



## THE CONSTITUTION OF THE INTERNATIONAL SOCIETY FOR EQUITATION SCIENCE

### 1. The Name of the Society.

The name of the Society shall be: "The International Society for Equitation Science" (ISES). This is a not-for-profit organization run according to academic principles.

The mission of the ISES is to promote and encourage the application of objective research and advanced practice which will ultimately improve the welfare of horses in their associations with humans.

The constitution of ISES is based on that of the International Society for Applied Ethology and we acknowledge ISAE and its aims in inspiring the formation of ISES.

### 2. The Aims of the Society.

#### These are:

- a. to encourage and support basic and applied research into the training and welfare of horses used by humans.
- b. to provide an international forum in which scientists can communicate and discuss the results of the above research. This can be achieved by organising or encouraging scientific meetings and by encouraging scientific publications;
- c. to encourage, where appropriate, links between applied animal behaviour science, veterinary science, psychology and other disciplines. This can be realised by encouraging presentations, discussions and publications and by maintaining contacts with appropriate scientific societies;
- d. to encourage and support the teaching of equitation science in research and academic institutions, especially veterinary schools, departments of animal science and animal production, agricultural colleges and departments concerned with laboratory or companion animals or captive animals:
- e. to provide a pool of expertise to national governments, international bodies, industry and to those equine welfare organizations which deal with problems involving equine behaviour, training and welfare. To encourage, where possible and appropriate, the assimilation of scientific knowledge so as to facilitate its use in relation to practical problems concerning the way horses are trained, managed, housed and cared for.

### 3. Administration

- a. The affairs of the society shall be vested in a Council consisting of the Honorary (Hon.) President, the Hon. Senior Vice-President, the Hon. Junior Vice-President, the Hon. Secretary, the Hon. Membership Secretary, the Hon. Treasurer, the Hon. Communications Officer, the Hon. Education Officer, and the Hon. Newsletter Editor. Council shall have powers to co-opt other officers as deemed necessary, who shall then be non-voting members. All officers and members of Council shall be members in good standing of ISES.

- b. Each year the Society will hold Council meetings, in person or via electronic or other media.
- c. International Conferences will be organized annually 2005 – 2007 and thereafter at least once every two years.
- d. General Meetings (GM) will be held at International Conferences at which all members of ISES in good standing are entitled to have due notice, to be present, and to vote. At the GM the Hon. President, the Hon. Junior Vice-President, the Hon. Senior Vice-President and the other office-bearing members of Council shall be elected. The Hon. President, the Hon. Junior Vice-President, the Hon. Senior Vice-President, shall serve for a maximum of two years. Other office-bearing members shall normally serve for a maximum of four years.
- e. Any elected Council member who, for any reason, takes over the unexpired term of an elected council member shall serve only the unexpired period of that term, but will be eligible for immediate election following the expiration of the unexpired term which was taken over.
- f. The Council shall meet at least once a year immediately prior to the GM. A quorum shall consist of not less than 5 members of Council, one of whom should be one of the three Presidents.
- g. In the event that the Hon Treasurer is not financially qualified, one or more honorary auditors will be elected to audit the ISES accounts prior to presentation of such accounts at the GM.
- h. A vacancy in any office other than that of Hon. President shall be filled by a person appointed by the Hon. President. If for any reason the office of Hon. President becomes vacant, the Hon. Junior Vice-President shall serve for the remainder of the Presidential term and shall be eligible for election as Hon. President for a period immediately following the expiration of the remainder of that term.

