



CONSTITUTION

OF THE

**SADDLEBRED SOCIETY
OF
SOUTH AFRICA**

- June 2023 -

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5. **“COUNCIL”** the Council of the Saddlebred Society of South Africa.
6. **“DEPARTMENT”** the Department of Agriculture.
7. **“FOAL BOOK”** the Foal Book of the Society wherein the particulars of all Saddle horse foals are recorded in respect of which birth notifications were submitted.
8. **“MEMBER”** a person, company, private company, body corporate, partnership or trust that applies for membership as breeder\showing member.
9. **“MINISTER”** the Minister of Agriculture.
10. **“OWNER”** of an animal, the person who:
- (a) (according to the records of the Association) is the owner of such animal;
 - (b) to the satisfaction of Council is able to submit proof that such animal is suitable for recording or registration in his name; or,
 - (c) in the case of an imported animal can submit satisfactory proof to Council that in terms of the regulations of the Society in the country of origin of the relevant animal, such animal was properly registered and have been issued with the necessary registration certificate for the purposes thereof.
11. **“REGISTER”** the process and procedure of registration of Saddlebreds in the Stud Book Data register.
12. **“SADDLEBRED”** an animal registered with SA Stud Book and displaying the phenotypical traits of a Saddlebred with positive DNA typing and parentage verification of both the sire and dam provided that both parents must already be registered Saddlebreds.

13. **“SA STUD BOOK”** the South African Stud Book and Animal Improvement Association referred to in article 22 of the Animal Improvement Act, 1977 (Act 25 of 1977), which is considered to be a registering body in terms of Article 8(7)(a)(ii) of the Animal Improvement Act, 1998 (Act 62 of 1998) and which has the power to act as a registering body of any kind of animal or specific breed of animal in respect of which no registering body is in existence, or any such authorised registering body which the Society may appoint to perform this service from time to time.
14. **“SECRETARY”** the Secretary of the Society that attends all meetings of the Society and may participate in discussions but may not vote on any matter or decisions taken at a meeting.
15. **“SOCIETY”** the Saddlebred Society of South Africa.
16. **“SOUTH AFRICAN BRED ANIMAL”** an animal born in, or on route to, South Africa. Any other animal will be regarded an imported animal.
17. **“STUDBOOK DATA REGISTER”** The Stud Book of the Society wherein the particulars of all Saddle horses will be recorded.
18. **“TERRITORIES”** the Republic of South Africa and include such other areas agreed to by Council from time to time and with the approval of the Association and the Minister.

1 NAME OF THE SOCIETY

The name of the Society shall be the Saddlebred Society of South Africa.

2 OBJECTIVES

- 2.1 It should be the objective of each member, in which ever way he is involved with Saddlebred, to promote the wellbeing of Saddlebred in general and to do whatever is required to make provision for retired Saddlebreds.
- 2.2 It should be the objective of the Society:
- 2.2.1 to encourage and promote the breeding of purebred Saddlebred.

- 2.2.2 to maintain unimpaired the purity of the Saddlebred and to foster interest in the breed by all possible and available means;
- 2.2.3 to compile, keep and maintain accurate records of pedigrees and details of purebred Saddlebred or to have it compiled, kept and maintained for the purpose of recording or registration by the Association;
- 2.2.4 to draw up a Standard of Excellence for Saddle bred based mainly on records and conformation;
- 2.2.5 for showing purposes to obtain various classes for registered or recorded Saddlebred to appoint competent judges to judge the breed;
- 2.2.6 to encourage and convince show societies or other concerns of the feasibility thereof to appoint only judges recommended by the Society;
- 2.2.7 to promote the interests of the Saddlebred at all agricultural and other shows where applicable; and,
- 2.2.8 to promote healthy relations with other concerns similarly involved in Saddlebred business.

2.3 The Society:

- 2.3.1 may not be involved in any profit- making activities or partake in any business, professional or job related activities of any of its members, or provide any of its members with monetary aid or the use of a terrain or render continuous services or facilities to its members for the carrying on of a business, profession or job; and,
- 2.3.2 is not empowered to run a business, including inter alia ordinary commercial transactions in the running of a business, speculative transactions, dividend reduction actions as well as the acquisition of property for purposes of regular or systematic renting.

3 POWERS OF THE SOCIETY

- 3.1 Subject to the provisions of this Constitution, the Society shall continue to be a separate legal entity that has the right:
 - 3.1.1 to acquire by purchase, hiring, or other means moveable goods or fixed property, to possess, keep or occupy it; and to alienate such property, to rent, to pledge, to mortgage or to tax it;
 - 3.1.2 to borrow or lend money;
 - 3.1.3 to invest any funds of the Society, or to call in or change from time to time such investment of loans, to litigate in any court of law and in accordance with the provisions of the Act to conduct such commerce as a body corporate; and,
 - 3.1.4 may do and consider necessary in the interests of the Society and the attainment of its objectives.
- 3.2 To fulfill such functions and to carry out such duties imposed on the Society in terms of the Act and by virtue of its Membership of the Association.

4 MEMBERSHIP

4.1 Categories of Membership

4.1.1 Breeder Members

All persons directly or indirectly involved with the breeding of Saddlebreds may be

considered for membership of the Society as Breeder Members. Such members will enjoy all rights and privileges as stipulated in the Constitution. They may vote at any Annual General Meeting, subject to the provisions of the Constitution and are eligible to serve on Council.

4.1.2 Show members

Any natural person that does not qualify for Breeder Membership in terms of Clause 4.1.1 and who is directly or indirectly involved with the showing of Saddlebreds may apply for Show Membership of the Society which includes the exhibitor of a handheld horse. Such members may attend the Annual General Meeting with voting powers but may not vote in respect of breeder matters. Such members shall also be members of an affiliated sub-union whose membership fees have been paid up. A company, corporate body, closed corporation, partnership or trust may nominate one representative to participate at the National Championships on behalf of the company, corporate body, closed corporation, partnership or trust. All other directors, members, partners or trustees must pay the show membership fee determined by Council from time to time in order to qualify for participation at the National Championships.

4.1.3 Amateur members

Amateur members are also members of an affiliated sub-union, whose annual membership fees have been paid up and who is recognized by such sub-union as an amateur. Annexure D is applicable to all amateur members. Such members shall have the right to attend the Annual General Meeting with voting powers but may not vote in respect of breeder matters.

4.1.4 Honorary Life members

The Annual General Meeting may bestow Honorary Life membership on a person for special services rendered to the breed, on condition that it is done at the recommendation of Council. Such Honorary Life Member shall enjoy all the rights and privileges of membership, including the power to vote at any meeting of the Society and will be eligible for election to Council. Such Honorary Life member shall have the same voting powers as a Breeder Member.

4.1.5 Special Honorary members

Persons who are not necessarily actively involved in the breeding or showing of Saddlebred, may be elected as Special Honorary Members by Council, on such conditions as are determined by Council. Special Honorary Members will have no voting powers at meetings of the Society and will not be eligible for election to Council.

4.1.6 Honorary Life vice President\President

For extraordinary and esteemed services rendered in the interests of the breed and Society persons may be recommended for Honorary Life President/Vice President by Council at an Annual General Meeting, provided that such recommendation is supported by at least two thirds (2/3) of the members attending the meeting. Such duly elected members will have the right to attend any Annual General Meeting and take part in any discussions, and, when invited, to attend Council meetings. They will have the right to vote at any meeting.

4.2 Application for Membership

4.2.6 Application for membership of the Society as Breeder Member or Show Member must be addressed to the Secretary in writing on such form agreed to by Council from time to time and must be accompanied by the relevant subscription and/or entrance fee agreed on by Council from time to time.

4.2.7 Council may accept an application for membership from any person, including a company, closed corporation, a partnership or a body corporate either unconditionally or on such conditions as Council may determine, or it may refuse any application.

- 4.2.8 In the event of the refusal of an application for Breeder or Show Membership any monies that accompanied the application will be refunded forthwith.
- 4.2.9 The acceptance of an application for membership is always subject to the inherent condition that the new member subjects him/her, or the entity represented by him/her, to the Constitution and all regulations, by laws, rules and Rule Book of the Society as amended from time to time.
- 4.2.10 Rights, Privileges and Obligations of Members
- 4.2.11 The rights and privileges of each Breeder Member of the Society shall be personal unto him and shall not be transferable or hereditary, either by his own act or in terms of the Act.
- 4.2.12 The rights of Breeder Members will include the following:
 - 4.2.12.1 to receive all reports and other publications issued by the Society for distribution to Breeder Members;
 - 4.2.12.2 to register Saddlebreds in accordance with Annexure A of the Constitution;
 - 4.2.12.3 to attend and vote at all general and special meetings of the Society;
 - 4.2.12.4 to receive, if available, all expert technical advice pertaining to matters concerning Saddlebreds from the Society's inspectors and officials. Any and all costs in this regard would be for the account of the applicant; and,
 - 4.2.12.5 to consult and use the Society's official results.
- 4.2.13 Members shall be bound by and obliged to conduct themselves in accordance with the Ethical Code of the Saddlebred Society of South Africa as contained in Annexure F.
- 4.3 Company, Body Corporate, Closed Corporation, Partnership and Trust
- 4.3.6 The principal person so appointed to represent such company, private company, CC, partnership, trust or body corporate shall be eligible for election to Council.
- 4.3.7 Should such a company, private company, CC, partnership, trust or body corporate fail to comply with the requirements of Breeder Membership as set out in Clause 4.1.1, the Membership of the Society shall be terminated and the provisions of the following Clause
 - 4.4.5 will apply *mutatis mutandis* in respect of such a company, private company, CC, partnership, trust or body corporate.
- 4.3.8 In the case of the liquidation of a company or private company or CC or if a partnership, trust or body corporate is dissolved or the sequestration of a natural person, membership of the Society will automatically terminate provided that:
 - 4.3.8.1 all monies or amounts owed to the Society on the date of liquidation or dissolution, or sequestration shall be collected by the Society from the liquidator of such company, body corporate, CC or trust from the members (either jointly or severally) of such partnership, trust or natural person;
 - 4.3.8.2 the liquidator of such company, body corporate or CC and the members of such partnership, trust or natural person shall be obliged to discharge all the obligations of such a company, body corporate, CC, partnership, trust or natural person in respect of registrations, transfers or any obligations which the company, body corporate, CC, partnership, trust or natural person would have to discharge as a member of the Society; and
 - 4.3.8.3 any monies that may become due and payable, such as Studbook fees, registrations, transfers, or other obligations, which must of necessity be fulfilled after such automatic termination of membership, shall be levied on the scale payable for Breeder or Honorary Life Members.

5 MEMBERSHIP AND FEES

- 5.1 All entrance fees or any other monies and commissions payable to the Society, shall from time to time be determined by Council and shall be made known at the first following Annual General

Meeting of the Society.

- 5.2 The annual membership fee is payable in advance on 1 October of each year. If a member's membership fee is not settled before 1 May of the following year, his membership of the Society may be suspended. Membership will be reinstated upon full settlement of all dues including but not limited to, membership, fees and interest as well as a fee for reapplication, as determined by Council from time to time.
- 5.3 Any member whose account is in arrears or who is indebted to the Society in respect of any fees or dues for more than thirty (30) days after a claim for payment has been addressed to him by the Secretary, substantially in accordance with Annexure C, may be suspended and will enjoy no further rights or privileges of Membership until such debt is settled.
- 5.4 Council may issue instructions that interest be levied on all accounts that are in arrears, and Council will determine the applicable rate of interest from time to time.
- 5.5 Any Member who ceases to be a Member of the Society for any reason whatsoever shall remain liable for all amounts owed by him to the Society at the time of the termination of his membership.
- 5.6 Should Council rule that the account of a member is in arrears or is outstanding at the time of the termination of his membership, and if such member's account is handed over for collection, such member will be held accountable for payment of all legal and collection costs, transfer costs, attorney fees, calculated on the scale for attorney client costs together with the original amount, penalties and claims owing by him to the Society.
- 5.7 Par.5.3 to 5.6 are applicable to all and any debit entries on the account of a member, including penalties, fines, sanctions and cost awards issued as a result of disciplinary complaints.

6 RESIGNATION AND EXPULSION OF MEMBERS

- 6.1 Any member may resign from the Society by giving no less than one month's written notice to the Secretary. Such membership will be considered as having been terminated only upon full settlement of all monies owing to the Society including membership for the specific financial year provided that such member has fulfilled his obligations with respect to records, registrations and transfers or any other obligations with reference to his membership.
- 6.2 Council may expel a member by at least two thirds of Councilors present at a meeting and entitled to vote after a decision by the Disciplinary Committee to expel a member (refer Annexure B of the Constitution) was made.
- 6.3 Any expelled members must be notified in writing by the Secretary within three working days of the date on which the decision with regard to his expulsion was approved by Council and must at the same time also advise the Association of such expulsion.
- 6.4 Such expulsion will result in the immediate termination of the Society membership in respect of such member with the added removal of such former member's name from the Stud Book Data register. After the date of such expulsion no animals bred by the expelled member will be recorded, registered or transferred without the approval of Council; no birth notifications will be accepted, and he will be advised accordingly.
- 6.5 Any expelled member will be obliged to settle all outstanding monies to the Society in full and he will further be obliged to fulfill all other obligations pertaining to registrations and transfers or any other responsibilities with regard to his membership.
- 6.6 Any person that, for whatever reason, has ceased to be a member of the Society may again apply in writing to Council for the reinstatement of his membership which application must be accompanied by the fee for reinstatement determined by Council from time to time, in order for Council to consider such application whereafter the necessary instructions will be provided to the Association.
- 6.7 Council and the Association will have the right to refuse an application for membership of any previously expelled member or a related applicant.

