
The Statutes of the Asian Equestrian Federation

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ASIAN EQUESTRIAN FEDERATION

The Statutes of the Asian Equestrian Federation

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Asian Equestrian Federation

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Article 000. Introduction

1. An Equestrian Federation was constituted in 1978 in Bangkok Thailand entitled "Asian Equestrian Federation" (here-in-after referred to as the "AEF") on 18th December 1978.
2. The membership of the AEF is open to the national governing equestrian bodies that are members of the FEI and have full control of at least one Olympic equestrian discipline and the regional equestrian disciplines recognised by their National Olympic Committees (NOC). National governing equestrian bodies affiliated to the AEF are hereinafter referred to as National Federations (NF). Only one NF from the country or region (when a region is not internationally recognized as an independent country such as Hong Kong China and Chinese Taipei at the time of drafting these Statutes) is recognized by the AEF.
3. The AEF is a recognised body of the Federation Equestre International (FEI) and the Olympic Council of Asia (OCA). The AEF has the autonomous authority in organizing the Asian Games, the AEF Regional Games and the AEF Championships within its member countries complying with the Olympic Charter and in accordance with the FEI Rules and Regulations. The AEF is supplementary to the FEI to ensure growth of equestrian sport in the Asian Region and will abide by the FEI Rules and Regulations for international equestrian disciplines.

Chapter 1. Purposes and Principles

Article 001. Purposes

1. To protect the welfare of the horse and the natural environment.
2. To encourage and develop equestrian sport in the Asian Region which was the home of this noble sport.
3. To promote interest in riding, breeding of required type of horses and ponies, their training, care, veterinary control and medication, and movement of horses.
4. To establish regulations and rules for conducting regional events peculiar to Asia. International events will be governed by FEI Rules and Regulations.
5. To standardize and publish rules for those equestrian disciplines peculiar and confined to the Asian Region.
6. To encourage holding of competitions, provide technical know-how and promote highest standard of organization.
7. To organize clinics in judging, course designing, veterinary control, and stewarding.
8. To build up sufficient number of officials, including judges, course designers, stewards, and veterinarians in various disciplines in each nation, to promote these officials to the FEI, so that in the foreseeable future, the Asian Regional Games and Asian Championships can be officiated by judges and veterinarians from amongst the AEF members.
9. To promote understanding and cooperation between various NFs, to support them, and to strengthen their authority and prestige.

Article 002. Principles

1. The AEF, with autonomy and independence from national governments, is based on principles of equality and mutual respect between all NFs without prejudice to race, color, religion, or internal political beliefs.
2. The AEF Regulations and Rules governing equestrian competitions in the Asian Region shall apply to all competitors, whatever their nationality, in all countries, whose NFs are affiliated to the AEF.
3. The NFs have complete jurisdiction over all competitors and members of their countries.
4. The AEF shall not intervene in matters of equestrian sports which are essentially within the national jurisdiction of NFs (or international jurisdiction of the FEI), nor does it oblige NFs to submit such matters to the AEF for settlement.
5. The AEF shall make continuous efforts to ensure that the equestrian sports are always included in the Asian Games.

6. The AEF shall provide all guidance and assistance to NFs in the organization and all conduct of the equestrian sport in accordance with the FEI Rules and Regulations.
7. The AEF has full authority to submit the rules for equestrian events, conducted in accordance with the FEI Rules and Regulations (specifically the technical and sports rules), at the Asian Games and other AEF Regional Games in collaboration with the FEI and/or Olympic Council of Asia (OCA), when relevant.
 - 7.1. The AEF will set the standard for the Asian Games. Any alterations to the standard must be proposed to the General Assembly for approval.
8. The AEF shall also provide all guidance and assistance in organizing the equestrian sports /competitions in the Asian Region.
9. AEF recognizes the FEI as the sole authority and governing body for FEI Equestrian Disciplines. AEF agrees not to become members or recognize or otherwise support any other international organization with a similar purpose except those recognized by the FEI;
10. AEF recognizes that the FEI is the sole representative of Equestrianism and Equestrian Sport at the International Olympic Committee and the International Paralympic Committee where the FEI promotes the Olympic and Paralympic equestrian ideals.

