



## **RULES FOR ADMINISTRATION ESNZ BY-LAW No 17**

### **1. NAME**

- a. The name is Dressage New Zealand, a Discipline forming part of Equestrian Sports New Zealand (ESNZ) (INC) (“Dressage NZ”)

### **2. OBJECTS AND FUNCTIONS OF DRESSAGE NZ**

- a. To promote and encourage the furtherance of Dressage within New Zealand under the Rules and Regulations and By-Laws of ESNZ, and where desirable, under International Rules.
- b. To increase participation in dressage by delivering quality events, administration and education.
- c. Provide opportunities for the acquisition and diffusion of skills and information to riders and non-riding members relating to Dressage.
- d. To consider and approve amendments to the Dressage NZ rules or any substitute rules.
- e. To educate, assess and appoint Judges for Dressage NZ.
- f. Subject to the Rules and policies of ESNZ, to affiliate with any organisations whether operating within New Zealand or overseas, which have objects similar to or compatible with those of Dressage NZ.

### **3. MEMBERSHIP**

- a. Membership of Dressage NZ is open to all members of ESNZ upon fulfillment of any conditions imposed by the Committee referred to in clause 10 of this By-Law.

### **4. STRUCTURE OF DRESSAGE NZ**

- a. The administrative structure of Dressage NZ consists of the following:
  - i. A Dressage NZ Board as set out in clauses 6, 7 and 8 of this by-law;
  - ii. A Committee as set out in clause 11 of this by-law;
  - iii. Dressage Area Groups as set out in clause 12 of this by-law;
  - iv. Dressage Area Delegates as set out in clause 13 of this by-law;
  - v. Selectors as set out in clause 17 of this by-law;
  - vi. Rider Representatives as set out in clause 18 of this by-law; and
  - vii. Sub-committees as set out in clause 19 of this by-law.

## 5. ADMINISTRATION

- a. The National administrative functions of Dressage NZ shall be supervised by the Dressage NZ Board pursuant to Article 16 of the ESNZ Constitution (1<sup>st</sup> August 2014) or any substitute article in any amended ESNZ constitution.
- b. In supervising these administrative functions, the Dressage NZ Board will ensure that the discipline is compliant with the ESNZ constitution and ESNZ General and Veterinary Regulations or any substitute constitution and regulations.
- c. Dressage NZ will maintain rules for the conduct of Dressage NZ's competitive activities, ensuring their currency with international regulations where applicable.

## 6. DRESSAGE NEW ZEALAND BOARD

- a. The Dressage NZ Board shall comprise 6 members elected or appointed in accordance with clauses 7 and 8 of this by-law comprising the following:
  - i. The Chair;
  - ii. A Judges' Officer;
  - iii. A Financial Officer;
  - iv. A Rules Officer;
  - v. A Marketing and Communications Officer;
  - vi. A Training Performance and Development Officer.
- b. The President and CEO of ESNZ or their representative have a standing invitation to attend and contribute to Dressage Board meetings and may exercise any power conferred on them in accordance with the ESNZ Constitution.
- c. The Dressage NZ Board must, subject to there being a quorum, appoint a Deputy Chair at the first meeting of the Dressage NZ Board following the AGM by way of nomination and majority vote.

## 7. ELECTION OF BOARD MEMBERS

- a. The following board positions shall be elected;
  - i. The Chairman;
  - ii. The Judges Officer; and
  - iii. The Training Performance & Development Officer.
- b. Elections for the elected Board positions will take place at the Dressage NZ AGM.
- c. Nominations for board positions must be received in writing by Dressage NZ 42 days prior to the Dressage NZ AGM.

