



## **THE EUROPEAN EQUESTRIAN FEDERATION VZW**

Legal seat: 1930 Zaventem (Belgium), Belgicastraat 9, Box 2  
Enterprise number: 0828.245.287

### **Statutes**

Coordination drawn up on 8 September 2019

### **CHRONOLOGY**

- The EUROPEAN EQUESTRIAN FEDERATION vzw was founded and the initial statutes were recorded by private deed of 18 February 2010 (publication in the Annexes to the Belgian Official Gazette of 12 August 2010).
- The statutes of THE EUROPEAN EQUESTRIAN FEDERATION vzw have been revised for the first time by decision of the General Assembly of the members of 21 December 2014 (publication in the Annexes to the Belgian Official Gazette of 30 March 2015).
- The statutes of THE EUROPEAN EQUESTRIAN FEDERATION vzw have been revised for a second time by decision of the General Assembly of the members of 3 April 2016 (change of the legal seat) (publication in the Annexes to the Belgian Official Gazette of 16 June 2016).
- The statutes of THE EUROPEAN EQUESTRIAN FEDERATION vzw have been revised for a third time by decision of the General Assembly of the members on 10 October 2017 (publication in the Annexes to the Belgian Official Gazette of 20 April 2018).
- The statutes of THE EUROPEAN EQUESTRIAN FEDERATION vzw have been revised for a fourth time by decision of the General Assembly of the members on 18 November 2018 (publication in the Annexes to the Belgian Official Gazette of 15 February 2019).
- The statutes of THE EUROPEAN EQUESTRIAN FEDERATION vzw have been revised for a fifth time by decision of the General Assembly of the members of 25 June 2019.



## Articles

### Article 1. Name

1. The name of the association (hereinafter referred to as the "EEF") is "THE EUROPEAN EQUESTRIAN FEDERATION". The EEF is an internationally oriented, non-governmental, non-profit organisation of undetermined duration, in the form of an association with the status of a legal person.

### Article 2. Seat

- 2.1 The association has its legal seat in 1930 Zaventem (Belgium), Belgicastraat 9, Box 2 (judicial district of Brussels).
- 2.2 The legal seat and administrative headquarters of the association can be transferred within Belgium by a simple decision of the Board.

### Article 3. Membership

- 3.1 Members: All European National Equestrian Federations of countries that are actual members of the EEF Regional Group in the FEI may apply for membership of the EEF. The EEF will only accept one National Equestrian Federation for each member country.
- 3.2 Associated members: The General Assembly can accept associated members. Only major representative stakeholder organisations can apply for associated membership. They have no voting rights at the General Assembly but are invited to participate in the activities of the EEF.
- 3.3 Applications for membership are decided on by the General Assembly. Based on special reasons the Board may accept an application for membership provisionally, which in such case should be confirmed at the next General Assembly.

### Article 4. Purpose

- 4.1 To democratically develop and promote equestrian sport in Europe in close cooperation with its National Equestrian Federations, the FEI and representative stakeholder organisations.
- 4.2 To support regions to upgrade the level of equestrian sport across Europe.
- 4.3 To improve communication between all parties involved in equestrian sport.



## **Article 5. Principles**

- 5.1. The purpose of the EEF is defined in Article 4. In addition the EEF recognises and supports the “Objectives and Principles” of the FEDERATION EQUESTRE INTERNATIONALE (FEI) (Articles 1 and 2 of the FEI Statutes). In particular, the EEF will promote ‘Clean Sport’ and will always be sensitive to the ‘welfare’ needs of its horses. The EEF will respect the needs of athletes, organisers and officials and will govern its affairs through its General Assembly and elected Board. In electing the members of the Board, the General Assembly recognizes the importance of electing people that are representative of all National Federations throughout Europe.
- 5.2 The National Equestrian Federations will continue to have complete jurisdiction over all athletes, organisers and officials of their country and the EEF shall not intervene in matters of equestrian sports which are within the national jurisdiction of the National Equestrian Federations.
- 5.3 Participation in the activities of the EEF will be at the expense of each member, unless otherwise decided by the Board or the General Assembly.
- 5.4 The EEF will ensure that the needs of the different stakeholders in European equestrian sport are properly taken into account.
- 5.5 Nothing in these articles shall prevent a National Equestrian Federation from maintaining a direct contact with the FEI.

