

Constitution of the Indiana University Equestrian Club 2019-2020

Article 1: Name

This organization shall be known as the IU Equestrian Team.

- a. The club has been assigned to Risk Level 1 according to the University legal counsel and risk management.

Article 2: Purpose

The purpose of this organization shall be to provide students, faculty, and staff with all levels of horsemanship. The organization will also spread knowledge and understanding of equine activities and sports to the University community. It will provide:

- a. Access to riding instruction
- b. Access to intercollegiate riding competition
- c. Access to educational materials dealing with horse and horsemanship

Article 3: Membership

1. Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.
2. Membership shall consist of all students, faculty, and staff interested in horsemanship
 - a. Non-Student membership shall not exceed 49%
 - b. There shall be a membership fee each semester, decided upon by the President and Treasurer
3. Membership shall be mandatory before participating on the intercollegiate team
4. Dues are non-refundable
5. Any member utilizing club funds for competition, traveling expenses, and/or accommodation expenses will be expected to participate in club fundraising activities or may be asked to reimburse the club for the costs incurred.
6. To be considered a member in good standing, individuals must fundraise the required \$45 and volunteer at least 2 hours. Each of these are semester requirements. If these conditions are not met, the individual will be fined. Fines are \$45 for a lack of volunteering, and lack of fundraising will result in a fine totaling to \$45 or the difference of \$45 and any current funds raised.

Additionally, membership standing (including volunteer and fundraising status) will be considered when determining show spots - and those in compliance with these requirements will have first choice in show spots.

Article 4: University Compliance

This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

Article 5: Non-Hazing

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Article 6: Officers

- All officers are expected to attend one monthly Club Sports Federation meeting per calendar year. Captains are not required to attend CSF meetings.
- All officers must attend all Club Sports Federation Leadership Series unless they have work, class, an exam, or other mandatory activity.
- If an officer fails to complete any aspects of their job, the executive board members can vote to fire an executive board member. A 2/3-majority vote must be obtained to fire a member.
- Elections will take place once per calendar year. All votes will be emailed to the club advisor.
- All officers must attend a CSF officer workshop once per calendar year.
- The executive board is responsible for making decisions about coaches, instructors, facilities, etc.
- All members considering running for an office must be in at least their second semester on the team at the time of elections.
- **President**
 - Responsible for all classification forms within the CSF
 - Must keep track of all club inventory yearly and submit inventory sheet to the CSF
 - Notify the Club Sports office of any leadership changes
 - Turn in all CSF paperwork and ensure that all members have proper waivers filled out
 - Fill out all travel request forms prior to the club traveling to horse shows, socials, clinics, etc.
 - Complete all tasks required for yearly activation for the CSF
 - Ensure a safety officer or coach is in attendance at all club activities in which the sport is being practiced
 - Promote good sportsmanship on and off the field
- **Vice President**
 - Lead meetings in absence of President
 - Handle all Intercollegiate association paperwork and relations
 - Assist with all Club Sport coaches/instructors
 - Assist the President with annual activation
 - In charge of contacting restaurant to set up end of year team banquet
 - Alumni engagement/newsletter

- **Treasurer**
 - Manage all finances for the club
 - Attend annual treasurer training workshops
 - Prepare all checks necessary for club expenses
 - Approve or deny funding requests from other club officers
 - Prepare the CSF Allocation request for the next calendar year
 - Must meet with team advisor at least once each semester
 - Responsible for sending their payment confirmations to the President
- **Secretary**
 - Responsible for checking the club email account and answering any emails
 - Responsible for sending emails to club members about events, practices, team meetings, etc.
 - Responsible for organizing and booking a room for the callout meeting at the beginning of each semester
 - Submits monthly 'Club News & Updates'
 - Responsible for taking notes and keeping track of time at exec meetings
 - Responsible for creating carpools and hotel rooms for all team events
- **Co-Captains**
 - Must have a minimum of 36 points between flat/fences in novice or be in intermediate or open (maximum of one novice captain)
 - Attend all respective shows (unless under major circumstances they are unable to attend)
 - Organize team practices and clinics
 - Responsible for choosing point riders at IHSA shows
 - Responsible for ensuring all IHSA paperwork is complete and riders are placed into appropriate divisions
 - Captains must be safety officers within the club
- **Safety officers**
 - Attend all safety officer required classes and will be the emergency caretakers of the club
 - Make an effort to attend all club events in which a safety officer is necessary
- **Social/ Public Relations Chair**
 - Responsible for planning one social per month
 - Responsible for ordering all food or other necessary items for socials
 - Responsible for communicating with club Treasurer when funding is necessary for socials
 - Responsible for updating and monitoring all forms of social media for the club when team events occur
 - Must keep the team website and social media accounts up to date
 - Responsible for planning personal training sessions
 - Responsible for planning two attending events and one collaboration event
- **Apparel Chair**