#### **4. Membership**

- a. All persons holding scientific or scholarly qualifications deemed satisfactory to ISES Council are eligible for full membership of the Society.
- b. In addition to full members, all persons with professional or practical qualifications, or students enrolled on a course leading to appropriate qualifications can become a Practitioner Member.
- c. The names of candidates for any membership type should normally be submitted on the membership application form provided for the purpose. Alternatively, candidates can apply by electronic mail message by comprising an application form with the supporting documents. Applicants must be proposed and seconded by two current full ISES members, who must have personal knowledge of the applicant as well as his or her scientific or professional credentials. Proposers must be prepared to provide information on the credentials of the applicant. The candidates must declare that they agree to abide by the ISES Constitution and the Code of Conduct for members. Election shall be by approval of the Council.
- d. Newly elected members shall not be entitled to any of the privileges of the ISES until they have paid the due subscription. If such payment has not been made before 1 January next following their election, such election shall be deemed null and void.
- e. Subscriptions are due annually. When subscriptions of any member ISES remain unpaid for two months following the renewal date, the member's name is to be deleted from the Register of Members ISES. Lapsed members may reapply for membership.

f. Full members are entitled to vote at the GM, reduced conference registration, an email directory of members and two newsletters per year.

g. Practitioner Members shall have all the privileges of membership except the right to vote at the General Meeting. They can be co-opted to committees as advisors. Practitioner Members are encouraged to participate in scientific meetings and workshops organised by Local Organising Committees.

h. Verification of student status should be made by the student's supervisor via letter or email, and confirmed annually by the student. A student is defined as someone enrolled full-time at a tertiary education institution and is eligible for reduced rate membership until the degree has been awarded or is obtaining a salary from employment (thus a person holding a post doc position is NOT eligible for reduced rate membership).

i. Reduced rate membership may be awarded to ISES members other than students and retired people if special circumstances prevail. This will be decided by Council for each case.

*ISES member's views, professional indemnity insurance and liability*

Members views remain their own and members remain responsible for arranging their own personal liability insurance should they act in an independent professional capacity in equitation. Members must not undertake to represent the views of the society unless directly requested/permitted to do so by Council. The society accepts no responsibility or liability for the views of its members unless requested/permitted to represent the society in an official capacity by Council.

*ISES representatives in other organisations and societies*

- From time-to-time ISES is approached to provide representatives in other organisations and societies. Given that these people are representing ISES, it is essential that Council determines who should be the representative.
- Contact should be made via the Hon Secretary who should then advise Council. The President, Senior Vice President, Junior Vice President, or other appointed Council officers could then act as representative of the Society.
- If an ISES member is approached by another organisation to be a representative in the name of ISES, the member must contact the Hon. Secretary who will advise Council.

## **5. Corporate Membership**

Corporate membership is open to charities, organizations, or companies that have an interest in the aims of the Society. Corporate membership entitles approved organisations to receive information normally distributed to members and to send two representatives to ISES meetings under the same terms as ordinary members. Such Corporate Member Representatives shall have no power to vote and may not hold any position on Council.

## **6. Honorary Fellows**

a. Persons of eminence in the field of the aims of the Society shall be eligible for election as Honorary Fellows by Council.

b. Proposals for an Honorary Fellowship shall be submitted in writing to the Hon. Secretary stating the reasons why the candidate is considered eligible for election together with a short description of the candidate.

c. Honorary Fellows must agree to abide by the Code of Conduct and shall not be required to pay an annual subscription.

## **7. Subscriptions**

The minimum annual subscription shall be such sum as is decided from time to time by the Council and ratified at the next GM following the Council decision. Such sum shall be payable on election and thereafter annually and in advance on 1 January each year. Subscriptions are non-refundable and non-transferable.

## **8. Meetings**

An International Conference shall be held at least once every two years. The Council shall also encourage the organisation of regional and other meetings. The Council shall decide on rules for the conduct of all meetings.

## **9. Electronic 'Meetings'**

Electronic discussions (meetings including teleconference meetings) between members of Council are permitted. Such 'meetings' rank equally with 'meetings' at which the persons are physically present. Such 'meetings' may be held using email. The Hon. Secretary must ensure that all persons entitled to take part are informed in good time of the agenda. A Council member is deemed to be taking part once the Hon. Secretary has received an email reply from the member. The quorum shall be a minimum of one Hon. President and four Council Officers as in paragraph 3 d. above.

If the Hon. President decides that a vote be taken, members must register their vote by email direct to the Hon. Secretary in such a way that their vote is not revealed to other members of ISES Council. Once the Hon. Secretary forms the opinion that all those entitled to vote have voted, and has allowed for differences in time-zones, the result of the vote may be revealed.

