

Constitution of the Indiana University Western Equestrian Team

This organization shall be known as the Indiana University Western Equestrian Team.

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

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

1. Access to riding instruction
2. Access to intercollegiate riding competition if an IU student
3. Access to educational materials dealing with horse and horsemanship

Article I: Membership

1. The Western Equestrian team 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. Membership shall also be given to members of the community who follow club policies.
2. Membership shall consist of all students, faculty, staff, and community members interested in horsemanship.
 - a. Non-Student membership shall not exceed 49% of team members
 - b. There shall be a membership fee each semester
3. Membership shall be mandatory before participating on the intercollegiate team.
4. 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.
5. Students who wish to only participate in social and related activities may choose to be social members for a fee of \$30.
6. Members must complete a minimum of 2 volunteer hours each semester.

Article II: University Compliance

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

Article III: Club Leadership

1. Executive Board Officers

The following positions will be chosen through an electoral system. Members of the team will be given the opportunity to vote on these positions at the end of the year for the following year. Changes may occur in the incidence of an impeachment of resignation. If

an executive member is unable to fulfill their duties and an impeachment or resignation is in order, the remaining executive members may choose if replacement will be decided through a team electoral vote or appointed by current exec board. Collectively, the following four positions will make up the “exec board” for the team.

a. President

- Will lead meetings and ensure compliance with CSF and Indiana University regulations. Must attend both officer and safety officer training through club sports.

b. Vice President

- Is responsible for leading meetings in absence of the president and handling all IHSA relations. Will be responsible for tracking and ensuring proper collection of club sports allocation points. Must attend both officer and safety officer training through club sports.

c. Treasurer

- Will manage all finances and prepare an annual allocations request. Must attend officer training through club sports.

d. Secretary

- Will keep records of meetings and attendance. Will maintain club email. Must attend officer training through club sports. Will attend all CSF meetings on behalf of the team.

2. Chair Positions

These positions will be chosen by the current exec board. Each candidate will be required to submit an application outlining their previous experience and qualifications for the position. After review of these applications, the exec board will choose the most fitting candidates for the position. The following four positions will help lead the team and will work under the exec board. Chair positions are allowed and encouraged to organize chair committees and orchestrate meetings with committee in order to complete goals. Chair positions must submit monthly updates of goals and progress to exec board for review.

a. Social Chair

- Will manage the website and all social media accounts. Will organize social events. Is responsible for completing a clothing order each semester.

b. Show Chair

- Will attend all shows with the team. Will help manage team during shows to ensure that all members are registered and prepared for their class. Show Chair will be required to attend Safety Lead training.

c. Fundraising Chair

- Will be responsible for organizing events and fundraisers to help benefit the team. Money raised for these fundraisers will be used to lower dues and support team related activities (i.e. team banquet, show necessities, social events).

d. Volunteer Chair

- Will organize all volunteer events for the team. Must organize a minimum of three events per a semester. Will keep track of volunteer hours per member to ensure that volunteer requirements are met by showing members.
3. Captains
- Captains will be chosen by the exec board after an initial nomination. The nomination will occur in the spring semester of the year. Each member will be allowed to nominate two members for this position. After nominations, the exec board will choose the most qualified and experienced candidate.
- There will be one captain per a night of practice. Each will attend all respective shows and practices. Will work with coach to help riders during all practice times: before, during, and after they ride. Must have a minimum of 5 years of riding experience or be showing at an I2 level.
 - Captains will not be required to go to officer training, however, will be required to go to Safety Lead training.

Officers will serve for a total of two semesters, fall and spring. Only students at IU may hold exec board position. Officers may not serve more than two semesters without reelection. All officers must be willing to assist their successors during the remaining weeks after elections to train them for the following year. An officer must give a two week notice before resigning in the form of an email or meeting with the entire executive board. Other members of the team will be given the chance to apply for the position and the exec board will select the best candidate.

