



EQUESTRIAN SPORTS NZ JUMPING DISCIPLINE
BY-LAW No 4.3
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1. INTRODUCTION

ESNZ Jumping is a discipline of Equestrian Sports New Zealand (ESNZ) (Inc.) which is the National Federation (NF) recognised by the Federation Equestre Internationale (FEI).

ESNZ Jumping is governed by a Discipline Board as described in Article 16 of the ESNZ Constitution 1st August 2014.

ESNZ Jumping includes ESNZ Show Hunter.

2. ADMINISTRATION

- 2.1 The National administration functions of ESNZ Jumping shall be supervised by the ESNZ Jumping Board according to Article 16 of the ESNZ Constitution (1st August 2014) and in accordance with any memorandum of understanding entered into with the ESNZ Board.
- 2.2 In supervising these administrative functions, the ESNZ Jumping Board will ensure that the discipline is compliant with the ESNZ Constitution and ESNZ General & Veterinary Regulations.
- 2.3 ESNZ Jumping will maintain rules for the conduct of the discipline's competitive activity, ensuring they are compatible with international regulations.

3. PURPOSE AND OBJECTIVES

1. The purpose of ESNZ Jumping is to operate as the Governing Body of Jumping, to maintain fair and equal competition and encourage the observance of the principles, rules and spirit of Equestrian Sports by both horse and rider.
2. The mission of ESNZ Jumping is to organise and promote the growth of Jumping in New Zealand. This will be achieved through the development of pathways and opportunities for participation in local, regional, national and international competition.
3. The key objectives of ESNZ Jumping are:
 - To develop opportunities, programmes and facilities to enable, encourage and enhance the participation, enjoyment and performance of people and horses in the sport of Jumping
 - To produce and support competitors who can compete with distinction at International Competitions
 - To promote fair play, safety and welfare of all participants and horses in the sport of Jumping

4. CONDUCT OF AREA COMMITTEES AND ORGANISING COMMITTEES

- 4.1 Area Committees ('Discipline Area Committees' as per the ESNZ Constitution Article 17) are recognised sub-committees of the ESNZ Jumping Board.
- 4.2 At all times, the conduct of Area Committees and Organising Committees must meet all standards of membership described in the ESNZ constitution.
- 4.3 Organising Committees must abide by all Equestrian Sports NZ General Rules and Regulations and the rules for Jumping.
- 4.4 Area Committees must hold an annual meeting of their members prior to the AGM of ESNZ Jumping and they must submit a summary of their financial transactions and financial position to the ESNZ Jumping Director prior to 30th June annually.
- 4.5. Area Committees and Organising Committees must immediately contact the Director of Jumping if they have any cause for concern that any action of their committee or any action of any individual belonging to their committee could:
 - 4.5.1. Be fraudulent
 - 4.5.2. Contradict the constitution and/or rules of ESNZ or ESNZ Jumping
 - 4.5.3. Bring the sport into disrepute
 - 4.5.4. Result in any claim being made against ESNZ or ESNZ Jumping
- 4.6. Area Committees and Organising Committees must act consistently in a manner that supports the objectives of Equestrian Sports NZ and ESNZ Jumping.

5. MEMBERSHIP

Members of ESNZ Jumping:

The membership of ESNZ Jumping shall comprise of:-

- a) General Members being current financial members of ESNZ;
- b) Voting Members (must also be General Members) being –
 - (i) the duly appointed voting delegates of Jumping Area Committees (one per Area);
 - (ii) members of the Board, except for when voting on the Election of the board
 - (iii)

6. ANNUAL GENERAL MEETING

6.1 AGM - Nature and Purpose

The AGM will be open to all financial members of the NF and shall be held no later than the 31st day of July annually or a date determined by the Board for the purpose of:

- (a) Receiving the Board's Report and the Annual Financial Statements for the past year
- (b) Ratification of the ESNZ Jumping budget for the following season
- (c) Receiving reports from Board Committees and affiliated bodies
- (d) Electing the Board Members under Rule 9
- (e) Considering remits affecting the Jumping By-Laws and jumping rules, from areas and individual financial members.
- (f) Transacting general business as advised per business papers

6.2 Notification of AGM

Not less than sixty (60) days notice of the date of an AGM shall be given by the ESNZ Jumping Director by sending notice to the Jumping Area Committees, Riders' Representative and by notification on the ESNZ website.

