The Horsemen's Association
The Ohio State University
The Constitution
Adopted March, 1995
(Revised May, 2006)

Article I
(Name)
The name of this organization shall be the Horsemen's Association at The Ohio State University.

Article II
(Mission)
The mission of the Horsemen's Association at The Ohio State University shall be to educate ourselves and the community about the horse industry.

Article III
(Vision)
The vision of the Horsemen's Association at The Ohio State University shall be to accomplish our mission of education while creating lasting friendships and having fun. We strive to be a well respected organization with a positive atmosphere. We will constantly seek new ways to enrich our membership through social events and community involvement. It is important to remain ever mindful that we serve not only ourselves, but also our university and our community.

Article IV
(Purpose)
This organization was established in September of 1995 to help promote the horse industry and to allow our members to gain knowledge and experience by participating in equine events. Our organization strives to participate in events sponsored by the college itself and organizations of the college. Furthermore, our organization coordinates community service projects with equine ties, strengthening our relationship with the community.

Article V
(Membership)
Section 1: This organization and its members shall not discriminate against any individual(s) for reasons of race, color, creed, religion, sexual orientation, gender identity, gender expression, national origin, age, handicap, or Vietnam era veteran status.
Section 2: Membership shall be open to any dues paying student of The Ohio State University, Columbus Campus.

Article VI
(Dues)
Section 1: Dues will be $25 for two academic semesters per school year or $15 per semester.
Section 2: Dues must be paid by the third meeting of the quarter. By the third meeting, if dues are not paid in full, a payment plan must be established with the club treasurer.
Section 3: When dues are paid, membership will be confirmed.

Article VII
Section 1: The organization shall meet bimonthly.
Section 2: Special meetings may be called at any time by the President.
Section 3: Organization meetings will be held on the 2nd and 4th Tuesday of every month, excluding University Holidays and Summer Quarter.
Section 4: The meeting time shall be decided quarterly.
Section 5: The meeting location shall be Animal Science Arena, room 111.
Section 6: The meetings shall be governed in an organized manner with emphasis placed on Robert's Rules of Order unless contradictory to the constitution of the organization.
Section 7: A quorum shall be defined as 50% plus one of confirmed organizational members.

Article VIII
(Officers)
Section 1: The officers of the club will consist of a President, Vice President, Secretary, Treasurer, Public Relations Chair, Food Booth Chairman, CFAES Student Council Representative, Community Service Chair and Historian.
Section 2: It shall be the duty of the President to preside at all meetings of the organization. The President will oversee all committees and delegate responsibility. In the event that the President needs to voice an opinion or present an issue during a meeting, the gavel must be passed to the next highest ranking officer in attendance.
Section 3: The Vice President shall preside in the absence of the President. The Vice President shall preside over executive meetings and organize annual review and revision of the constitution. The Vice President shall aid the President in overseeing the committees. The primary duty of the Vice President shall be to oversee social events of the organization.
Section 4: It shall be the duty of the Secretary to keep minutes of all meetings of the organization. The Secretary shall also be responsible for readings of the minutes at organizational meetings and posting of the minutes each week prior to the next meeting. The Secretary shall be responsible for all general correspondence of the club. The Secretary will also be responsible for the membership roster, attendance, and the point system.
Section 5: The Treasurer will be responsible for maintaining the organization of the checkbook. The Treasurer must oversee the purchase and payment of all provisions. The Treasurer is also responsible for collecting dues and providing refreshments for the meetings. The Treasurer must create a quarterly report of all expenditures and income to the club. In case of absence, the Treasurer must make the checks and treasury materials available to the President.
Section 6: The Public Relations Chair will be responsible for advertisement of the meetings and other various activities of the organization. The Public Relations Chair is also responsible for member recruitment and maintenance of the listserv and website.
Section 7: The Historian shall maintain a complete record of publications and photographs of the organization. The Historian is also responsible for maintaining the
organizational bulletin board. The Historian shall be the keeper of the
organization, history, alumni lists, and shall be responsible for the update of these
records. The Historian shall organize the annual scrapbook, which must be
completed at the end of Spring Quarter.
Section 8: The Food Booth Chairman is responsible for the planning and organizing of any
food booth events. The Food Booth Chairman will oversee the funding of provisions and make any decisions regarding the food booth.
Section 9: The CFAES Student Council Representative will attend the CFAES Student Council meetings and prepare a report for the organization of the events that pertain to the College of Food, Agricultural and Environmental Sciences and The Horsemen's Association at The Ohio State University.
Section 10: The Community Service Chairman will be responsible for the planning, coordination and oversee of all community service events. They will also head the community service committee.