7 THE MANAGEMENT OF MEMBERS

7.1 The Secretary shall keep record of the details of all members citing the following particulars;

7.1.6 inception date of membership;

7.1.7 contact details, including:

7.1.7.1 Physical address;

7.1.7.2 postal address;

7.1.7.3 telephone; and/or,

7.1.7.4 e-mail address.

7.2 Each member must notify the Secretary, in writing, of a change in his details as per Clause 7.1.2.

7.3 Each notice authorised or required to be given to a member shall be by e-mail or delivery addressed to the member at the address or e-mail provided by the member as per Clause 7.1.2.

7.4 All notices and documentation, including financial documents, shall be regarded as having been delivered and received by the relevant member and deemed to be legally binding upon:

7.4.6 in the case of registered mail or courier at the time of first service (pursuant to the delivery receipt); or,

7.4.7 if sent by electronic mail, addressed to the member receiving such notice at the e-mail address provided, at the time of transmission unless otherwise proven. Notice shall be deemed to have been received on the date of despatch thereof, unless the addressee proves otherwise.

8 COUNCIL AND COMMITTEES

8.1 Composition of Council

8.1.6 A President elected at an annual or special general meeting by a majority of votes.

8.1.7 A Vice President elected at an annual or special general meeting by a majority of votes.

8.1.8 Two nominated members of each of the five sub unions, empowered to participate in discussions and with the right to vote. Such members may not be replaced by representatives at Council meetings, subject to the following:

8.1.8.1 Where a nominated member of a sub union is unable to attend a Council meeting such member shall notify the President in writing of such unavailability prior to the meeting in question, in which case the absent members vote shall be exercised by the remaining nominated member of the sub union; and

8.1.8.2 The provisions of clause 8.4 apply to the exception created in terms of clause 8.1.3.1. in that where a member fails to attend two consecutive Council meetings without sound reason the member shall forfeit their position.

8.1.9 The Chairman or nominee of the Trainers Association empowered to participate in discussions and with the right to vote.

8.1.10 A representative of all amateur members elected on an annual or special general meeting by a majority of votes.

8.1.11 A departmental or technical representative\ s empowered to participate in discussions but without voting powers.

- 8.1.12 The Manager and/or Secretary of the Society empowered to participate in discussions but without voting powers.
- 8.1.13 The Chairman or nominee of the Riding Horse Judges Association of SA empowered to participate in discussions and with the right to vote.
- 8.1.14 The Chairman or nominee of the Riding Horse Officials Association of SA empowered to participate in discussions and with the right to vote.
- 8.1.15 The Chairman or nominee of the South African National Equestrian Schools Association (SANESA) empowered to participate in discussions and with the right to vote. Such nominee also needs to be a registered breeder of the Saddlebred Society of SA.
- 8.1.16 The Chairman or nominee of Saddle Seat South Africa (SSSA) empowered to participate in discussions and with the right to vote.
- 8.1.17 The legal representative/member of the Society is appointed by Council and empowered to participate in discussions and to vote. Such a person should be duly qualified and well experienced in matters concerning the law and be willing to render such services to the Society free of charge.
- 8.1.18 The Chairman of the Disciplinary Committee is appointed by Council provided that such nominated Chairman should not already be a member of an existing Drug Committee. In respect of this position the following shall apply:
 - 8.1.18.1 should the elected Chairman not be available for a specific disciplinary meeting, the President will appoint a temporary Chairman who is a Council member.
 - 8.1.18.2 when a disciplinary hearing needs to be held, the Chairman of the Disciplinary Committee will appoint a Disciplinary Committee consisting of at least three persons (including the Chairman), not necessarily members of the Society of which one person, if possible, must be an attorney at law or advocate. The Committee may co-opt further persons if necessary; and
 - 8.1.18.3 The Legal Representative will present the complaint at a disciplinary hearing. The Chairman of the Disciplinary Committee is responsible to ensure that the procedures are being conducted in accordance with the Constitution and Rules of the Society and that the process is conducted independently, objectively, and fairly.
- 8.1.19 The Chairman of the Drug Committee is appointed by Council provided that such appointed Chairman is not a member of an existing Disciplinary Committee. In respect of this position the following shall apply:
 - 8.1.19.1 such person shall be entitled to vote and to participate in discussions. Should the appointed Chairman not be available for any one meeting, the Committee will appoint a temporary Chairman from within its body;
 - 8.1.19.2 Council will appoint a Drug Committee consisting of the Chairman and three persons which may include members of the Society;
 - 8.1.19.3 the Legal Representative and official veterinarian will automatically serve on the Committee and Council will appoint another member/s that is/are not yet members of an existing Disciplinary Committee; and,
 - 8.1.19.4 should the legal representative not be present Council will appoint another legal representative whose duty it is to see thereto that the procedures are being conducted in accordance with the Constitution and Rules of the Society and that the process is conducted independently, objectively, and fairly.
- 8.1.20 The Chairman of the National Breed Promotions Committee is appointed by Council. Each Sub Union will appoint a Breed Promotions Committee consisting of four representatives of which two representatives, one being the National Chairman, will have seats on Council with the right to vote.

8.1.21 Five breeder members, one from each of the five sub unions, elected by members of each relevant Sub union, empowered to participate in discussions and with the right to vote. Such members may not be replaced by representatives at Council Meetings. Such members must also be the owner of a breeding stallion and must produce at least two foals a year.

8.2 The period of office of all Councilors will be one year and all are eligible for re-election.

8.3 Councilors absenting themselves from two consecutive Council meetings without due apology or sound reason will forfeit their positions, in which case the provision of clause 8.4 shall apply.

8.4 If a Councilor dies, resigns or forfeits his position on Council for any reason whatsoever, the remaining Councilors may fill the vacancy by co-opting a Member of the Society, provided that such Member meet the requirements of membership of the organization or sub union to be represented, until and including the next Annual General Meeting. Such a member will enjoy all the rights and privileges of an elected member with voting powers.

8.5 Council may further, subject to such provisions as may be necessary, co-opt the services of any other expert, empowered to participate in discussions but without voting powers, to assist Council in whichever way necessary.

8.6 Should the office of President become vacant, the Vice President will fill this position and Council will then elect another Vice President from within Council, to fill the office of vice President until the expiry of the vacant President's term of office.

9 POWERS, DUTIES AND OBLIGATIONS OF COUNCIL

9.1 Council shall subject to the terms of the Constitution, and subject further to the decisions of the Society taken from time to time, have the power to do all such things deemed necessary or advisable in the interests of the Society and for the advancement and attainment of the Society's objectives.

9.2 The Council of the Society or appointed representative/s are empowered, when necessary or when complaints are submitted by the public or concerned parties pertaining to the maltreatment or neglect of Saddlebreds, visit a terrain where such Saddlebreds are stabled and to take the necessary steps in accordance with the existing circumstances and should the relevant person refuse access to such terrain Council will then transfer the matter to an institution\concern dealing in such matters.

9.3 In particular Council has the power:

9.3.6 to convene a General or any other Meetings of the Society, either in compliance with a special request thereto made in accordance with the provisions of the Constitution or otherwise if it is deemed necessary.

9.3.7 to appoint, dismiss or suspend such attorneys, or other legal representatives, auditors, agents, officers or officials or other employees for permanent, temporary or special services as it may deem fit; to determine their powers and duties and to fix remuneration and conditions of service and to require such security for the due performance of their functions as it may in particular cases deem expedient.

9.3.8 to institute, conduct, defend, compound or abandon any legal proceedings by or against any of its officers or officials or other employees in connection with the affairs of the Society and to compound or allow or ask for time for payment or satisfaction of any debts due to or any claim or demand by or against the Society.

9.3.9 to appoint or discharge inspectors for the inspection of Saddlebreds presented for registration and for such other purposes as Members of the Society may require the services of such inspectors and to give such inspectors instructions and powers in regard to the settlement of or the satisfaction of any claim or demand by or against the Society and to relieve such inspectors of their duties and responsibilities when necessary;

9.3.10 to order an investigation by inspectors of the Society in any case where records are not properly kept or where any doubt should arise as to the correctness of the identity of any animal or animals,

and to take such action, as it may consider advisable in the interests of the Society;

- 9.3.11 to co-opt the services of any Member of the Society and to appoint Sub-committees on such conditions and with such powers as may from time to time be deemed expedient. The President and Vice President of the Society shall be ex-officio Members of all sub-committees. and will nominate a Disciplinary Committee in accordance with the stipulations of Annexure B, which will act in accordance with the disciplinary rules assigned to such committee;
- 9.3.12 to draw up such requirements and standards in consultation with the Riding Horse Judges Association deemed necessary for the appointment of judges for the National Championships;
- 9.3.13 to draw up such requirements and standards in consultation with the Riding Horse Officials Association of SA deemed necessary for the appointment of officials for the National Championships;
- 9.3.14 to grant leave of absence to any Member of Council or any official of the Society for such period and upon such terms as it may in each case determine;
- 9.3.15 to impose and exact such penalties in respect of members as may be prescribed from time to time for the contravention or infringement of the Constitution, rules and regulations of the Society;
- 9.3.16 subject to the stipulations of Clauses 5 and 6, to adapt membership fees and other obligations and to prescribe any additional fees as may be necessary from time to time;
- 9.3.17 to open one or more banking accounts in the name of the Society and to draw, accept, endorse, make or execute any bill of exchange, promissory note, cheque or other negotiable instrument in connection with the conduct of the affairs of the Society;
- 9.3.18 to purchase, hire, take on lease, or acquire for the purpose of the Society buildings, land, goods, chattels and effects; to sell, mortgage, pledge, let alienate or otherwise dispose of any moveable or immovable property belonging to the Society and to apply the consideration arising there from in such a way consider to the to the best advantage of the Society;
- 9.3.19 to invest, or in any other manner deal with any monies not immediately required for the purposes of the Society upon such securities and on such terms as Council may deem fit and, from time to time, to change or realize any such investments;
- 9.3.20 to initiate an investigation into disputes that may arise pertaining to the application of Constitution stipulations and to rule in regard thereto;
- 9.3.21 to pay all costs/charges billed to the Society in connection with the administration, management or affairs of the Society;
- 9.3.22 to collect and receive all monies, donations, other debts and funds paid to the Society and to allocate some towards the objectives of the Society and the promotion of the Saddlebred breed;
- 9.3.23 to organize and promote the sale of Saddlebreds, either by public sales or privately and for this purpose to appoint auctioneers and/or agents if necessary;
- 9.3.24 for the better and more convenient carrying on and fulfillment of the business of the Society to appoint one or more Members or officials with power and authority to sign and receive documents, papers and processes, to institute legal proceedings and to act, sue and be sued on behalf of the Society for the more expedient execution of Society matters;
- 9.3.25 to appoint representatives to the Annual General Meeting of the Association;
- 9.3.26 to receive and consider applications for Membership and to accept or refuse such applications at its discretion;
- 9.3.27 to change, add to or cancel any rules and regulations and/or decisions, whether pertaining to the control and execution of matters of the Society and/or any other aspect whatsoever provided that if it was a decision of an Annual General meeting, it will be endeavored to maintain such decision for one year.