6.3 Business of Meeting

No business other than that stated shall be transacted unless a notice of motion has been given in writing to the ESNZ Jumping Director, at least twenty eight (28) days prior to the meeting.

6.4 Notification of Business

A copy of the Order Paper and Committee Reports shall be forwarded by the ESNZ Jumping Director to Jumping Area Committees and members of the Board at least twenty one (21) days before the date of the meeting.

6.5 Quorum

The quorum shall consist of not less than two thirds of voting delegates including proxies.

6.6 Those Entitled to Attend

All financial members of ESNZ and members of the ESNZ Board shall be entitled to attend and speak at the AGM.

6.7 Voting

Remits will be passed by simple majority of those permitted to vote. The exception being, remits seeking to alter these By-Laws which will require a 75% majority to pass.

6.8 Time Frames in Extenuating Circumstances

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;

- a. Ensure that all members are given adequate prior warning of the time and place of the AGM; and
- b. Ensure that all members have adequate opportunity to submit material to be produced at the AGM; and
- c. Advise the ESNZ board of the alternative arrangements at the first reasonable opportunity.

7. SPECIAL GENERAL MEETING

7.1 Requisition Procedure

A SGM may be convened by the Chairperson of the Board of ESNZ Jumping-or the ESNZ President, at any time and shall be so convened after receipt of a requisition in writing -

- (i) signed by not less than one third of members entitled to vote at the AGM or
- (ii) authorised by the Board of ESNZ Jumping

In each case, the requisition is to state the business for which the meeting is called.

7.2 Notification of Business

Not less than twenty one (21) days notice of the date of an SGM shall be given by the ESNZ Jumping Director by sending notice to the Jumping Area Committees and by advertisement on the ESNZ website.

No business other than that stated in the notice shall be transacted at such meeting.

7.3 Other Conditions

All other conditions for the administration and procedure of the SGM shall be the same as the AGM.

8. MEETINGS - PROCEDURE

8.1 The Role of the Chairperson

The Chairperson of the Board of ESNZ Jumping shall take the Chair at all Annual Conferences, AGMs and SGMs of ESNZ Jumping. In the absence of the Chairperson, the Chair shall be taken by the Deputy Chairperson. In the event of the absence of both the Chairperson and the Deputy Chairperson, the Meeting shall elect another Board member of ESNZ Jumping to take the Chair.

8.2 Conduct at Meetings

At all AGMs and SGMs the following provisions shall apply:

- (i) The Chairperson of ESNZ Jumping shall have a casting vote.
- (ii) Voting shall be by the Voting Members under Rule 5.b.
- (iii) Voting on all matters shall be taken by a show of hands of the majority of voting delegates present, unless a motion to take a ballot shall be proposed and carried, or unless the Chairperson decides upon a ballot.
- (iv) In respect of any ballot to elect Board members of ESNZ Jumping, the successful candidate shall be that candidate who receives the most formal votes. In the event of a tie, there shall be a second ballot. If there shall still then be a tie, the successful candidate shall be determined by lot.
- (v) No debate shall be permitted on a motion to take a ballot.
- (vi) In any ballot for election, every vote cast shall be for not more than the full number to be elected; otherwise the vote shall be invalid.