Article IX
(Committees)
Section 1: There shall be five standing committees in the organization, and committee members shall be appointed as needed. They shall be Community Service, Social, Recruitment, Fundraising, and Executive.
Section 2: The Community Service committee shall be responsible for seeking out service projects that involve the organization with the community in a positive manner. When possible the events will be equine related.
Section 3: The Social Committee shall be responsible for planning and implementing functions involving the organization as a whole. These functions will be organized with the vision of creating lasting friendships and having fun. The Vice President shall be a member of this committee.
Section 4: The Recruitment Committee shall be responsible for coordinating all informal and formal recruitment functions, including involvement at special events. The Public Relations officer shall be a member of this committee.
Section 5: The Fundraising Committee shall be responsible for planning and implementing ideas to raise funds for the organization. This committee shall also be responsible for submitting a fundraising schedule for each quarter. The Treasurer shall be a member of this committee.
Section 6: The Executive Committee shall be comprised of all officers of the organization.
Section 7: All members of the organization will be assigned to one or more of the committees with the exception of the President.

Article X
(Executive Committee)
Section 1: The Vice President shall govern executive meetings.
Section 2: Executive meetings will be held thirty minutes prior to general meetings, and any other time as needed.
Section 3: Times and locations will be determined by the Vice President.
Section 4: Each executive member must be present at these executive meetings.
Section 5: Executive members unable to attend scheduled executive meeting must notify the Vice President prior to the absence.

Section 6: All executive members must present an officer report to the committee.

Section 7: It shall be the duty of the executive committee to create an agenda for each organizational meeting.

Section 8: The Vice President reserves the right to call or cancel meetings, as needed.

**Article XI**  
**Advisors**

Section 1: Advisors of the club will be faculty of The Ohio State University.

Section 2: The number of advisors will be no more than three and no less than one.

Section 3: The appointment of advisors will be voted on by the executive committee.

**Article XII**  
**Election**

Section 1: Officers as listed in Article VIII shall be elected at the first meeting of May. A majority vote of the organization members present shall be required to fill each office.

Section 2: In order to be eligible for an officer position, a member must be a fulltime student according to the University standards throughout the duration of the term of office and in good financial standing. The member must not drop below fulltime student status for more than one quarter during the term of office.

Section 3: Nominations shall be made at the second meeting in April.

Section 4: Votes shall consist of ballots cast on paper to be collected and counted by the current President.

Section 5: The order of elections shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Public Relations Chair
6. Historian
7. Food Booth Chair
8. CFAES Student Council Representative

Section 6: After a ballot winner is revealed, defeated nominees may be nominated to subsequent positions.

Section 7: If at any time an officer must resign, a new one will be elected at the next meeting or as soon as possible by special election.

Section 8: The Vice President shall be responsible for filling any vacant office until a replacement is found and approved. This vacancy shall be filled by a nonofficer as approved by a majority vote of members present. The exception to this would be the office of President, in which case the Vice President would assume the presidency. The office of Vice President will then be filled by a member voted upon by a majority vote of quorum. This member must not currently hold an office.

Section 9: Newly elected officers will commence their duties at the second meeting of May and cease their duties the second meeting of the following May.
Article XIII
(Removal)
Section 1: If an officer consistently fails to fulfill the responsibilities of an office, he/she may be removed from office by a 2/3 quorum vote of organizational members.
Section 2: The nomination for a new officer may then be brought before the club and voted upon.

Article XIV
(Voting)
Section 1: When voting, the president will abstain, unless in the case of a tie, then the President is the tiebreaking vote.
Section 2: All new motions must pass by a majority of quorum vote.

Article XV
(Revision)
Section 1: This constitution may be revised or amended by a 2/3 vote of all members of the organization, after it has been read before the organization two times.
Section 2: A constitutional amendment, prior to being placed on the next business meeting's agenda, shall be brought before the Executive Committee and is subject to approval by that Committee. The previous years Bylaws shall be incorporated into the constitution each year and a new set of Bylaws started each year.

Article XVII
(Fiscal Year)
Section 1: This organization's fiscal year shall be said to begin September 1 and end August 30 of the following year.

Constitutional Waiver
I, ________________________________________ have fully read the Constitution of the Horsemen’s Association at the Ohio State University. I understand that my signature hereby represents agreement to all aforementioned terms.
Member Signature: _______________________________________
Date: __________________________
Witness Signature: _______________________________________
Date: __________________________

*This page must be returned to a member of the Executive Committee before members become eligible to earn points*