**The Hunt Seat Equestrian Team Constitution**

Article I –Purpose and Non-Discrimination Policies

Section 1-The Hunt Seat Equestrian Team shall not discriminate against any individual(s) on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with the guidelines of Student Organizations at The Ohio State University.

Section 2-The purposes and objectives of the Hunt Seat Equestrian Team are to provide any interested student, regardless of skill level, the opportunity to work with, ride, and show horses in a fun and affordable environment and compete in IHSA recognized shows in the region.

Article II –Membership

Section 1-General membership is open to all currently enrolled students at The Ohio State University.

Section 2-Members shall maintain positive sportsmanship at meetings, shows, and any functions oriented with the team. Any poor behavior or conduct by a team member shall be subject to disciplinary actions and/or withheld privileges at the discretion of the Officer Committee. Blatant disregard or disrespect of any member of the club will result in disciplinary action decided by the Officer Committee.

Section 3-The organization has active and inactive members. Qualifications of membership can be found in the HSET By-Laws.

Section 4-Members must abide by the spirit and letter of the Hunt Seat Equestrian Team constitution and by-laws and sign an annual contract acknowledging this understanding.

Section 5-Members are also expected to adhere to a code of confidentiality: Any breach of confidentiality regarding the team will result in immediate disciplinary action and likely termination of membership. Those may include, but are not limited to, the following: Sharing files, documents, opinions, contracts, and team information made available to current roster members to any outside party.

Section 6-Members are expected to meet all financial obligations. This includes, but is not limited to, team dues, IHSA registration dues, lesson dues, showing fees, hotel & lodging costs, and contribution of gas money. Members should be up-to-date on financial obligations in order to compete in IHSA shows or ride in the lesson program.

Article III -Organization Leadership

Section 1-All officers shall be elected for a term of one year. Terms start one month after elections are held. Doe snot imply you must be present for summer meetings but the officer must be accessible via phone or email. In order to be eligible, each officer must be an active member of the Hunt Seat Equestrian Team and must be a member in “good standing” as outlined by the Hunt Seat Equestrian

Section 2-The team shall have an Executive Board comprised of the President, Vice-President, Secretary, and Treasurer. Executive members must have previously held an officer committee position.

Section 3-The team shall have an Officer Committee. Committee officers are required to attend any regularly scheduled officer meetings unless they have submitted a valid excuse at least 24 hours in advance to the Secretary. The Officer Committee is comprised of all members of the Executive Board, plus Public Relations Chair, Social Chair, Fundraising Chair, Volunteer Coordinator, Show Point Secretary, and Barn Ambassador.

Section 4-The team shall have appointed positions. Appointed positions are not required to attend officer meetings, but are allowed to attend if so desired. The appointed positions are comprised of Clothing Chair, Workout Coordinator, Risk Manager, and Scheduling Coordinator. The appointed positions are voted into position by the Officer Committee, after a written proposal is submitted by applicants.

Section 5-Description of officer positions are as follows:

Executive Board

President: oversees management and organization of the team; conducts meetings and facilitates team communication; keeps Sports Club informed and updated on team proceedings and events; notifies all members of events; handles all IHSA, student organization (Union), and Sport Club paperwork; turns in Sport Club travel online within the correct time frame.

Vice-President: oversees Presidential duties if President is absent; manages OSU-hosted/co-hosted IHSA shows; responsible for assisting the President with club management; responsible for organizing all team travel needs, including carpools, van/bus services, and hotel/lodging reservations; provides President with information necessary for turning in electronic travel forms.

Secretary: records official actions of team and distributes meeting minutes; records and reports attendance at all events and meetings; keeps updated roster of active members; warns members of probation period in writing and administers fines; runs the team Carmen page and Facebook group.

Treasurer: serves as chief financial officer for the Hunt Seat Equestrian Team; properly maintains and updates all financial records and member dues, in accordance with active member roster; prepares treasury report for every semester.

Committee Officers

Fundraising Chair: seeks and communicates with potential corporate sponsors; arranges and plans fundraising events with local businesses.

Volunteer Coordinator: procures ideas for and provides volunteer opportunities; keeps updated account of volunteer hours -in accordance with active member roster; updates Secretary at the end of the semester to help administer fines.