- Responsible for planning and ordering club apparel twice per calendar year
- Apparel order must be placed, paid for, and distributed one month prior to the club's first IHSA show
- Responsible for communicating with club members about apparel prices
- Responsible for communicating with club Treasurer about funds needed to pay for apparel
- In charge of organizing and purchasing end of year team, coach, advisor, and senior gifts
- **Fundraising Chair/ Volunteer Coordinator**
 - Responsible for planning a minimum of 4 fundraisers per calendar year
 - Responsible for communicating with club Treasurer to deposit funds
 - Responsible for setting up at least 3 team community service events per semester in which 25% of members must be present
 - Liaison for coordination between team members and volunteering facilities
 - Must keep track of each member's volunteer hours and fundraising amounts

Article 7: Meetings

1. Meetings will be held at the discretion of the executive board. Advanced notice will be given.
2. Special meetings will be held at the request of the President or 10% of the voting assembly.

Article 8: Advisor

- This club shall have an advisor who qualifies as a University faculty or staff member.
- The advisor must attend the advisor workshop in the fall the first year as an advisor and every third year after that
- Assist in the development and implementation of club sports goals and objectives, an evaluation process and documentation of pertinent information.
- The advisor must approve all expenditures of Student Organization Accounts funds.

Article 9: Amendments

1. In order to amend this constitution, a written proposal must be submitted to the club prior to the regular business meeting. The proposal must be acted on at the said meeting.
2. A 2/3-majority vote is necessary for an amendment to be passed. Quorum must be established.

Article 10: By-Laws

1. Horse show participation
 - a. Any member wishing to participate in IHSA show competitions is required to practice with the team 2 times immediately prior to the event with the exception of exams (and major circumstances) which notice must be given to the captains by the second practice of the semester at the latest.

- b. All team members wishing to show during the semester must practice with the team on a weekly basis with the exemption of members who have mandatory classes which are not offered at any other time.
 - c. If a member cannot practice weekly with the team, then they must lesson with a certified trainer who is approved by the exec board for the amount of missed practice time in order to be eligible to show.
 - d. Members attending show competitions are required to abide by the policies of the host school as well as of the University
 - e. Members attending show competitions are required to abide by the policies of the host school as well as of the University
 - f. It is at the co-captain's discretion who shows prior to each horse show
 - g. All members who show must arrive at the beginning of the show and stay until the end unless special permission is given by the President or Captains
 - h. Any member who does not follow the rules stipulated in Article 10 1a-1e will be subject to disciplinary action stipulated in Article 10 2a and 2b.
2. Disciplinary Regulation
- a. A complaint against any member in violation of this constitution and/or University policy, which is proven, is grounds for penalty. Action shall be taken at the discretion of the officer board
 - b. Complaints received by the club from IHSA shall result in the suspension from intercollegiate competition. The length of the suspension shall be determined by IHSA and club coaches
 - c. Appeals
 - i. If an appeal is wished, it must be put into writing and presented to the club officers within 3 weeks of the disciplinary action taken.
 - ii. The club secretary will arrange a meeting with the officers, coach, advisor, and CSF advisor to review the appeal.
 - d. Any member who continually displays unacceptable or disrespectful behavior, as determined by the officers, shall be dismissed from all club related activities.
3. Equipment owned by or used by the club shall be properly cared for. It is each member's responsibility to return any equipment promptly and in good condition.
4. Impeachment Procedures
- a. A 50% quorum must be established
 - b. A petition signed by at least 15 members presenting grounds for such action must be submitted one meeting prior to impeachment procedures
 - c. 2/3 majority vote must be established for this to be put into effect.
 - d. A new officer shall be elected at the next meeting, in the case of the president being impeached, the Vice president will move up and a new Vice President will be elected.

Article 11: Personal Gain Clause

Personal Gain Clause: This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

Article 12: Statement of Non-Discrimination

Indiana University Equestrian Club allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.