## **Article 6. Duration**

6. The association is constituted for an undetermined duration.

## **Article 7. Membership Fee**

7. The membership fee is decided on by the General Assembly.

## **Article 8. Exclusion, Suspension, Resignation of members**

- 8.1 The General Assembly may decide to suspend temporarily or to exclude a member not fulfilling its financial obligations towards the EEF or not respecting the principles laid down in these statutes. Members suspended by the FEI will be automatically suspended by the EEF for the same period.
- 8.2 Members suspended by the EEF are not entitled to vote on EEF matters but the EEF suspension has no impact on the National Equestrian Federations’ membership with the FEI.



- 8.3 A member that wants to terminate its membership from the EEF has to inform the EEF at least six months before the next General Assembly.

## **Article 9. General Assembly**

- 9.1 The General Assembly of members is acting as directional body and is the supreme authority of the EEF.

- 9.2 Each member has one vote at the General Assembly.

A National Equestrian Federation which is unable to send delegates may nominate the delegation from another National Equestrian Federation to act as its proxy. No delegation may hold more than two (2) proxy votes.

- 9.3 In order to exercise its right to vote, each National Equestrian Federation must notify the Secretary General of the EEF of the names of its delegates and/or person nominated as its proxy, in a written declaration signed by its President or Secretary General, no later than twenty-four (24) hours before the start of a General Assembly.

- 9.4 National Equestrian Federations provisionally affiliated may not vote until they have been accepted as members by the General Assembly.

- 9.5 The General Assembly will be chaired by the EEF President or, if he is unable to fulfil this task, by the EEF 1<sup>st</sup> or 2<sup>nd</sup> Vice-President or a member of the Board chosen by the General Assembly.

## **Article 10. Functions and Powers of the General Assembly**

10. The General Assembly is entrusted with the following powers:

1. To approve the minutes of the previous General Assembly.
2. To approve the agenda and the supporting papers
3. To approve changes to the Statutes including changes to the purpose.
4. To approve the Internal Regulations and any other Rules of the EEF
5. To elect
  - a) the President,
  - b) the 1<sup>st</sup> Vice-President
  - c) the other Board members
  - d) the representative of the athletes as proposed by the athlete associations recognized by the EEF
  - e) the 2<sup>nd</sup> Vice-President from among the Board members, as proposed by the President
6. To remove, if appropriate, any person elected above
7. To nominate and to remove the Auditors and to decide on their remuneration,



8. To elect two scrutineers
9. To approve the Yearly Accounts
10. To give discharge to the members of the Board
11. To approve the Annual Budget
12. To approve the Annual Report of the Board
13. To approve applications for membership of the EEF
14. To take decisions on the suspension or exclusion of a member
15. To decide on items put on the agenda by the Board
16. To decide on items introduced at least four weeks before the General Assembly by a member
17. To decide the establishment of permanent and temporary Ad Hoc Committees
18. To elect members of Permanent Committees
19. The dissolution of the EEF

### **Article 11. Sessions of the General Assembly**

- 11.1 The General Assembly will convene at least once in the first six months of each financial year and whenever is required by the Board or requested by at least 1/5<sup>th</sup> of the members.
- 11.2 The invitation together with the agenda and the supporting papers should be sent to all members at least four weeks prior to the date of the session. After this deadline supporting papers and points can only be added to the agenda if the General Assembly accepts this with a 4/5<sup>th</sup> majority.
- 11.3 Any proposition of a member introduced at least four weeks before the General Assembly has to be put on the Agenda.
- 11.4 In order to take valid decisions at least 1/2 of the members have to be present at a General Assembly.

However, to change the Statutes of the association, 2/3<sup>rd</sup> of the members need to be present or represented at the General Assembly. In case this quorum is not reached in the first meeting a second General Assembly can be organised. In this case there is no quorum requirement of 2/3<sup>rd</sup> majority.