Standing committees and any special committees of ISES can similarly hold electronic 'meetings' provided such are held under similar terms as the electronic meetings of Council.

## **10. Amendments to the Constitution**

The Hon. Secretary must receive any Notice(s) of Motion to amend the Constitution not less than 3 weeks before the date of the General Meeting (GM). Details of the Motion to be proposed shall be made available in writing to members attending the GM.

## **11. Dissolution**

In the event that ISES for whatever reason becomes unable to continue its activities, notice of intent to dissolve shall be sent to all members. Once such notice has been received the dissolution may be ratified by a majority decision of those entitled to vote. Any funds held by ISES at that time may be transferred to an organisation having similar aims to ISES under the *CY-PRÈS* equitable rule. That is the funds may be used as near as may be practical or reasonable in accordance with the aims of ISES as outlined in paragraph 2 above.

## **COUNCIL GUIDELINES**

### **Duties of Officers**

The elected officers shall perform the duties described in this section and such other duties as are prescribed for the office in these guidelines, by Council, and by the President. All elected officers shall each year prepare a (short) report to be presented at the Annual General Meeting (GM). In addition, some reporting is required prior to email Council Meetings.

#### **Duties of the President.** The President shall:

- 1) Be the chief executive officer and official spokesperson of the ISES.
- 2) Preside over the Council and business meetings and assume overall responsibility for the affairs of the ISES.
- 3) Appoint the Chairpersons of temporary committees of the ISES as may be desirable; appoint members of temporary committees in consultation with the Council.
- 4) Sign and execute in the name of the ISES all authorised deeds, mortgages, bonds, contracts or other instruments, except where the signing and execution thereof shall have been expressly delegated to some other officer or agent of the ISES.
- 5) Perform such other duties from time to time as may be requested by Council.

#### **Duties of the Junior Vice-President.** The Junior Vice-President shall:

- 1) Assume the duties of the President in the latter's absence or inability to serve.
- 2) Coordinate the planning of future annual conferences of the ISES. The proposed venues for future Conferences must be approved by Council.

#### **Duties of the Senior Vice-President.** The Senior Vice-President shall:

- 1) Serve as a consultant and advisor to the President, in order to provide continuity in the development and implementation of long-term policies of the ISES.
- 2) Serve as the chair of the Conference Advisory Committee and, as such, ensure that written policies relating to Conferences are developed and revised annually.
- 3) Consult with the Treasurer and advise, in writing, the Local Conference Organising Committee (LCOC) of the sum the Society will underwrite the Conference.
- 4) Receive and make decisions (with the Treasurer and 2 Council Members) on any applications for the Conference Attendance Fund at such times when this can be offered.
- 5) Be responsible for maintaining a record of selected information from past Conferences to assist with the running of future Conferences, and ensure that the information is made available to Conference organisers.
- 6) Perform other duties, which may be assigned from time to time by the President or Council.

#### **Duties of the Secretary.** The Secretary shall:

- 1) Be responsible for all arrangements for Council and business meetings and record the minutes thereof.
- 2) Be the custodian of the records of the ISES.
- 3) Keep on file all committee reports.
- 4) Send out the call to meetings.
- 5) Prepare the order of business (agenda) for all meetings.
- 6) Receive votes, collate and report back to Council on voting outcomes, particularly during the annual electronic Council meeting.
- 7) Update and maintain the ISES letterhead.
- 8) Be responsible for the printing and posting of certificates to newly elected Honorary Fellows.