Public Relations Chair: maintains and updates team website and social networking pages; considers and investigates all avenues that create positive public exposure for team; runs sponsorship drives.

Barn Ambassador: serves as liaison between facility owner(s), barn manager(s), coach(es), and team; organizes Barn Orientation during first week of first term; first point of contact for all potential new members; gives barn tours to potential new members.

Show Point Secretary: attends every IHSA show; keeps record of team and individual rider points updates points with regional point secretary; reports placings at meetings and provides summary of show results.

Social Chair: organizes social events; plans end of season banquet.

Appointed Positions

Clothing Chair: organizes design and purchase of team-affiliated clothing and gear with vendors; keeps track of orders and dues, collects and organizes money for clothing to be given to the treasurer; also organizes team owned clothing and keeps track of what items are out on loan.

Scheduling Coordinator: works with the coach to prepare the lesson schedule at the beginning of each semester; the coach’s input is taken into consideration when selecting someone for this position.

Risk Manager: CPR-certified, AEP-First Aid Certified; ensures safety of all participating members at competitions and lessons; attends all necessary Sport Club meetings each semester and turns in appropriate paperwork.

Section 6-Methods for officer selection and appointed positions shall be defined in the By-Laws. Any vacancies that arise during the year shall be filled with the same method.

Article IV–Advisor(s) or Advisory Board

Section 1-The Hunt Seat Equestrian Team will have an advisor from the university faculty or administrative/professional staff. The advisor will be an impartial advocate for the team’s forward direction; If there is an advisory change it must be presented to and voted on by the team with majority vote (50% +1) passing the new advisor, 2/3 of the total members on the roster must be present.

Article V–Meetings of the Organization

Section 1-The Hunt Seat Team will meet at least once a month during the academic year, unless otherwise specified by the President. Members will be notified with ample time to make any necessary adjustments/accommodations.

Section 2-Members must provide written notification to secretary with at least 24 hours’ notice for excused/approved absence. Members are allowed one unexcused absence per semester. If you have more than one unexcused absence in a semester you will be considered a non-competitive member and therefore unable to show. You may regain your competitive status by doing one of the following: work 2 hours at the SGEC team barn, or pay 5 dollars per hour owed. An exception will be made for any member who has class or other reasonable conflicts during all meeting times.

Article VI -Amending the Constitution

Section 1-Any member may propose an amendment to the constitution by providing a written proposal to the Executive Committee. The proposal shall then be introduced to the membership at the next meeting.

Section 2-Written proposals must be distributed to all members two weeks prior to vote.

Section 3-Amendments may be made to the Constitution by two thirds vote of the organization members.

Article VII -Affiliation

Section 1-The Hunt Seat Equestrian Team shall be formally recognized by The Ohio State University and the Club Sports office of the Department of Student Life at The Ohio State University.

Article VIII–Method of Dissolution of Organization

Section 1-Should the Hunt Seat Equestrian Team dissolute, the team assets and funds will be given to the Ohio State Sports Club. The Ohio State Sports Club will oversee the disposal/donation of any team debt and/or property and assets.

Article IX –Facility Procedures

Section 1-Guidelines for an appropriate facility and for relocating shall be defined in the club By-Laws.

Section 2-Procedures for lessons, lesson payment, and cancellation shall be defined in the By-Laws.

Article X-By-Laws

Section 1-The By-Laws shall be a separate document also signed by the team that shall define all procedures deemed necessary and proper to the functioning of the team and anything specified as being in the By-Laws by the above document.

Article XI-Code of Student Conduct

Section 1-The Ohio State University Code of Student Conduct applies to the team and its individual members.

Article XII-Continuity in Case of Suspension

Section 1-If the team is suspended for violating the Code of Student Conduct, Competitive Sports will appoint an Interim President and an Interim Treasurer. The Interim President and Interim Treasurer may: (1) transfer signatures and check writing authority for the organization’s bank account to themselves within thirty days of the suspension, (2)pay existing financial obligations out of the organization’s current funds (3)when the period of suspension ends, take appropriate steps with Student Activities to re-register as a student organization. Further, the Interim President and Interim Treasurer shall inventory the organization’s equipment and write a plan for its storage and safekeeping during the suspension period.

