Constitution of the Iowa State University Eventing Team

Article I. Name.

1. The name of this organization shall be the Iowa State University Eventing Team, AKA ISU Event Team, AKA Iowa State Eventing Team, AKA Iowa State Event Team, AKA Event Team, AKA Eventing Team.

Article II. Purpose.

1. The purpose of this organization is:
	1. To encourage competitive riders in the discipline of eventing to continue competing while in college
	2. To offer social and educational activities for members
	3. To reduce the financial burden of competing through fundraising
2. The Eventing Team will seek affiliation with the United States Eventing Association (USEA) and Intercollegiate Eventing League (IEL) – see Appendix I

Article III. Statement of Compliance.

1. The Eventing Team agrees to complete annually President’s Training, Treasurer’s Training, and Adviser Training (if required)
2. The Eventing Team will abide by and comply with all Iowa State University rules and regulations; local, state, and federal laws and regulations; and the regulations set forth by the USEA and IEL

Article IV. Non-Discrimination Statement.

1. Iowa State University Eventing Team do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran

Article V. Membership.

1. Club Eligibility
	1. Any student, faculty, or staff member that is currently enrolled or employed at Iowa State University
	2. Must be a full-time student in good academic standing with a cumulative grade point of 2.0 or higher
	3. Alumni members are eligible to compete in the Alumni division as per IEL regulations
	4. Participate in one fundraising activity per semester
		1. A fine of $25 will be incurred for anyone missing a fundraiser if they are not able to get someone to substitute for them
		2. Failure to meet fundraiser minimum will result in suspension of the member and possible inability to compete at future competitions until fine is paid or participation in fundraiser met
2. Competing Team Membership
	1. Pay dues
	2. Participate in one fundraising activities per semester
	3. Pay the appropriate Intercollegiate Eventing League (IEL) and USEA fees
3. An active member will have the opportunity to participate in:
	1. USEA Recognized Events
	2. IEL Team Challenges
	3. Team practices, lessons, schooling

Article VI: Risk Management.

1. A Risk Management Officer will be appointed within the elected officers
2. Their responsibilities include:
	1. Help minimize potential risks for club activities
	2. recommend risk management policies or procedures to the Eventing Team
	3. Submit documentation to ISU’s Risk Management Office
	4. Ensure that Iowa State University policies are followed at all of the organization’s events
	5. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

Article VII. Officers.

1. All officers of this organization must meet the following requirements:
	1. 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), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
	2. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional 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.
	3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).
2. The Eventing Team Officer Group will consist of the following:
	1. President
		1. Presiding over club meetings
		2. Delegation of responsibilities
		3. Scheduling meetings
		4. Revise and update constitution and club policies
		5. Maintain email lists (club and officer)
		6. Create agenda for meetings and seasonal goals
	2. Vice-President
		1. Serve as Risk Management Officer (keeping track of liability waivers)
		2. Assist other officers with their roles
		3. Preside over meetings when president is absent
	3. Treasurer
		1. Manage budget and inform members of finances
		2. Propose fundraising opportunities
		3. Look for sponsorship opportunities
	4. Public Relations
		1. Maintain social media
		2. Recruit members
		3. Make a presence on campus through media, publications, events, etc.
	5. Event Coordinator
		1. Organize social and educational events
		2. Create schedule for lessons, schoolings, shows, conditioning
		3. Coordinate travel for horses and riders
3. Officers will be removed if they are unable to fulfill their duties and a majority vote by members for their removal. The officer will be notified that they are up for review by the club members, other officers, and adviser. The officer in question will be able to speak at the beginning of their review meeting, then will be asked to leave so the club can discuss and vote on their removal.
	1. Removable offenses include failure to fulfill duties more than 25% of the time
	2. Bad standing with the university, USEA, or IEL
	3. Failure to comply with Team’s policies
4. Officers will serve one year terms during the IEL season (July 1-June 30)
5. Elections will take place for the following season during the second half of the spring semester, allowing newly elected officers to shadow incumbents before taking their role. Officers will be elected by popular vote of the club (one with most votes wins).
6. Officers can be replaced (if they quit or were removed) by calling special elections and receiving the most votes than any other candidate.

Article VIII. Adviser.