- 11.5 Decisions by the General Assembly are taken by a simple majority, subject to the decisions mentioned in these articles of association or in mandatory legal provisions for which a special majority applies. Abstentions do not count.
- 11.6 A special majority of 2/3<sup>rd</sup> of the votes of the members present at the General Assembly is however required for:
  - a. the election of the EEF President,
  - b. the election of the EEF 1<sup>st</sup> and 2<sup>nd</sup> Vice-Presidents
  - c. the exclusion of a member
  - d. alterations to the statutes.



In the event multiple ballots are necessary, a simple majority shall be sufficient for election on the third ballot, or on the second if only two (2) candidates remain.

- 11.7 A special majority of 4/5<sup>th</sup> of the votes of the members present at the General Assembly is required for modification of the purpose of the association.
- 11.8 Board members may be removed on proposal of a National Equestrian Federation supported by the same majority that is required for election into the respective position (2/3<sup>rd</sup> for EEF President & EEF 1<sup>st</sup> and 2<sup>nd</sup> Vice-President, 1/2 for other Board members).
- 11.9 Elections shall be held by secret ballot if one member so proposes. Contested elections shall always be voted by secret ballot.
- 11.10 When there are multiple candidates and none receives the necessary majority, the candidate with the least number of votes received shall be removed from the list of candidates and another ballot shall be held. This procedure shall be repeated until a candidate receives the necessary majority.
- 11.11 The representative of the athletes has to be proposed by the athletes associations recognized by the EEF.
- 11.12 The Board is responsible for proper minutes being taken at all sessions, to be approved by the next General Assembly. The minutes shall be sent to members not later than four weeks after the General Assembly.

## **Article 12. Board**

- 12.1 The Board is responsible for the overall management of the association.
- 12.2 The Board will convene at least 3 times a year and whenever is required by at least two Board members. The Board will be convened by registered letter or e-mail.
- 12.3 The Board is composed of
  - a) the EEF President,
  - b) the EEF 1<sup>st</sup> and 2<sup>nd</sup> Vice-President,
  - c) four members elected by the General Assembly and
  - d) a representative of the athletes, if there is one.

The Board is responsible for the governance and the representation of the EEF.

The EEF President and EEF 1<sup>st</sup> Vice-President, elected by the EEF General Assembly, represent the EEF Regional Group in the FEI Bureau as Regional Group Chairs.



The President and Vice-President appoint one EEF Board member each as their Deputy Group Chair on the FEI Bureau.

- 12.4 The Board will decide by simple majority.
- 12.5 The EEF Board is competent for all matters that are not explicitly competences of the General Assembly
- 12.6 The EEF President, the EEF 1<sup>st</sup> Vice-President or his appointed representative are authorized, acting solely, to legally represent the EEF in relation to third parties.
- 12.7 The EEF President, a member of the Board or a Secretary General, appointed by the Board, can be put in charge for the day-to-day business.
- 12.8 There may not be more than one member of the Board from the same National Equestrian Federation except for the representative of the athletes.
- 12.9 All candidates for a position on the Board should have the support of their National Equestrian Federation except for the representative of the athletes. A National Equestrian Federation can only support one candidate for a position on the Board.
- 12.10 All memberships of the Board are honorary and carry no remuneration.
- 12.11 The Board is responsible for ensuring that the purposes and principles of the EEF are observed, and for the general supervision of all activities of the association.
- 12.12 The EEF President shall chair the meetings of the Board. If he is unable to do so a member of the Board chosen by the members, normally the EEF 1<sup>st</sup> Vice-President, shall chair the meeting.
- 12.13 All members of the Board are elected for a term of four years. Four members should be elected in even years and four members should be elected in uneven years. In case of a vacancy before the end of the term, the next General Assembly has to elect a new Board member to complete the term. Board members may be elected for a maximum number of three full consecutive terms.  
  
If a person is elected into a new position the counting shall start again from zero.
- 12.14 EEF terms of the EEF President and EEF 1<sup>st</sup> Vice-President must also comply with FEI Rules & Regulations.
- 12.15 In case the Board is composed of an even number of members, the President has a casting vote in the Board.
- 12.16 The order of elections is carried out in descending order as shown below. The EEF board must also contain minimum one female Board member at any given time.



