

Horse Society of Botswana Constitution

**The Constitution of The Horse Society of Botswana**

• ***GENERAL***

- The name of Society shall be "THE HORSE SOCIETY OF BOTSWANA" ("The HSB").
- The HSB shall operate as a non-profit organisation.
- The HSB's offices shall be nominated at the Annual General meeting of The HSB.
- The HSB may affiliate to other Societies whose objectives are not in conflict with those of The HSB.
- On the winding up of The HSB, all assets remaining after the liabilities have been settled shall be donated to a worthy charity, at the discretion of The Executive Committee.

- All classes of membership as in 4.1 shall hereinafter be referred to as Members.

• ***THE AIMS AND OBJECTS OF THE HSB SHALL BE:***

- To promote an interest in and knowledge of equestrian sports in all forms.
- To assist Members in every way possible.
- To foster a spirit of comradeship and sportsmanship.
- To be the Governing body for equestrian sports in Botswana.

• ***COLOURS***

- The colours of The HSB shall be white lettering on a blue background-with a black border.
- The award of Botswana Colours and HSB Colours for merit and/or Team selection in any form of equestrian sports shall be at the discretion of The Executive Committee and be subject to any conditions that may be in force under the rules and regulations from time to time.

• ***MEMBERSHIP***

- There shall be ten classes of Membership, namely
- Honorary Life Members, being members elected as such at a General Meeting, by a majority vote of the Members present entitled to vote. Honorary Life Members shall be exempt from all monetary obligations and shall not be entitled to vote at any meeting of The HSB.

- Adult Members, being members over the age of eighteen years admitted to membership as provided for in this Constitution.
- Junior Members, being members who are under the age of eighteen years as of the 30th June in the year of membership, admitted to membership as provided for in this Constitution.
- Child Members, being members who are under the age of fourteen years as of the 30th June in the year of membership, admitted to membership as provided for in this Constitution.
- Family Members, being a membership unit comprising no more than two parents or guardians and their dependants under the age of 18 years as at the 30th June in the year of membership, admitted to membership as provided for in this Constitution.
- Life Members, being an Adult Member who, with the approval of The Executive Committee has paid to the HSB an amount equal to ten years' subscription in one lump sum, which payment shall absolve the Life Member from payment of any further subscriptions for his or her lifetime.
- Corporate Members, being business entities admitted to membership as provided in this Constitution against payment of an annual subscription fee decided at the discretion of The Executive Committee.
- Non-Participating Members, being Members admitted to membership as provided for in this Constitution and paying annual subscriptions equivalent to one half of the Adult Membership fee.
- Affiliated yards, being riding yards admitted to membership as provided in this Constitution against payment of an annual subscription equivalent to the fee of one Adult Membership fee.
- Affiliated societies being societies of persons involved in equitation admitted to membership as provided in this constitution against payment of an annual subscription fee equivalent to no less than 25% of one Adult Membership fee per member of the affiliated society.
- Application for membership shall be made to The Executive Committee on the prescribed form and accompanied by the prescribed levy and subscription. The application form shall be signed:
  - In the case of an Adult Member or a Life Member, by the Applicant;
  - In the case of Family Membership, by the parents or guardians of the family unit;
  - In the case of Junior or Child Members by the legal guardian of the applicant;
  - In the case of a Corporate Member, by a person duly appointed to represent the applicant;
  - In the case of a Non-Participating Member, by the applicant;
- The Executive Committee, without assigning any reason, may accept or reject any application for Membership. In all cases, where an application for Membership has been rejected, the fees will be refunded.

- ***RIGHTS OF MEMBERS***

- Life Members, Adult Members, and each adult included in a Family Member shall be entitled to one vote each at any Annual General Meeting, or Special General Meeting of The HSB provided that such member is in good standing at the time of the meeting.