- 9) Determine when Council positions will become vacant, notify Council of these and promptly arrange for announcements and calls for nominations to positions to be made on the ISES-net and in the Newsletter.
- 10) Perform all duties incident to the office of Secretary as well as such other duties, which may be assigned from time to time by the President or Council.
- 11) Securely store, electronically, all recent and future Council and GM minutes and ensure that these are passed to their successor within 3 months of their election.
- 12) Be responsible for taking notes at Council meetings

**Duties of the Membership Secretary.** Professional services (see page 8) may be contracted to take over some of the duties of the Membership Secretary when the membership grows. The remaining duties of the Membership Secretary are to:

- 1) Ensure that the names of potential new members of the ISES, who have completed membership forms, are brought to the attention of the Council for approval as ISES members. A list of applicants for membership and their proposers/seconders (and supporting statements, as appropriate) should be sent to Council several times per year (the number of times will vary according to the number of applicants) so that approved members can be admitted to the Society without undue delay. The result of the vote on admission should be reported back to Council soon after the vote has been conducted.
- 2) Liaise with professional services on all matters relating to the ISES membership, including providing them with names and addresses of new members once they have been approved by Council.
- 3) To ensure that the professional services are maintaining an accurate and regularly updated membership database.
- 4) Consult with Council on annual applications (starting 2007) for free membership and reporting the outcome to applicants.

**Duties of the Treasurer.** The Treasurer shall:

- 1) Oversee that the transfer of the following duty to professional services is carried out satisfactorily: to collect all dues for the ISES and be in charge of all funds received by the ISES.
- 2) Present a financial statement of the ISES to Council and to the membership at the General Meeting.
- 3) Prepare the annual budget and submit the budget to Council for review and approval.
- 4) Make purchases and employ assistance as authorised in the budget in order to expedite the business of the ISES.
- 5) Transfer funds between accounts when necessary to maintain sufficient funds in the current account to meet expenditures and to minimise bank charges, and transfer funds as determined by Council.
- 6) Maintain ISES accounts.
- 7) Advise the Senior Vice-President of the sum available for underwriting the Conference.
- 8) Assist with the decision-making on applications to the Conference Attendance Fund when the society is able to offer this.
- 9) Make all documents concerning ISES funds available for the Auditors.

**Duties of the Communications Officer.** The Communications Officer shall:

- 1) Actively communicate the aims and objectives of ISES internationally.
- 2) Maintain the ISES web-site (including a complete list of Honorary Fellows, links to documents such as these guidelines and the ethical guidelines, up-to-date information on future annual Conferences).
- 3) Advertise annual ISES Conferences in appropriate academic and professional publications.

**Duties of the Education Officer.** The Education Officer shall:

- 1) Collate and coordinate information on teaching material for the use of members of the ISES.
- 2) Respond to queries addressed to the Society regarding matters related to education in equitation science.

**Duties of the Newsletter Editor.** The Newsletter Editor shall:

- 1) Edit and distribute the two annual ISES Newsletters to ISES members.
- 2) Securely store past newsletters and meeting minutes (as hard or electronic copies, as appropriate) and current and future newsletters electronically and ensure that these items are passed to their successor within 3 months of their election.

**Duties of the Research Officer.** The research officer shall:

- 1) Collect information on research groups and research projects being performed in equitation science for publication on members only part of website
- 2) Stimulate international research opportunities by drawing the attention to similar and related research projects
- 3) Collect information on research facilities for performing studies in equitation science for publication on members only part of website.
- 4) Work closely with the scientific community and with the VLO to ensure that science is placed into a practical context.

**Duties of the Veterinary Liaison Officer.** The Veterinary Liaison Officer shall:

- 1) To develop working links with the international equine veterinary community to enable the society to influence decision making regarding matters related to equitation science.
- 2) To work closely with the Research Officer to disseminate research relevant to the equine veterinary community and find potential sources of funding for research.

**Duties of the Rider Representative.** The Rider Representative shall:

- 1) Act as an interface between the academic / scientific community and the greater equestrian community.
- 2) Promote ISES and its research to both professional and leisure riders.
- 3) Promote current research findings as available in lay terms and the use of learning theory in training to the equestrian community.
- 4) Assist with the provision of a practical view of the research findings from a rider / trainer perspective
- 5) Work as a spokesperson for ISES to promote equitation science to various equestrian organizations worldwide.
- 6) Assist in the development of research ideas.
- 7) Assist with the development of the promotion of networking opportunities to put ISES scientists in touch with professional riders from all disciplines globally.
- 8) Advise on practical applications of research findings generated by the ISES.