- d. A list of nominees for positions shall be circulated to Area Group Delegates 21 days prior to the Dressage NZ AGM;
- e. Area Delegates and any person eligible to vote pursuant to the ESNZ constitution may vote.
- f. Each Area Delegate must cast their vote for Board members according to the instructions of the majority of the ESNZ members of the Area Group each delegate represents at the meeting of the area group designated for this purpose. However the Area Delegate must be provided with a mandate by the Area Group to exercise discretion in voting in the case of any new information or circumstances arising at the AGM.
- g. Each elected position shall be for a term of 3 years.
- h. Elections shall occur on a 3 yearly cycle as follows;
  - i. Year One – Training Performance and Development;
  - ii. Year Two - Judges Officer;
  - iii. Year Three – Chairperson.
- i. In the event that an elected board member retires or resigns prior to the completion of a 3 year term then a replacement shall be elected by the Committee as soon as is practicably possible for the remainder of that 3 year term.
- j. Each elected board member shall serve a maximum of 2 consecutive 3 year terms in office in any particular board position.

## **8. APPOINTMENT OF BOARD MEMBERS**

- a. The following board positions shall be appointed by the Appointment Panel referred to in clause 8 (b) of this By-Law:
  - i. The Financial Officer;
  - ii. The Rules Officer;
  - iii. The Marketing and Communications Officer.
- b. The Appointment Panel shall be a sub-committee of the Dressage NZ Board and shall consist of the Chairperson, one other Dressage NZ Board member and one person elected by the Committee, who may or may not be an ESNZ member.
- c. Each board position shall have a term of 3 years.
- d. Appointments shall occur on a 3 yearly cycle as follows:
  - i. Year One – Marketing and Communications Officer;
  - ii. Year Two – Financial Officer;
  - iii. Year Three – Rules Officer.

- e. In the event that an appointed board member retires or resigns prior to the completion of a 3 year term then a replacement shall appointed, as soon as is practicably possible, by the Appointment Panel for the remainder of that 3 year term.
- f. Each appointed board member shall serve a maximum of 2 consecutive 3 year terms in any particular board position.

## 9. FUNCTIONS OF THE BOARD

- a. The functions of the Board of Dressage NZ shall be:
  - i. To oversee the administration of Dressage NZ.
  - ii. To approve additions, deletions or amendments to the Rules of Dressage NZ as referred to them from the AGM.
  - iii. To develop the Strategic Plan in consultation with the Committee.
  - iv. To implement programs and initiatives intended to achieve the objectives of the Strategic Plan.
  - v. To be responsible for the finances of Dressage NZ.
  - vi. To recommend to the AGM any Annual Fees/Levies and Charges.
  - vii. To appoint personnel for specific roles and duties as may be necessary from time to time.

## 10. BOARD PROCEDURES

- a. The Dressage NZ Board may regulate its own procedure and may co-opt or appoint individuals or subcommittees for any specific purpose falling within its functions.
- b. The Board will make available to the Committee the procedure for any appointment made pursuant to clause 10 (a) of this By-Law.
- c. The Board shall make available to the committee the membership and Terms of Reference for sub-committees.
- d. The Quorum for the Board shall consist of 4 Board Members.
- e. The chairperson of the Board shall have a casting vote.
- f. Non-voting observers may attend any Board meeting if invited by the Chairperson and may only speak at the invitation of the Chairperson.
- g. The Dressage NZ Sport Manager and the ESNZ President and CEO may attend and speak at any Board meeting.

## **11. THE COMMITTEE**

- a. The Committee shall comprise:
  - i. The Dressage Area Delegates referred to in clause 13 of this By-Law;
  - ii. The North and South Island Riders Representatives referred to in clause 18 of this By-Law;
  - iii. The Dressage NZ Board referred to in clause 6 of this By-Law;
  - and iv. The President and the CEO/ GM of ESNZ ex officio, as observers only

## **12. DRESSAGE AREA GROUPS**

- a. Each area as defined by ESNZ in the ESNZ constitution (or any substitute Constitution) shall be entitled to form an ESNZ Dressage Area Group.
- b. The functions of each Dressage Area Group shall be to:
  - i. Promote the Sport of Dressage within each area's defined geographical region
  - ii. To organise Dressage events within that area's geographical region, this may include, but not be limited to, one regional event within each calendar year; and
  - iii. To fulfill other functions as determined by the Dressage NZ Board in consultation with that Dressage Area Group.