Article IV: Showing Requirements

Any member wishing to show for IHSA must adhere to the following conditions:

1. Must pay the IHSA fee for the year
2. Must attend the two practices immediately prior to the event. In a circumstance where the member cannot attend one of these practices, they may substitute it with a private lesson with the acting coach within the two weeks prior to the show.

Article V: Advisor

This club shall have an advisor who qualifies as a University faculty or staff member. The advisor may be changed at the discretion of the current exec board.

Article VI: Meetings

1. Meetings will be held at the discretion of the executive board. Advanced notice will be given.
2. Exec board meetings must be held at least once a month. Weekly meetings to ensure the club is operating well is recommended. These meetings will include all exec members. Other members, such as chair and general members may be included at the discretion of the exec board. The current exec board must establish a procedure for general members to voice their opinions (i.e. open office hours during meetings, open meetings, etc.)

3. Special meetings will be held at the request of the President or 10% of the voting assembly.

Article VII: Elections

Elections will be held approximately halfway through the spring semester to select officers for the following year. These elections will be for exec board positions and captains. Chair positions will be chosen at the start of the academic year. Candidates for exec positions must fill out an application provided by the exec board and submit prior to elections. The form will be sent out approximately one week before the elections. Every member of the team has the opportunity to vote. Candidates may vote for themselves. Captains have to be nominated by other team members. Voting criteria is as follows:

1. Voting will take place online through beINvolved. If this resource is not available, due to the member not being a registered IU student, ballots may be sent to the current team advisor for final ballot count.
2. One person can nominate two captains at a time.
3. Elections may be held in heats if decided by the exec board's discretion.
4. Special qualifications for positions are as follows:
 - a. President – Held an exec position for a minimum of one semester prior to running for this position
 - b. Vice-President – Been a member of the team for a minimum of one semester prior to running for this position
 - c. Captain – Minimum of 5 years riding experience or be showing at an I2 or higher level

Article VIII: 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 IX: Dues and Budgets

Dues will be collected at the beginning of the fall semester and the beginning of the spring semester. Checks or cash must be given to the treasurer on or before the deadline. If this is not done, there will be a \$5 fee per day that payment is late with a maximum late fee of \$25. If a member decides to show, they will be responsible for creating an Intercollegiate Horse Show Association (IHSA) account and paying the annual IHSA membership fee.

Dues are broken down as follows:

1. Barn fee set by owner of the barn
2. Cost of one lesson multiplied by number of weeks of practices
3. Horse fees as designated by owners of the horses used by the team
4. Team fee as designated by the executive board

5. Fees to compensate for IHSA team fees
6. Additional coaching fees

A budget will be created by the treasurer at the beginning of each semester and reevaluated approximately halfway through each semester by the treasurer and the exec board.

Article X: Finances

The treasurer, who will also be in charge of the Student Organization Account, will maintain financial affairs. This will include use of funds from SOA, Allocation, and Foundation accounts.

Article XI: 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 from for-profit companies if acting as a representative of a student organization.

Article XII: Amendments

1. In order to amend this constitution, a written proposal must be submitted to the club prior to voting
2. A 2/3 majority vote is necessary for an amendment to be passed
3. This vote may be done in person or through an online outlet

Article XIII: By-Laws

1. Horse show participation
 - a. Any member wishing to participate in show competitions is required to practice 2 times immediately prior to the event.
 - b. Members attending show competitions are required to abide by the policies of the host school
 - c. All members traveling to the shows must ride to and from the show with the team unless special permission is given by the President or Vice President.
 - d. 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 Vice President.
 - e. Any member who does not follow the rules stipulated in Article 13 1a-1d will be subject to disciplinary action stipulated in Article 13 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.

- 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 receive disciplinary action. This action will come after a formal and written warning are given to the offender. Prior to this warning, the club will consult with an acting advisor (i.e. a member of club sports or the club sport advisor). After this meeting the warning will be issued in person to the offender. After the warning is issued, is the issue persists, the acting exec board can choose to dismiss this member 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.