- No other class of membership will be entitled to vote at any meeting of The HSB.
- Corporate Members shall be entitled to receive acknowledgement in the newsletter and to display advertising matter at any event run under the auspices of The HSB, with the show organiser's permission.
- Upon payment of fees each Member will be given a Membership number.
- Members shall be bound, in all respects by the Constitution and the Rules and Regulations of The HSB. The Executive Committee's decision in the interpretation of the Rules and Regulations shall be final and binding on all Members.
- Members shall be entitled to receive a copy of the Constitution and / or the Rules and Regulations of The HSB held by the Secretary of the HSB upon payment of such administrative fee as may be prescribed from time to time.
- Any Member may resign from Membership of The HSB by submitting written notice of resignation in writing to the Secretary of The HSB. Upon receipt of such notice by the Secretary, the resigning member shall cease to be a Member of The HSB. A Member shall on resignation, be held responsible for the payment of any outstanding dues or debts to The HSB, and shall forfeit all rights and privileges and all claims on The HSB, its funds and property.
- A Member who is expelled from The HSB shall not be entitled to any refund of fees and subscriptions, and shall forfeit all rights and privileges, and all claims on the HSB, its funds and property .An expelled Member shall not be relieved of any debt to The HSB that shall be due at the time of such expulsion.
- Should an office bearer be expelled or resign from The Society, it will be at the discretion of the Executive Committee to appoint a Member for that position.
- Annual subscriptions, fees and levies must be paid to The HSB's Treasurer not later than 30th June each year. Any member who has not paid such fees by the due date may be expelled from Membership by the Executive Committee but shall be entitled to re-apply for membership. No Member shall be entitled to the privileges of Membership until such annual fee has been paid.
- Any monies and donations received by a Member of The HSB for services rendered in the name of The HSB shall be handed to the Treasurer of The HSB immediately.
- **REGISTRATION**
  - The HSB shall maintain:
    - A Membership Register of Members; and
    - A Horse Register of horses owned or ridden by members; in respect of which the prescribed subscriptions, levies and registration fees have been paid.
  - No rider shall be entitled to compete in any graded event run under the auspices of The HSB unless his or her name appears on the Membership Register.
  - No horse shall be entitled to compete in any graded event run under the auspices of The HSB unless:
    - The owner of the horse is a Member of The HSB; and
    - The horse appears on the Horse Register; provided that the organiser of any such event shall have the discretion to allow an unregistered rider or horse to compete 'hors concours'.
  - The HSB shall not ratify the affiliation of any Member or horse for competition

outside of Botswana unless such Member or horse appears on the Membership or Horse Register as the case may be.

- ***MANAGEMENT***

- The Management of The HSB shall be vested in its Executive Committee. All Members of The Executive Committee must be either Life Members, Adult Members or adult members of a Family Member of The HSB.

- *Executive Committee*

- The Executive Committee, which shall be elected annually at the Annual General Meeting, shall comprise a Chairman, Vice-Chairman, Secretary, Treasurer, Grading Secretary with up to five other Members.

- The Executive Committee shall have the authority to co-opt Members to The Executive as and when necessary to the maximum number as specified above, from the classes of Membership stated above (7).

- At least fifty percent (50%) of the committee shall retire at each Annual General Meeting, but all such members shall be eligible for re-election. The retirement selection process will be such that no member shall continue in office for a period longer than two years without having been re-elected.

- If a member of The Executive Committee is absent without giving good reason for three or more meetings, he or she will be deemed to have resigned from the committee.

- A quorum at any meeting of The Executive Committee will constitute 50% of the Members of The Executive Committee.

- Questions arising at any Executive Committee meeting shall be decided by a simple majority vote. In the case of an equality of votes, the Chairman shall have a casting vote over and above his/her deliberate vote.

- *Functions of office bearers:*

- The Chairman shall preside at meetings of The Executive Committee, and shall see that meetings of the Committee are properly conducted according to the Constitution. He/she shall also be in charge of The HSB and ensure that the same is conducted according to the Rules and Regulations of The HSB.

- The Vice-Chairman shall occupy the position of the Chairman in the latter's absence.

- Secretary shall:

- Attend all meetings of The HSB, whether of Members or of The Executive Committee, and shall compile full and proper minutes of the proceedings thereat;

- Carry on the correspondence of The HSB and shall issue and circulate whenever necessary, notices of all meetings, and events;

- Maintain the records of The HSB and current copies of the Constitution and any Rules or Regulations of The HSB.

- The Treasurer shall be responsible for the accounts of The HSB. All moneys received by The HSB shall be deposited by the Treasurer in The HSB's Bank Account. All payments shall be by way of cheque from the said bank account, except where The Executive Committee authorises otherwise, and such cheque is to be signed in accordance with this Constitution. The Treasurer shall at the end of each financial year, compile a full set of accounts and present them to The Executive Committee who shall have them audited and present them to the Annual General Meeting as stated in this Constitution.