**The Hunt Seat Equestrian Team By-Laws**

Section I -Membership

Categories & Qualifications

1)“Good Standing”: To remain in “good standing,” members must maintain a 2.1 or higher cumulative grade point average; must not be on university probation, suspension, or expulsion; must have paid all financial dues to the team/IHSA (i.e. all lesson and show fees must be up to date accordingly¹); must have attended all meetings and/or atoned for any missed meetings. If these requirements are not met, the member is not eligible to participate in shows or lessons. ¹This is subject to change if there are extenuating circumstances, these cases will be reviewed by the executive board.

2)Active Member: Member regularly attending meetings and participating in team events within the current term.

 a. Dues must be paid in order to be considered an Active Member

 i. Dues are $75 if joining for a full year and $45 if joining for a semester

3)Competitive Member:

 a. Undergraduate: In compliance with IHSA rules, to be eligible to show, a person must be a full-time undergraduate student. A rider may be eligible for four undergraduate years, not necessarily in succession, but within a five-year period from the first year of IHSA competition. An individual must apply for IHSA membership on the official membership form.

 b. Graduate/Alumni: Any individual who has competed as an undergraduate in IHSA shows for a minimum of one semester and has graduated from a member institution is eligible for alumni membership. Transfer students who are still undergraduates are ineligible to compete as alumni of their original college. Such persons may, however, complete their eligibility for IHSA competition at the undergraduate level. Eligible persons must apply for membership on the official alumni form and have it properly signed and sent with the membership fee to the alumni secretary. Alumni will be eligible to compete in IHSA shows for a period not to exceed four years after graduation. Alumni riders are subject to the same rules and regulations of the IHSA undergraduate members.

 i. Graduate (non-alumni) members will be held to the same standards as undergraduate noncompetitive members to accommodate for differences in academic rigor and free time.

 c. Competitive members are permitted to 3 excused and 1 unexcused absence per term. Excuses must be submitted to the Secretary for approval 24 hours in beforehand. Absences in excess of that result in loss of “good standing” status and/or loss of competitive eligibility. Members can regain “good standing” or competitive eligibility by paying a $5/hour owed fine or completing two hours of work at the barn (e.g. cleaning water bucket, oiling saddles...).

 d. Requirement to ride one time a week for all competitive members. The option to take additional lessons is always available for those who are interested.

4)Non-competitive Member: Any member, undergraduate or graduate, who wishes to participate in the team lesson program and social events, but does not wish to be a competing member of the IHSA.

 a. Non-competitive members are permitted 3 excused and 2 unexcused absences per term.

5)Inactive Member: Member not attending meetings and/or participating in team events during current term.

Section II -Elections and Appointments

1)Selecting Officers/Executive Board: A blind vote is conducted at a meeting; nominees are required to make a speech or statement before the voting proceeds. Officers are chosen by majority (50% +1) vote with at least 2/3 majority of enrolled members present. If more than two members are nominated for a single position, the two nominees with the highest number of votes after the first vote are then voted for again until a (50%+1) majority is reached.

2)Appointed Positions: Those interested will submit applications for specific positions to the newly elected officer committee at the meeting following elections; majority (2/3) of committee must be present. The Officer committee will then review applications and will select a member to appoint to each position and will announce these decisions at the following meeting

3)Removing Officers: Officers reserve the right to resignation, giving at least two weeks’ notice. If an elected person is not fulfilling their responsibilities, another officer and/or general member may submit a petition for the removal of that person from their office; petition must be passed by a 2/3rds vote of club members present at the next regularly scheduled meeting. Any member may approach the Officer Committee with concerns or evidence that may lead to the legitimate impeachment of an officer or termination of general membership. Official complaints and accusations must be documented in writing; Executive Board must conduct a hearing at which accused officer or member is present. Upon reflection, Officer Committee will vote on one of two disciplinary actions, in accordance with severity of accusation/complaint:

 a. Issue a singular warning, after which subsequent incidents will warrant impeachment and/or termination of general membership.

 b. Issue an immediate impeachment and/or termination of membership, or allow immediate resignation.