- 9.3.28 to change or amend as is considered necessary from time to time, any By-law to the Constitution contained in Annexure A, B, C and D;
- 9.3.29 to borrow money for the Society using as security any property of the Society;
- 9.3.30 to cancel the membership of any person or legal entity in accordance with Clause 6;
- 9.3.31 in accordance with Clause 5.3, to refuse inspection, registration and other work for members whose accounts are overdue;
- 9.3.32 to perform all such acts as may be necessary for the welfare of the Society and the carrying on of its affairs, provided always that any action taken, or instructions given, shall not be contrary to the terms of the Constitution, or decisions by members at an Annual General Meeting;
- 9.3.33 Council may add, change and/or omit any classes should it be found necessary for the National Championships;
- 9.3.34 to apply and administer the drug rules and guidelines;
- 9.3.35 to maintain and update the Rulebook and ensure it is available to members;
- 9.3.36 be responsible for the organizing and presenting of the SA National Championships and to co-opt members where necessary to assist;
- 9.3.37 to attend to all and any of the powers that the Executive Committee of the Amateur Union had, as referred to in Annexure D of the Constitution of the now dissolved SAASU;
- 9.3.38 to elect members of Council to serve as the Executive Committee;
- 9.3.39 appoint the Chairman of the Disciplinary Committee provided that such nominated Chairman should not already be a member of an existing Drug Committee. In respect of this position the following shall apply:
 - 9.3.39.1 should the elected Chairman not be available for a specific disciplinary meeting, the President will appoint a temporary Chairman;
 - 9.3.39.2 when a disciplinary hearing needs to be held, the Chairman of the Disciplinary Committee will appoint a Disciplinary Committee consisting of at least three persons (including the Chairman), not necessarily members of the Society of which one person, if possible, must be an attorney at law or advocate. The Committee may co-opt further persons if necessary; and
 - 9.3.39.3 the Legal Representative will present the complaint at a disciplinary hearing. The Chairman of the Disciplinary Committee is responsible to ensure that the procedures are being conducted in accordance with the Constitution and Rules of the Society and that the process is conducted independently, objectively and fairly; and
 - 9.3.39.4 appoint the Chairman of the Drug Committee provided that such appointed Chairman is not a member of an existing Disciplinary Committee. In respect of this position the following shall apply:
 - 9.3.39.5 such person shall be entitled to vote and to participate in discussions. Should the appointed Chairman not be available for any one meeting, the Committee will appoint a temporary Chairman from within its body;
 - 9.3.39.6 Council will appoint a Drug Committee consisting of the Chairman and three persons which may include members of the Society;
 - 9.3.39.7 the Legal Representative and official veterinarian will automatically serve on the Committee and Council will appoint another member\ s that is\ are not yet members of an existing Disciplinary Committee; and,
 - 9.3.39.8 should the legal representative not be present Council will appoint another legal representative whose duty it is to see thereto that the procedures are being conducted in accordance with the Constitution and Rules of the Society and that the process is conducted independently, objectively

and fairly.

- 9.4 Members of Council shall be bound by and obliged to conduct themselves in accordance with the Code of Conduct for Council Members as contained in Annexure G from the moment of appointment to a position in Council.

10 MEETINGS

10.1 Council meetings

- 10.1.6 Council will meet at such time and place determined from time to time by Council or the President, or in his absence the Vice President: Provided that at least three Council Meetings are held in any one financial year.

10.1.7 A Special Council Meeting:

- 10.1.7.1 May be convened by the President or in his absence, the vice President at such time and place as decided by such official; or,

- 10.1.7.2 Will be convened at the request of at least three councilors stating the reasons for such meeting and which must be addressed to the Secretary.

- 10.1.8 Written notice of the time, date and venue of a proposed Council meeting must be either posted, faxed, or e-mailed by the Secretary to each councilor at least 21 days prior to the date of the meeting. The agenda of the meeting be compiled and circularized to members in both English and Afrikaans. The minutes of the meeting be circularized to members.

- 10.1.9 An Executive Committee will replace the Finance Committee and take over that role. All payments above R10 000 must be approved by the Executive Committee. The structure of the Executive Committee will be determined by Council.

10.2 General meetings

- 10.2.6 Council will convene an Annual General Meeting preferably during the month of August. Matters to be placed on the agenda for discussion must reach the Society office 45 days prior to the intended date of the Annual General Meeting.

10.2.7 A Special general meeting of the Society may be convened at any time:

- 10.2.7.1 by Council of its own accord.

- 10.2.7.2 by the President or in his absence the Vice President of his own accord; or,

- 10.2.7.3 in response to a written request therefore addressed to the Secretary and signed by at least 30 members of the Society, such application must clearly cite the purpose of such meeting and at such meeting only the matter's at hand may be dealt with.

10.2.8 At an Annual General Meeting Council must table the following:

- 10.2.8.1 the Annual report pertaining to the activities of Council.

- 10.2.8.2 a properly audited balance sheet and income statement as well as the financial report; and,

- 10.2.8.3 a budget of expected income and expenditure for the coming year.

- 10.2.9 A notice of the time, date and place of any general or special meeting together with the agenda of such meeting must be sent to each member of the Society either by ordinary mail or e-mail.

- 10.2.10 No decision will be taken pertaining to any matter that does not appear on the notice of meeting sent to members unless it is agreed by at least two thirds of members present and entitled to vote that such unlisted matter may be discussed and voted on.

- 10.2.11 Any Annual General meeting may be postponed by virtue of a two third majority vote of members present at such Annual General Meeting.
- 10.2.12 Constitutional amendments agreed to at an Annual General Meeting require a 30 day notice period; it can therefore only be carried if notice was given in accordance with the correct procedure (Clause 14) for approval at the next Annual General Meeting and submission to the forthcoming Annual General Meeting.
- 10.2.13 The President officiates as Chairman at all meetings and in his absence the Vice President or an Honorary Life President Vice President in that order. Should not one of the above officials be present at a meeting the members present must elect another member to officiate as Chairman at such meeting and any person so elected will in respect of such meeting be empowered to fulfill all the duties of President.
- 10.2.14 All matters tabled at a meeting, unless otherwise foreseen, must be decided on by the majority vote of members present at such meeting and entitled to vote and in the event of an equality of votes, the person occupying the Chair at such meeting will have a decisive vote in addition to his normal vote.
- 10.2.15 Voting and nominations will at all meetings be done by virtue of secret ballot. A company, body corporate, closed corporation, partnership, or trust may nominate only one representative to vote on behalf of the company, body corporate, closed corporation, partnership or trust.
- 10.2.16 No matter dealt with in accordance with the constitution at any meeting can be declared invalid as a result of any member not having received notice of such matter in accordance with the requirements of the Constitution.
- 10.2.17 Should a member wish to table aspects for discussion at the Annual General Meeting such member must act in accordance with Clause 10.2.1 and provide a brief description of the relevant aspect to be discussed.

10.3 Quorums

- 10.3.6 Thirty members of the Society present at the commencement of any general meeting that are eligible to vote will form a quorum for such meeting and five Councilors personally present at any Council Meeting and entitled to vote will form a quorum for such Council meeting.
- 10.3.7 If at any meeting, a quorum is not present, the meeting shall stand adjourned to a time (not being less than 7 days) and place determined by the members present. At such adjourned meeting, the members present shall form a quorum: Provided that any meeting at which the President, Vice President or Life Vice President is present shall, if there is no quorum, stand adjourned for half an hour.
- 10.3.8 The members then present shall form a quorum for the disposal of such business (other than any amendment to the constitution) as the presiding member may declare to be of an urgent nature. Such adjournment for half an hour shall be without prejudice to the rights of the meeting after dealing with such urgent business to adjourn to a time, date and place as herein provided.

10.4 Electronic media

- 10.4.6 All meetings of Council or members including any Special General Meeting or Annual General Meeting, as well as disciplinary hearings, may be conducted by online electronic media, where such platform is justified within the discretion of the Executive Committee of the Council, or the Disciplinary Committee for disciplinary hearings. Practical arrangements in the proceedings may be made by the Chairman of such meeting.

11 FINANCIAL STIPULATIONS

- 11.1 Council shall cause one or more banking accounts to be opened in the name of the Society wherein all amounts accruing to the Society shall be deposited.
- 11.2 All payments from the funds of the Society shall be effected by electronic funds transfer, authorized by

the person empowered to do so by Council provided that nothing herein contained shall prevent Council from operating and controlling a petty cash fund or from paying in cash such ordinary and usual monthly accounts as do not in total exceed a sum determined by Council and provided that the total sum necessary for the payment of such accounts is drawn by electronic funds transfer.

11.3 The Secretary shall keep proper books of accounts of the Society's monetary affairs. These books shall be audited from time to time, but no less than once per annum by a qualified auditor appointed by the Annual General Meeting of the Society who is to prepare a properly audited balance sheet and report of the Society's financial situation at the end of the financial year stipulated in Clause 10.2.3, and present it to the Annual General Meeting of the Society.

11.4 All the property of the Society is vested in Council.

11.5 The income and property of the Society, from whatever source derived:

11.5.6 shall be applied solely to the promotion and furtherance of the objectives of the Society; and,

11.5.7 no part thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise, to any persons who at any time are or were members of the Society, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any employee or other person for services rendered to the Society.

11.5.8 If, upon the winding up or dissolution of the Society, there remains after the satisfaction of all its debts and liabilities, any property whatsoever, such property shall not be paid to or distributed amongst the members of the Society but shall be donated or transferred to any other institution/s having objectives similar to those of the Society as may be determined by a majority decision at a General Meeting of the Society.

12 AFFILIATION

The Society will maintain its membership of the Association in terms of the provisions determined by the Association. Further, by a majority vote of at least two thirds of the members personally present, voting and entitled to vote at any general meeting, the Society may affiliate with, or incorporate any association, society or organisation having aims and objectives kindred to those of the Society.

13 ELECTION OF REPRESENTATIVE TO THE ANNUAL GENERAL MEETING OF THE ASSOCIATION

In accordance with Clause 9.20 Council shall elect a representative or representatives to the Annual General Meeting of the Association from Active Ordinary or Honorary Life Members.

14 CONSTITUTIONAL AMENDMENTS

14.1 The constitution may be added to or altered by a resolution approved by the majority of the members present and entitled to vote at a general meeting of the Society of which meeting and of which proposed addition to, alteration, variation or amendment of the constitution no less than 30 days written notice has been given to each member of the Society.

14.2 Such addition to or amendment of the clauses of the constitution which were approved in terms of Clause 14.1 will become effective immediately provided that they are in accordance with the Act.

14.3 Any constitutional amendments must be submitted by the Society to the Commissioner of the South African Revenue Service.

15 DISSOLUTION OR LIQUIDATION OF THE SOCIETY

If upon the winding up or dissolution of the Society there remains, after the satisfaction of all its

debts and liabilities, any property whatsoever such property shall not be paid to or distributed amongst the members of the Society but shall be given or transferred to such other institution or institutions having objects similar to those of the Society as may be determined by a majority decision of a general meeting of the Society or ruled by a court of law.

16 OFFICE OF THE SOCIETY

The office of the Society will be at such place as decided by Council from time to time to be confirmed by the ensuing Annual General Meeting of the society.

17 AUTHENTIC VERSION OF THIS CONSTITUTION

This English version is deemed the authentic version.

18 SUB UNIONS

18.1 The Society is empowered to find Sub and Regional Unions at will. Such Sub and Regional Unions will at all times be subject to the rules and regulations of the Society. The Society will be empowered to dissolve such Sub and Regional Unions should its actions be contradictory to the rules and regulations of the Society.

18.2 The Society reserves the right to amend any decisions taken by Sub Unions and to dissolve such unions on the grounds of irregular decisions being taken.

18.3 A person may become a member of any Sub Union provided that in order to show, he should first and foremost be a member of the Sub Union where he resides and by virtue of which he would be eligible for election to the committee of such sub union. For the duration of his paid membership as a Sub Union member, such person will also be considered a Showing Member of the Society empowered to discuss matters at the Annual General Meeting, with voting powers but without the right to vote on breeder matters. The rules and regulations of the Saddlebred Society will be applicable to such person.

18.4 No person or group would be entitled to establish a Sub Union without the approval of the Society. Such decision of approval must be taken by either the Annual General Meeting or Council.

18.5 A member of a Sub Union may only become a member of a bordering Sub Union upon a written request addressed to the Sub Union Management which request must be accompanied by written permission by the current Sub Unions in respect of such request as well as the necessary motivation.

18.6 Any Saddlebred show or Festival within a Sub Union must be presented in accordance with the rules of the Society.

ANNEXURE A GENERAL REGULATIONS

1 STUD BOOK DATA REGISTER

1.1 The recording or registration of all Saddlebreds Horses with the Association is done at the recommendation of the Society. It is the responsibility of the Society and its members to notify the Association of change of ownership, deaths, castrations, sterilization, etc. Registration will only be done if all the requirements of both the Society and the Association had been adhered to together with a DNA certification of confirmation and the prescribed fees which are payable in advance.

1.2 The society will ensure that the Association records all registered Saddlebreds and that the South African Saddlebred Stud Book, to be known as the Stud Book Data Register, is made up of only progeny of Stud Book proper animal that conform to the minimum breed standards and all other requirements for registration.

2 PREFIX AND HERD DESIGNATION MARKS

- 2.1 **No horse shall be accepted for birth recording or registration unless the breeder has previously through the Society, registered with the Association for his exclusive use, a prefix and herd designation mark (No more than three letters) by which all animals bred by him and eligible for birth recording or registration, shall be identified.**
- 2.2 Application for the registration of such prefix and herd designation mark shall be made by the Secretary and must be accompanied by such fee as may be prescribed from time to time.
- 2.3 No transfer of a prefix or herd designation mark shall be allowed from one breeder to another except under such conditions and to such persons as are provided for in the Bye law to the constitution of the Association with the approval of Council.