- The Grading Secretary shall be responsible for keeping an accurate record of all riders and horses registered with The HSB in the Membership and Horse Registers and shall record all points awarded to a registered horse at various events held by, or under the auspices of The HSB, or at any graded event held under the auspices of any affiliated Societies.

- *Powers and discretion*

To achieve the above objectives, either independently, or in conjunction with other organisations, the Executive Committee shall:

- Meet together for the regular dispatch of business, adjourn or otherwise regulate its meetings as it thinks fit and make decisions provided that its number constitutes a quorum.
- Open and keep a bank account in the name of The HSB, to draw, accept and endorse cheques, bills of exchange and promissory notes in connection with the business of The HSB. No monies of The HSB, other than petty cash, shall be paid out in cash. All other payments are to be made by cheque, duly signed by the Treasurer and any other, one of two members of The Executive Committee, who have been authorised by The Executive Committee to do so;
- Appoint and remove auditors who shall be duly registered and practising public accountants and auditors, and must be a member of the Botswana Institute of Accountants.
- Give consideration to reports or complaints made to them by any Member and conduct disciplinary matters as provided in this Constitution; and shall have the power to:
- Make, pass, revoke or vary Rules and Regulations provided for in this Constitution.
- Determine, in such manner as it thinks just, any matter which is not provided for in the Rules and Regulations;
- Raise and borrow money, on overdraft or otherwise, to enable it to further the aims and objectives of The HSB, and to secure such borrowing by encumbering The HSB's property, moveable or immovable;
- Set any subscriptions, fees or levies as may be necessary for the running of The HSB and to alter any such subscriptions, fees or levies from time to time. Notice of all such subscriptions, fees or levies, increases, reductions or additions shall be sent, in writing, to every Member not less than thirty days prior to the date on which they are to become effective;
- Organise fund-raising activities in any lawful form;
- Invest and deal with any assets, movable or immovable, of The HSB;
- Accept any gift, endowment or bequest made to or for The HSB and to carry out any Trust allocated to such gift;
- Assist and participate in any other business whether financial, commercial, manufacturing or otherwise, which may seem to The Executive Committee in its discretion to promote directly or indirectly the aforementioned objectives of The HSB;
- Appoint sub-committees to advise The Executive Committee in carrying out the objects of The HSB, provided there shall be at least one Member of The Executive Committee on each sub-committee who shall be the chairman of the sub-committee and in the case of an equality of votes have a casting vote over and above his deliberative vote.

- Suspend, expel, fine or impose any other suitable penalty on a Member found, after fair hearing according to the principles of natural justice, to have brought The HSB and/or its objectives into disrepute;
- To indemnify, any Executive Committee Member or official appointed by The HSB, against all losses, costs and damages which they may be liable for when carrying out duties of The HSB and also discharge them, at any time, of the powers and duties conferred and imposed upon them by The HSB.
- Refund to any Member who has incurred expenses in performing some duty on behalf of The HSB, such expenses at the discretion of The Executive Committee.
- *Consideration of matters raised by Members*
- In the event of a Member having any matter, which in their opinion should be brought to the attention of The Executive Committee, the business to be discussed shall be specified in writing, to the Secretary. On receipt of such application, the Secretary shall call a meeting of The Executive Committee within thirty days, and shall circulate the details of the matter to be discussed to all Executive Committee Members and advise the Member concerned accordingly.
- Upon hearing an explanation of the report or complaint, The Executive Committee will make a decision on the information brought before it and act accordingly. Should the Member or their representative, having been duly notified of the instruction to attend a specified meeting of The Executive Committee, fail to attend, The Executive Committee shall have the right to consider the matter scheduled for discussion in their absence.

- ***FINANCIAL YEAR***

The financial year of The HSB shall start on the 1st July and end on the 30th day of June of each year. The accounts of The HSB must be audited by a duly registered firm of accountants nominated by the Executive of The HSB prior to the Annual General Meeting of that year and presented to the membership at said AGM.

- ***EVENTS***

- *Ordinary events*

The organisation and running of Events shall not normally be a function of The HSB. However, nothing shall preclude The HSB from the organisation and running of events where such actions shall be considered by The Executive Committee to be in the interests of The HSB, provided that in so doing, the rights and privileges of Members to organise and run their own shows, are not prejudiced. All committees in events run by The HSB will automatically consist of the Chairman or Vice-Chairman, the Secretary, and this committee shall co-opt other members as needed.

- *Events run under the auspices of the HSB*

- Applications from Members for any event to be run under the auspices of The HSB must be made in writing to the Secretary of The HSB, giving thirty days notice prior to the date set for such event to take place.
- A representative of The HSB, nominated by The Executive Committee shall be present at all functions run under the auspices of The HSB, and shall be empowered to ensure that the Rules and Regulations are observed.
- The auspices of The HSB shall not be withheld, or having been granted, shall not be withdrawn, except by a meeting of The Executive Committee called specifically for consideration of such purpose. The withholding or withdrawal of the auspices of the HSB shall be decided by a two-third majority vote of all Members of The Executive

Committee.

- ***GENERAL MEETINGS***

- *Annual General Meeting*

- An Annual General Meeting of Members shall be held not earlier than 1st August and not later than 30th September every year, at such place as The Executive Committee shall specify.

- Notice convening the Annual General Meeting of The HSB shall be posted to all Members of The HSB not less than thirty days prior to the date set for the Annual General Meeting. This notice shall request Members to submit items for inclusion in the agenda of that Meeting and ask for nominations for the election of Members to The Executive Committee, which must reach the Secretary not less than fourteen days before the meeting.

- The agenda shall specify the objects and business of the meeting, which shall include consideration of the Minutes of the previous Annual General Meeting and any subsequent Special General Meetings and a list of the names of Members nominated for election to The Executive Committee. Copies of these documents shall be forwarded to all Members with the agenda of the meeting, not less than ten days prior to the meeting.

- No business shall be transacted at the meeting unless a quorum of one third of paid up Members entitled to vote, are present. If, within half an hour of the time appointed for a meeting, a quorum is not present, the meeting, as convened shall be dissolved and shall stand adjourned to the same day of the next week at the same time and place. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the Members present shall constitute a quorum.

- Unless a ballot is demanded by a Member or Members (in which case a ballot shall be held), a declaration by the Chairman that a resolution has been carried, or lost by a particular majority, shall be conclusive evidence of the fact.

- Members' votes may be given by proxy subject to the following conditions. A proxy vote shall be to vote at a specified meeting or any adjournment thereof and can only be used when the member cannot be present. The proxy vote shall be recorded on a Proxy Voting Form as set out by The Executive Committee. The completed Proxy Voting Form shall be duly witnessed and must reach the Secretary no later than two days prior to the time set for the meeting (or any adjournment of it) at which it is to be used.

- At each Annual General Meeting there shall be submitted to the Members a report by the Chairman on the affairs of The HSB, and a Financial Report by the Treasurer, duly audited by an honorary auditor and approved by The Executive Committee. Copies of these reports are to be available to the members at the meeting.

- *Special General Meeting*

- A Special General Meeting may be called either by The Executive Committee, by a two-third majority vote or by written request signed by at least one third of the Voting Members of The HSB. The convening notice shall specify the time, place and the business to be conducted at the meeting. Only such business as is specified in the notice will be dealt with at the meeting so convened.

- Notice convening the Special General Meeting of The HSB shall be posted to Members of The HSB not less than thirty days prior to the date set for the Special General Meeting.

- The proceedings at a Special General Meeting shall be governed by the provisions of clause 10.1 *mutatis mutandis* .

- *Motion of No Confidence*
- A General Meeting, whether an Annual or a Special, shall have the right to pass a motion of no confidence concerning any Member(s) of The Executive Committee of The HSB, provided notice of such was included in the agenda of that meeting. When a motion of no confidence concerns any person chairing a meeting, then such a person shall immediately vacate the chairmanship of that meeting, and his/her deputy or such other person that the general meeting shall appoint, shall chair the meeting.
- A motion of no confidence shall be deemed to have been carried if passed by a two-thirds majority of the Voting Members present.
- **AMENDMENTS TO THE CONSTITUTION**
- The Constitution of The HSB will not be added to, amended, rescinded, altered or repealed except by resolution passed at any General Meeting of Members of The HSB duly convened for that purpose as provided for in Clause 10 above.
- Additions, amendments, alterations, repeals or rescissions made as provided for in paragraph 11.1, shall be binding on all Members of The HSB.
- Amendments shall only be enforced once approved by The Registrar of Societies.
- **CAUSSUS OMISSUS**

With effect from its date of adoption, this Constitution of The HSB supersedes and renders invalid any previous Constitution of The HSB, and all matters contained therein. In the event of any "caussus omissus" in this Constitution, The Executive Committee shall be empowered to make any decision which it considers to be in the best interests of The HSB and it's members.