Article 003. Organization

1. The AEF is constituted as follows:
 - 1.1. General Assembly as laid down under Chapter 3.
 - 1.2. Bureau and Executive Board as laid down under Chapter 4.
 - 1.3. Committees as laid down under Chapter 5.
 - 1.4. Regional Groups according to Chapter 6.
2. Secretariat under the Secretary General according to Article 024.

Chapter 2. Membership

Article 004. Membership

1. There will be two (2) categories of members, Full Members and Associate Members, with different obligations and rights within the AEF.
2. Full Members are NFs that paid the annual subscription and are members of the FEI and the OCA and recognised by their National Olympic Committee.
 - 2.1. Full Member will have right to send two (2) delegates to the General Assembly with the right to vote, endorse candidates and nominate a candidate for any position in the AEF.
3. Associate Membership is open to those who do not have NF but organize equestrian events in their country. Associate Membership is also open to any NFs who are members of the FEI.
 - 3.1. Associate Members do not have the obligation to pay any annual subscription.
 - 3.2. Associate Members can change their membership status to Full Member by paying the annual subscription and with the approval from the AEF General Assembly.
 - 3.3. Associate Members will have the right to send two (2) delegates to the General Assembly without the right to vote. Associate Members do not have the right to endorse candidates and/or nominate candidates for any position in the AEF but shall have the right to be part of AEF Bodies and Committees if elected by the General Assembly.

Article 005. Application for Membership

1. The application for membership must be sent by the organization or the NF who desires to apply for the AEF membership to the Secretary General in writing. The application must provide the following information:
 - 1.1. The full name of the NF, or when applicable the name of the organization that qualifies under Article 004.3 and want to apply for the AEF membership, together with complete mailing and E mail address, telephone and fax number of the NF or association's head office
 - 1.2. The full names and address of president and secretary general of NF or the organization.
 - 1.3. A copy of its valid statutes and regulations.
 - 1.4. An undertaking to pay all financial charges, in the case of applying for Full Membership, as decided by the General Assembly of the AEF.
2. If all the information provided is satisfactory, their membership application will be presented in the first General Assembly of the AEF for approval.
3. In exceptional cases the Executive Committee may accept an Application provisionally and present in the next General Assembly of the AEF for ratification.

Article 006. Financial charges

1. On approval of the affiliation as Full Member, a NF will be charged an annual subscription as laid down in these Statutes.

Article 007. Membership Fees

1. The annual subscription for each Member will be as follows:
 - 1.1. Full Member's annual subscription - US Dollar Eight Hundred (\$800.00).
 - 1.2. Associated Member - Free.
2. The annual subscription will be paid on or before month-end of March every year.
3. The annual subscription rate can be changed by the General Assembly as a statutes amendment.

Article 008. Suspension and Expulsion

1. NF not paid the annual subscription by the due date specified in Article 7 shall lose the Full membership rights until paid in full.
2. NF not paid the annual subscription for two (2) consecutive years by the due date can be reinstated as Full Member only after paying all the previous annual subscription dues and after the General Assembly, where the member is approved for reinstatement.
3. Upon full payment of any outstanding Financial Charges (including late payment penalties and interest), the suspended National Federation is automatically restored to full membership rights.
4. The Bureau may expulse a National Federation for persistent violations of the AEF Regulations and Rules.
5. In cases of expulsion an opportunity to be heard shall be afforded to the relevant National Federation.
6. Any expulsion shall only become effective upon ratification by the General Assembly.
7. A National Federation which has been expelled ceases to be a member of the AEF. To regain its membership rights, the expelled National Federation must file a new membership application and may only do so once any past dues have been paid in full.
8. Cases of suspension and restoration must be made known to all NFs as soon as possible by the Secretary General.
9. During a period of suspension, a suspended NF may not attend or be represented at any session or meeting of any body of the AEF nor may organize Asian competitions. In addition, its members may not take part in Asian competitions organized unless otherwise approved by the Bureau.

