



INTERNAL REGULATIONS OF THE EEF

APPROVED AT THE 2019 EEF GENERAL ASSEMBLY

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Section 1 - LEGAL AND STATUTORY BASIS

The GA of the EEF decides with a 2/3 majority, based on article 10.4 of the Statutes, to adopt the present internal Regulations.

The present internal Regulations regulate the duties and powers of the following organs of the EEF:

- The Board
- The Secretary General –
- The Committees (permanent and ad-hoc)

Capitalised terms not defined in these Internal Regulations shall have the meanings defined in the Statutes.

Section 2 - BOARD

2.1 General

Articles 10 of the EEF Statutes govern the composition, functions and powers, meetings, membership of and election to the EEF Board, and provide for representation of the EEF. These Internal Regulations provide for the manner in which the above are implemented and exercised.

2.2 Elections

2.2.1 Applications for Board positions

Applications for EEF Board positions should arrive at the latest 6 weeks before the General Assembly at the office of the secretary general of the EEF.

If a candidate wants to apply for more than one board position (President, Vice-President, Board Member) his/her NF can indicate this on the same form.

Candidates for a Board position (*except the athletes representative*) need the support of their own NF (= the NF of his/her nationality) that has to be a member of the EEF.

The NF has to send in a CV form of the candidate with mention of the EEF Board position(s) for which he/she applies and validated with the stamp of the NF and the signature of the president or the secretary general of the NF. A standard form will be provided by the EEF.

2.2.2 Athlete's representative in the EEF Board

The athlete's representative on the EEF Board has to be elected by the EEF General Assembly based on a proposal of the recognized international Athletes organization.



2.2.3 Procedure for the election of EEF Board members

The order of the election of EEF Board members is:

1. President
2. First Vice-President
3. Board members
4. Athlete's representative
5. Second Vice-President from the Board members, as proposed by the President.

The vote will take place by secret ballot.

In order to be elected the candidate must obtain at least a simple majority, abstentions not counting.

The election of the Board members will take place separately for each board position.

No NF may vote for more candidates than the total number of vacant positions.

If there are more candidates than vacant positions after each voting round, the candidate that obtained the least votes will not participate in the next voting round for the same position.

In case that 2 candidates obtain the same number of votes, there will be an additional voting round. If the 2 candidates obtain again the same number of votes, a draw will take place.

All board members are elected for a period of four years (according to Art: 12.13 of the Statutes.) Four members should be elected in even years and four members should be elected in uneven years.

The election procedure cannot be presided by a candidate.

2.3 Meetings, convening of meetings, agenda

2.3.1 Process of Board meetings

There shall be no fewer than three Board meetings per year, one of which shall be in person and held immediately preceding the General Assembly and at the same location. The other meetings shall be held ideally four and eight months thereafter.

The use of telephone and videoconferencing is permissible where appropriate.

The President shall convene the Board meetings in coordination with the Secretary General.



2.3.2 Agenda of Board meetings

The agenda of Board meetings shall be set by the President upon proposal by the Secretary General of the items to be included in accordance with Article 12 of the Statutes. Board members may request to add an item to the Agenda.

2.3.3 Notification of Items for Discussion

The principal items for discussion at Board meetings shall be notified to National Federations of the EEF no later than 1 week preceding the meeting. NFs will be asked to submit additional items for the Board to consider.

2.4 Quorum of attendance

For any Board meeting to be validly convened and to pass resolutions, an absolute majority of all Board members with a right to vote must be present. If such quorum is not reached the Board meeting may still take place. Any resolutions proposed and voted upon at such meeting must be circulated to absent Board members with a request to cast their vote within one week of the date of the Board meeting. If the total number of votes cast in person and by correspondence exceeds the number required to form a quorum, the vote will be regarded as having been validly cast at the Board meeting.

2.5 Vote, majority required

In analogy to Article 12 of the Statutes, the passing of resolutions by the Board shall require the approval of a simple majority of the members of the Board who are present. In case the Board is composed of an even number of members, the President has a casting vote in the Board.

Resolutions take effect immediately upon approval unless otherwise specified.

2.6 Resolutions by way of correspondence

Resolutions may be passed by correspondence. In such cases, a simple majority of all Bureau members with the right to vote shall be required. The use of email and other generally accepted electronic communications means is permissible where appropriate

2.7 Minutes of meetings

Minutes must be kept of the deliberations and resolutions of the Board. The minutes shall contain a summary of the deliberations, the proposed resolutions, the



declarations that a member requests to be recorded in the minutes, and the resolutions with the result of the vote.

The minutes are submitted to the Board for review. The Chair of the meeting and the Secretary General then sign the minutes.

The resolutions approved by way of correspondence must be included in the minutes of the next meeting.

Minutes of Board meetings shall be made available to all Board members and NFs via an EEF-website and/or email no later than two weeks following the meeting. Minutes must not contain any confidential information.

2.8 Right of information and inspection

Board members may request to review any EEF documents subject to reasonable notice given to the Secretary General and subject to confidentiality restrictions, as determined by the President and Secretary General.

2.9 Expenses of the members of the Board

The reasonable expenses of Board members in connection with EEF matters shall be covered by the NFs or Associations of each Board member in accordance with a policy set by the Secretary General and approved by the Board.

Section 3 - RETAINED POWERS OF THE BOARD

The Board has the functions and powers enumerated in Article 12 of the Statutes. Other than those delegated to Management under Section it specifically retains the power:

- 3.1 To issue policies and prepare the strategy for approval by the EEF General Assembly to be implemented by the EEF;
- 3.2 To appoint and to ultimately oversee the EEF Management (Secretary General, etc);
- 3.3 To prepare and where necessary modify these Internal Regulations for approval by the EEF GA.
- 3.4 To establish the principles of the accounting, the principles of the financial control, the financial plan as far as it is necessary for the management of the Federation.
- 3.5 The Board retains the exclusive power to:
 - 3.5.1 Supervise the keeping of the list of members and associate members by the Management;
 - 3.5.2 Decide about any single financial commitment of the EEF which exceeds € 10'000;
 - 3.5.3 Approve any deviation from the approved budget for the current year, not to exceed 5 per cent of total annual expenditures, except extraordinary income and expenditure as result of sponsoring or commercial contracts.



- 3.5.4 Approve credit or loan agreements on behalf of the EEF, whether as lender or as borrower, other than lines of credit necessary for treasury cash management purposes not to exceed € 10'000;
- 3.5.5 Enter into guarantee or security agreements in excess of € 10,000;
- 3.5.6 Enter into contracts;
- 3.5.7 Approve the EEF investment policy and to approve any individual investments outside the scope of the policy;

The Board has the power to adopt resolutions in all matters which do not fall within the powers of the General Assembly or any other organ by virtue of law, of the Statutes or of applicable regulations.

Section 4 - ROLES OF THE BOARD MEMBERS AND EXECUTIVE BOARD

4.1 Role of the President

The President will lead the EEF and chair General Assembly and Board meetings in accordance with the Statutes. The President may, from time to time, delegate Presidential tasks and responsibilities to the 1st and 2nd Vice President or other Board members as required. Such delegation, in terms of scope and timeframe shall be set out in writing.

The President and the 1st Vice president are solely responsible as the "official contacts" with the FEI Bureau and FEI Headquarters.

The Term and the Responsibilities of the President are described in the JOB DESCRIPTION for the EEF PRESIDENT. (annex 2)

4.2 Roles of the Vice Presidents

1st Vice President:

The role of the 1st Vice President is referred to in the Statutes. The 1st Vice President will undertake tasks and responsibilities as directed by the President in writing. He will usually replace the President in case of impeachment.

The term and the Responsibilities of the First Vice President are described in the JOB DESCRIPTION for the FIRST VICE PRESIDENT (annex 3)

2nd Vice President:



The role of the 2nd Vice President is referred to in the Statutes. The 2nd Vice President will undertake tasks and responsibilities as directed by the President in writing

The term and the Responsibilities of the Second Vice President are described in the JOB DESCRIPTION for the SECOND VICE PRESIDENT (annex 4)

4.3 Roles of the Board members

The Board shall designate its members as chair for specific tasks.

The term and responsibilities of Board members are described in the JOB DESCRIPTION for BOARD MEMBERS (annex 5)

4.3.1 To attend and be present throughout Board Meetings, General Assemblies and all meetings related to their function;

4.3.2 To be aware of FEI and EEF activities (Sport, Development, Legal, Veterinary, etc.) in order to help the National Federations to further develop;

4.3.3 Where directed by the Board to drive, promote, communicate, co-ordinate and report on EEF initiatives to National Federations, and thereby actively assist in development;

4.4 Role and Composition of the Executive Board

Further to Article 10 of the Statutes, the Board may establish a Sub-Committee, to be known as the Executive Board, to prepare and carry out its resolutions or to supervise certain matters. The Executive Board keeps the Board duly informed on these matters.

4.4.1 The Role of the Executive Board

The specific mandate of the Executive Board is decided by the Board at its meetings.

In general, its role shall be to interface with the Secretary General between meetings of the Board to oversee and/or support the implementation of resolutions adopted by the Board.

4.4.2 The Composition of the Executive Board shall be:

- (i) The President;
- (ii) The Vice Presidents;
- (iii) The Treasurer;

The Secretary General, without a vote.

The President and Secretary General acting together may invite additional outside experts to present and/or contribute to meetings of the Executive Board.

The Secretary General invites relevant members of the EEF or associated members to meetings.



4.4.3 Process of Executive Board meetings

At the request of the President of the EEF, on behalf of the Board, the Secretary General shall convene a meeting of the Executive Board.

Whenever possible, the Agenda is sent to the Board 2 weeks prior to the scheduled meeting by the Secretary General.

Unless commented on by a certain date communicated by the Secretary General, the Board gives its permission to the Executive Board to make decisions on behalf of the Board on the communicated Agenda items.

Subject to budgetary constraints and when relevant to a specific member of the Board, that member may request to be present during a given meeting. Requests to attend shall be made to the Secretary General.

Whenever absolutely relevant and technically feasible, Board members may join the meeting via video or telephone conference.

Minutes of the meetings shall be kept under the supervision of the Secretary General.

Section 5 – SECRETARY GENERAL

5.1 Delegation of responsibilities to the Secretary General

The Board delegates the following duties and responsibilities to the Secretary General:

- 5.1.1 To propose and implement the general and commercial strategy as well as the framework of the EEFs activities, in accordance with the resolutions taken by the Board and General Assembly;
- 5.1.2 To establish with the Treasurer the yearly budget of income and expenditure forecast of the EEF which it submits to the Board at the beginning of each applicable annual cycle;
- 5.1.3 To establish with the Treasurer the financial plan and to submit it to the Board at the beginning of each year for approval;
- 5.1.4 To establish with the Treasurer the yearly balance sheet and the profit and loss statement as well as to draft the business report in view of its approval by the Board;
- 5.1.5 To propose and establish the policies relating to membership fees, organizational dues and other financial charges affecting EEF members, in



accordance with the resolutions taken by the General Assembly and the Board;

- 5.1.6 To implement the resolutions of the General Assembly and the Board;
- 5.1.7 To manage the administrative issues of the EEF.
- 5.1.8 To maintain the list of affiliated members and associated members;
- 5.1.9 To report to the Board in accordance with section 7 of these Internal Regulations;
- 5.1.10 To supervise in general the activities of the EEF, its debtors and the EEF's liabilities;
- 5.1.11 To submit to the board for approval any additional internal regulations or policies necessary to a smooth operation of the EEF, such as but not limited to a personnel handbook, evaluation processes, etc.

5.2 Signature rights

The individuals listed in Appendix 2 to the present Internal Regulations shall have the authority to bind the EEF through their signature. Signature rights are conferred such that two of the individuals listed must always sign collectively. None shall have an individual signature right

Section 6 - COMMITTEES AND ADVISORY BODIES

6.1. Permanent Committees

The General Assembly can install permanent committees that are dealing with special topics relevant to all or a large part of the members NFs in accordance with article 11 of the statutes. The missions, the tasks and the composition of the permanent committees and their Chairman are decided by the General Assembly. Permanent Committees are composed of 5 to 7 members. The duration of the term of the Chairman and the members of the permanent committees are fixed in article 13 of the statutes.

Minutes of all meetings shall be kept under the supervision of the Chair. The same rules as for the minutes of the Board described in article 2.6 shall apply.

Meetings may validly be held via videoconference or conference call when appropriate. The President of the EEF and the Secretary General or their delegates may attend meetings of the permanent Committees.

In application of article 13 of the statutes, the meetings are open to representatives of NFs and associated members after introduction of written proposal, with the request to participate to the discussion.



All committees can invite consultants or experts to attend the meeting in an advisory capacity.

6.2.1 The EU Committee

The EU Committee shall analyse all issues relative to work of the EEF in the European Union and make recommendations and/or provide advice to the EEF Board.

6.2 Temporary Committees

The Board may appoint temporary Committees to advise it on matters of a strategic nature as necessary, or on specific topics, determined by the Board which has to be explicitly defined in the nomination decision. Temporary Committees shall report on all matters directly to the Board in a manner set out in the Terms of Reference provided by the Board.

The temporary Committees are usually formed by 5 to 7 members from different NFs or associated members. Members of the Board and the Secretary General are normally not members of these committees other than when a member of the Board is appointed as the Committee's Chair. The President of the EEF or a member of the Board and the Secretary General or their delegates may attend meetings of temporary Committees. The EEF Board will solely decide upon the composition of each Committee, including its Chair.

The meetings are convened by the Chair of the Committee through the General Secretary.

Minutes of all meetings shall be kept under the supervision of the Chair. The same rules as for the minutes of the Board described in article 2.7 shall apply.

Meetings may validly be held via videoconference or conference call when appropriate.

In application of article 13 of the statutes, the meetings are open to representatives of NFs and associated members after introduction of written proposal, with the request to participate to the discussion.

All temporary committees can invite consultants or experts to attend the meeting in an advisory capacity.

Section 7 - ABSTENTION IN CASE OF CONFLICT OF INTEREST

The members of the Board, the Secretary General and the members of all Committees, and all other bodies of the EEF must refrain from dealing or voting on objects in which their own interests or the interests of persons or corporate bodies related to them are involved.



Board and Committee members shall abide by the specific Sport Rules on officiating when fulfilling any technical duties at EEF events. Where such a role might be or appear to be in conflict of interest with their responsibilities as members of the Board, it should be specifically disclosed to other Board members sufficiently prior to the event to allow for comment and recusal if requested.

Section 8 - FINAL PROVISIONS

8.1 Entry into force

These Internal Regulations shall take effect on 9th September 2010 subject to the prior approval of the General Assembly. However, during the period of development the EEF will work to adopt regulations progressively matching resources available to the EEF in the meantime.

8.2 Revision and modifications

These Internal Regulations shall be reviewed as often as necessary by the Board, and no less than once every two years. They are effective upon adoption by the Board and submitted to the General Assembly for approval according to Art. 9 of the Statutes.

Proposals for modification must be received by the Secretary General within deadlines set by his/her office prior to Board meetings.

25 June 2019

President

Secretary General

Appendix 1 - Signature rights

The individuals listed below shall have the authority to bind the EEF through their signature

- President
- First Vice president
- Second Vice President
- General Secretary

Two of the above-mentioned individuals must always sign collectively and none may sign individually, and one of the two signatures must be that of the Secretary General or that of his/her deputy if necessary.