

Constitution of the Equestrian Club – Western Team at Iowa State University

Article I. Name

1. The name of this organization shall be the Equestrian Club - Western Team at Iowa State University.

Article II. Purpose

1. The purpose of this organization is to promote the sport and discipline associated with competitive horseback riding.

Article III. Statement of Compliance

1. The Equestrian Club - Western Team at Iowa State University agrees to annually complete President's Training, Treasurer's Training, and Advisor Training (if required).
2. The Equestrian Club - Western Team at Iowa State University is willing to abide by all Iowa State University rules and regulations, State and Federal laws and local ordinances, or regulations.

Article IV. Membership

1. Club Eligibility
 - a. Any student/faculty/staff that is currently enrolled/employed at Iowa State University.
 - b. Be a full-time undergraduate student in good academic standing with a cumulative grade point of 2.0 or higher.
 - c. Participate in one fundraising activity per semester if not showing that semester
 - i. Missing a fundraiser will be a fee of \$10 for active club members.
 - ii. If fundraiser requirements are not met by a member, they will not receive club funding at IHSA shows or events.
2. Show Team Membership. An active member will:
 - a. Pay IHSA dues.
 - b. Attend meetings.
 - i. Excused absences: Excuses must be emailed to the Vice President by noon the day of the meeting. Valid excused absences include family emergency, class conflicts, other club meeting conflict, exam conflicts, or proof of work. Meeting minutes should be sent to all club members including ones who missed the meeting.
 - ii. Unexcused absences: Failure to attend meetings will result in a \$10 fine for each missed meeting and the member will be suspended from club and team activities until the fine is paid.
 - c. Participate in two fundraising activities per semester if they are showing.
 - i. Missing a fundraiser will be a fee of \$10 for team/club member.

- ii. If fundraiser requirements/fees are not met by said member, they will not be allowed to participate in shows. Attendance will be recorded at each meeting
- e. Pay the appropriate Intercollegiate Horse Show Association (IHSA) dues.

An active member will have the opportunity to participate in:

- a. IHSA shows (up to the coach's discretion)
- b. Team practices
- c. Social events

Article V. Officers

1. All officers of this organization must meet the following requirements:

- a. Have a minimum cumulative grade point average (GPA) as stated below and meet the required cumulative GPA in the semester immediately prior to the election, the semester of election and semesters during the term of office. For undergraduate students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
- b. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits for graduate students), if a graduate level student (unless fewer credits are required in the finals stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
- c. Be ineligible to hold an office should the student fail to maintain the requirement as prescribed in (a) and (b).

2. The Western Equestrian Team Officer Group will consist of the following:

- a. President
- b. Vice-President
- c. Treasurer
- d. Fundraising Chairs (2)
- e. Social Chair
- f. Coach
- g. Historian

Article VI. Ethics Committee

1. Purpose

- a. Review alleged violations of club policies outlined in this constitution
- b. Determine any appropriate action that may need to be taken

2. Composition

- a. An elected chairman
- b. Three peer members elected by the club
- c. The President and advisor of the club will sit on the committee as non-voting members

Article VII. Advisor

1. Advisor

- a. Must be a faculty or full-time staff member of Iowa State University.
 - b. Attend at least one club and officer group meetings.
 - i. Advisor is elected (as needed) by officers and ratified by a 2/3 vote and is asked to serve as advisor as long as he or she is interested and qualified.
2. Impeachment/Removal of Advisor
- a. The situation shall be dealt with as deemed necessary by the officers.
 - i. Impeachments proceedings will begin by notifying the advisors not fulfilling their duties of their pending removal, followed by notifying all officers.
 - ii. A two-thirds (2/3) majority vote of all officers is required to remove an advisor. The advisor being impeached is allowed to speak on their behalf before removal, but will not be present during final vote.
3. Replacement of Advisor
- a. A replacement advisor will be elected using regular election procedures by officers.
 - i. Regular election procedures for the advisor include: Nominations will be made at least a week prior to election night. Nominees will be asked if they accept, or respectfully decline. Nominees will have until election night to make their decision about the position. Nominees will discuss their goals and qualifications on election night. Advisor will be elected by majority vote.