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Chapter 3. General Assembly

Article 009. Composition

1. The General Assembly in session under this statutes is the supreme authority of the AEF.
2. The recognised voting members at the General Assembly are as following:
 - 2.1. Nominated and recognized Full Member delegates.
 - 2.2. Nominated and recognized Full Member delegates with Proxy.
 3. Each NF has only one (1) vote.
 - 3.1. A NF unable to send delegates may nominate the delegation from another NF to act as its Proxy.
 - 3.2. No delegation may hold more than one (1) Proxy vote.
 4. In order to exercise its right to vote each NF must notify the Secretary General of the AEF of the names of its delegates or the NF and person nominated as its Proxy in writing signed by the NF President, no later than 48 hours before the first day of the session of a General Assembly.
 5. Associate Members and NFs provisionally affiliated may be represented by two (2) delegates without voting rights.
 6. Honorary Presidents, Honorary Vice Presidents and other Honorary Members may attend the General Assembly in a consultative capacity without voting rights.
 7. The AEF General Assembly will be composed as under:
 - 7.1. President.
 - 7.2. Up to four (4) Vice Presidents.
 - 7.3. Secretary General.
 - 7.4. Five (5) Chairpersons of Regional Groups.
 - 7.5. Eight (8) Chairpersons of Standing Committees.
 - 7.6. All delegates of Full and Associate Members of the AEF.
 8. The President at his or her direction may permit any person or persons of eminence or an organization keen in equestrian activities, to attend the General Assembly and seek their help and guidance. However, they will not have voting rights.

Article 010. Function and Powers

1. The functions and powers of the General Assembly are supreme and are as follows:

- 1.1. To approve the minutes of last General Assembly.
- 1.2. To approve the Agenda.
- 1.3. To elect office bearers of the Bureau members whenever an election is due.
- 1.4. To receive, discuss and approve the Annual Report submitted by the Secretary General.
- 1.5. To receive and approve the Annual Financial Report submitted by the Secretary General.
- 1.6. To approve budget proposal for the next financial year.
- 1.7. To approve the membership of NFs and ratify suspension, expulsion or restoration of defaulting NFs for whatever reason.
- 1.8. To decide on items put on the Agenda by the Executive Board, from Bureau Meeting and NFs.
- 1.9. To decide the official calendar.
- 1.10 To receive, discuss, and approve the annual report submitted by the Chairperson of Groups and Standing Committees.

Article 011. Sessions (Ordinary and Extraordinary General Assembly)

1. The Ordinary General Assembly should be held once a year, alternating between the country where the AEF Secretariat is located, and NF wishing to host the event in simultaneous with a regional equestrian competition. However, the General Assembly can be shifted to another country (for any compelling reason) within the same time frame by the President of the AEF in consultation with the Secretary General.
2. Convening of an Ordinary General Assembly should be sent to all NFs at least ten (10) weeks prior to the date of the Ordinary General Assembly.
3. An Extraordinary General Assembly shall be convened in the following circumstances:
 - 3.1. At the decision of the Executive Board.
 - 3.2. Under extraordinary circumstances at the decision of the President.
 - 3.3. At the written request of at least ten (10) NFs giving specific reasons for such a request.
4. For an Extraordinary General Assembly notice must be given to all NFs (including the Agenda) at least three (3) weeks before the Extraordinary General Assembly and will discuss only those points/items for which it has been convened.

Article 012. Valid Sessions

1. For a session to be valid (for both the Ordinary and the Extraordinary General Assembly), presence of at least fifty percent (50%) of Full Members is required. In its absence the President may reconvene a session in consultation with member countries to ensure a proper quorum at the next date.