9. EXECUTIVE BOARD

9.1 Composition of Board

The Board shall comprise no less than eight (8) and no more than ten (10) Board Members as follows:

- (a) Six (6) nominated and duly elected financial members of ESNZ elected under Rule 9; and
- (b) Two (2) members appointed under Rule 11
- (c) Riders' Representative
- (d) Show Hunter Chair or a nominated representative
- (e) The President and CEO of ESNZ or their representative have a standing invitation to attend and contribute to ESNZ Jumping Board meetings but do not have voting rights.

9.2 Election of Riders' Representative

The riders' representative shall be a two year term. The position will be advertised and any interested candidates will be required to submit a CV to the Director of Jumping that will be available to view by all Members on the ESNZ website. Voting will either take place via a ballot of eligible, competitive Jumping riders, through a robust online voting poll or a specially organised Riders' Meeting prior to the discipline AGM.

9.3 Remuneration of Board Members

If appropriate the Board Members may be paid for their time and responsibility in such sum or sums as the AGM shall in each year decide for the ensuing year.

9.4 Election of Chairperson of the Board

Every year at the first meeting of the Board after the AGM, the Board shall elect from their number a Chairperson and a Deputy Chairperson. The Chairperson shall be the Chairperson of ESNZ Jumping and entitled to speak and act as such.

9.5 Conduct of Meeting

- (a) At all meetings of the Board, each Board Member shall have one vote.
- (b) The voting at all meetings of the Board shall be taken on a show of hands unless a motion to take a ballot shall be carried.
- (c) No debate shall be permitted on a motion to take a ballot.

9.6 Chairperson's Voting Rights

The Chairperson of the Board shall have a casting vote as well as a deliberative vote.

9.7 Calling of Meetings

A meeting of the Board may be summoned by the Chairperson or the ESNZ President at any time and must be summoned by him/her on receipt of a written requisition signed by two Board Members specifying the object of the meeting.

9.8 Quorum for Meeting

At any meeting of the Board five (5) Board Members shall form a quorum, proxys are not permitted.

10. ELECTED BOARD MEMBERS

10.1 Nomination of Candidates

- (a) Not less than twenty eight (28) days prior to the AGM, any Jumping Area Committee or financial member seeking to nominate a member of ESNZ Jumping to fill any position provided for in Rule 9.1(a) shall forward such nomination to the ESNZ Jumping Director in writing, in the form prescribed by the Board together with a supporting Curriculum Vitae.
- (b) If a nominated Board Member is a retiring Board Member then a supporting Curriculum Vitae is deemed not to be required.

10.2 Notification to Members

- (a) Not less than twenty one (21) days prior to the AGM the Jumping Director shall circulate to Area Jumping Committees and the Board of ESNZ Jumping, a list of nominees for positions under Rule 9.1(a).
- (b) A summary of each nominee's Curriculum Vitae shall be circulated to the Jumping Area Committees, the ESNZ website and the Board of ESNZ Jumping from the Jumping Director.

10.3 Term of Office of Elected Directors

- (a) The elected Members shall hold office for three (3) years.
- (b) A retiring Board Member shall hold office until the dissolution of the meeting at which his or her successor is elected.
- (c) A Retiring Board Member shall be eligible for re election.

10.4 Vacancy

Any vacancy of elected Board members occurring between successive AGMs of ESNZ Jumping may be filled by the Board. Any Board Member so appointed, shall retire at the next AGM of ESNZ Jumping, following appointment.

10.5 Vacating Office

The office of a Member of the Board shall be vacated if the person holding that office:

- (a) Dies; or
- (b) Resigns by notice in writing; or
- (c) Is removed from office by a Resolution of the Board passed by a majority of not less than two-thirds of the Members of the Board excluding the Board Member under consideration.

10.6 Replacement of Retiring Board Members

Board Members shall be elected at the AGM of ESNZ Jumping to replace Board Members retiring pursuant to Rule 10.3, and to replace any casual vacancy in the Board not filled by the Board pursuant to Rule 10.4.