1. President
2. 1<sup>st</sup> Vice-President
3. Athletes Representative
4. Board Member 1
5. Board Member 2
6. Board Member 3
7. Board Member 4
8. 2<sup>nd</sup> Vice-President

12.17 The Board of the EEF may recommend former Presidents to be Honorary President, former Vice-Presidents to be Honorary Vice-President and other members of the Board who have given special service to the EEF to be Honorary Board Member.

Honorary members are elected by the General Assembly upon recommendation of the Board.

A Honorary President, if elected by the General Assembly of the EEF, has the right to attend all Board meetings and General Assemblies. All other holders of honorary roles may attend meetings on the specific invitation of the Board.

All holders of honorary roles may receive agendas and supporting papers for the meeting they are attending but no other papers. They may speak at the meetings they attend but have no vote.

### **Article 13. Committees**

13.1 There shall be a permanent EU-committee for handling EU-matters relevant to the EEF. The mission and composition of the EU-Committee is decided by the General Assembly.

13.2 Other Permanent Committees may be decided upon by the General Assembly.

13.3 The members of Permanent Committees are elected by the General Assembly. Members of Permanent Committees are elected for a term of four years and may be elected for a maximum number of three consecutive terms.

13.4 Temporary Ad Hoc Committees (Working Groups) may be decided on by the Board or the General Assembly for particular purposes.

The members of Temporary Ad Hoc Committees are appointed by the Board. The duration of the mandate of members of Temporary Ad Hoc Committees is decided by the Board and has to be explicitly mentioned in the nomination decision.

13.5 The meetings of the Committees are open. The date and place of meetings of the Committees will be announced on the EEF website. Representative stakeholder



associations can send a representative to the meetings of the Permanent and Ad Hoc Committees.

#### **Article 14. Official Language**

- 14 English is the official language of the EEF. However, as the EEF is a legal person under Belgian Law all official corporate documents will be drafted in accordance with the applicable language legislation. In all cases the English text prevails.

#### **Article 15. Financial Year**

- 15 The financial year starts on the 1<sup>st</sup> July and ends the 30<sup>st</sup> June of each calendar year.

#### **Article 16. Dissolution of the EEF**

- 16 Except in case of dissolution ordered by Court, the dissolution of the EEF can only be decided by the General Assembly if 4/5<sup>th</sup> of the members are present and with a majority of 4/5<sup>th</sup> of the votes. The General Assembly that decides to dissolve the EEF has to appoint one or more liquidators and will decide to which association, that has a similar purpose as the EEF, the assets of the association after having settled all debts will be transferred.

#### **Article 17. Membership conditions for Associated Members**

17. The conditions to be accepted as Associated Members by the General Assembly of the EEF are :
1. An organisation that wants to be accepted as an Associated Member has to have a legally recognised structure with statutes.
  2. It has to be organised in a democratic way.
  3. It has to be an international organisation representing at least 10 European nationalities.
  4. A maximum of one organisation for each discipline recognised by the EEF and category (Athletes, Organisers, Officials, ...) can be accepted.



## Annex I

### Definitions

**Absolute Majority:** Majority (one-half-1/2-plus one-1-) of the total number of parties entitled to vote, including those present but not voting.

**Abstention:** Participant in a vote who does not cast a Ballot, casts a blank Ballot or casts a Ballot marked with an intent to abstain.

**Agenda:** A document containing all relevant items to be discussed at a meeting.

**Annual Membership Subscription Fee:** A mandatory financial charge to be paid each year by National Federations to be entitled to full EEF membership.

**Annual Report:** A yearly publication depicting the EEF's activities, development and financial statement.

**Appointment:** The act of designating someone for an office or position.

**Approval:** The formal act of accepting.

**Association:** An organised body of people (or other bodies) who have an interest, activity, or purpose in common.

**Athlete:** Any person taking part in an FEI or EEF Event. Such person may be, including but not limited to a rider, a driver, lungers, or vaulter.