## **13. DRESSAGE AREA DELEGATES.**

- a. Each ESNZ Dressage Area Group shall appoint one delegate to the Committee.
- b. The delegate must be elected by the members of the ESNZ Dressage Area Group at a meeting held for this purpose and in accordance with this By-Law and the ESNZ Constitution; and
- c. The appointment of the Area Delegate must be notified to the Dressage NZ Sport Manager at least four weeks (28 days) prior to the Dressage NZ annual Conference.

## **14. FUNCTIONS OF THE COMMITTEE**

- a. The functions of the Committee shall be:
  - i. To inform and contribute toward the development of the Strategic Plan implemented by the Dressage NZ Board.
  - ii. To consider the policy of Dressage NZ both within New Zealand and as it applies to New Zealand riders competing overseas.
  - iii. To consider the recommendations of the Dressage NZ Board concerning financial charges for the coming year.

- iv. To consider matters referred to it by the Dressage NZ AGM, the Chairperson of the Dressage NZ Board, or by ESNZ.
- v. To elect a Representative on the Appointment Panel.

## 15. COMMITTEE MEETINGS

- a. The Committee shall meet not less than 90 days prior to the Dressage NZ AGM and at least once more during the year. The Chairperson of the Dressage NZ Board shall appoint the date of each meeting.
- b. Any five members of the Committee may request the Chairperson of the Dressage NZ Board to hold a meeting of the Committee. Such a request shall not be unreasonably denied.
- c. Twelve members of the Committee, including the Chairperson of the Dressage NZ Board, shall form a quorum.

## 16. FINANCIAL

- a. Finances of Dressage NZ are the responsibility of the Board of Dressage NZ.
- b. Two Officers and the Dressage Sport Manager will be appointed by the Board of Dressage NZ to authorise all transactions and at least 2 Officers will sign off on all transactions.
- c. The financial year for Dressage NZ shall be the same as that of ESNZ.
- d. A full set of statement of accounts and all financial documents shall be available to ESNZ.
- e. The auditor for Dressage NZ shall be the Auditor appointed by ESNZ.
- f. The funds of Dressage NZ shall consist of all fees/levies and all monies gained by sponsorship, donations, gifts, bequests, or such other monies as paid to or derived from Dressage NZ.

## 17. SELECTORS

- a. In order to maintain continuity of Selection for major Events such as Olympic Games, Selectors will be appointed for four year terms in a “rollover system” so that only one selector will be appointed in any year.
- b. Selectors will be appointed by the Selectors Appointment Panel for a four-year term
- d. The Selectors Appointment Panel for Selectors shall consist of:
  - i. Board Chair;
  - ii. Deputy Chair; and
  - iii. An independent person with relevant skills which shall be determined by the Board of Dressage NZ.
- e. The Selectors will nominate one of the three Selectors to be the Chief Selector.

## **18. RIDERS REPRESENTATIVES.**

- a. North and South Island Riders' Representatives will be elected annually by riders attending the Riders' Meetings held at the North and South Island Championships;
- b. The two Riders' Representatives will hold a position on the Committee.
- c. The Riders Representative will organise and Chair the Riders' Meeting at their respective Island Championships.
- d. Any rider over 18 years who is a current financial full member of ESNZ may speak at the Riders' meetings.
- e. A parent or guardian may speak on behalf of a current financial full member of ESNZ under 18 years subject to the parent or guardian being a Full or Community Member of ESNZ.

## **19. SUB-COMMITTEES -**

- a. Refer to Para 10 Clause B

## **20. DRESSAGE STEWARD GENERAL**

- a. A Steward General for Dressage will be appointed by the Board of Dressage NZ annually.

## **21. NATIONAL EQUESTRIAN CENTRE REPRESENTATIVES**

- a. Representatives from the Dressage Discipline will be appointed annually by the Board of Dressage NZ to represent the Dressage Discipline on the Committees of the North and South Island National Equestrian Centres.

## **22. ANNUAL GENERAL MEETING**

- a. Dressage New Zealand will hold an Annual General Meeting ("Dressage NZ AGM") which shall be facilitated by the Dressage NZ Board and open to all financial members ESNZ.
- b. To be able to vote at the Dressage NZ AGM a person must be:
  - i. an Area delegate, or
  - ii. a member of the Board of Dressage NZ, or
  - iii. a riders Representative
- c. Other persons may attend as observers but may not vote and may only speak with the permission of the Chairperson of the Dressage NZ AGM.

- d. The AGM will include
  - i. The Annual report of the preceding year from the Chairperson.
  - ii. Reports from Dressage NZ Board members.
  - iii. The Annual accounts of the preceding year.
  - iv. Election of Officers.
  - v. To receive and confirm the appointment of Dressage Area Delegates.
  - vi. Consideration of and voting on Remits tabled at the AGM in accordance with clause ~~21~~ **23** of this By-Law.
  - vii. The Strategic Plan.
  - viii. Any other business the Dressage NZ Board deems relevant.
  
- e. Any material that is required to be produced for the AGM must be received in writing by Dressage NZ and (42 days) available to Dressage Area Groups electronically at least 21 days prior to the AGM.
  
- f. **If due to circumstances outside the control of the discipline board it is not possible taking all reasonable steps to comply with any time-frames relevant to the holding of the AGM then the discipline board may adopt alternative time frames that come as close as is reasonably practicable to the time frames set out in this by-law and those time frames;**
  - i. **Ensure that all members are given adequate prior warning of the time and place of the AGM; and**
  - ii. **Ensure that all members have adequate opportunity to submit material to be produced at the AGM; and**
  - iii. **Advise the ESNZ board of the alternative arrangements at the first reasonable opportunity.**



## 23. REMITS

- a. For the purposes of this By-Law and the Rules of Dressage NZ a remit is a recommendation or request to amend or include rules governing dressage in New Zealand.
- b. All remits must be submitted using a remit template approved by Dressage NZ.
- c. Remits must be received by Dressage NZ not less than six weeks (42 days) prior to the Annual Planning Meeting.
- d. Remits will be considered at the Annual Planning Meeting.
- e. With the exception of a remit seeking amendment or variation to this By-Law, in order for a remit to be put forward for consideration and approval at the Dressage NZ AGM the remit must be subject to approval by a majority vote of the Committee at the Annual Planning Meeting.
- f. In the case of any remit seeking amendment or variation to By-Law 17 a 75% majority vote of the Committee will be required for the remit to put forward at the Dressage NZ AGM or a Special Meeting of Dressage NZ.
- g. Recommendations to request or amend rules governing Dressage NZ must be provided to Dressage NZ not less than 6 (42 days) weeks prior to Annual Planning Meeting.
- h. Remits that are put forward by the Committee for consideration at the AGM will be briefly discussed at the AGM, facilitated by the Rules Officer of Dressage NZ Board after which the Chairperson of Dressage NZ will call for a vote on each remit.
- i. With the exception of any remit seeking to amend or vary this By-Law, a remit will be passed if it receives a majority vote at the AGM in favour of the remit. In the case of a remit seeking amendment or variation this By-Law a 75% majority vote at the AGM in favour of the remit will be required in order for the remit to be passed.
- j. Notwithstanding the above, a Special General Meeting may be called, in accordance with clause 15(b) above, to allow for a vote on a remit seeking amendment or variation of this By-Law. Such a vote will be subject to clause 21(f) of this By-Law.