11. APPOINTED BOARD MEMBERS

11.1 Board Appointments

- (a) The Board may appoint up to two (2) members using any procedure they decide on.
- (b) When the Board makes an appointment the Board must inform the areas of the procedure used to make that appointment.
- (c) In appointing Board Members under these provisions, the Board shall use its best endeavours to appoint persons who have specific and relevant skills, qualifications, and experience that is likely to add value and benefit to the activities and decisions of the elected Board Members and the Discipline.

11.2 Terms of Office of Appointed Board Members

- (a) The Terms and conditions will be set by the Board
- (b) The term of office ends at the next AGM. Appointed members may seek reappointment to the new Board if require.
- (c) The Board must inform the areas of the term and conditions of the appointments of appointed Board members.

11.3 Vacancy

Any vacancy in the appointed Members of the Board occurring between successive AGMs of ESNZ Jumping may be filled by the Board.

11.4 Vacating Office

The office of an appointed Board Member shall be vacated if the person holding that office:

- (a) Dies; or
- (b) Resigns by notice in writing; or
- (c) Is removed from office by a Resolution of the Board passed by a majority of not less than two-thirds of the Members of the Board excluding the Board Member under consideration.

12. POWERS AND DUTIES OF THE BOARD

12.1 General Powers and Duties

- (a) The affairs of ESNZ Jumping shall be governed by the Board. The Board shall be bound by the Constitution and General Regulations of ESNZ and any Rules, By-Laws, or directions made by ESNZ Jumping in AGM or in SGM, which are not inconsistent with these rules;
- (b) The Board may exercise all powers of ESNZ Jumping other than those powers required by this By-Law to be exercised by ESNZ Jumping in AGM or SGM.
- (c) The Board may delegate to ESNZ, or such other appropriate person, such powers and authorities as may be deemed necessary and advisable and from time to time may extend, limit, amend or revoke such delegated powers and authorities;

12.2 Specific Powers and Duties

Without limiting the generality of the powers conferred by Rule 12.1 - General Powers, the Board shall have the following specific powers.

12.2.1 Stewardship of Assets

To provide stewardship of the finances and assets of ESNZ Jumping.

12.2.2 Formation of Committees

To appoint from its own Board Members or otherwise such Committees or Sub-Committees as it may deem necessary from time to time to assist in carrying out its duties, and to fix and limit the powers, authorities and terms of appointment of those Committees or Sub-Committees including delegating to them such of the Board's powers as the Board sees fit which may include but are not restricted to the following:

- Technical including FEI Committee
- Performance
- Finance
- Planning
- Grounds Committee

The Board shall be represented on the Committee or Sub Committee by a member of the Board, with the exception of the Selection Committee. The Board will inform the areas and voting Delegates of the procedure for appointments to the committee and their terms and conditions for any Committee formed, either standing or ad hoc. This information will be provided through the ESNZ website.

A recommendation to ESNZ Board will be made from the Jumping Board for a representative on both North Island and South Island NEC Committees.

12.2.3. Contracted Services

To contract for such services as may from time to time be required.

12.2.4. Appointment of Personnel

To appoint, using any procedure deemed appropriate by the Board, personnel to complete specific roles and duties as may be necessary from time to time and to delegate to them such of the Board's powers as the Board sees fit which may include but are not restricted to the following:

- Director
- Sport Manager
- Performance Leader
- Team Manager or Chef d'Equipe
- Sponsorship and Funding liaison
- Selectors
- Communications Specialist
- Media & Publicity
- Steward General in consultation with ESNZ

The Board will make available to Jumping Area Committees the procedure and job description for any appointment made. This information will also be provided through the ESNZ website.

12.2.5 Extent of Powers

To make decisions on any matters concerning ESNZ Jumping which are, in the opinion of the Board, not provided for by this By-Laws or the Constitution and Regulations of ESNZ.

12.2.6 Regulations and Policies

To make, alter, or revoke Special Regulations and Policies affecting any matters concerning or in relation to the administration and control of the sport of Jumping in New Zealand provided that such alterations or revocations shall be consistent with the Constitution and the General Regulations of ESNZ.