Article VIII. Quorum

- 1. A quorum shall consist of two-thirds (2/3) of paid, active members in good standing.

By-Laws for the Equestrian Club - Western Team at Iowa State University

Article I. Financial Policy

1. Club Dues

- a. Dues shall be \$25.00 per semester or \$40.00 for the academic year
- b. IHSA dues are due prior to the first show of the semester:
 - i. \$40.00 for one discipline
 - ii. IHSA dues are subject to change according to the current IHSA regulations
- c. Show entry fees:
 - i. \$28.00 per class entered - subject to change according to current IHSA regulations
- d. Hotel and travel fees
 - i. Transportation costs will be covered by the club. Hotel and other travel fees will be split by all team members, or by the club as funding allows. All members MUST pay entry and transportation fees prior to leaving for the show.
 - ii. All participating show team members split the cost of hotel and travel fees regardless of alternative accommodations.
- e. Coach
 - i. The team will cover the entirety of the coach's travel and hotel expenses.

2. Campus Organizations Accounting Statement

- a. "All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting

Office). All funds must be deposited within 24 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment."

Article II. Organization

1. Officers

- a. Impeachments proceedings will begin by notifying the advisor/coach of officers not fulfilling their duties of their pending removal, followed by notifying all officers.
- b. A two-thirds (2/3) majority vote of all officers is required to remove an officer. The said officer being impeached is allowed to speak on their behalf before removal, but will not be present during final vote.

2. Responsibilities of Officers

a. President

- i. Eligibility- Meet all requirements as stated in article V.
- ii. Tenure of the office will be for one year.
- iii. Duties
 1. To preside over all club meetings
 2. To reserve the room for club meetings
 3. Shall delegate responsibilities as needed
 4. Maintain officer and club email lists
 5. Will call any special meetings needed to resolve any conflicts
 6. Shall update and revise the Equestrian Team Constitution and By-Laws a needed with the advice of the officer group and club.
 7. Will create the agenda for the upcoming meeting following the officer's meeting
 8. Will attend Sports Club Council (SCC) meetings in conjunction with Vice President
 - a. If reasonable effort is made for finding replacement fine shall be paid by the club.
 - b. If NON-reasonable effort (not contacting any one) fine shall be paid by that said SCC rep.
 - i. 1st offense \$25 fine
 - ii. 2nd offense \$50 fine and possible removal from position
 - iii. 3rd offense removal of position
 9. Complete travel authorization for each show
 10. To collect copies of waivers and release of liability for all paid team members
 11. If 21 years or older:
 - a. Approve payments of riders on IHSA website (if 21 years of age)
 - b. Print off eligibility forms on IHSA website (if 21 years of age)
 - c. Submit show registrations
 - d. If not 21, then these aforementioned responsibilities of #11 will be appointed to a club member of good standing.

b. Vice-President

- i. Eligibility- Meet all requirements as stated in article V.
- ii. Tenure of the office will be for one year
- iii. Duties

1. Serve as acting president during any absences of the president

2. Coordinate team practices with the Coach
3. Will attend SCC meetings in the event the President cannot attend
4. Make agenda for the club meetings and email out meeting minutes to all club members
5. Reserve hotels
6. Maintain calendar
7. Organize member sign up for shows
8. Record attendance at events/practices
9. Approve show team member apparel

c. Treasurer

- i. Eligibility- Meet all requirements as stated in article V.
- ii. Tenure of the office will be for one year
- iii. Duties
 1. Shall collect dues and maintain an accurate budget
 2. Will maintain the club roster
 3. Will present a budget report when necessary to notify team members of the team's current financial status
 4. Will handle all transactions of team monies
 5. Will create yearly budget
 6. Will attend treasurer's training/informational meetings
 7. Complete P-card training
 8. Process vouchers prior to each show
 9. Create bills for team before each show

d. Fundraising Chair(s)