2. The Secretary General shall authenticate the credentials of all delegates, deeds of Proxy, etc. before the commencement of a session.

Article 013. Agenda

1. Points to be included in an Agenda for an Ordinary General Assembly must be sent to Secretary General of the AEF at least five (5) weeks prior to the date of the assembly in order to enable the Secretariat to include the same article in their communication to Members.
2. The agenda shall be sent by the Secretariat to all Members, Bureau members and Honorary Members at least three (3) weeks before the first day of session.
3. Only items notified in the Agenda may be decided at a session.
- 3.1. Any exceptional proposals from Members must be submitted in writing to the Secretary General Twenty Four (24) hours before the General Assembly for the approval of the Bureau.

Article 014. Chairperson

1. The President will automatically be the Chairperson and preside at every session of the General Assembly.
2. If the President is not present, the First Vice-President will officiate as the Chairperson with the approval of the General Assembly.
 - 2.1. In case of absence of the First Vice-President, the Third Vice-President will officiate as the Chairperson with the approval of the General Assembly.
 - 2.2. In case of absence of the Third Vice President, the Fourth Vice President will officiate as the Chairperson with the approval of the General Assembly.
 - 2.3. In case of absence of the Fourth Vice President, the Chairperson of Rules and Regulations Committee will take the chair.

Article 015. Voting Rights

1. Each accredited delegation confirmed by the Secretary General shall have one (1) vote and not more than one (1) proxy.
2. In case of equality of valid vote, the President shall have a casting vote.
3. The total votes entitled to be cast, shall be the sum of votes of accredited delegations present and proxies.
4. A written secret ballot shall be compulsory for all contested elections.
5. All other decisions will be taken by show of hands unless the Chairperson or twenty five percent (25%) or more of those entitled to vote demand a secret ballot.

6. All decisions shall be made by a simple majority of valid votes cast unless stated otherwise. Abstentions are not counted.
7. No votes may be taken by correspondence.

Article 016. Minutes

1. Minutes shall be kept of all sessions under the supervision of the Secretary General. The minutes of both Ordinary and Extraordinary General Assemblies must be signed by the President and the Secretary General, to be approved at the next General Assembly.
2. The minutes must record all decisions taken at the session and dates on which they are to come into effect.
3. Decisions recorded in the minutes shall be as binding as the Statutes, Regulations and Rules.
4. Copies of the minutes shall be sent to all Members and all Bureau members including Honorary Members, not later than eight (8) weeks after the session.
5. Minutes will also need to be recorded at all Bureau, Committee and Regional Group meetings.

Article 017. Alteration to Statutes

1. Any proposals for alterations from Full Member and Bureau Members must reach Secretary General at least eight (8) weeks before a General Assembly, so that the Secretariat and Rules and Regulation Committee can study and include the proposal on the Agenda.
2. Alterations must be approved by the simple majority of all valid votes.
3. The date from which alterations become effective must be recorded in the minutes.

Chapter 4. Bureau and Executive Board

Article 018. Composition

1. The Bureau shall consist of:
 - 1.1. The President.
 - 1.2. Up to four (4) Vice-Presidents:
 - 1.2.1. One (1) First Vice President.
 - 1.2.2. One (1) Second Vice President from the hosting nation of the next Asian Games appointed by the hosting NF of the Asian Games, except in the case set forth in Article 27.5.1.1 when the Second Vice President shall be approved by the General Assembly.
 - 1.2.3. One (1) Third Vice President.
 - 1.2.4. One (1) Fourth Vice President.
 - 1.3. Five (5) Chairperson of the Regional Groups.
 - 1.4. Eight (8) Chairperson of the Standing Committees.
2. The Bureau may appoint former Presidents to be Honorary President or Honorary Vice-President. The Bureau may also appoint other former Members of the Bureau who have given special service to the AEF to be Honorary Bureau Members.
 - 2.1. The Honorary Members may attend the General Assembly and the Bureau meetings as observers without the right to vote.