Any changes to this By-Law or the Rules of Jumping (including annexes) will be published on the ESNZ website and sent to the Area Committee voting delegates, following approval at the AGM and ratification from the ESNZ Board.

All board meeting minutes, once approved, will be published on the ESNZ website.

12.2.7 Resolution of Disputes

To hold or institute enquiries into all matters that deem appropriate at its absolute discretion and on its own motion as long as all enquiries are consistent with the Judicial and Protest provisions within the Regulations and Constitution of ESNZ.

12.2.8 Standing Orders

To make standing orders for the conduct of its affairs provided however such standing orders are not inconsistent with these Rules.

13. FINANCE

The finances of the discipline shall be the responsibility of the Board noting the requirement for the AGM to ratify a budget for the forthcoming season.

13.1 The Financial Year

The Financial Year of ESNZ Jumping shall close on the 31st day of May in each year or as such date as is consistent with ESNZ.

13.2 Annual Financial Statements

Annual Financial Statements shall be prepared in accordance with the requirements of the Financial Reporting Act 1993 or any Act in substitution for it and in so far as they are appropriate for ESNZ Jumping.

The Annual Financial Statements shall be prepared to be available each voting Member 10 days prior to the AGM and shall be submitted to the AGM.

The Board shall ensure that the financial records and Annual Financial Statements of ESNZ Jumping are made available, in a timely and tidy manner, to the Auditor appointed by the Board of ESNZ to audit the consolidated financial records of ESNZ.

Inclusion of substantially the same information and result as that presented to the ESNZ Jumping AGM, in the Summary of ESNZ Jumping Financial Activities in the Audited Annual Report of ESNZ shall be deemed to be confirmation of contents of the ESNZ Jumping Annual Financial Report. Any material difference shall be notified to all those entitled to receive notice pursuant to Rule 5.

- 13.3 A six monthly financial report will be sent to area delegates and secretaries once approved at the Dec/Jan Board Meeting.



ANNEX 1: SHOW HUNTER

1. STATUS

Show Hunter is a sub-discipline of ESNZ Jumping.

2. ADMINISTRATION

The Show Hunter Executive shall be guided by a Conference responsible to the Jumping Board.

3. CONFERENCE

The conference shall meet annually, and shall consist of financial members of ESNZ. It shall have the power to exercise the functions and objects as conferred on it by this By-Law.

4. CONFERENCE SHALL RECEIVE AND CONSIDER:-

- (a) The annual report for the preceding season from the Chairperson.
- (b) Reports from Executive Officials (covering that officer's specific area of responsibility) for the preceding season.
- (c) Remits from individual members and areas. Remits accepted by conference shall be considered by the Executive or Committee as directed.
- (d) Confirm appointment to the Committee of one delegate from each area.

5. NOTICE

From above list a, b, c, d must be received in writing by the Jumping Director and available to delegates at least three (3) weeks prior to the conference.

6. COMMITTEE

The Committee shall comprise of:-

- a) All area delegates.
- b) Director of Jumping
- c) Executive Officers of Show Hunter.
- d) Immediate past Chairperson of Show Hunter.
- e) The President and Chief Executive Officer of ESNZ or their representative
- f) As non-voting members one representative from each of the:-
 - Horse Trials Committee
 - Dressage Committee
 - NZ Pony Clubs Assn.

7. POLICY AND ADMINISTRATION

The Show Hunter Committee shall have overall responsibility for the policy and administration of Show Hunter subject to By-Law No. 3 and this annex. Twelve persons shall constitute a quorum.

8. CHANGES TO RULES

Changes to the Rules of Show Hunter must be passed by resolution of the Committee and approved by the Show Hunter Executive.

9. MEETINGS

The Committee shall meet after Conference at least once more during the year.