- i. Eligibility- Meet all requirements as stated in article V.
- ii. Tenure of the office will be for one year
- iii. Duties
 1. Organize critical fundraising opportunities (at least two per semester)
 2. Confirm that team members have completed fundraising requirements
 3. Will also take on the role of Risk Management Chair
 4. Duties are:
 - i. To recommend risk management policies or procedures to Equestrian Club
 - ii. To submit documentation to ISU's Risk Management Office
 - iii. To ensure that Risk Management. procedures are implemented at all Equestrian Club events

e. Historian

- i. Eligibility- Meet all requirements as stated in article V.
- ii. Tenure of the office will be for one year
- iii. Duties
 1. Shall create social media posts, events, and promotions
 2. Shall promote the team within the university and the community
 3. Shall present apparel (T-shirts, coats, etc.) designs to the club
 4. Maintain the club's website located on the student organization's server
 5. Display the most current information available

f. Social Chair

- i. Eligibility- Meet all requirements as stated in article V.
- ii. Tenure of the office will be for one year
- iii. Duties
 1. Plan
 - i. 1 banquet per semester
 - ii. Clubfest
 - iii. Social events (1 per semester)
 - iv. Homecoming Parades

g. Coach

- i. Eligibility
 1. Any Iowa State University employee, student, or approved volunteer
- ii. The coach shall be elected by the members of the competition team
- iii. Duties
 1. Oversee the actions of the Western Team
 2. Evaluate prospective members of the competition team - place members in appropriate classes
 3. Shall be responsible for all communications between the Equestrian Team and any other persons/groups pertaining to zone, regional, and national activities. (IHSA)
 4. Chooses individual point riders for each show to contribute to team standings.
- iv. In the event that the club does not have a coach, the President will assume full responsibility for their teams.

3. Election of Officers

a. Elections

- i. The officers shall be elected at a designated meeting Spring semester
- ii. Elections shall be by secret ballot
- iii. The officer group and advisor shall supervise the election process
- iv. Nominations shall be taken one meeting prior to the election and on election night
- v. Nominees must have at least two semesters remaining in their undergraduate program
- vi. Nominees will be asked if they accept or respectfully decline
- vii. Nominees will have until election night to make their decision about the position they have been nominated for
- viii. Nominees will discuss their goals/qualifications election night
- ix. A sliding ballot will be used, allowing an individual to slide an unlimited number of times
- x. A quorum vote of active members present will be required for election to each position
- xi. Positions of President and Treasurer will be open for paying members of at least one year

- a. In failure to fill these positions, nominations will be open again for paying members of at least one semester

b. Loss of Officers

- i. Resignation/Impeachment of President

1. If the president must leave the office for any reason, the vice president shall move up to fill the vacancy. A new vice president shall be elected following the outlined election at that time. All other officers shall remain in their elected positions.

ii. If any other office is vacated, an election shall be held for that office.

iii. Impeachment of Officers and Advisor

1. Officers and Advisors not fulfilling their duties are subject to dismissal

2. Attendance at general club meetings is required

3. The situation shall be dealt with as deemed necessary by the advisor

4. Impeachment proceedings will begin by notifying the officer not fulfilling their duties of their pending removal, followed by notifying all officers and advisors

5. A two-thirds (2/3) majority vote of all paid members is required to remove an officer. The officer being impeached is allowed to speak on their behalf before removal, but will not be present during final vote

4. Meetings

a. One regular club meeting will be held at least once a month

b. Notice of all meetings will be sufficiently advertised and or posted

5. Committees

a. Committees shall be established and cease operation as necessary to conduct and complete club business

b. The President shall have power to appoint members to a committee

Article III. Team Specifications

1. Team Participation

a. Members of the Equestrian Club-Western Team are expected to travel as a group unless approved exceptions have been made

b. Members of the team are expected to remain as a team for the duration of the show period

c. An exception to this policy may be granted by the coach (in agreement with the team captain)

d. Show attire must be approved by the coach and Vice President prior to showing

e. Each team member must attend at least two lessons prior to each show

i. The lesson must be approved by the coach

ii. Lessons are \$10 each and are subject to change at coach's discretion

iii. All lessons the team member signs up for must be attended, unless approved by the coach. Members who no call, no show to a lesson are still required to pay for said lesson