Article 019. Membership of the Bureau

1. All Bureau Members shall begin their terms of office at the closing of the session at which they were elected.
2. All members of the Bureau carry no remuneration.
3. The term of the office of Bureau members is four (4) years.

Article 020. Responsibilities of the Bureau

1. The Bureau is responsible for the general direction of the AEF and for all relevant matters, not reserved to the General Assembly.
2. The Bureau may make decisions on behalf of the General Assembly in urgent cases. Such decisions must be confirmed at the next session of the General Assembly. If not confirmed, the decision taken by the Bureau is invalid and has no effect.
3. The Bureau is responsible for the establishment of the budget.

Article 021. Representation of the AEF

1. In the absence of the President, one of the Vice Presidents or the Secretary General shall represent the AEF on all appropriate official occasions. The President may also authorize any other member of the Bureau or any qualified person to represent the AEF officially whenever the need arises.

Article 022. President

1. The President is responsible for ensuring that the purposes and principles of the AEF are observed, and for the general supervision of all its activities and for guidance of all members in fulfilling their duties.
2. The President shall take the Chair at all sessions of the General Assembly and at all of the Bureau and Executive Board Meetings, unless he or she delegates this duty or is temporarily unable to carry it out himself or herself.
3. The President and the Bureau/Executive Board should ensure that the financial position of the AEF is sound. The President shall be involved in fundraising for the AEF from sources that are keen to developing the equestrian sport. The Bureau/Executive Board shall make collective and individual efforts to raise at least US\$100,000 annually to ensure the AEF's financial stability; the President shall lead such efforts and be responsible for coordination of fundraising efforts throughout his or her term. At least seventy five percent (75%) of any funds raised by the Bureau/Executive Board should be allocated for the development of the sport.
4. The President, in consultation with the Secretary General, has full financial powers to ensure smooth day to day running of the AEF, and its Secretariat, and for holding the General Assemblies and their related expenditure.
5. The President is also vested with powers to incur expenditure involved in organizing or supervising any equestrian competition held by any NF under the aegis of the AEF.
6. All the expenditures incurred will be incorporated in the annual accounts presented to the General Assembly for approval.
7. The President is responsible to co-ordinate with all recognized organizations in the equestrian sports, such as the FEI, and the OCA, etc.

Article 023. Vice-President

1. In the absence of the President, the First, Third or Fourth Vice-President, as already set forth in Article 14, will preside over General Assemblies, the Bureau and Executive Board Meetings.
2. In the eventuality of a prolonged non-availability of the President, the President can nominate one of the Vice-Presidents to officiate in his or her place and such Vice-President will have the same power as vested in the President under these Statutes.

3. Whenever the President is elected or re-elected, the Vice-Presidents in office must resign. In this case, candidates, according to Article 027, must be proposed immediately for election during the same General Assembly at which the new President was elected. Former Vice-President may be re-proposed for re-election in accordance with these Statutes.

Article 024. Secretary General

1. The Secretary General is an ex-officio member of the Bureau, the Executive Board and all Standing Committees in consultative capacity without the right to vote.
2. He or she is the head of the Secretariat of the AEF and responsible for the following:
 - 2.1. Management of the Secretariat and financial management within the budget approved by the General Assembly.
 - 2.2. Day to day running of the AEF Secretariat.
 - 2.3. Convening meetings, and sessions, recording of minutes and its distribution and implementation of decisions.
 - 2.4. The preparation of Annual Report of the AEF, and its submission during the General Assembly.
 - 2.5. Correspondence of the AEF and the execution of formal documents with an approval of the President.
 - 2.6. Ensuring the observance of Principles and the spirit of Statutes, Regulations and Rules.
 - 2.7. All communications with the FEI and Members of the AEF.
 - 2.8. Act as the Treasurer of the AEF and receive all payments due to the AEF and to ensure proper accounting and expenditures.
 - 2.9. Prepare and submit all accounts indicating receipts and expenditures to the General Assembly.
 - 2.10. Keep the President posted of all developments and seek his or her guidance in implementing Statutes, Rules and Regulations of the AEF.
 - 2.11. In case the Secretary General attends the General Assembly or other meetings of the FEI, he or she puts forward views and recommendations of the AEF and its Member.
3. Whenever the President is elected or re-elected, the Secretary General must resign. A new candidate must be nominated immediately by the elected or re-elected President for approval by the same General Assembly at which the new President was elected.
4. The President may propose a new candidate or former Secretary General for approval by the General Assembly.
5. In case of absence of the Secretary General, the President should nominate a substitute.

