

# **The Equestrian Club – Hunt Team Constitution**

## **Article I. Name**

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

## **Article II. Purpose**

- To promote the sport and discipline associated with competitive riding through Hunt seat and English Equitation
- To offer social activities to individuals interested in horse riding
- The goal of the club is to improve the riding skills of all club members
- Grow and foster student engagement and wellbeing on campus
- Treat all members of the club and wider student population with fairness and equality

## **Article III. Statement of Compliance**

3.1 The Equestrian Club - Hunt Team abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Equestrian Club - Hunt Team agrees to annually complete President's Training, Treasurer's Training and Adviser Training (if required)

## **Article IV. Non-Discrimination Statement**

4.1 Iowa State University and The Equestrian Club - Hunt Team do not discriminate based on 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**

### **5.1 Club Eligibility**

- Any student/faculty/staff that is currently enrolled/employed at Iowa State University
- Be a full-time undergraduate student in good academic standing with a cumulative grade point of 2.0 or higher
- Participate in one fundraising activity per semester
  - Missing a fundraiser will be a fee of \$25 for team/club members
  - If fundraiser requirements are not met by a member, they will be suspended from club/team activities until the respective fees have been paid

5.2 Show Team Membership. An active member will,

- Pay dues
- Attend meetings and required riding lessons
- Participate in one fundraising activity per semester
  - Missing a fundraiser will be a fee of \$25 for team/club members
  - If fundraiser requirements are not met by a member, they will be suspended from club/team activities until the respective fees have been paid
- Pay the appropriate Intercollegiate Horse Show Association (IHSA) dues
- Pay for each individual's show bill prior to leaving for the show
  - Failure to do so will result in the individual's exemption from the show and full payment of show bill
- Active members will have the opportunity to participate in:
  - Hunt Shows
  - Team Practices
  - Social Activities/Meetings
  - Team Work Outs

#### **Article VI: Risk Management**

6.1 The risk management officer will be the club's President and/or Team Captain.

6.2 The role of the risk management officer is to:

- Minimize potential risks for club activities
- Recommend risk management policies or procedures to The Equestrian Club - Hunt Team
- Submit documentation to ISU's Risk Management Office
- Ensure that Iowa State University policies are followed at all the organization's events
- Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

#### **Article VII. Officers**

7.1 All officers of this organization must meet the following requirements:

- Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate students, the minimum GPA is 2.00. For this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
- 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 finals stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

- Be ineligible to hold an office should the student fail to maintain the requirement as prescribed in (a) and (b).

7.2 The Equestrian Club Hunt Team Officer Group will consist of the following:

- (Co-) President with the Equestrian Club Western Team
  - Eligibility- meet all requirements as stated in article V
  - Tenure of the office will be for one year
  - Duties
    - To preside over all club meetings
    - To reserve the room for club meetings
    - Shall delegate responsibilities as needed
    - Maintain officer and club e-mail lists
    - Will call any special meetings needed to resolve any conflicts
    - Shall update and revise the Equestrian Team Constitution and By-Laws as needed with the advice of the officer group and club
    - Will create the agenda for the upcoming meeting following the officer's meeting
    - Will attend SCC meetings
      - If reasonable effort is made for finding replacement fine shall be paid by the club
      - If NON-reasonable effort (not contacting anyone) find shall be paid by that said SCC rep
        - 1<sup>st</sup> offense: \$25 fine
        - 2<sup>nd</sup> offense: \$50 fine and possible removal from position
        - 3<sup>rd</sup> offense: removal of position
    - Keep copies of waivers and release liability for all paid team members
- Head Coach
  - Eligibility - Meet all requirements as stated in article V
  - Term of the officer will be for one year
  - Duties
    - Oversee the actions of the Hunt Team and its respective captain
    - Evaluate the prospective members of the competition teams – place members in appropriate classes (with consultation from the team captain)
    - Shall be responsible for all communications between the Equestrian Club Hunt Team and any other persons/groups pertaining to zone, regional, and national activities (IHSA).
    - Chooses individual point riders for each show to contribute to team standings
      - If the club does not have a coach, the team captains will assume full responsibility for each of their respective team.
- Head Captain
  - Eligibility- Meet all requirements as stated in article V

- Tenure of the office will be for one year
- Duties
  - Serve as acting president during any absences of the president and will attend SCC meetings in the event of the President cannot attend.
  - Approve payments of riders off IHSA website, print off eligibility forms on IHSA website
  - Complete Travel Authorization for each show
  - Submit show registration
  - Arrange for team and individual practices and coach
  - Record the rider's points
  - Chooses individual point riders for each show to contribute to the team's standings in absence of Coach.
  - Collection and submission of entry fees for shows
  - Aids in determination of team member's placement into appropriate show classes with the Coach and the Junior Captain.
  - Coordinate team participation in all IHSA shows