2. Show Expenses

a. Treasure will calculate show bills prior to each individual show

b. Show bills must be paid in full prior to departure for each show

c. Food and personal expenses are the responsibility of the individual participant

d. Failure to pay show bill will result in immediate suspension from club and team activities until the fine is paid

3. Driving Privileges

a. Members must register for driver's training with the university and be approved by the Student Organizations Office, East Student Office Space, Memorial Union

i. Drivers need a current Motor Vehicle Record (MVR) approved by the university

b. Vehicle pick-up requires:

i. Valid driver's license

- ii. Destination indication:
 - a. Haber Road, Transportation Services
- iii. Expected return time
- c. Traveling procedures
 - i. If multiple vehicles are being used the group must stay together in a safe manner
 - ii. At least one passenger in each vehicle must have a cell phone with the contact information for the individual in the other vehicle
 - iii. In the event the vehicles are separated, the contact individual must call the other vehicle and arrange to meet at the nearest available exit/town/rest stop
 - iv. Passenger safety is critical
 - v. Immediately discuss any situations that arise, if the situation cannot be immediately resolved, contact the advisor as soon as possible
 - vi. If the situation is not resolved through discussion with the advisor, the incident shall be reported to the ethics committee for review
 - vii. The following penalties/sanctions shall be imposed in accordance with the ethics committee's findings
 - a. 1st offense: Violator loses driving privileges for the remainder of the semester, plus the next full semester (not including the summer session)
 - b. 2nd offense: Violator loses driving privileges for the remainder of the semester, plus the next two semesters (not including the summer session)
 - c. 3rd offense: Violator loses driving privileges permanently

Article IV. Violations of Team Policies

1. Violations of any team policy

- a. All violations will be reviewed by the ethics committee
- b. If the alleged violator is a member of the ethics committee, an ad-hoc peer member shall be appointed by the advisor.
- c. The alleged individual shall be required to name two additional club members to serve on the committee.
- d. Peer members should be individuals with no involvement with the incident.
- e. Peer members should not be involved personally with the alleged individual.
- f. The ethics committee shall make a decision based on the information presented
- g. If a violation has occurred, the ethics committee will review the severity of the situation and decide a consequence including, but not limited to:
 - i. 1st offense: Violator shall be suspended from participation in the next two team events.
 - ii. 2nd offense: Violators shall be suspended from participation in team activities for the remainder of the semester plus the next full semester's (not including the summer session)
 - iii. 3rd offense: Violators shall be suspended from participation in team activities for the remainder of the semester plus the next two semester's activities. (not including summer sessions)
- h. Extremely serious violations may result in expulsion from the team by a majority vote of the ethics committee.
 - i. In the event of any disciplinary action all dues, show entry fees, and other personal expenditures of the team activities are non-refundable.

Article V. Substance Use

1. Members of the Equestrian Club- Western Team shall not use any form of alcohol or illegal drug at any official club activity such as:
 - a. Team meetings
 - b. Executive meetings
 - c. Team events
 - d. Fundraising activities
 - e. Any event that represents the Equestrian Club- Western Team
2. IHSA has specific regulations associated with alcohol consumption
 - a. Even if an individual is of legal age, alcohol use is prohibited at IHSA events
3. Tobacco use is not prohibited; however, members are encouraged to refrain from using tobacco at events:
 - a. No tobacco use in university vehicles
 - b. No tobacco use in restaurants and hotels when attending shows
 - c. No tobacco use during the hours of competition
 - d. No use of tobacco that infringes on the rights of other club members

Article VII. Amendments

1. Constitutional Amendments
 - a. The Equestrian Club - Western Team constitution shall be reviewed and amended as necessary
 - b. Amendments must be approved by two-thirds (2/3) majority vote of dues paying members at the club meeting
 - c. All amendments must be submitted to the officer group for review
 - d. All revisions must be approved within that semester

I have read and understand the terms and conditions of the Equestrian Club - Western Team and agree to abide by these rules: