than one Delegate coming from the same National Body.
4. Proposals for candidates must reach the Secretary General by not later than six (6) weeks prior to the General Assembly. The list of candidates shall include a brief curriculum vitae for each one and must be notified to all National Bodies not later than four weeks before the General Assembly.

5. If a vacancy occurs for any reason other than the normal ending of a term of office, the Executive Board shall decide the date by which nominations have to be received but in any case not later than two days before the election at the General Assembly.
6. On the proposal of any National Body of the District and supported by simple majority of the District's National Bodies, the mandate of any District Delegate may be terminated before the normal end of his term of office. His replacement will be made at the next General Assembly in accordance with Art. 030.4.
7. Delegates shall assist in the promotion of the objectives of the MEF within their respective Districts.
8. Delegates shall represent their Districts in the Executive Board but are jointly responsible with the Executive Board members for all matters dealt with in the Executive Board.
9. District Delegates shall facilitate contacts between the MEF and the National Bodies of their Districts, act as representatives of the MEF within their Districts, organise District meetings, coordinate all relevant projects within their Districts, promote the organisation of MEF events within their Districts, promote knowledge of and application of FEI & MEF Rules and Regulations, liaise with other bodies relevant to the sport in their areas and keep the Secretary General informed of their Districts' activities.
10. The Executive Board may assign to a District Delegate any duty or tasks which it deems suitable for the promotion of equestrian sport in his area.
11. A District Delegate may be appointed Chairman of any temporary or standing committee as shall be decided from time to time.

#### **Article 031 - MEETINGS OF THE EXECUTIVE BOARD**

1. The Executive Board is summoned by the President or General Secretary at least ten (10) times a year or at the request of two members. Five members shall form a quorum. Members of the Executive Board should attend 70% of the meetings during their term of office.
2. Each voting member shall have one vote. All matters shall be decided by a show of hands unless two members demand a secret ballot. In the case of an equality of valid votes the President shall have a casting vote.

#### **CHAPTER V – COMMITTEES**

##### **Article 032 - TEMPORARY COMMITTEES & SUB-COMMITTEES**

1. For the better management of the FEI equestrian disciplines, the Executive Board may appoint Temporary Committees and Sub-Committees for the purpose of assisting any of the MEF bodies in any area including:
  - 1.1. Ethics
  - 1.2. Finance
  - 1.3. Judicial
  - 1.4. Strategic Planning
  - 1.5. Technical Committees for:
    - 1.5.1. Veterinary and/or Medication Sub-Committee
    - 1.5.2. Dressage
    - 1.5.3. Jumping
    - 1.5.4. Eventing
    - 1.5.5. Driving
    - 1.5.6. Endurance Riding
    - 1.5.7. Vaulting

- 1.5.8. Pony Riders
- 1.5.9. Children
- 1.5.10. Reining
- 1.5.11. ParaEquestrian
- 1.6. Competition Committees for National Cups and other event series or competitions as established by the Executive Board.
- 2. Temporary Committees:
  - 2.1. The Executive Board may appoint Temporary Committees for particular purposes. The Executive Board shall appoint the Chairman and members, define the terms of reference and decide the date when the Temporary Committee shall make its report. Temporary Committees shall consist of not more than five and not less than three members, including the Chairman. If a member of the Executive Board is appointed to the Temporary Committee, he shall automatically become the Chairman.
  - 2.2. Temporary Committees shall be free to adopt their own methods of work within the terms of reference. Reports must be in writing and signed by the Chairman unless the terms of reference state that the report should be verbal.
  - 2.3. Reports must be submitted by the date specified in the terms of reference, and that date terminates the existence of the committee whether the report has been submitted or not. In exceptional cases the President may grant a limited extension.
  - 2.4. Once set-up, a committee shall be deemed a Standing Committee and shall remain until the objective for which it was set-up has been met as decided by the Executive Board.
- 3. Sub-Committees:
  - 3.1. Sub-Committees shall be composed of a Chairman and two to four other members.
  - 3.2. The Executive Board shall lay down the terms of reference of Sub-Committees, which shall report to the relevant committees.
- 4. With the exception of the committees under 1.5.7 - 1.5.11, no person may serve on more than one Standing Committee at the same time except ex-officio.
- 5. At least one member of each Committee must come from a National Body. This does not refer to the Committees under 1.3, 1.4, 1.5.1, 1.5.7, 1.5.8, 1.5.9, 1.5.10 and 1.5.11.
- 6. Membership of all committees is honorary and carries no remuneration.
- 7. Any standing Committees shall meet at least once a year. The relevant Chairman, together with the Secretary General, shall decide on the date and location of the meeting. With regard to the agenda, voting, minutes, etc. Art. 032 shall apply accordingly.
- 8. The minutes of all committee meetings shall be submitted to the Executive Board.
- 9. For reasons of practicality the Executive Board shall decide which committee is to be responsible for matters that concern more than one committee.
- 10. The Chairmen of the Standing Committees may invite to attend in a consultative capacity any other person or representative of an organisation who can contribute to the work of the Committee.
- 11. The Committees under Art. 034.1.5.7 - 1.5.11 shall report directly to the Executive Board, except when chaired by a Executive Board member.

## **CHAPTER VI – DISTRICTS**

### **Article 33 - COMPOSITION AND FUNCTIONS**

1. Districts are established for the following purposes:

- 1.1. to promote and coordinate the development and the activities of equestrian sport within the District area.
- 1.2. to deal with matters of common interest of the National Bodies in their District and to bring them to the attention of the Executive Board and General Assembly.
- 1.3. to be represented by their District Delegates in the Executive Board.
2. Changes to the composition and number of Districts as identified in ANNEX I hereof shall only be made in exceptional cases at the proposal of the Executive Board for approval by the General Assembly.
3. The District Delegates shall be elected in accordance with Art. 030.
4. The grouping of National Bodies does not affect in any other way their immediate membership of the MEF according to these Statutes.
5. The expenses incurred by a District or by its Appointed Delegates in carrying out the purposes stated in this article are to be borne by that District.
6. The Executive Board may decide to allocate funds to a District in certain circumstances for specific purposes.

## **CHAPTER VII – THE LEGAL STRUCTURE**

### **Article 34 - PREAMBLE**

1. The Statutes define the structure under which the legal responsibilities of the MEF are to be exercised.
2. In case of dispute or clarification of any Rules and Regulations governing the Statutes of MEF or General rules and Regulations pertaining to the Equestrian sphere, the Federation should refer to the Statutes and General Regulations of the FEI as guideline with proper consideration to the local requirements and regulations. All legal aspects must however be in conformity with Maltese law and in case of dispute or doubt Maltese law shall prevail, subject to requirements regarding arbitration under the present Statutes.
3. The FEI & MEF General Regulations, Veterinary Regulations, Special Regulations and the Rules define the process by which the MEF and its Officials and Bodies shall carry out their respective duties for the well-being of the horses and for the fair and efficient control of the FEI disciplines to the benefit of all participants and spectators.
4. All Individuals and Bodies including National Bodies and Organising Committees, Officials, Horse Owners, Persons Responsible, Competitors and team officials involved in any activities within the jurisdiction of the Statutes, Regulations and Rules, undertake to recognise the authority and responsibilities of Officials, Ground Juries, Appeal Committees, the Judicial Committee and the Court of Arbitration for Sport (CAS) in the performance of the duties required of them under the Statutes, Regulations and Rules, and undertake not to resort to any other legal procedures in matters coming within the responsibilities of these bodies.
5. Officials and Bodies, appointed or established in accordance with the Statutes, Regulations and Rules, have the authority to make decisions under the Statutes, Regulations and Rules and to impose penalties for violations of the Statutes, Regulations and Rules and for any contravention of the common principles of behaviour, fairness and accepted standards of sportsmanship whether or not committed during an international event, according to the relevant provisions in the Statutes, Regulations and Rules.
6. In order to ensure that the execution of these responsibilities is carried out according to the highest standards of justice and equity, the following bodies and procedures may be established:
  - 6.1. Preliminarily, a Judicial Committee to decide on all cases which are outside the competence of any other body established under the

- Statutes, Regulations and Rules and on all other cases which are properly referred to it.
- 6.2. By way of subsidiary action, after exhausting any other means of action, a procedure of independent arbitration (Art. 38) before a Court of Arbitration for Sport (CAS), as regulated by the MOC under the auspices of the IOC, to hear all disputes and appeals against decisions for which reference to arbitration is provided in the Statutes and General Regulations.
  7. As a result of proceedings initiated by the Officials, Ground Juries and Appeal Committees of MEF events, the Executive Board, National Bodies or other persons according to their competence, penalties may be imposed on the bodies and the persons indicated under Art. 34.4.

## **Article 35 - JUDICIAL COMMITTEE**

1. The Committee shall be set-up at the General Assembly or at an extraordinary General Meeting convened in terms of Article 11 and composed of a Chairman and two other members with wide knowledge and experience in the practice of law and of equestrian sport:
  - 1.1. Once set up the Judicial Committee shall become a Standing Committee and the Chairman and members shall be elected for terms of four years and can be re-elected.
  - 1.2. The Chairman shall appoint one member of the Judicial Committee as his Deputy.
  - 1.3. Candidates for the chair and membership may be:
    - 1.3.1. Any member whose term is expiring and who is proposed by the Executive Board.
    - 1.3.2. Any person selected by the Executive Board who meets the qualifications in Art. 035.1.
  - 1.4. Proposals from National Bodies and from the Judicial Committee for candidates must reach the Secretary General by 1 November. The list of qualified candidates must be notified to National Bodies not later than four weeks before the relevant session of the General Assembly.
2. The Chairman shall act as consultant to the Executive Board and other bodies of the MEF. The Chairman shall be invited to Executive Board meetings and may be invited to meetings of other bodies.
3. All three members must be present at every meeting of the Committee. Decisions taken during a meeting shall be taken by a majority of those members present. In the case of any abstention and equality of votes the Chairman shall have the casting vote.
4. The Committee may take decisions by correspondence in which case the Chairman and at least one of the members must be in agreement for a valid decision to be made, with the exception of matters for decision delegated by the Committee to one or more members.
5. Minor cases as determined from time to time by the Judicial Committee may be administratively decided by the Executive Board in conjunction with the Secretariat. Any person subject to such a decision may elect not to accept such a decision and may require a decision on the matter by the Judicial Committee. Administrative decisions are final and not subject to an appeal.
6. The Judicial Committee shall decide all cases, subject to Art. 035.5, not under the jurisdiction of the Ground Jury or Appeal Committee submitted to it by or through the Secretary General. These cases may be:
  - 6.1. Cases of infringement of the Statutes, Regulations or Rules or of violation of the common principles of behaviour, fairness and accepted standards of sportsmanship, whether or not arising during MEF meetings and events.
  - 6.2. Cases of disagreement on the interpretation of the Statutes, Regulations and Rules.

7. The Committee must take into account all relevant evidence submitted to it either verbally or in writing. The parties must receive full details of the case together with copies of all written evidence, and must be informed how, when and where the case will be investigated and be given the opportunity to attend in person to present oral and/or written evidence and to call and examine witnesses. Parties may be represented before the Committee whether they attend in person or not.
8. The Committee may impose penalties in accordance with MEF General Regulations and by way of subsidiary action in accordance with Articles 165 and 174 of the FEI General Regulations.
9. The reasons for decisions taken by the Committee must be recorded and communicated in writing to the parties concerned.

### **Article 36 - AUTONOMY OF NATIONAL BODIES**

Nothing in the Statutes shall authorise the MEF to intervene in the administration of affiliated National Bodies except in so far as the implementation of the present Statutes and the General Rules and Regulations are concerned, or shall entitle National Bodies to submit any other matters not under the jurisdiction of the MEF for settlement under these Statutes.

### **Article 37 - ENFORCEMENT OF PENALTIES**

1. All penalties imposed by a competent body of the MEF under the Statutes, Regulations and Rules and decisions on appeals shall be accepted by all National Bodies and enforced by the MEF and all National Bodies concerned.
2. All penalties imposed by FEI which concern participation in international events and activities under the jurisdiction of the FEI shall be recognised and enforced by the MEF and all involved National Bodies.

### **Article 38 - ARBITRATION**

1. Any dispute between National Bodies or between National Bodies and the Executive Board or other body of the MEF which the Judicial Committee considers to be outside the scope of the Statutes, Regulations or Rules shall be settled definitively by the Court of Arbitration for Sport as may be regulated by the MOC under the auspices of the IOC.
2. The parties shall undertake to conform to the aforesaid Statutes and Regulations and to execute in good faith the award made.
3. The Court of Arbitration for Sport shall make a definitive award and the parties shall waive the right to any appeal, except setting aside proceedings of public law before the Maltese Supreme Court. The parties shall agree to have the seat of the Court of Arbitration in Malta, and to apply the Maltese Law.

### **Article 39 - LEGAL REPRESENTATION OF THE MEF**

The President, the Vice-President and the Secretary General are each entitled to officially represent alone the MEF, or to delegate such representation, before the Courts of Justice or in extrajudicial legal proceedings.

## **Article 40 - TRANSITORY PROVISION**

Notwithstanding anything contained in the texts of the Statutes and of the General Regulations adopted by the General Assembly, the following provisions shall apply for the purpose of facilitating the introduction of modifications to the previous Statutes and General Regulations:

1. The new text of the Statutes shall become effective on the date decided by the General Assembly.
2. The new text of the General Regulations shall become effective on the date decided by the General Assembly.
3. All modifications or amendments with reference to the Legal System shall apply to any case that arises after the enforcement dates of the new Statutes and General Regulations. Any pending case arising before those dates and still pending decision will be governed by the previous texts of the Statutes and General Regulations as were in force at the time when the incident leading to the pending case happened.

## **CHAPTER VIII – GENERAL**

### **Article 41 - CORRESPONDENCE**

1. All correspondence to the MEF should be addressed to the MEF Secretariat and when appropriate through the relevant National Body. When appropriate, correspondence from the MEF Secretariat must be addressed or copied to the relevant National Bodies.
2. Matters referring to decisions made by an authorised body of the MEF may be communicated by the Secretariat by any appropriate mode of communication (e.g. internet, Press News, correspondence, announcements, etc.) and shall be binding.

### **Article 42 - FINANCE & SPONSORSHIP**

Rules and regulations governing the sponsorship will eventually be established by an *ad hoc* committee appointed by or within **the Executive Board** with the approval of the General Assembly.

### **Article 43 - FINANCIAL YEAR**

The Financial year shall be from 1 January to 31 December.

**ANNEX I – NATIONAL BODIES: DISTRICTS**

<b>DISTRICT 1</b>	<b>DISTRICT 2</b>	<b>DISTRICT 3</b>	<b>DISTRICT 4</b>	<b>DISTRICT 5</b>	<b>DISTRICT 6</b>
Paola	Cottonera	Mellieħa	Mosta	Birkirkara	Gozo
Tarxien	Senglea	St Paul's Bay	Naxxar	Ħamrun	
Żabbar	Vittoriosa	Għajn Tuffieħa	Għargħur	St Venera	
Marsaxlokk	Marsa	Mġarr	Magħtab	Balzan	
Marsascalea	Valletta	Manikata	Baħar iċ-Ċagħaq	Attard	
Fgura	Gżira	Bidnija	Iklin	Qrendi	
St. Lucia	Sliema	Wardija	St Andrews	Mqabba	
Żejtun	St Julians	Burmarrad	Pembroke	Dingli	
Kirkop	Msida	Qawra	San Ġwann	Għaxaq	
Gudja	Pieta	Xemxija	Swieqi	Żebbuġ	
Żurrieq	Floriana	Buġibba	Madliena	Siggiewi	
Birżebbugia	Blata l-Bajda	Mtarfa	Paceville	Qormi	
Safi	Ta' Xbiex	Rabat	Ta' L-Ibraġ	Luqa	
		Mdina	Lija		
-13-	-13-	-14-	-14-	-13-	-All-

## **ANNEX II – MINOR FINANCIAL CHARGES (SEE ARTICLE 07)**

National Bodies are responsible for the following:

1. Minor fines given to competitors, officials, Organising Committees and other relevant bodies which are under their jurisdiction up to and including the amount of EUR 100.
2. Notifying competitors, officials, Organising Committees and other relevant bodies which are under the National Bodies' jurisdiction, of minor fines received from the FEI & MEF.
3. Sanctioning competitors, officials, Organising Committees and other relevant bodies which are under their jurisdiction who do not pay their fines.