1. Eligibility and Responsibilities
	1. Must be a faculty or full-time staff member of Iowa State University
	2. Actively be involved in club meetings, events, and communications
		1. Adviser is elected (as needed) by officers and ratified by a 2/3 vote and is asked to serve as adviser as long as they are interested and qualified
		2. Adviser must have equestrian background, with experience in Eventing preferred
2. Impeachment/Removal of Adviser
	1. Advisers not fulfilling their duties more than 25% of the time are subject to removal
	2. The situation shall be dealt with as deemed necessary by the officers
		1. A majority vote of all officers is required before informing adviser that they are not fulfilling their duties. The adviser will have the opportunity to speak on their behalf and get one week to redeem themselves. If they have not started fulfilling their duties better, a majority vote of members is required to remove an adviser, at which the adviser in question will not be present.
3. Addition of Adviser
	1. Eligible advisers may be added with a majority vote of officers

Article IX. Finances.

1. Club Dues
	1. Dues shall be $10.00 per semester or $15.00 for the academic year (if paid at beginning of academic year)
2. Competing Team Dues
	1. Dues for competing members shall be $25.00 per academic year
	2. Event entry fees
		1. As stated by specific USEA Recognized Event
	3. Travel and Lodging
		1. Lodging for both horses and riders
		2. Travel expenses for both horses and riders
3. Team Assistance
	1. The Eventing Team will use a portion of their money to assist competing members and adviser(s) to pay for all costs directly associated with shows (travel, entry fee, lodging)
4. Campus Organizations Accounting Statement
	1. 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 X. Amendments.

1. Amendments will be added as necessary
2. Amendments will be presented to the entire club in a meeting and via email.
3. A majority vote of members is needed for amendments to be approved.
4. Officers will then submit reviewed amendments to the Student Activities Center

Appendices

Appendix I. Affiliations.

1. United States Eventing Association (USEA)
	1. National governing body for the sport of Eventing
	2. <http://useventing.com>
2. Intercollegiate Eventing League (IEL)
	1. Collegiate governing body for Eventing
	2. <http://www.useventing.com/membership/intercollegiate>
3. Stage Coach Stables (SCS)
	1. Main facility for day-to-day lessons, riding, and meetings
	2. <http://www.stagecoachstables.com>

Appendix II. Suggested Liability Waiver.

Iowa State University Eventing Team Liability Release Waiver

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to wear protective headgear when riding. When jumping, I agree to wear protective headgear passing or surpassing the ASTM/SEI standards with harness attached that meets standards currently imposed by the U.S. Equestrian Rules for Eventing. I understand that the USEA mandates that all riders participating in cross-country activity wear body-protecting vests that meet or exceed current USEF rules and the wearing of an approved medical armband or bracelet. In addition, closed-toed shoes with a heel, a shirt with sleeves, and long pants will be worn when riding with the Iowa State University Eventing Team.

I understand that the sport of eventing is a high risk sport, and that my participation in this activity may also involve participation in an "equine activity" as defined by applicable laws and is solely at my own risk. I understand that my participation involves all inherent risks associated with the dangers and conditions which are an integral part of equine activities, including, but not limited to, the propensity of equines to behave in ways which may result in injury, harm or even death to humans or other animals around or near them; the unpredictability of equine reaction to sounds, sudden movements, smells, and unfamiliar objects; persons or other animals; hazards related to surface and subsurface conditions; collisions with other equines or objects; and, the potential of a participant to act in a negligent or unskilled manner which may contribute to injury to the participant or others, including failing or inability to maintain control over the animal.

By participating in this activity I agree to assume responsibility for those risks, and I release and agree to hold harmless Iowa State University, Iowa State University Eventing Team’s members, officers, advisers, and affiliates; activity organizer, the USEA, USEF, IEL, their officers, agents, employees; the owners and employees of any property on which it is to be held, from all liability for negligence resulting in accidents, damage, injury or illness to myself and to my property, including the horse(s) which I may ride. Further, by signing this liability release waiver, I allow my health insurance information to be shared with emergency medical providers if necessary.

THIS FORM MUST BE FILLED OUT COMPLETELY AND SIGNED IF YOU WISH TO PARTICIPATE IN THIS ACTIVITY. Valid for 1 academic year.
Participant’s/Gaurdian’s Signature if participant is under 18:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Health Insurance Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Health Insurance Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Name & Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Form adapted from USEA “Release Form For USEA Educational Activities & Schooling Shows”