**Duties of the Procedural Advisor.** The Procedural Advisor shall:

- 1) If possible, be present and serve as Procedural Advisor at all meetings of Council and the general membership, to ensure that these meetings are conducted according to the Constitution and guidelines of the ISAE.

- 2) Review the guidelines annually and recommend changes for consideration by the Council. The Procedural Advisor must ensure that these reviews are done within the rules of the Constitution.
- 3) Advise on amendments to the Constitution.
- 4) Call for nominations for Council Officers from members two weeks before the General Meeting.

**Duties of the Ordinary Council Members (up to two).** Ordinary Council Members shall:

- 1) Assist the Council in *ad hoc* duties (e.g. serve as members on sub-committees).

**Press, Promotion and Fund raising officers (up to three).** Shall be responsible for;

- 1) Working with the Communications officer to promote the work of the Society and its Local Organising Committees.

**Local Conference Organising Committee representatives (up to two).** Local organising committee members shall:

- 1) Be responsible for organising Conferences, seeking appropriate sponsorship, maintaining and finalising conference budgets.
- 2) LOCs should aim to run conferences on a break even basis, however, any surplus should be transferred to the Society's reserves for the benefit of its members.
- 3) When the Society's reserves permit it will be possible for local organizing committees to apply for "start up" funds.

## **MISCELLANEOUS**

### *Auditors*

When the Hon. Treasurer is not financially qualified, one or more honorary auditors will be elected who will audit the ISES accounts prior to presentation at the General Meeting. Wherever possible, Honorary Auditors with professional financial qualifications should be sought for election. If this is not possible, then members thought to be honest and conscientious, with no close relationship with the Treasurer, and who do not possess any special qualification may be elected. Auditors should have the opportunity to see all papers relating to financial matters, such as proved accounts, bills, cheque stubs, account statements and the like so as to check that there has been no misappropriation or misuse of funds.

### *Financial Year*

The ISES financial year shall be from January 1 to December 31 inclusive.

### *Professional Services*

Professional services may be contracted to assist with membership services as the size of the membership grows.

The potential tasks of the professional services include:

To provide a point of contact for members' queries and respond to contact by phone, email, fax, post in a timely manner.

### Membership database

Work with the Membership Secretary and Communications Officer to accurately maintain and update the official membership database by:

- adding details of new members as received
- noting resignations
- updating members' details as received.

Forward the database (or a relevant extract) to the Membership Secretary quarterly.

Forward membership lists with up-to-date email addresses to the Communications Officer quarterly.

Provide membership lists and/or selected information from the membership database to other Council members as requested.

#### Reports

Produce reports and submit them to the Membership Secretary for July/August and email Council meetings and for Newsletters with details of:

- total number of members
- number of new members and resignations since last report and last year
- number of members by region and changes since last report and last year
- number of members by type (Honorary, Free because unable to pay, Regular, Student, Retired).

#### Payments

- send each member a yearly subscription form (no later than 1<sup>st</sup> November), informing them of how much they need to pay
- collect payments for membership by credit card, cheque, standing order or (on special request) direct bank transfer
- work with the Communications Officer to maintain the web page that allows members to make secure direct payments online
- send receipts for payments on request

#### Finances

- collect all dues for the ISES and be in charge of all funds received by the ISES
- if necessary, set up a local bank account and bank cheques, but the preferred method is the use of local bank branches, telephone and internet banking using the main ISES account
- send a summary of payments made and received to the Treasurer quarterly.

#### Newsletter

- distribute a paper copy of the Newsletter to members without email access in June and December, in coordination with the Communications and Education Officers.

#### Student and Free memberships

- Request and examine proof of student status yearly
- Note in the membership database whether student status has been verified each year
- Request update on "Free because unable to pay" status yearly.

#### Members in arrears

- Provide a yearly list of members in arrears to the Membership Secretary, including the date when membership was last renewed
- Contact members in arrears and request them to pay in a timely manner
- Provide the Membership Secretary with a list of members still in arrears thirty days after the reminder letter has been issued.