3 NAME

- 3.1 No animal will be recorded in the Stud Book Data Register unless it is explicitly named with a name that has never before been registered in the Stud Book Data register. Council is empowered to refuse any application in respect of an animal which in its discretion is not clearly identified or which is misleadingly named.
- 3.2 No name including the prefix may exceed four words and the number of spaces determined by the Association from time to time.
- 3.3 A name once registered in respect of a specific animal cannot at a later stage be changed or amended unless the name reflects an obvious error in which case the name will be amended only insofar as to correct the error.

4 NOTIFICATION OF BIRTHS AND APPLICATION FOR REGISTRATION

- 4.1 The Breeder of a foal of a mare registered in his name in the Stud book Data Register or the holder of a Loan Certificate as per Clause 7.2 hereof, in respect of the dam of such foal, must notify the Secretary of the birth of such foal, irrespective of whether such animal will be retained for recording or registration.
- 4.2 The notification of each birth must be submitted no later than 6 months after the birth of the relevant foal, on the prescribed birth notification form and such form shall be completed in all respects and signed by the Breeder and must be submitted to the Secretary for submission to the Association for the recording of the birth in the Stud Book Data Register.
- 4.3 Irrespective of regulation 4.2, Council may accept birth notifications that reach the Secretary more than 6 months after the birth of a foal on condition that the breeder can provide proof to the satisfaction of Council of the correct date of birth and age of the foal or horse for which such notification is given. The aforementioned proof may include, but is not limited to, veterinary reports, registration of other foals from the same mare, and/or possible change of ownership of the mare or foal. In the event that a Breeder wishes to proceed to application for registration in respect of such a foal a penalty fee shall be payable in respect of registration.
- 4.4 Should the Breeder fail to satisfy Council with sufficient proof as to the age of a foal or horse to be registered as per clause 4.3, then Council may still proceed to register such horse, provided that all other conditions for registration are met, and may impose the qualification to such registration that the foal or horse to be registered may not compete at any show in junior horse classes.
- 4.5 In the case of multiple births the Breeder must, in addition to the normal requirements also complete the name and gender of the other foal or foals on the birth notification form.
- 4.6 Each Breeder will keep a supply of birth notification forms in book form that are sequentially

numbered and which may be obtained by any breeder from the Secretary on demand and at a price to be determined from time to time.

- 4.7 The details provided on the copy of a birth notification form must in all respects correspond with the details provided on the original form submitted to the Secretary. The breeder shall keep all copies in the book wherein such forms were originally bound and in such a manner that it be available for control purposes at all reasonable times. Entries in birth notification books shall be done in sequence and no duplicate may be torn out of the book or be destroyed.
- 4.8 Birth notifications must cite the date of birth, the gender of the foal as well as the name and registration numbers and DNA references of the parents of the foal. The colour and permanent markings on the foal must be clearly described and be marked on the prescribed form.
- 4.9 On receipt of the birth notification the Society will issue an invoice for the prescribed registration fee and any applicable penalty for registration of the foal provided that no fee would be payable in respect of a still born foal or a birth notification marked "Not for Registration".
- 4.10 In the case that the breeder determines to proceed with an application for registration, the following must be submitted to the Society:
 - 4.10.1 a copy of the birth notice;
 - 4.10.2 payment as per the invoice generated in terms of Clause 4.9;
 - 4.10.3 a parentage verification certificate in terms of the DNA tests issued by a body approved by Council to provide such services;
 - 4.10.4 stallion Service Certificate, as per Clause 7.1, in the event that the stallion is not a horse owned by the Breeder;
 - 4.10.5 Stallion CEM certificate; and,
 - 4.10.6 A valid Loan Certificate, as per Clause 7.2 in the event that the dam is not owned by the Breeder.
- 4.11 INSEMINATION AND INOVULATION CERTIFICATES
 - 4.11.1 Insemination and inovulation certificates, as the case may be, known as Schedule K and/or O prescribed by the Association must be completed in respect of insemination and inovulation.
- 4.12 RULES GOVERNING THE PRACTICE OF THE COLLECTION OF OVA AND INOVULATION
 - 4.12.1 Saddlebred foals legally begotten from inovulation (in accordance with the Act) will qualify for registration provided that:
 - 4.12.1.1 all requirements of the constitution have mutatis mutandis been complied with;
 - 4.12.1.2 the parentage of each foal begotten from an ovum transfer had been confirmed by means of DNA; and
 - 4.12.1.3 the following documents be submitted within 120 days from inovulation:
 - 4.12.1.4 the insemination certificate if applicable;
 - 4.12.1.5 the properly completed inovulation certificate referred to in Clause 4.9 of Annexure A 4.9;
 - 4.12.1.6 the blood typing laboratory numbers of the ovum donor, the semen donor and the embryo recipient;

- 4.12.1.7 a certificate issued by a veterinarian verifying that all stipulations of the Act had been complied with;
 - 4.12.1.8 the birth notification must be accompanied by a DNA laboratory number of the relevant progeny and a certificate confirming that parentage as submitted is correct; and
 - 4.12.1.9 both the semen and ovum donors have been approved for such purposes by Council that is furthermore empowered to limit the number of progeny begotten from the ova of asingle ovum donor for recording or registration.
- 4.12.2 The Society reserves the right to, by virtue of its officials, guard over the record keeping pertaining to the collection of ova and inovulation.
- 4.12.3 Breeders residing in the Territories outside of the RSA will enjoy the privileges of registration in accordance with the regulations of the Act and may apply for registration of progeny begotten from inovulation provided that:
- 4.12.3.1 the ova were obtained from a source approved by the Society and the Association; and,
 - 4.12.3.2 the collection of ova, the handling thereof, the inoculation of animals and the keeping of records are done in such a way as determined by the Association from time to time.
- 4.12.4 If a mare of which ova was collected, is sold the seller of such mare must provide a certificate to the new owner citing that ova of such mare was collected prior to the date of sale and a copy of such certificate must also be submitted to the Society and the Association.
- 4.12.5 The Society reserves the right to refuse the recommendation of the registration of progeny begotten from inovulation should any of the requirements as per Annexure A not have been fully adhered to.

4.13 IMPORTED OVA

- 4.13.1 The birth notifications of progeny begotten from inovulation with imported Saddlebred ova must in terms of the stipulations of Clause 4.10 of Annexure A also be accompanied by:
 - 4.13.2 a certificate issued by an accredited body in the country of origin citing:
 - 4.13.3 the name, identification and registration numbers of the ovum donor;
 - 4.13.4 the date and place of collection;
 - 4.13.5 the number of live ova collected from the relevant ovum donor;
 - 4.13.6 that the ova were collected for the purpose of export to the Territories;
 - 4.13.7 the name and address of the importer; and,
 - 4.13.8 in the case of a fertilized embryo also a certificate signed by an accredited competent body in the country of origin citing:
 - 4.13.8.1 that fertilization was effected by means of artificial insemination; and,
 - 4.13.8.2 the name, identification and registration numbers of the relevant semen donor as well as the date and place of insemination.

4.14 PROGENY BEGOTTEN FROM IMPORTED OVA

- 4.14.1 Progeny begotten from inoovulation with imported ova will qualify for registration provided all the requirements of the Constitution have mutatis mutandis been conformed to.
- 4.14.2 The requirements for registration will be same and that for imported Saddlebreds.
- 4.14.3 Such imported ova must have been collected in the country of origin by a competent body (approved by the Division for Veterinary Services of the Department) from ovum donors that conform to the minimum requirements stipulated by the Society and approved by the Association for the importation of ova and if fertilized, such ova must be fertilized with semen of a stallion that likewise conforms to the minimum requirements stipulated by the Society and approved by the Association..

5 REQUIREMENTS FOR REGISTRATION

- 5.1 Birth notifications do not serve as simultaneous application for registration of the foal.
- 5.2 Except in the case of imported animals all applications for registration must be accompanied by a declaration citing the under mentioned wording and signed by the breeder or his duly authorized representative:

“I (insert name of breeder) declare that I bred the animal herein described and that the breeding particulars, pedigree and identification marks are just and I undertake to adhere to the Constitution, rules and regulations of the Saddlebred Society of South Africa and the Association and to be bound thereby.”
- 5.3 Applications in respect of South African bred horses begotten from artificial insemination must be duly endorsed. All recording or registration certificates issued by the Association in respect of any animal begotten from artificial insemination must carry the abbreviation AI after the name of the animal on all such recording or registration certificates.
- 5.4 No application of an animal imported *in utero* will be approved by Council unless the dam is registered with the Association and such application is accompanied by the following –
- 5.5 A service certificate duly endorsed by the breeders society in the country of origin or a similarly endorsed insemination certificate (depending on whether fertilization took place by means of natural mating or artificial insemination);
 - 5.5.1 Proof that the sire conforms to all requirements determined by Council from time to time; and,
 - 5.5.2 A parentage verification certificate by virtue of DNA testing or blood typing.
- 5.6 In the case of imported animals the following requirements in respect of registration are also applicable:
 - 5.6.1 In order to qualify for registration the applications for registration of purebred Saddlebreds must be accompanied by:
 - 5.6.1.1 An acceptable registration certificate or export certificate and a five generation pedigree issued by the Association or Stud Book in the country of origin; and,
 - 5.6.1.2 Proof that the relevant animal conforms to the requirements determined by Council from time to time which includes DNA verification.
 - 5.6.2 Any imported animal for which application for registration is submitted must clearly display such indelible identification marks cited on the registration certificate which must be to the satisfaction of Council. Should an animal not display any identification, proof of identity must be submitted to the satisfaction of Council.
 - 5.6.3 Immediately upon receipt of the registration, service or parentage verification certificate the imported must post the relevant documents by registered mail to the Secretary. The

Association will, upon receipt of the Society's recommendation, issue a South African registration certificate for the relevant animal.

- 5.6 If there is any doubt with regard to the details reflected on an application for recording or registration or the attached service certificate of a Saddlebred such animal may at the discretion of Council be excluded from registration.
- 5.7 The recording or registration of all Saddlebred by the Association shall be done at the recommendation of the Society and each Breeder having such horses must keep pedigree record of the birth dates of all foals as well as details of the gender and breeding, sales, deaths, castrations, sterilizations, etc., failing which future entries may be disqualified or refused by Council. Breeders may at any time be instructed by inspectors to submit such reports.
- 5.8 In order to register an animal the Breeder must properly complete a birth notification and clearly cite thereon "for registration" together with the prescribed DNA parentage verification certificate and submit it to the Society. Breeding, showing and trading may only be done with registered animals to be issued with a registration certificate.

6 GESTATION PERIOD

The gestation period acknowledged in respect of Saddlebred is 330 days plus or minus 34 days. The minimum gestation period is 294 days and the maximum is 364 days. No gestation period outside of these parameters will without special approval of Council, be acknowledged unless parentage is verified by means of DNA tests. The minimum acceptable period between the birth dates of two successive foals from the same mare is 300 days.

7 CERTIFICATES

7.1 SERVICE CERTIFICATES

- 7.1.1 If a foal that qualifies for registration was begotten from a stallion that was not in the possession of the breeder of the relevant foal at the time of mating, a service certificate signed by the owner of the stallion at the time of mating must be submitted, together with the birth notification of such foal if the Secretary was not yet in receipt of thereof. Such service certificate must cite the name and registration number as well as the DNA reference of the relevant stallion and mare as well as the date of service and the color and markings of the relevant mare.
- 7.1.2 Should the exact date of service not be known the service certificate must cite the period during which the relevant mare was exposed to the relevant stallion and that the relevant mare could not during that period have been serviced by another stallion.
- 7.1.3 The owner of the stallion must be a Breeder member of the Society in order to furnish such acceptable service certificate.

7.2 LOAN CERTIFICATES

- 7.2.1 Should a breeder wish to notify progeny from a registered Saddlebred mare that is not his property but that was on loan, the application for registration of the progeny must be accompanied by a loan certificate signed by the person recorded in the records of the Society at the time of mating as the owner of the mare. The owner must however be an active member of the Society.
- 7.2.2 Such loan certificate must reflect the name and registration number of the mare, the name and the address of the owner as well as that of the person that the mare was on loan to. That will serve as permission for the relevant person to register the progeny in his name.

8 JOINT OWNERSHIP OF STALLIONS AND REQUIREMENTS FOR SERVICE CERTIFICATES

- 8.1 When a stallion is transferred to joint owners the full names and addresses of each joint owner must be mentioned. Application for transfer must be accompanied by a written declaration stating: "The stallion will be stabled on the farm of Mr./Mrs./Ms. as from ". Any changes in stabling and dates must be submitted to the Secretary within 30 days.
- 8.2 Should the joint owners farm on adjoining farms or in the same district or region the declaration in 8.1 should be extended by virtue of the addition of the following phrase "and the joint owners will enjoy unlimited use of the stallion".
- 8.3 If the farms are not adjoining or in the same region the Society must be advised of the dates when the relevant stallion is moved from the one joint owner's stables to the other. Should the stallion stay on the farm of the one joint owner permanently such joint owner must submit service certificates in accordance with Clause 7 of Annexure A to the other joint owner.
- 8.4 Should female animals that are not the property of the joint owners be fertilized by the relevant stallion, the service certificates required in accordance with Clause 7 of Annexure A must be signed by the joint owner on whose farm the stallion was stabled on the service date of such female animals.