Article 025. Regional Group Chairperson

1. The Group Chairpersons are the representatives of the Regional Groups, as established according to Chapter 6.
2. The Chairperson shall represent their Groups in the Bureau, but are jointly responsible with the other Bureau members for all matters within the Bureau.
3. Every Chairperson acts as a representative of the AEF within the Group to co-ordinate all requirements for developmental assistance within the Group.
4. The Bureau may assign to a Group Chairperson any duty or tasks for the promotion of equestrian sport in his or her area and/or appointing him or her to Chairperson of the Standing and Temporary Committees.

Article 026. Committee Chairperson

1. The Committee Chairperson is responsible for ensuring that the purposes of its Committee and the general supervision of its activities.
2. The Chairperson of Committee is the representative of that Committee and shall take the chair at all committee meetings.
3. The Chairperson is jointly responsible with the other Bureau members for all matters dealt with in the Bureau.
4. The Chairperson of Committees need not hold a position in his or her NF.

Article 027. Election of Bureau Members

1. The President, Vice Presidents (exception of the Second Vice President), and Committee Chairpersons are elected by the General Assembly every four (4) years in the year after the Asian Games.
 - 1.1 The Chairpersons of Regional Groups are elected by the General Assembly two (2) years after the Asian Games.
2. The President or Secretary General of respective NF proposing a candidate for election to the office of the AEF's President, Vice-President, Secretary General, Chairperson of Committee, Chairperson of Regional Group, must sign and stamp on the application.
3. All candidates for Bureau must be proposed by their respective NF in writing. The election is to elect an individual personnel to the office of Bureau.
 - 3.1 The candidates for office of President should be supported by minimum seven (7) NFs in writing.
 - 3.2 The candidates for office of Vice-President should be supported by minimum three (3) NFs in writing.

- 3.3. The candidates for office of Chairperson of Regional Group should be supported by minimum two (2) in writing from their Group members (NFs).
- 3.4. The candidates for office of Chairpersons of Standing Committees should be supported in writing by minimum two (2) NFs in writing.
4. The application, along with the recommendation letter, of candidate for office of President, Vice-Presidents, Chairpersons of Standing Committees and Chairpersons of Regional Groups should reach the Secretary General no later than four (4) weeks before the relevant session of the General Assembly.
5. In order to be elected, the candidate for office of President, one must receive two-thirds (2/3) of the valid votes cast in the first ballot. If only two (2) candidates are running in the election, the President shall be elected by a simple majority. When there are multiple presidential candidates and no one candidate receives the necessary two-thirds (2/3) majority required in the first ballot, the candidate with the least number of votes shall be removed from the list of candidates and another ballot shall be held. This procedure shall repeat itself until a candidate either receives the two-thirds (2/3) majority (with more than two (2) candidates running), or a simple majority (if only two (2) candidates are left running) to determine the winner.
 - 5.1. The candidate who receive the most votes will be elected as the First Vice President. The candidate who receive the second most votes will be elected as the Third Vice President. The candidate who receive the third most votes will be elected as the Fourth Vice President.
 - 5.1.1. In case the elected AEF President is from the hosting NF of the Asian Games, the Second Vice President may not be from the same NF. The President must re-nominate a candidate to the General Assembly for approval.
 - 5.2. The candidate for Chairperson of a Regional Group or a Standing Committee must receive a simple majority of valid votes.
6. The candidate for Secretary General shall be nominated by the President and approved by the General Assembly.
7. If a vacancy occurs for any reason other than the normal ending of its term of office, the Secretary General shall receive the application for candidate of the position in vacancy and shall proceed the election or approval at the relevant session of the General Assembly.