#### **Honorary Fellows**

1. Persons of eminence in the field of the aims of the ISES are eligible for election by Council as Honorary Fellows (quoted from the Constitution).
2. At the time of nomination, the potential candidate shall be alive and preferably still active in those fields specified as within the aims of the ISES.
3. Proposals for Honorary Fellows shall be submitted to the ISES Secretary in writing with at least one paragraph indicating the reasons for eligibility as well as a short description of the candidate in question.
4. Election to an Honorary Fellowship shall be by a majority vote in Council.
5. A maximum of two Honorary Fellows can be elected each year.

6. Newly elected Honorary Fellows may be invited to give a talk at an ISES congress.
7. Newly elected Honorary Fellows should be acknowledged and introduced in the first ISES Newsletter following the GM.
8. A complete list of Honorary Fellows will be available on the ISES web-site.

### **Ethical Guidelines**

ISES adopts the ethical guidelines of ISAE available online at <http://www.applied-ethology.org/ethicalguidelines.htm>

### **Patron**

A suitable Patron to support the aims of the Society will be sought.

### **Code of Conduct**

ISES requires that applicants agree to abide by a "Code of Conduct" to become a member of the Society. The Code of Conduct applies to all honorary, full, practitioner and corporate members, and stipulates:

- 1) ISES is an independent body and acts to provide impartial scientific information.
- 2) The name and/or membership of the ISES must not be used to promote personal and/or organisational views and philosophies, unless directly requested/permitted to do so by Council.
- 3) The name and/or membership of the ISES must not be used for financial and/or commercial gain, unless directly requested/permitted to do so by Council.
- 4) Members must not act in any way likely to jeopardise the integrity of the Society or bring it into disrepute.

Failure to comply with the Code of Conduct may result in termination of membership of the ISES and the forfeiture of any membership fees previously paid.

### **Guidelines for LCOC**

1. English is the official ISAE congress language.
2. Special topics or themes for the Conferences are not necessary, but the LCOC may decide to have special topics or themes, as these provide a focus, allows the review and raising the profile of certain topics. If the LCOC decides on special topics they should check (well in advance) with the Council that these topics have not been covered in a recent congress.
3. Whilst it is not appropriate to establish rigid rules, Council urges the LCOC to give precedence to plenary papers, and have oral and poster presentations.
4. The LCOC should also aim to schedule ample time for discussions (relating to particular presentations and informal discussions).
5. An appropriate venue and time periods must be allocated for the display of posters. The LCOC should strive to produce a poster forum that allows presenters to verbally expand upon their poster and permit questions and discussions with interested parties.
6. The holding of workshops on specific issues is encouraged, particularly as these provide a venue at which very recent data can be presented for discussion.
7. Abstracts must be submitted as described in the approved Abstract Submission format.
8. Abstracts on topics that do not fit within the scope of the Society or that do not comply with the standards will not be accepted.
9. Authors of abstracts should not be made known to referees (i.e. abstracts should be sent to referees without the author(s) name(s) on the document).
10. Each abstract will be reviewed by at least two referees who are also to consider any ethical issues associated with the work in accordance with the ISAE ethical guidelines.
11. Decisions on how to handle ethically dubious abstracts are left to the LCOC, which may take advice from the Council.
12. The LCOC should select abstracts that are indicative of high quality science.

13. The LCOC has the final decision as to the form of presentation for an abstract (e.g. poster, short oral, plenary etc.). If the abstract quality is acceptable but, because of programming restrictions, it is not possible for authors to give an oral presentation then authors should have the opportunity to present their work as a poster.
14. Whilst abstract quality is a key consideration, it may be difficult to produce a logical and coherent program based on this criterion only. Consequently, it may be necessary to, also, select abstracts on the basis of subject in order to program subject-related sessions.
15. Presenters must be registered for the congress before abstracts will finally be accepted.
16. At any time, the LCOC may request the assistance of the Council in difficult situations related to abstract acceptance or revision.