9 IDENTIFICATION

- 9.1 Color markings are the Society's official marking system for the uniform and permanent identification of all animals registered by a breeder in the Stud Book Data register and in the records of the Association.
- 9.2 Color markings must be completed on the foal birth notification form and the application for registration form. Foals not properly identified by means of color markings must be identified by means of crowns failing which the relevant foal may not be registered. In Quarantine areas microchips may be implanted to facilitate the identification of the relevant horse. The corresponding sticker must be affixed in the relevant horse's passport and be notified to the office for record keeping purposes.
- 9.3 Breeders must ensure that all color markings be done accurately and should eliminate vagueness as far as possible.
- 9.4 Any animal not identified in accordance with these regulations or in respect of which the identification marks are contradictory to the stipulations of Annexure A, or in the event of a breeder making a mistake when identifying a foal, or of a mark becoming defaced or illegible, such animal may then at the discretion of Council be excluded from registration in any records of the Society or Association and registrations already effected, may at the discretion of Council be cancelled.
- 9.5 Any change in the color markings of an animal may at the request of the registered owner, be rectified if the Society is convinced that such change would not constitute a change in the identity of the relevant animal. In case of any uncertainty DNA verification may be required by Council in accordance with the stipulations of Clause 13 of Annexure A.
- 9.6 No animal not clearly identified may be sold or transferred.

10 RECORDS OF SADDLEBREDS

- 10.1 Animals that conform to the stipulations with regard to registration, laid down by the Society in the Regulations, are recorded in the Stud Book Data register.
- 10.2 The Association will record therein the number of the foal, the registration of the sire and dam, DNA reference numbers, the birth date and the name of the breeder and owner of each animal.

- 10.3 On application from the Society the Association will issue the registration certificates in respect of all Saddlebreds recorded in the Stud Book Data Register. Such certificates will reflect the particulars of the identification marks and pedigree of each animal.

11 AMENDMENTS OR ADDITIONS ON REGISTRATION CERTIFICATES

Any amendments or addition to the information officially supplied on any recording or registration certificate and which is not paraphrased by the General Manager of the Association or any authorized endorsement or remark on such certificate will render such certificate null and void.

12 RULES GOVERNING THE PRACTICE OF ARTIFICIAL INSEMINATION

- 12.1 Animals begotten by artificial insemination in accordance with the Act will be accepted for recording or registration provided that all the requirements of the constitution in respect of recording or registration have *mutatis mutandis* been met.
- 12.2 No birth notification of animals begotten in such a manner will, for the purpose of recording or registration by the Society, be accepted unless duly endorsed "begotten by artificial insemination" and be accompanied by a properly completed Schedule K referred to in the constitution of the Association (except in cases referred to in Clause 12.6 of Annexure A).
- 12.3 If different stallions are used to obtain semen for the artificial insemination of the same mare, spaced less than 28 days apart, no progeny resulting from such insemination will be accepted for recording/registration, irrespective of the stipulations of Clause 12.1 of Annexure A unless the DNA of the sire is verified.
- 12.4 The Society is empowered by virtue of its officials to guard over and to perform inspections with regard to the diligent record keeping and application of artificial insemination procedures by its members.
- 12.5 The Society reserves the right to refuse the recording or registration of progeny begotten by artificial insemination should any of the rules and regulations laid down by the Society not be fully met.
- 12.6 Breeders residing outside the Territories that enjoy the privileges of the recording or registration of animals in terms of the Act may apply for the recording or registration of artificially begotten progeny provided that:
- 12.6.1 the semen was obtained from a source approved by the Society; and,
- 12.6.2 that the collection of the semen, the handling thereof, the insemination of animals and the keeping of records are done in such a manner approved by the Society from time to time.
- 12.7 The Society must be notified of any available semen and it should be recorded in a register. It is very important for the future registration of all foals begotten from the semen of deceased stallions.

13 DNA VERIFICATION

- 13.1 Only progeny of DNA verified parents will be recorded in the Stud Book Data Register. Irrespective of the stipulations of Regulation 9 Council reserves the right to at any time demand DNA tests to be performed on any animal for the purpose of identification. The costs in respect of such DNA tests will be borne by the Society in cases where it is done at the request of the Society and where it is proved to be correct. Should DNA typing not be correct costs must be borne by the owner.
- 13.2 Where a Breeder or owner is in doubt as to the identity of an animal and DNA tests are necessary, the costs must be borne by the person requesting such DNA testing.

14 TRANSFERS

- 14.1 No animal will be transferred by the Association unless it is registered in the Stud Book Data Register with a registration certificate having been issued.
- 14.2 For all sales or change of ownership of recorded or registered animals, application must be made to the Secretary for transfer to the buyer or new owner by the seller or transferor who will also be liable for the transfer costs or by agreement the buyer may also apply for transfer and bear the costs thereof.
- 14.3 Such application for transfer must be submitted to the Secretary within 30 days of the transfer date of the relevant animal provided that should the application reach the Secretary after 30 days but within 90 days of the transfer date penalties determined by Council from time to time will be payable.
- 14.4 An application for transfer submitted to the Secretary more than 90 days after the transfer date will be considered by Council and may be accepted upon payment of such fees as determined by Council not exceeding 1.5 times the normal transfer fee.
- 14.5 An application for transfer must be accompanied by the registration certificate of the relevant animal reflecting the full names and address of the new owner as well as the signature of the seller or transferor and the date of transfer in the space provided therefore. Permission for the transfer of an animal may in exceptional cases also be given by fax, e-mail or sms if the certificate could not be released by the owner for some or other reason. The Association will issue an adapted certificate for animals that are transferred.
- 14.6 For the purpose of the above Clause 14.5 the transfer date is considered the date on which the animal had left the possession of the seller or transferor.
- 14.7 If pregnant mares are sold the seller must furnish the Secretary with a service certificate. The service certificate must reflect the service date, full names, registration number and DNA reference of the stallion and must be accompanied by a declaration stating that the relevant mare could not on the date of transfer have been serviced by any stallion other than the one mentioned in the service certificate.
- 14.8 Change of ownership will be considered as having taken place if
 - 14.8.1 an animal is sold, exchanged or presented as a gift;
 - 14.8.2 an animal was inherited;
 - 14.8.3 a partnership is dissolved; and
 - 14.8.4 a stallion is registered in the name of two or more owners and any one (or more) renounces his or their share in the stallion so registered or for any other reason renounces their interests in such registered stallion.
- 14.9 Should Council be of the opinion that the seller or transferor fails or refuses to take any of the steps to facilitate such transfer and fails or refuses to submit the original recording or registration or birth notification certificate and should the new owner be willing to settle the relevant fees determined by Council, Council may, with the approval of the Association, take such steps that may be necessary to satisfy the buyer or new owner, provided that in such instance penalties as laid down in Clause 14.3 and 14.4 will be applicable to the new owner. Such cases should be treated with care and with due regard to all available information.
- 14.10 In cases of transfer from one spouse to another or from parents to children (including grandchildren and those related by marriage) or children to parents, irrespective of whether by virtue of sale, donation or inheritance only 50% of the prescribed fees will be applicable

15 DUPLICATE REGISTRATION CERTIFICATES

- 15.1 A duplicate of the original registration certificate may be obtained upon satisfactory proof submitted to the Society]Council that the original was lost, had inadvertently been destroyed or was in the possession of a person that was refusing to provide it to the person that was legally entitled thereto.
- 15.2 If the owner cannot be traced, the application for a duplicate registration certificate must be submitted as a declaration of oath by the buyer of the relevant animal. In all other instances the owner can merely submit a declaration\written request. Such application must be addressed to the Secretary together with the relevant fees prescribed by Council from time to time.

16 CERTIFICATE OF EXTENDED PEDIGREE

Any person may apply to the Secretary for a certificate of extended pedigree with regard to a registered animal. Such applications must be accompanied by the prescribed fees determined by Council from time to time.

17 EXPORT CERTIFICATES

The registration certificates of the Association serve as the export certificates of the Society.

18 NOTICE OF CIRCUMSTANCES NECESSITATING THE CANCELLATION OF REGISTRATION CERTIFICATES

If a registered animal dies, is castrated or sterilized or if a non-registered animal is sold the Secretary must be notified within 30 days of such developments and the registration certificate of such animal must at the same time be submitted to the Secretary of the Society with the date of the various events duly endorse thereon.

19 REINSTATEMENT OF ANIMALS IN THE STUD BOOK DATA REGISTER

Should the registration certificate of an animal have been cancelled, such animal will only be reinstate in the records of the Society and the Association provided that the application for reinstatement is done by the same person that applied for the cancellation thereof. Such application for reinstatement must be submitted to the Secretary either in person or by mail together with the applicable DNA report and the relevant fees determined by Council from time to time.

20 CANCELLATION OF REGISTRATION

- 20.1 Council may instruct the Secretary to apply to the Association for the cancellation of a registration certificate of an animal that:
- 20.1.1 was inadvertently registered;
 - 20.1.2 was registered on the strength of false or misleading information provided by the owner; or,
 - 20.1.3 was registered after the owner failed to adhere to any bye law necessary for the accurate execution of the relevant registration.
- 20.2 The Secretary must advise the owner in writing at least 30 days prior to such cancellation being effected, of the Society's intention to do so.

21 DELEGATION OF POWERS

Notwithstanding anything to the contrary in the Constitution, any member may under power of attorney, duly executed and filed with the Secretary, authorize another person to sign on his behalf any birth notification, application for registration, application for transfer, certificate of transfer, certificate of service, returns or reports or any other document connection with the administration of a registered Saddlebred stud. Any such signature given by such authorized person, shall be accepted by the Society as being as valid and binding as if it had been given by the member himself: Provided that nothing herein contained shall entitle such authorized persons in any manner whatsoever to participate in the nomination of, or voting for, any member of the Council, or voting on any matter where his principal has a vote, or to attend any meeting on his principal's behalf except where the prerequisites of Clause 4.4.1 have been conformed to.

ANNEXURE B: SADDLEBRED SOCIETY DISCIPLINARY CODE

RULES PERTAINING TO DISCIPLINARY INVESTIGATIONS AND HEARINGS

1 DEFINITIONS:

Words and phrases in this Annexure shall have the following meanings unless a contrary meaning clearly appears from the context:

“ACCUSED” a member against whom a complaint was submitted, including a director of a company, a member of a close corporation, a partner of a partnership, a trustee of a business trust, an administrator or person in control of an organisation, alternatively the accountable person of any legal entity, or representative of a group as determined by the rules of any show held under the auspices of the Society, in connection with which a hearing is held, representing the company, close corporation, partnership, business trust, organisation, other business or group, and any other person who has been substituted for any such representative.

“APPEAL TRIBUNAL” a tribunal consisting of three persons appointed by the President of the Society, who have not been involved in the disciplinary process previously.

“CHAIRMAN” Chairman of the Disciplinary Committee as appointed by the Council who manages the Disciplinary Process according to this Disciplinary Code.

“COMPLAINANT” the member submitting the complaint.

“COMPLAINT” a written complaint in which the Complainant explains the facts, on which his complaint is founded, that a member was allegedly guilty of misconduct, is based. Such complaint must clearly reflect the date, place and time where such misconduct or sanction came to the notice of the Complainant and all available and relevant documents on which the Complainant bases his allegation must also be submitted.

“CONSTITUTION” means the Constitution of the Saddlebred Society of South Africa and all rules made in terms of the Constitution.

“DOCUMENT”	includes any recorded information, regardless of the form or medium.
“DISCIPLINARY COMMITTEE”	(unless different from the context, also called “the Committee”). A Committee consisting of at least three persons, including the Chairman, who are not necessarily members of the Society, appointed by the Chairman for each disciplinary hearing, and of which one person, if possible, may be a lawyer or advocate. The Committee may co-opt additional members. Decisions of the Disciplinary Committee are made by majority vote and the Chairman has a vote.
“DISCIPLINARY PROCESS”	the investigation into alleged misconduct or any other unacceptable sanction, or transgression of a rule, submitted by any person or concern against another person, disciplinary hearing, appeal process and execution of disciplinary sanction relating thereto.
“INVESTIGATOR(S)”	a member or members appointed at the discretion of the Prosecutor if he deems it necessary to investigate the merit of a complaint and to report back to the Prosecutor, in order to assist the Prosecutor with his decision to proceed with a disciplinary hearing or not and/or to assist him with the preparation for such disciplinary hearing.
“MEMBER”	a natural person that is a member of the Society, or in the case where the member is not a natural person, such person appointed at the time of application for registration as a member or as the representative or proxy of such member.
“MISCONDUCT OR UNACCEPTABLE BEHAVIOR”	includes but is not limited to deliberate or negligibile failure to conform to the Constitutional stipulations of the Society, rules, regulations, prescriptions, directions, arrangements and decisions of the Annual General meeting, the decisions of a special general meeting or of Council, a Committee of the Society and any conduct which is not in accordance with the membership code of the Society and which reflect poorly on the image of the Saddlebred industry.
“PARTY”	In relation to a hearing, means the Prosecutor or the Accused.
“PRESIDENT”	the President of the Saddlebred Society of South Africa.
“PRESIDING OFFICER”	means the Chairman or a person with delegated authority appointed by the Chairman, who presides over a disciplinary

hearing and chairs the Disciplinary Committee in a disciplinary hearing.