4)If removed from position through resignation or impeachment the officer who is stepping down must train and transfer documents to the new officer.

Section III -Home Show Policies

1)All members must work two hours during the week leading up to the home show and at least one all-day shift the weekend of the show.

 a. Alternatively, members have the option to work both shifts, both days of the show

2)Members will be fined $10 for every hour or 2 hours of volunteer work for every hour of work not completed.

Section IV -Philanthropy

1)By Sports Club requirement, all active members must complete at least 7.5 hours of community service on behalf of the team per year. These hours can be accomplished by:

a) One full day of an IEA show and/or

b) cumulative hours of various other volunteer hours throughout the semester

2) Every hour not completed is a $10 fine or 2 hours of volunteer work per hour not completed.

Section V -Lesson Policies

1) Payment is due at time of lesson or prior. Checks should be made out to “Sid Griffith”. Lesson costs are determined by SGEC.

2) Cancellations must be made at least 24 hours in advance in order to be eligible for a make-up lesson. If members do not notify before the 24 hour window, they will be fined the price of the lesson they are supposed to be taking.

1. Cancelations must be made through Allison Applegett
2. Any make ups must be completed by the end of the semester. There are no roll over make ups or refunds if pre-paid in a package.
3. Exceptions can be granted at the instructor’s discretion for abnormal circumstances. For special scenarios please contact the coach.

Section VI -Facility Relocation Procedures

1)A vote to move facilities may be initiated by any member of the team who has been in good standing for the past year. He/she must present a case to the Officer Board. To proceed to a team vote 2/3 of officers must vote in favor of a move, with 2/3 of the officers present. The case is then presented to the team at the next meeting and 2/3 of the active members must vote in favor of moving, with 2/3 of the active roster present.

 a. A presentation of the facility must be made by the owner and/or primary operator of the facility and the current head coach. Once the presentation is made, the team may ask questions and make requests for changes in the program.

 b. Directly following the discussion, the coach and owner and/or operator must exit the meeting space, and the team will continue discussion solely regarding the suitability of the current host facility. (There can be no mention or questioning regarding other facilities at this time.) An impartial Sports Club representative must be present to facilitate and mediate the discussion in its entirety.

2)In order to participate in any Facility Relocation/Confidence Vote discussion, members must have achieved “good standing” qualification. They must also have lessoned with the team at the current facility for the previous and current term of the vote.

3)If 2/3 of the team vote in favor then the team must move, provided that a suitable host facility exists and is willing/able to host the team

 a.A committee of five interested team members who have been on the team for a minimum of four consecutive semesters including Fall, Spring Semesters, shall be formed at the same meeting when the no confidence vote is reached; the formation of the Facility Relocation Committee will be overseen by the current President.

 b.The committee shall be responsible for researching other qualified facilities, as outlined and defined by the Hunt Seat Equestrian Team By-Laws.

 c.The committee shall select no more than two qualified candidate facilities to present to the entire team.

 d.The facility confidence vote will include the vote on the current team coach, unless the committee discusses with the coach the possibility of them coaching out of one of the proposed facilities and the proposed facilities are willing to host the current team coach.

 e.In order to be able to vote, team members must visit the possible facilities and observe or take part in a lesson taught by the person who would coach the team if the team chooses to move there. The vote will be between the proposed facilities, and the team’s current facility.

 f.The vote will take place with a Sports Club representative present to oversee and count the votes. There must be at least a 2/3 majority vote for one of the proposed facilities in order for the team to relocate to said facility.

 g.If a majority vote is not reached, the team must review the potential host facilities again and vote again. The process shall repeat until a decision is made. If a decision is not made after two votes have been conducted, then team shall remain at the current facility for thefollowing academic year.

 h.In such a case that the present facility is not an ongoing option, then the voting process will continue to occur until a facility is decided upon.

 i.The facility that receives the majority vote at this meeting will be the home facility for the HSET for the following academic school year.

 j.If a move is approved by the team and terms accepted by the new qualified host facility, then team owned horses must vacate the present facility no sooner than the end of classes of Spring Semester and no later than the end of finals Spring Semester.