**Athlete Association:** The International Jumping Riders Club (IJRC) and the International Dressage Riders Club (IDRC).

**Auditor:** Qualified accountant who inspects the accounting records and practices of an organisation.

**Ballot:** The voting process by which a choice is made between Candidates in an Election.

**Candidate:** A person who stands for Election or Appointment.

**Chair:** A person who holds a position of authority within a Committee or at the General Assembly:

**Committee:** A group of persons officially appointed or elected to perform a function within the EEF.



**Deadlock:** An equality of votes.

**Decision:** An authoritative determination reached or pronounced after consideration of facts and/or law.

**Delegation:** Assignment of authority and responsibility to another person or body to carry out specific activities.

**Dissolution:** Termination of existence as a legal entity.

**EEF:** European Equestrian Federation

**EEF Budget:** An itemized forecast of the EEF's income and expenses expected for one (1) or more financial years.

**EEF Regional Group:** Any number of National Federations, before in regional Group 1 and regional group 2, considered as an identifiable geographic area and duly approved by the General Assembly of the EEF and the FEI.

**Election:** Formal process by which voters make their choice on a candidate for office.

**Eligibility:** Qualified or entitled to be chosen.

**Emergency Situation:** A serious situation or occurrence that happens unexpectedly and clearly requires immediate action.

**EU:** The European Union

**Expenses:** Charges and attendant Expenses such as but not limited to meals, lodging and or transportation Expenses incurred while fulfilling a function for the EEF.

**FEI** (Federation Equestrian International). The global governing body of Equestrian sport.

**Financial Year:** A twelve (12) months period from 1st of July until 30<sup>st</sup> of June used for accounting purposes.

**General Assembly:** The supreme authority of the EEF in which each National Federation is represented and has one (1) vote whether at the ordinary annual meeting or an extraordinary General Assembly.

**Major Representative Stakeholders Organisation:** As Stakeholders are recognised: Athletes, Organizers, Owners, Officials and Animal Welfare Organizations to be organized on regional level and representative for their Group.

**Minutes:** Official record of the proceedings of a meeting.

**National Federation:** The one national governing body from any country which is effectively in control of or is in a position to effectively control at least the Olympic



Equestrian Disciplines and supported by its National Olympic Committee and approved by the General Assembly of the FEI.

**Policy:** A required process or procedure within the EEF.

**Power of Attorney (or Proxy):** A written instrument containing the authorisation to act for another.

**President:** A person elected by the General Assembly who is responsible for ensuring that the purposes and principles of the EEF are observed and for the general supervision of its activities, and who represents the EEF, chairs the General Assembly and the Board.

**Procedural Regulations** of a General Assembly: Regulations governing the practical aspects of convening and holding a General Assembly and voting on resolutions brought before.

**Qualified Majority:** two-thirds (2/3) majority of those taking part in the vote, not counting abstentions.

**Quorum:** Minimum number of parties to be present or represented for any General Assembly to be valid convened and pass Resolutions.

**Resolution:** A formal expression of National Federations considered as a regional unit in an identifiable geographic area and duly approved by the General Assembly.

**Revision:** The process of comprehensive review of a document which includes consultation with stakeholders through circulation of a draft of the entire document for comment.

**Scrutineer:** A person proposed by the Chair of the General Assembly and elected by the General Assembly to observe the voting and counting of the votes to ensure that the process is conducted properly.

**Secret Ballot:** A voting process that ensures the anonymity of the voting parties.

**Secretary General:** Chief executive of the EEF who reports to the President and through the President to the board and the General Assembly.

**Simply Majority:** Majority (one-half -1/2- plus one -1-) of those taking part in the vote, not counting abstentions.

**Standing Committee:** A committee specifically established under these Statutes.

**Statutes:** Written document forming the legal constitution of the EEF by defining its purpose(s), principles, and core governance structure through attribution of rights and responsibilities among its organs.

**Sub-Committee:** A committee forming a subdivision of a primary body from which its responsibility and authority derive.



**Support(ed):** An affirmative expression of endorsement or approval, such as for a candidature or a regular change.

**Suspension:** A temporary removal of rights otherwise granted to a given entity or person.

**Technical Committee:** A group of persons officially or elected to perform a function for a Committee responsible for an Equestrian Discipline or technical aspect related to Equestrian sport.

**Term:** The length of time a given individual may hold a certain office or position.