“PROSECUTOR”

the Legal Representative of the Council, or failing him, a person appointed by the President, who investigates the merits of a complaint with or without the assistance of investigators appointed by him, presents the complaint and leads all evidence and produces proof on behalf of Council and/or the Complainant during the disciplinary hearing. The Prosecutor would be taking on the role of the Complainant during the Disciplinary hearing which Complainant need not be present in person, except insofar it may be necessary for the Complainant to lead evidence.

“SANCTION”

an amount of money that a member, found guilty of misconduct by the Disciplinary Committee, is ordered to pay, which amount may not be less than the minimum amount and not more than the maximum amount as prescribed by Council from time to time.

“SOCIETY”

the Saddlebred Society of South Africa.

“WORKING DAYS”

any day except Saturday, Sunday or official public holiday. The term “days” refers to working days.

“WRITTEN NOTICE”

the delivery of the relevant document by virtue of the handing over of a copy thereof to the recipient or by virtue of registered prepaid mail or by e-mail or to a postal- or e-mail address or number indicated by the member when applying for membership. Such notice will then be considered as having been received, 7 days after the date of the postage, the first day inclusive and the last day exclusive, but on the same date of the e-mail.

2 INTERPRETATION:

In the context of these rules:

- 2.1 male will include female and vice versa;
- 2.2 singular will include plural and vice versa; and
- 2.3 headings are not used to describe a specific rule.

3 THE DISCIPLINARY PROCESS:

The Disciplinary process commences when a Complaint is submitted to the office of the Society and is regarded as having been dealt with when the Disciplinary Committee has come to a final decision regarding both the verdict and the disciplinary sanction, or should an appeal be lodged against the decision of the Disciplinary Committee, when the Appeal Tribunal has come to a final decision regarding both the verdict and the disciplinary sanction and when the Disciplinary Committee or the

Appeal Tribunal made a finding upon a disciplinary sanction, when such disciplinary sanction is

instituted, alternatively upon settlement after mediation. This process must at all times be conducted in a reasonable, fair and objective manner and without any prejudice.

4 THE COMPLAINT:

- 4.1 The complaint must be submitted in writing with the support of an affidavit, to the President of the Society by the Complainant or his proxy within 30 days after the date on which the incident had occurred and/or the necessary proof in respect of a transgression had come to hand. A period of 60 days is allowed for submission of a complaint by the Council, show committees Trainers Association or Stewards Association, or similar concerns who do not need to support such submission with an affidavit in support. Rules in respect of dispatch and the time lapse in respect thereof will *mutatis mutandis* apply.
- 4.2 A complainant other than Council, show committees, Trainers Association or Stewards Association or similar concerns, will pay a fee as annually prescribed by Council, simultaneous with the lodging of a complaint.

5 PRELIMINARY INVESTIGATION:

- 5.1 Directly subsequent to receipt of the complaint, the President will refer it to the Legal Representative who may appoint Investigators with the request to assist him on the nature of the complaint i.e. whether a disciplinary hearing is warranted.
- 5.2 The finding of the Legal Representative regarding the merits of the complaint and whether or not it deserves a disciplinary hearing, will be advised to the President who is entitled to request reasons for a decision not to proceed from the Legal Representative within 90 days of the initial receipt of the complaint by the Society, or such extended period permitted by the President on good cause shows.
- 5.3 Should the Legal Representative be of the opinion that the complaint warrants a Disciplinary hearing he will advise the President and the Chairman and deliver a copy of the final charge sheet to the Chairman and a copy to the President for his information.
- 5.4 When considering the nature and urgency of the complaint the Legal Representative and/or Investigators are empowered to request the Complainant to provide more detail in respect of the complaint. The Accused may also be requested to, should he/she prefer, provide the Investigators with his/her version of the event provided that the Accused's right to remain silent be reserved at all times.
- 5.5 On receipt of the notification by the Chairman of the Disciplinary Committee that a disciplinary hearing is warranted, he may inter alia:
 - 5.5.1 appoint the members of the Disciplinary Committee and set a date, time and place for a Disciplinary Hearing and notify the Legal Representative and the Accused thereof; or
 - 5.5.2 invite the relevant parties (complainant, accused) to an informal mediation process managed by him or his delegate, who then will act as mediator and in which case the following will apply:
 - 5.5.2.1 the mediator will prescribe the rules of the mediation;
 - 5.5.2.2 the outcome of the mediation is depended on the consent of the relevant parties and the mediator, in which case such outcome will be final. If the parties cannot reach consent in the mediation, the matter will proceed to a Disciplinary Hearing;
 - 5.5.2.3 the mediation need not be a once off event , but may take the form of a process conducted by telephone, email, electronic call, or in person meetings to achieve

a favorable outcome for all; and,

- 5.5.2.4 all statements made by the Accused in the mediation are subject to privilege and cannot be used against the Accused in the Disciplinary Hearing.

6 NOTIFICATION OF DISCIPLINARY HEARING

- 6.1 The notification to the Accused of the Disciplinary Hearing will be accompanied by the Charge Sheet and all supporting documents and such notification will include the following:
 - 6.1.1 notification to the Accused that the Society intends to institute a hearing as a result of the charge as contained in the charge sheet;
 - 6.1.2 require the Accused in writing to give written notice to the Chairman within 10 days, whether the Accused intends to plead guilty or not guilty to the charge as contained in the charge sheet;
 - 6.1.3 notify the Accused in writing that if the Accused intends to plead not guilty to the charge, the Accused may make substantiated submissions to the Chairman within 10 days, indicating the basis of the defence in such a manner and with such detail that it will enable the Chairman to make a decision on whether the hearing should be instituted, instituted in respect of certain charges only, or which may limit the proceedings at a hearing;
 - 6.1.4 notify the Accused in writing that if the Accused intends to plead guilty to the charge, the Accused must do so in writing within the 10 day period to the Chairman and may also submit substantiated representations in connection with the imposition of an appropriate disciplinary sanction;
 - 6.1.5 notify the Accused in writing that a plea of guilty submitted on behalf of an Accused which is a legal entity other than a natural person, must be accompanied by a resolution or other adequate proof that the person acting on behalf of the Accused is authorized to plead guilty and submit representations in connection with the imposition of a sanction; and,
 - 6.1.6 inform the Accused of the Accused's rights as listed in Clause 11.1.

7 MANAGEMENT OF DISCIPLINARY PROCESS

- 7.1 The Chairman or his delegate will be responsible for the management of the disciplinary process.
- 7.2 The Legal Representative, or in his absence a member appointed by the President, will act as Prosecutor.

8 ACKNOWLEDGEMENT OF GUILT

- 8.1 Should the Accused admit being guilty of the offense of which he is being charged with, he must within ten days after receipt of the relevant documents, put such acknowledgement of guilt in an affidavit and submit such facts which, in his discretion, should be considered by the Committee in the levying of a disciplinary sanction.
- 8.2 On receipt of such affidavit the Committee may:
 - 8.2.1 if it appears from the affidavit that the Accused pleads guilty to the charge, find the Accused guilty of the charge in question;
 - 8.2.2 require supplementary relevant information from the Accused or any other person in order to consider the matter; or
 - 8.2.3 require the Accused to attend a hearing.

- 8.3 The Committee may, after convicting an Accused of improper conduct, and with due regard to the representations (if any) submitted by the Accused, as well as the applicable considerations contemplated in the Disciplinary Code, impose a sanction on the Accused provided for in the Disciplinary Code.
- 8.4 The Accused must be informed by a written notice signed by the Chairman and served on him or her, of every decision of the Committee.

9 PLEADING INNOCENT

Should the Accused deny the charge made against him, he must within ten days after receipt thereof advise the Chairman of the Disciplinary Committee accordingly.

10 NECESSARY PARTICULARS OR NECESSARY FURTHER PARTICULARS OF CHARGE

- 10.1 An Accused may at any reasonable time before the commencement of a hearing, but not less than 5 days before the commencement, request the Prosecutor in writing to furnish relevant particulars or further particulars of any aspect of the charge as contained in the charge sheet served on the Accused, that are reasonably necessary to enable the Accused to prepare for the hearing.
- 10.2 The particulars must be served on the Accused as soon as it is reasonably possible and will form part of the record of the proceedings.
- 10.3 The Presiding Officer before whom a hearing into a charge is pending may, at any time before evidence in respect of that charge has been led, direct that necessary particulars or further particulars duly requested in terms of Clause 10.1 of Annexure A be delivered to the Accused if the Accused is entitled to the particulars that have not been delivered before, and may, if necessary, adjourn the proceedings in order that such particulars may be delivered.

11 THE HEARING

11.1 Rights of Accused

- 11.1.1 An Accused has, subject to these rules, the following rights in regard to a hearing:
 - 11.1.1.1 to be present at the hearing or any part thereof;
 - 11.1.1.2 not to be present at the hearing or any part thereof;
 - 11.1.1.3 to be assisted by a fellow member or legal representative;
 - 11.1.1.4 to call a witness and to give or submit evidence;
 - 11.1.1.5 to be heard;
 - 11.1.1.6 to cross-examine any person called as a witness in support of the charge;
 - 11.1.1.7 to dispute any evidence submitted in support of the charge;
 - 11.1.1.8 to inspect any document or object produced as evidence; and,
 - 11.1.1.9 to exercise any other right provided for in these rules.
 - 11.1.1.10 Witnesses and related matters
- 11.1.2 The parties or the Presiding Officer have the right to call witnesses to give such evidence and to produce any document which may be relevant to the hearing, and which is or

presumably is, in the possession of such person.

- 11.1.3 Subject to the provisions of these rules and the Code of Conduct, evidence by witnesses at a hearing must be given orally under oath or affirmation, administered by the Presiding Officer. If the Presiding Officer within his discretion so direct, on application from any party or witness, evidence may be heard via electronic medium that provides a sufficient service in this regard.
- 11.1.4 The Chairman may within his discretion and out of the funds of the Society, or the funds derived from a cost order, pay to any person who attended a hearing as a witness for the prosecution or accused, such fees and allowances as may from time to time be determined by the Chairman with the concurrence of Council.
- 11.1.5 The Chairman may not pay any person any such fee or allowance, unless the Presiding Officer (if it is not the Chairman) has certified that the person concerned has conducted himself or herself properly and satisfactorily as a witness or that, where the person was not called upon to actually give evidence, he or she at all relevant times held himself or herself available for that purpose or, where his or her inability to give evidence was due to circumstances beyond his or her control, that such circumstances prevented him or her from giving evidence.
- 11.1.6 Different fees or allowances in respect of different classes of witnesses or different circumstances or classes of enquiries may be determined by the Chairman.

11.2 Absence of Accused or Prosecutor, adjournment and related cost orders

- 11.2.1 The Presiding Officer may, at the request of the Prosecutor, determine that a hearing or any part thereof may commence, be conducted or be continued in the absence of an Accused if the Accused was properly notified to appear at the hearing, and:
 - 11.2.1.1 the Accused is represented by a member who is duly authorised thereto by the Accused;
 - 11.2.1.2 it is reasonable to assume from the information submitted to the Presiding Officer, or from the known circumstances, that the Accused is exercising, or is probably exercising, his or her right not to be present at the hearing or any part thereof; or
 - 11.2.1.3 it is reasonable and fair in the circumstances, on the basis of information submitted to the Presiding Officer, to commence, conduct or continue with the hearing in the absence of the Accused.
- 11.2.2 The Presiding Officer may at any time if the interests of justice so require, direct that a hearing which has commenced, has been conducted or has continued in the absence of the Accused or Prosecutor, be adjourned in order to give the Accused or Prosecutor a reasonable opportunity to be present at the hearing.
- 11.2.3 The Presiding Officer may at any time after the commencement of the proceedings of a hearing, on request of a party or on his or her own initiative, where a sound reason exists, direct that the hearing be adjourned to a date, time and place mentioned in the directive.
- 11.2.4 The Presiding Officer may on good cause shown by a party, order the other party to pay the former party's wasted costs as a result of the adjournment of the proceedings at any time and may, after considering any representations that the parties may submit, make an order as to the amount and manner of payment of such costs.