4)Guidelines for a Suitable Facility

 a.The facility should have at its disposal a minimum ratio of one capable equine for every five team members, including the team-owned horses. The balance of equines should be supplied by the facility, if necessary. If the facility uses equines for programs other than HSET lessons, then there must be an adequate number of equines for all programs.

 b.Of these equines, at least one for every three riders eligible to jump fences at IHSA shows should be capable of jumping courses. A course is defined as a sequence of at least eight fences, two changes of direction, and at least one ascending oxer. At least one equine should be capable of jumping a course of at least three feet in height.

 c.Equines should be of varying breed and types (i.e. thoroughbreds, quarter horses, warmbloods, ponies, etc.).

 d.Equines should be trained in the hunter seat disciplines.

 e.Equines should be of varying degrees of capabilities, and these capabilities must encompass all levels of riding experience, (i.e., some equines suitable/appropriate for beginner riders, some equines suitable/appropriate for advanced riders)

 f.The facility should have a professional trainer with a minimum of eight years of experience in hunter seat training for USEF (United States Equestrian Federation) rated hunter seat shows and/or a combination of training riders for USEF rated shows and IHSA hunt seat equitation.

 g.The facility should provide appropriate and well-fitted tack for all of their horses.

 h.The facility should have an indoor riding arena that is suitable for year-round riding or both a separate indoor and outdoor riding arena. All arenas should be at least 60 ft. x 80 ft. in area.

 h.Facility should have 24 hour access to a trailer in which horses can be transported to shows should the team need to provide them for a Team-Sanctioned Event, or for emergency transportation.

 i.Facility should have capacity for at least 15 equines.

 j.The above are guidelines, not requirements, for a potential new facility

Section VII- IHSA Shows

1.Regular Season Shows

a.Regular season shows are defined as all shows taking place prior to the Regional competition, including scrimmages, Tournament of Champions, etc.

b.Each rider shall pay the class fees for all shows and all classes they compete in

c.Each rider shall pay $25 per competition day towards the total coaching cost of a show day.

d. Each rider shall pay show fees (class fees, coaching fees, hotel fees, carpool fees, etc.) in full by the designated due date prior to the horse show.

e. Each rider shall pay $5 to the driver of their carpool for shows more than 45 minutes away to assist with gas.

f.Each rider shall pay an equal portion of the hotel cost if they are staying in the hotel for competitions that are away. This cost accounts for the team covering the cost of the coach’s hotel room.

2.Regular Season IHSA Home Shows and Home Show Policies

1)All members must work two hours during the week leading up to the home show and at least one all-day shift the weekend of the show.

a. Alternatively, members have the option to work both shifts, both days of the show

b. Members will be fined $10 for every hour or 2 hours of volunteer work for every hour of work not completed.

2) Members are responsible for dues (entry fees, coach’s fees, carpool fee, etc.) as described in Section 1 of Regular Season Shows

3) The Ohio State Hunt Seat Equestrian Club is responsible for the planning and hiring for Home Show. This includes hiring and paying for a judge, porta potties, class prizes, lunch for the team, etc. These costs must be planned and approved by the President, Vice President, and Treasurer.

3.Post-Season Shows

 a.Post-season shows encompass Regional Finals, Zone Finals and IHSA Nationals.

 b.Each rider shall pay the class fees for all classes they have qualified for individually. Riders chosen to represent the team in team classes will not have to pay the class fee.

 c.The coaching fee for Regionals shall be set to a minimum of $200, with each qualifying rider paying $20 towards that cost. If the minimum amount of $200 is not reached, the team will cover the difference.

 d.The coaching fee for Zone Finals shall be set to a minimum of $250 per competition day for HSET riders, with each qualifying team member paying $25 towards that cost. If the minimum amount of $250 is not reached, the team will cover the difference.

 e.The coaching fee for IHSA Nationals shall be a minimum $400 per competition day for HSET riders, with each qualifying team member paying $40 towards that cost per day the rider shows, the rest of which shall be covered by team funds. If the minimum amount of $400 is not reached, the team will cover the difference.