- Junior Captain

- Eligibility- Meet all requirements as stated in article V
- Tenure of the office will be for one year
- Duties
  - Reserve hotels for horse shows and orchestrate member sign up for shows and receiving payment.
  - Shall collect dues and maintain an accurate budget
  - Will maintain a current list of team members (in agreement with the secretary)
  - Will present a budget report at each meeting to notify team members of the team's current financial status.
  - Will handle all transactions of team monies
  - Will create yearly budget
  - Will attend treasurer's training/informational meetings

- Social Chair

- Eligibility- Meet all requirements as stated in article V
- Tenure of the office will be for one year
- Duties
  - Organize social activities, team workouts, and practice schedules for the team members
  - Maintaining an accurate calendar for all members
  - Finding new opportunities for the team to grow such as volunteer opportunities

- Fundraising Chair

- Eligibility- Meet all requirements as stated in article V
- Tenure of the office will be for one year
- Duties
  - Organize critical fundraising opportunities (at least two per semester)
  - Confirm that team members have completed fundraising requirements

- Will also take on the role of Risk Management Chair

- Public Relations/Secretary

- Eligibility- Meet all requirements as stated in article V
- Tenure of the office will be for one year
- Duties
  - Will keep a record of each meeting's proceedings
  - Maintain the club membership roster
  - Will be responsible for e-mailing club minutes to all members
  - Responsible for advertising Team's meetings and special events.
  - Shall promote the team within the university and the community
  - Shall present apparel designs to team members for majority vote
  - Maintain the team's website and maintain the most current information

- Historian

- Eligibility- Meet all requirements as stated in article V
- Tenure of the office will be for one year
- Duties
  - Take pictures of all club activities
  - Send all media to Public Relations Chair

- Method of Election of Officers

- Officer elections
  - Secret ballot of the majority vote.
  - Each individual wanting to run for a position will have to give a speech to the general members on what qualifies them for the position.
- Dates for election of officers
  - All elections will take place at the beginning of the Spring Semester.
  - If an officer position opens prior to the Spring semester, then elections will take place at the next meeting
- Impeachment/Removal of Officers
  - Impeachments proceedings will begin by notifying the advisors not fulfilling their duties of their pending removal, followed by notifying all officers.
  - The officer under impeachment will have a two-week suspension period allowing them to rectify their previous mistake.
  - If the officer in question has not been able to fulfil their duty there will be an all general club vote. The vote needs to be unanimous.
  - If vote is unanimous, officer will be issued to complete needed steps of impeachment and step down from their position.
  - If the vote was not unanimous, the officer will stay on suspension for another two weeks following vote. Another vote will then be taken again after those two weeks.
  - This procedure will continue until the officer is officially impeached or they are back on good standing with the club.
- Minimum Cumulative GPA for Officers
  - The officers of this organization must meet the following requirements:

- 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 (for or more credits), if a graduate student level (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office
- 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, for the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. For this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration
- Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

### **Article VIII. Adviser**

#### **8.1 Adviser Duties**

- Oversee all club activities
- Sign all necessary documents, that are needed for department approval
- Aid in decision making
- Attend all meetings. Including general club and officer meetings

#### **8.2 Method of election/selection of adviser(s)**

- Adviser is elected (as needed) by officers and ratified by a 2/3 vote

#### **8.3 Adviser(s) Term of Service**

- The adviser is to serve as long as he or she is interested and qualified.

#### **8.4 Impeachment/Removal of Advisers**

- Advisers not fulfilling their duties are subject to dismissal
- Attendance at council club meetings is required.
- The situation shall be dealt with as deemed necessary by the officers
  - Impeachments proceedings will begin by notifying the advisers not fulfilling their duties of their pending removal, followed by notifying all officers
  - A two-thirds (2/3) majority vote of all officers is required to remove an adviser

#### **8.5 Replacement of Advisers**

- A replacement adviser will be elected using regular election procedures by officers

## **Article IX. Finances**

9.1 All finances will be handled by the club Treasurer.

9.2 If the club is dissolved, all funds will be returned to the Government of the Student Body.

### **9.3 Financial Procedures**

- Club dues
  - Dues shall be \$15.00 per semester or \$20.00 for the academic year
- IHSA dues are due prior to the first show of the semester
  - \$40.00 for one discipline
  - \$60.00 for both disciplines within IHSA
  - IHSA dues are subject to change according to the current IHSA regulations
- Show Entry Fees
  - Price per class varies by IHSA show
- Hotel and Travel Fees
  - Transportation costs will be covered by the club
  - Hotel and other travel fees (see Adviser below) will be split by all team members attending the show
  - Food and other miscellaneous travel fees will be each member's responsibility
- Adviser
  - The team will cover \$75 of the adviser's cost to travel to each team show. Of the \$75, \$20 will be a down payment that will come out of the team account. The remainder of the cost will be split between the participating members and added as part of the costs for the weekend.

9.4 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 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

## **Article X Amendments & Ratifications**

### **10.1 Constitutional Amendments**

- The ISU Equestrian Club Hunt Team's constitution shall be reviewed and amended as necessary
- Amendments must be approved by two-thirds (2/3) majority vote of active members in good standing present at the club meeting
- All amendments must be submitted to the officer group for review
- All revisions must be approved within that semester