11.3 Tendering of plea and related procedures

- 11.3.1 At the commencement of a hearing the Presiding Officer must put the charge to the Accused and request the Accused to plead to the charge.
- 11.3.2 In respect of a guilty charge the following shall apply:

- 11.3.2.1 If the Accused pleads guilty and the Presiding Officer is satisfied that the Accused is, in accordance with the plea, guilty of the charge, the Presiding Officer must find the Accused guilty.
- 11.3.2.2 No plea of guilty referred to in Clause 11.4.2.1 may be accepted by the Presiding Officer from a representative of a legal entity unless the representative submits to the Presiding Officer a certified resolution or other adequate proof of the authorization of the representative to plead guilty.
- 11.3.2.3 An Accused may at any stage of the proceedings alter a plea of not guilty to a plea of guilty, whereupon Clause 11.4.2.1 will apply.
- 11.3.3 If the Accused tenders a plea other than a plea of guilty, or refuses or fails to tender a plea, or if the proceedings commence in the absence of an Accused and the Accused has not indicated that he or she offers a plea of guilty, the Presiding Officer must record that the Accused has pleaded not guilty and the hearing will proceed in accordance with these regulations.
- 11.3.4 Where an Accused tenders a plea of not guilty, or where the Presiding Officer records a plea of not guilty, the Presiding Officer may ask the Accused whether the Accused wishes to make a statement indicating the basis of the defence.
- 11.3.5 Where the Accused does not make a statement contemplated in Clause 11.4.2.1, or does so and it is not clear from the statement to what extent the Accused denies or admits the allegations in the charge sheet, the Presiding Officer may question the Accused in order to establish which allegations are in dispute.
- 11.3.6 The Disciplinary Committee may in their discretion put any question to the Accused in order to clarify any matter raised under Clause 11.4.2.1 or 11.4.2.2 and any admission by the Accused in terms of this sub-rule will serve as prima facie proof of any matter covered by such admission.

11.4 Procedure

- 11.4.1 The normal rules pertaining to evidence as applied in disciplinary hearings will apply and the onus of proof will be that of a balance of probabilities.
- 11.4.2 During the hearing the Prosecutor will firstly be given an opportunity to present his case in respect of the complaint to the Disciplinary Committee. For this purpose he may call witnesses that may be questioned and cross questioned. Additional documents other than those attached to the complaint, may only be used with permission of the Presiding Officer, provided that no documents may be used by the Prosecutor unless all parties are familiar with the contents thereof. Should objection be submitted to the use of a document it must be done formally in order for the Presiding Officer to take a decision as to whether it may be used or not.
- 11.4.3 An Accused may, after the Prosecutor has closed his or her case, apply to the Disciplinary Committee to be acquitted of the charge, and the Presiding Officer must acquit the Accused if the Disciplinary Committee is of the opinion that the Prosecutor has not tendered evidence on which a reasonable person might find the Accused guilty on a balance of probabilities.
- 11.4.4 After the Prosecutor had closed his case the Accused is given an opportunity to present his case to the Disciplinary Committee with the same rights as the Prosecutor to call witnesses and to question such witnesses or to present documents to the Disciplinary Committee.
- 11.4.5 Both parties have the right to cross-examine to the opposing party's witnesses.
- 11.4.6 All questions meant in the foregoing paragraphs must be relevant to the arguments between the parties

- 11.4.7 The Disciplinary Committee may put questions to any one of the parties or their witnesses
- 11.4.8 Subsequent to witnesses having been heard, the parties each have the right to tender closing statements in favor of or against a finding of misconduct either personally or by virtue of their representatives.
- 11.4.9 Subsequent to the Disciplinary Committee having heard the arguments and evidence of the relevant parties, the Disciplinary Committee must by virtue of the majority vote decide whether the Prosecutor has successfully proved the complaint to be based on a balance of probabilities. Should the Disciplinary Committee find it necessary to consider its finding the investigation may be postponed to a place, date and time agreed to by the Presiding Officer in consultation with the parties concerned.
- 11.4.10 Should the Disciplinary Committee find that the Prosecutor had successfully proven the merits of the complaint, the Presiding Officer must afford the parties the opportunity to address the Disciplinary Committee with regard to the factors which in their opinions should be considered in the levying of a suitable sanction, provided that if no such presentation is made, the Disciplinary Committee may, without delay, continue with the levying of a suitable disciplinary sanction.
- 11.4.11 Subsequent to consideration of the presentations of the parties the Disciplinary Committee will levy a sanction and advise the parties thereof without delay.
- 11.4.12 The Presiding Officer must within 30 working days after the hearing of the evidence and arguments of the parties make known the Disciplinary Committee's finding and provide the reasons therefore to the parties.
- 11.4.13 The Chairman must ensure minutes of all proceedings during the investigation whether by hand, electronically or in a format to be transcribed.
- 11.4.14 No media may be present during the investigation or any part thereof.

12 DISCIPLINARY SANCTION:

- 12.1 The Disciplinary Committee is empowered to levy any of the following sanctions:
 - 12.1.1 A warning, which may be qualified as a final warning;
 - 12.1.2 Temporary suspension of membership, the period of which must be determined by the Disciplinary Committee, whereby the relevant member will be barred from participation in Society activities or activities organized by the Society;
 - 12.1.3 A penalty not exceeding the maximum amount as decided by Council from time to time. In addition thereto, drug test costs as well as any other additional costs incurred. In addition thereto, temporary suspension from participation in any Society activities and that of related concerns and sub unions, until the penalty is fully paid, save where the Disciplinary Committee directed that a penalty may be paid on extended terms;
 - 12.1.4 Termination of the Society membership of the Accused, provided that it be confirmed by two thirds of the attendees of Council at its first ensuing meeting. If it is not confirmed, the investigation will be referred back to the Disciplinary Committee for reconsideration;
 - 12.1.5 Publication of appropriate details of the conviction of improper conduct and any sanction imposed; or,
 - 12.1.6 any combination of the above.
- 12.2 The disciplinary sanction may be suspended on any condition that is reasonably likely to promote compliance with this Code by the member.

- 12.3 Where a fine has been imposed on an Accused, the fine is due and payable to the Society forthwith without further demand. If an Appeal is pending, payment of the fine is suspended until finalisation or termination of the Appeal process.
- 12.4 In addition to any other relevant fact, the following must be considered and properly taken into account in imposing any sanction contemplated in this rule:
- 12.4.1 the gravity and nature of the improper conduct;
 - 12.4.2 the known relevant circumstances of the member and such other relevant circumstances as the member may prove to exist;
 - 12.4.3 the national interest, the interest of the Society and co –members, of the public and the interest of the member;
 - 12.4.4 the risk posed by the improper conduct to the rights or legitimate interests of any person;
 - 12.4.5 any previous conviction of the member of improper conduct in terms of this Code or the repealed code of conduct;
 - 12.4.6 the financial or other benefit or likely benefit obtained or that may be obtained by the member through the commission of improper conduct; and,
 - 12.4.7 any actual or potential harm caused by the member through the commission of improper conduct.

13 SUSPENDED DISCIPLINARY SANCTIONS

- 13.1 If an Accused has been found guilty at a hearing and the Disciplinary Committee finds that the Accused has not complied with a condition for the suspension of a previous disciplinary sanction, the Disciplinary Committee may, after the Accused has been granted a fair opportunity to submit oral or written representations:
- 13.1.1 put the suspended sanction or any part of the suspended disciplinary sanction into operation; and/or,
 - 13.1.2 further suspend the suspended disciplinary sanction or any part of the suspended disciplinary sanction on appropriate conditions.

14 COST ORDERS IN REGARD TO ENQUIRIES

- 14.1 The Disciplinary Committee may:
- 14.1.1 order an Accused who has been found guilty of improper conduct to pay the Society's costs as contemplated in this rule if the Accused, or a person assisting the Accused, acted in a frivolous or vexatious manner in the defence or in his or her conduct during the hearing;
 - 14.1.2 order the Society or the Complainant to pay to an Accused who has been found not guilty of improper conduct at a hearing, the costs of the Accused as contemplated in this regulation if any person acting on behalf of the Society acted in a frivolous or vexatious manner in initiating or proceeding with the hearing.
 - 14.1.3 A party seeking a cost order contemplated in this rule, must apply to the Disciplinary Committee as soon as possible after the findings of the Disciplinary Committee have been made known and present the necessary evidence, information and submissions to enable the Disciplinary Committee to make an appropriate order.
 - 14.1.4 Costs contemplated in this rule must be calculated on the appropriate tariffs and scales determined by the Disciplinary Committee for this purpose.

- 14.2 The Society may be awarded costs only in respect of:
- 14.2.1 the professional services of a Presiding Officer that is appointed due to his professional expertise, other than the Chairman;
 - 14.2.2 the costs of travel and accommodation in respect of the Disciplinary Committee, the Prosecutor, witnesses and any person who attended a hearing at the request of the Society and whose attendance at the hearing was necessary;
 - 14.2.3 transcription costs and costs of professional reports required by the Prosecutor, Chairman or Disciplinary Committee; and
 - 14.2.4 the costs of renting premises and facilities for the purposes of the hearing.
- 14.3 An Accused may be awarded costs only in respect the costs of the Accused and necessary witnesses of the Accused in regard to travel and accommodation, incurred in connection with attending the hearing. Costs of legal representatives are specifically excluded.
- 14.4 The cost award may be taxed by the Chairman on request by any party and will thereupon reflect the final amount payable.

15 APPEAL:

- 15.1 Any one of the parties not satisfied with the finding pertaining to the validity or not of the complaint and/or the disciplinary sanction levied by the Disciplinary Committee, is entitled to appeal to the Appeal Tribunal that is appointed by the President for this purpose. The President also appoints the Presiding Officer of the Appeal Tribunal.
- 15.2 Such appeal must be lodged within 20 days after receipt of the written finding of the Disciplinary Committee or the written notice of the disciplinary sanction being imposed, whichever the case may be. Such appeal must be in writing and must provide the grounds for appeal as well as, what the appellant thought the finding should have been and what disciplinary sanction should have been imposed.
- 15.3 The notice of appeal must be delivered to the opposing party, the Chairman of the Committee and the President at the Society's address.
- 15.4 Within 30 days from receipt of a notice of appeal the Disciplinary Committee must draw up a comprehensive record of the Hearing which must include all declarations and documents that were submitted as well as the minutes of the proceedings.
- 15.5 Copies of the appeal record, properly indexed, must be submitted by the Disciplinary Committee to the Presiding Officer of the Appeal Tribunal at the Society's address with one copy thereof to each of the parties.
- 15.6 Notice of appeal must be preceded by payment of a fee as decided to from time to time by Council. Should the appeal be upheld in favour of the relevant party, such fee will be reimbursed. Should the appeal be dismissed, the fee will be forfeited to the Society.
- 15.7 The appeal will be conducted along the following principles:
- 15.7.1 the appeal tribunal will limit its reconsideration to the record of the disciplinary process and hearing and will not hear or have insight into any further evidence;
 - 15.7.2 on a date set down by the Chairman of the Appeal Tribunal the parties may address that forum with presentations on behalf of the respective parties; and,
 - 15.7.3 the Chairman of the Appeal Tribunal may make any directions regarding the process which he deems fit within his discretion.
- 15.8 The findings of the appeal tribunal are final.

16 CONDONATION

Counsel may provide condonation for the late submission and acceptance of a Complaint or Appeal in its sole discretion upon request from a complainant or appellant. The party requesting such condonation must provide Counsel in writing with detailed grounds and motivation for such an application.

ANNEXURE C: NOTICE OF SUSPENSION



Saddlebred Society of South Africa
Saalperdgenootskap van Suid-Afrika

TEL: 051-4100956 • FAX/FAKS: 086 5626726 • POSBUS / P.O.BOX 3853 • HENRYSTR. 118 HENRY ST, BLOEMFONTEIN 9300 •

E-POS / E-MAIL: saddle@studbook.co.za

Datum\Date ___/___/___

Geagte Lid \ *Dear Member,*

OPSKORTING \ *SUSPENSION*

Volgens ons rekords het u in gebreke gebly om 'n bedrag wat aan die Genootskap verskuldig is binne 30 dae te vereffen nadat 'n skriftelike eis vir sodanige vereffening deur die Sekretaris/Sekretaresse aan u gepos is.

According to our records you have failed to settle the outstanding amount on your account within 30 days after a written demand was posted to you by the Secretary.

Dit het tot gevolg dat u lidmaatskap opgeskort mag word.
This resulted in the possible suspension of your membership.

U bly steeds aanspreeklik vir alle agterstallige lidmaatskapfooie, diensfooie en rentes. U sal verder aanspreeklik wees vir die betaling van alle regs-koste, invorderingskoste, prokureursgelde, bereken op 'n skaal soos van prokureur-en-kliëntkoste.

You however remain responsible for payment of all arrear membership fees, service fees and interest. You will also be held responsible for payment of any legal, collection, attorney fees calculated on the scale for lawyer/client costs.

Na volle vereffening van alle agterstallige lidmaatskapsgeelde, fooie, kostes en rentes, asook 'n heraansoekfooie, soos van tyd tot tyd deur die Raad bepaal, sal u lidmaatskap weer oorweeg word.

Subsequent to full settlement of all arrears i.e. membership fees, fees, costs and interest as well as a rejoining fee determined by Council from time to time, your membership will be reconsidered.

Die uwe / *Yours faithfully*

NAAM\NAME: _____

GETEKEN\SIGNED: _____

SEKRETARIS/SECRETARY

ANNEXURE D: QUALIFICATION AS AMATEUR MEMBER

1 SADDLEBRED AMATEURISM

It is a status that is defined mainly by good faith and attitude and it engages as a starting point the activities of such persons who participate in the Saddlebred -sport as a sport or hobby, without making a career or livelihood thereof.

2 DEFINITIONS

For purposes hereof, unless specified otherwise:

- 2.1 the singular shall include the plural and the masculine shall include the feminine;
- 2.2 compensation shall include both direct and indirect compensation in money or goods;
- 2.3 non - related persons shall be defined as any person who is not an immediate family member;
- 2.4 Immediate family member be defined as a spouse, parent, sibling or child.

3 THE FOLLOWING PERSONS WILL NOT BE REGARDED AS AMATEUR

- 3.1 A person whose name appears or has appeared on the membership list of the Professional Saddlebred Trainers Association of South Africa. A period of no less than one (1) year and up to three (3) years may be required to have lapsed before the named person's application will be considered for Amateur-status.
- 3.2 A person who, without written authorization of the Council, trains any non - related riders. The authorization must be renewed on an annual basis. The Council may only in exceptional cases and after careful consideration, give authorization that a person may train more than two non - related horses and two non - related riders.
- 3.3 A person riding, driving or showing in an Amateur-class a horse that is trained by him, but belongs to a non - related person.
- 3.4 Any employee who receives compensation in respect of horses. ("Horse Caretakers" who qualify as Amateurs, may receive amateur-status. They must apply annually to ensure they still qualify for amateur-status. (Amendment proposed at AGM Kimberley May 12, 1999)
- 3.5 A person who receives compensation for presenting clinics, courses or seminars.
- 3.6 A person who receives remuneration as an instructor in equitation or training of horses. (Persons acting merely as assistant and advisory assistant during a course and not employed in an exclusive capacity as an instructor, are included herein).
- 3.7 3.7 (deleted in December 2013)
- 3.8 A person who trains, without written authorization from the Council, any riders and their horses in equitation. The authorization must be renewed annually and the Council may not authorize the training of more than two horses and two riders who may be trained by a particular Amateur in equitation. Authorization for the training of an unlimited number of riders in equitation may however be given by Council in cases where the Amateur is affiliated with professional stables with the written consent from that professional trainer. The professional trainer will in this case train the horses and the Amateur will train the riders.
- 3.9 A person who, without written authorization from the Council, operates a riding school. The authorization must be renewed annually and the Council may give authorization for an unlimited

number of riders, provided that all the riders are still in Primary School. Council has the authority to amend the age restrictions, which is currently Primary School, from time to time.

- 4 UNLESS PROVEN OTHERWISE, IT IS CONSIDERED THAT THE FOLLOWING PERSONS HAVE NOT BEEN STRIPPED OF AMATEUR STATUS:
 - 4.1 A person who meets the requirements in 3.1 and does not fall under 3.3;
 - 4.2 A person under the age of 18 years;
 - 4.3 A person who breeds and sells Saddlebred;
 - 4.4 A person who offers courses (even for a fee) under the auspices of the Saddlebred Society of South Africa, Officer Association, Judges Association or Saddle Seat Association of South Africa ("SSSA");
 - 4.5 A person who buys and sells Saddlebreds;
 - 4.6 A person who (even for compensation) acts as a manager of a Club-, Sub-union- or SSSA – club team;
 - 4.7 A person who writes articles or books about horses;
 - 4.8 A person who receives compensation for costs incurred (but not in respect of riding, driving or training), without generating a profit;
 - 4.9 A person who receives compensation for acting as a judge or steward;
 - 4.10 The profession of veterinarian, or farrier, or owner of a home store, or stud- or stabling business in itself, does not affect the amateur status of a person who otherwise complies with the requirements;
 - 4.11 A person who receives prize money on shows;
 - 4.12 A person who simply stables and cares for other people's horses; and,
 - 4.13 A stallion owner that stables mares from other owners and receives compensation for this activity.
- 5 Membership may be refused on moral grounds.
- 6 Show rules, disciplinary rules, sanctions or any other rules in accordance with this Constitution or norms, will apply to members as well as their guardians, employees and assignees.
- 7 Membership shall be limited to members who subscribe to the spirit of amateurism and sportsmanship of the sport and industry and who will be an asset to the promotion of the Amateur sport.
- 8 Membership will mainly, but not exclusively, be limited to owners and/or owner exhibitors and their families. Applications for membership must be accompanied by the signatures of at least 4 or more accepted, approved members of the Provincial Sub-union.

ANNEXURE E

SADDLEBRED SOCIETY RULES PERTAINING TO GRIEVANCES AND DISPUTE RESOLUTION

- 1 Any dispute between:
 - 1.1 Members of Society;
 - 1.2 a member and the Board;
 - 1.3 a member and a judge or judges between each other or the Riding Horse Judges' Association ;
 - 1.4 a member and a steward/official or stewards and officials between each other, or the Riding Horse Officials Association;
 - 1.5 a member and a trainer or the Trainers Association;
 - 1.6 a member and judges, stewards or Officials doing service under the Saddle Seat Association Of South Africa ("SSSA") or with SSSA itself.
 - 1.7 (but excluding disputes concerning disciplinary matters) shall be referred to the President or his delegate, if it is a matter that are not restricted to Sub – Union level and to the Chairman of the relevant sub – union if it is a matter that are restricted to the relevant sub – union, for resolution through mediation or expedited arbitration in terms of a procedure adopted by the president/chairman or his/hers delegate.
- 2 In the event of arbitration in terms of the foregoing, such resolution shall be final and binding on the parties to the dispute.
- 3 In recognition of the desire to resolve all disputes as amicably and effectively as possible, it is required of all sub – unions to incorporate in their constitutions a dispute resolution clause in terms substantially the same as the above provisions of this Constitution, specifically providing for the resolution of disputes through the mechanisms provided for.
- 4 Recourse to the High Courts or Magistrates Courts by a party to any dispute shall be limited to instances of an alleged violation of the provisions of this Constitution or an alleged disregard for the principles of natural justice or for purposes of obtaining urgent interdictory relief. In all other instances any disputes fall to be decided according to the dispute resolution processes provided for in this Constitution.
- 5 Dispute resolution should be distinguished from the Disciplinary Code, which is not affected by these guidelines in any way whatsoever.

ANNEXURE F: ETHICAL CODE OF THE SADDLEBRED SOCIETY OF SOUTH AFRICA

- 1 In addition to any other rule of the Society, the rules set out below shall apply to all membership categories of the Society and its Sub-unions, as well as to all exhibitors and owners, including all members of the following affiliated and/or representative associations, namely:
 - 1.1 the Riding Horse Judges' Association of South Africa;
 - 1.2 the Show Horse Stewards' Association of South Africa; and,
 - 1.3 the Professional Saddle Horse Trainers' Association of South Africa.
- 2 Any of the persons listed in Clause 1 of Annexure F guilty of violating any of these rules shall be liable to action and disciplinary steps by the Society in terms of the procedure of its disciplinary rules.
- 3 The rules contained in this Annexure F shall apply to all events as contemplated in the Constitution of the Society, as well as to all other shows and/or events controlled in terms of the rules of the Society.
- 4 Should the interpretation of any rule(s) contained in this Annexure F or the Saddle Horse Breeders Society Rule Book be disputed, any relevant official of the particular show or event shall interpret such rule(s).
- 5 Persons identified as per Clause 1:
 - 5.1 shall not violate the rules in force at any show or event, either intentionally or through negligence;
 - 5.2 shall conduct themselves in a proper and seemly manner at any of the shows or events mentioned;
 - 5.3 acting in whatever capacity, shall not participate in and/or act at any show or event while under the influence of liquor or other drugs;
 - 5.4 shall not insult or humiliate any participant, horse owner, trainer, official, judge or officer through the media (including social media) or address or approach such persons in a disrespectful manner during a show or event;
 - 5.5 shall not disregard or query instructions given or decisions handed down by any official, judge or officer, or confront, assault, intimidate and/or threaten such persons during a show or event;
 - 5.6 shall not treat a horse with prohibited substances at a show or event, in accordance with the Prohibited Substance Rules as set out under the General Show Rules;
 - 5.7 shall not falsely advertise or misrepresent a particular horse, either intentionally or through negligence, as to its characteristics, age disposition, registrability, registration, showing, quality, health, temperament or similar features;
 - 5.8 shall not discredit or cast reflections on the name of the Society or the Saddle Horse breed at any show, event, the media (including social media) or otherwise, through improper conduct and/or actions of whatever nature;
 - 5.9 shall not, during a show or event, use cell phones, electronic, radio or digital equipment in the show ring while classes are in progress (save for official use by officials and officers and/or as aids for physically handicapped persons);
 - 5.10 acting as a party to a horse buying transaction shall inform the other party whether she/he is acting in her/his personal capacity or in a representative capacity as an agent for another party; and,
 - 5.11 in the event of proceedings against her/him on the grounds of a violation of the Society's rules, shall not have any civil action against the Society and/or any sub organisation thereof and/or an official, judge, officer or representative thereof for damages or redress of any claim whatsoever, arising from such proceedings against such person.

6 Welfare of horses

- 6.1 It should be the goal of every person, no matter what role involved with Saddle Horses, to promote the welfare of the Saddle Horse in general and to ensure that the proper care will always be given to older and retired Saddle Horses.
- 6.2 The Council of the Society, and/or designated representatives/committee, have the power and authority when necessary, or when complaints were received from the public or any concerned parties regarding the abuse/neglect of a Saddle Horse, to visit any premises where Saddle Horses are being stabled, and to take the necessary steps accordingly and the matter could be transfer to an institution /authority concerned with such matters.



**CODE OF CONDUCT
FOR
COUNCIL MEMBERS
SADDLEBRED SOCIETY OF S.A.**

Council members must at all times endorse and promote the general principles of ethics and the specific code of conduct by their example and leadership:

- 1 Their behavior should at all times and under all circumstances be beyond reproach and above any circumspection.
- 2 Council members must at all times show due respect for the Council and its activities and should be distinguishable in their mutual regard and respect for each other's feelings, suggestions, discussions and decisions. They are accountable to the Council for their conduct and actions and must be prepared to submit to its' authority. Their actions must be, in the interest of the proper functioning of management and also of the meetings in general, and therefore must have good judgment regarding the management of sensitive and confidential matters and be able to refrain from disclosure of such issues that may embarrass fellow Council members and embarrass the Council or Society and its activities.
- 3 They are accountable to the members and also generally act in the interests of the members and must not be motivated to draw benefit for themselves, family or friends, or in their own interests.
- 4 They should not subject themselves to obligations where their ability to make sober decisions on merit can be disadvantaged, their good judgment compromised, and their free judgment in carrying out their duties be affected.
- 5 In the execution of their responsibilities, including in public, they must at all times be exemplary, responsible, objective, honest and sincere at all times and in all circumstances.
- 6 At a social level Council members have a role to fulfil which comes with a great responsibility and accountability, they must know the limits and not make themselves complicit in any possible allegations of abuse or extravagance that may damage their own image and/or that of the Council.
- 7 Statements and comments on social media platforms including but not limited too FaceBook and Twitter, must be done with great caution and should rather be constructive and positive, and always be in the interest of the Society and its activities.
- 8 Negative, derogatory, and/or destructive comments and hurtful and scratchy words and crude language, are not befitting of Council members at any level, and all the more so when a public or Social Media platform is concerned.
- 9 Any member of Council who acts inconsistently with the Constitution, the objectives and principles of the Saddlebred Society of South Africa as encapsulated in the Constitution, the rules or regulations thereof, and of the Sub-unions and related organisations, of the code of conduct, or any decision taken at the Annual General Meeting, or brings the name and/or activities into dis repute, is guilty of an offence and is subject to the disciplinary measures.

- 10 Where and when Council members conduct is of such a nature that it merely requires reproof/reprimand/admonition/ warning (for example in the case of a minor infraction, such as simply not behaving correctly, or questionable mutual behavior, or exhibiting poor behavior towards each other), it is desirable to discipline this kind of infraction internally as Council, and not by a Disciplinary Tribunal. This is not intended for complaints filed by members/persons from outside the Council, or rule and serious offences.
- 11 When a formal complaint is filed against a Council member, and the Investigator(s) are of the opinion that there is merit for such a complaint to be referred to the Disciplinary Tribunal, such Council members nomination (as a Council member as well as the committees on which he/she serves), must be suspended with immediate effect, until the conclusion of the disciplinary hearing, and pending the outcome thereof.