10. ELECTION OF CHAIRPERSON AND EXECUTIVE

Each year the Committee shall elect Executive Members in the following manner:-

- a) Notice of intention in writing by a Financial member of ESNZ to nominate a person for the Executive (together with particulars of qualifications and experience) must be received by the ESNZ Jumping Director at least five weeks prior to the meeting. The intended Nominee must consent to the nomination in writing
- b) Details of every such notice of intended nomination shall be forwarded by the ESNZ Jumping Director to each Committee member with voting rights and to each Area Secretary at least three weeks before the meeting.
- c) Every year at the first meeting of the Executive after the AGM, the Executive shall elect from their number a Chairperson and a Deputy Chairperson. The Chairperson shall be the Chairperson of Show Hunter NZ and entitled to speak and act as such.
- d) The Committee shall separately elect five people to Executive. Members from those whom notice of intention to nominate for Executive has been given under 10(a) hereof with separate nominations being called and a separate election being held for each member).
- e) If a nominated Executive Member is a retiring Executive Member then a supporting Curriculum Vitae is deemed not to be required.

Provided that, if no nomination is received for any office from those whom notice of intention to nominate for the Executive has been given under 10(a) hereof, nominations for that office may be taken from the floor.

- f) Chairperson's Voting Rights

The Chairperson of the Executive shall have a casting vote as well as a deliberative vote.

11. RIGHT TO CO-OPT

The Committee may co-opt any person for a specific purpose.

12. ATTENDANCE AT MEETINGS

Members of ESNZ and any other person with the approval of the Meeting are entitled to attend any Meeting of the Committee as observers, but may not vote and may only speak with the permission of the Chairperson.

13 EXECUTIVE

The Executive will consist of Seven (7) elected members who will each serve two year terms (Four members elected in one year of a two year cycle and three members elected in the second year of the two year cycle, and the Director of Jumping).:-

- i) Elected by committee:
Seven Executive Members (two members of the Executive must be from the North and South Island)
- ii) Ex officio, President, and Chief Executive Officer of ESNZ, or their appointees.
- iii) Any vacancy of elected Executive members occurring between successive AGMs of Show Hunter may be filled by the Executive. Any Executive Member so appointed, shall retire at the next AGM of Show Hunter, following appointment.

14. FUNCTIONS

The functions of the Executive shall be:

- a) To conduct and administer the affairs of the Show Hunter within the Policies, Rules and By-Laws established by ESNZ Jumping and the ESNZ.
- b) To consider matters referred to it by the Committee, Conference, the Chairperson of Show Hunter, The ESNZ Jumping Board, The President, or Chief Executive Officer of the ESNZ and at its discretion deal with such matters or refer them to the Committee for further consideration.
- c) To appoint from its own Board Members or otherwise such Committees or Sub-Committees as it may deem necessary from time to time to assist in carrying out its duties, and to fix and limit the powers, authorities and terms of appointment of those Committees or Sub-Committees including delegating to them such of the Executive's powers as the Executive sees fit which may include but are not restricted to the following:
 - Technical - (Including Judges Advisors, Course Design, International Competition or any other Sub-Committees as required)

The Executive shall be represented on the Committee or Sub Committee by a member of the Executive. The Executive will inform the areas and voting Delegates of the procedure for appointments to the committee and their terms and conditions for any Committee formed, either standing or ad hoc. This information will be provided through the ESNZ website.

15. LIAISON

The Chairperson shall be responsible for liaison with the Jumping Discipline and Members of the Executive shall be responsible for the following:-

Rules, Judges, Course Design, Show Dates, General Communications and Training.

16. QUORUM

The Quorum for a Meeting of the Executive shall be four members.

17. OBSERVERS

Observers may only attend Meetings of the Executive on the invitation of the Chairperson and with the approval of the Meeting. They shall have no power to vote and may speak only on the Invitation of the Chairperson.

18. CORRESPONDENCE AND MINUTES

Copies of correspondence and all minutes shall be sent to the ESNZ Jumping Director.