Article 028. Tenure of appointment

1. All Bureau Members are limited two (2) full terms of the same position or three (3) full terms of any positions.
2. In case of a vacancy arising for any reason other than the normal ending of its term of office, the person elected to fill the vacancy shall serve for the remainder of the original term. Filling a vacancy does not count as a full term.

3. The Honorary President, Honorary Vice-President and Honorary Bureau elected by the General Assembly, with the recognition of their services rendered for the AEF, will be for life unless relinquished by themselves.

Article 029. Meeting of the Bureau

1. The Bureau shall meet in Ordinary Session upon request by President and will notify to the members at least three (3) weeks before the meeting is due to take place.
2. The President will chair the Bureau Meeting.
 - 2.1. The First Vice-President will officiate in case the President is not available to take the chair.
3. Each participating Bureau member, except Secretary General, shall have one (1) vote. All matters shall be decided by show of hands unless more than two (2) members demand a secret vote.
 - 3.1. In the case of an equality of valid votes the President shall have a casting vote.
 - 3.2. Decision shall be made by the majority of the valid votes cast. Abstention is not counted.

Article 030. Executive Board

1. The Executive Board is responsible for the administration and executing all the activities related to the AEF and shall consist of:
 - 1.1. The President.
 - 1.2. Four (4) Vice-Presidents.
 - 1.3. Chairperson of Standing Committees.
 - 1.4. The Secretary General.
2. The President shall take a chair at all Executive Board Meetings, with a casting vote in the case of equality of valid votes.
3. The Executive Board shall be responsible for:
 - 3.1. Implementing matters of sport policy decided by the Bureau.
 - 3.2. Dealing with all matters of the AEF management and guideline for development of equestrian sports.
 - 3.3. Dealing with specific matters of the AEF policy assigned to it by the Bureau.
 - 3.4. Dealing with all matters reserved to the Bureau, which cannot be held over until the next meeting.
 - 3.5. Responsible for the decision which should be made on behalf of the Bureau.

4. The Executive Board shall meet upon request by the President once during or before the General Assembly.
5. There may not be more than one (1) member in Executive Board from the same NF, not counting the President and the Secretary General.

Chapter 5. Standing Committees

Article 031. Standing Committees

1. Standing Committees are the following;
 - 1.1. Development and Planning (D&P) Committee.
 - 1.2. Finance and Marketing (F&M) Committee.
 - 1.3. Rules and Regulations (R&R) Committee.
 - 1.4. The Jumping Committee.
 - 1.5. The Dressage Committee.
 - 1.6. The Eventing Committee.
 - 1.7. The Endurance Committee.
 - 1.8. The Tent Pegging Committee.
2. Committee members of each Committee should not be more than three (3) persons. No two (2) members should come from the same country or NF, including the Chairperson.
 - 2.1. All Committee members shall ensure the purposes of its Committee and the membership of committees is honorary and carries no remuneration.
 - 2.2. Reasonable expenses incurred while fulfilling the functions of a member shall be met by the AEF.
3. The candidates for membership of the Committees shall be recommended by the Chairperson of the relevant Committee to the Secretary General for appointment by the Bureau.

Article 032. Temporary Committees

1. The Bureau, with an approval from the General Assembly, may appoint Temporary Committees for particular purposes, together with the Chairperson and members, defining the terms of reference and deciding the date when the committee shall make its report.
2. Reports must be submitted by the date specified in the terms of reference, and that date terminates the existence of the committee whether the report has been submitted or not.

Chapter 6. General

Article 033. Location of Secretariat

1. The location of the AEF Secretariat should be in the country selected by the Bureau and approved by the General Assembly.

Article 034. Regional Groups

1. The grouping of NFs does not, in any way, affect the NFs of their privileges, rights, etc. as laid down in these Statutes.
2. The composition of Groups is as follows;

Group- I (6 NFs)

Iran (IRI), Kazakhstan (KAZ), Kyrgyzstan (KGZ), Uzbekistan (UZE), Turkmenistan (TKM), Afghanistan (AFG).

Group- II (8 NFs).

Australia (AUS), China (CHN), Hong Kong China (HKG), Japan (JPN), Chinese Taipei (TPE), Korea (KOR), Mongol (MGL), New Zealand (NZL).

Group- III (9 NFs)

Brunei (BRU), India (IND), Indonesia (INA), Malaysia (MAS), Myanmar (MYA), Philippines (PHL), Singapore (SIN), Thailand (THA), Pakistan (PAK).

Group- IV (5 NFs)

Bahrain (BRN), Kuwait (KWT), OMAN (OMN), Iraq (IRQ), United Arab Emirates (UAE).

Group V (6 NFs)

Jordan (JOR), Lebanon (LIB), Palestine (PLE), Qatar (QAT), Saudi Arabia (KAS), Syria (SYR).

Article 035. Official Language

1. All correspondence meant for the AEF will be addressed to the Secretary General and will be in English, as English will be the official language of the AEF.

Article 036. Financial Year

1. The financial year for the purpose of the annual subscription will be from 1st. January to 31st December of each calendar year.

Article 037. Transitory Provision

1. The new text of the Statutes shall become effective on 15th of April 2016.
- 2.

Article 038. Removal of Bureau Members from Office

1. The President may be removed from office in the following two-step process:
 - 1.1 Petition with signature of twenty percent (20%) of the Full Members calling for a vote of no confidence.
 - 1.2 The notion for no-confidence vote will take place in the ensuing Extraordinary General Assembly and the President may be removed from office with two third (2/3) majority vote of no confidence by its Full members. An election for interim President will immediately proceed. The Extraordinary General Assembly will elect one (1) Group Chairperson to chair and oversee the election.
2. The First, Third, Fourth Vice President, and Chairperson of Standing Committees may be removed from the office in the following two-step process:
 - 2.1 Petition with signature of twenty percent (20%) of the full members calling for a vote of no confidence.
 - 2.2 The notion for no-confidence vote will take place in the ensuing General Assembly and the Vice President and Chairperson of Standing Committees may be removed from office with two third (2/3) majority vote of no confidence. An immediate election for a new Vice President and Chairperson of Standing Committees will proceed presided by the President.
3. Group members have the authority to propose to the President for the replacement of Group Chairperson by two third (2/3) majority vote of no confidence within the Group Members.

ANNEX I DEFINITIONS

- AEF Regulations and Rules: any rule and regulation duly approved by an appropriate body of the AEF, including but not limited to Statutes, General Regulations, and Sport Rules in order to regulate the equestrian sport in Asia Region in accordance to AEF Statutes and the FEI Rules and Regulations.
- Agenda: A document containing all relevant items to be discussed at a meeting.
- Financial Report: A yearly publication depicting the AEF financial statement.
- Annual Report: A yearly publication depicting the AEF's activities, development and financial statement.
- Asian Championships: International Competition within the AEF region, organized by the AEF.
- Asian Games: Pancontinental multi-sport event held every four years among athletes from all over Asia, organized by the Olympic Council of Asia (OCA) under the patronize of the International Olympic Committee (IOC).
- AEF Regional Games: International Competition within each regional groups of the AEF, organized by the AEF.
- Asian Region: Countries and Regions governed by the Olympic Council of Asia (OCA).
- Chair: A person who holds a position of authority within a Committee or at the General Assembly.
- FEI Rules and Regulation: any rule and regulation duly approved by an appropriate body of the FEI, including but not limited to Statutes, General Regulations, and Sport Rules.
- Proxy: A written instrument containing the authorization to act for another.