

Equestrian Team At Ohio State - Western - Sport Club

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

Equestrian Team At Ohio State - Western - Sport Club

ARTICLE II. ORGANIZATION PURPOSE

The purpose of the OSU Equestrian Club is to provide all currently enrolled students the opportunity to develop riding skills and to provide the opportunity for all full-time students or alumni within the Intercollegiate Horse Show Association (IHSA) to compete in IHSA shows.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Equestrian Team At Ohio State - Western - Sport Club *agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 Student Organization Registration Guidelines.*

Section B. Hazing

Equestrian Team At Ohio State - Western - Sport Club *agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

Section C. Bylaws

Equestrian Team At Ohio State - Western - Sport Club *retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

ARTICLE IV. MEMBERSHIP

Section A. Membership Eligibility

Membership is open to all students complying with OSU sports club rules and the OSU Western Equestrian Club rules. 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 (4) undergraduate years, not necessarily in succession but within a five (5) year period from the first year of IHSA completion. An individual must apply for IHSA membership on the official membership form. Any individual, who has completed 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, have it properly signed and sent, with the membership fee to the alumni secretary, whose name can be found on the IHSA website. Alumni riders are subject to the same rules and regulations of the Ohio State Western Equestrian Club and IHSA.

Section B. Member Selection

Members shall maintain positive sportsmanship at meetings, shows, and any functions oriented with the team. Any poor behavior by a team member shall be subjected to disciplinary actions and/or withheld privileges at the discretion of the executive committee and coaches. Members must meet all financial obligations. All members must attend the meetings throughout the semester. Each meeting before a home show is mandatory, as well as the first and last meeting of each semester. You may only have one un-excused absence per semester. NOT including mandatory meetings. The only acceptable excuse for missing a meeting is class, work, riding lesson, serious illness or a death in the family. Members must notify the President or Secretary at least 24 hours in advance if they are going to miss a meeting.

If a member does not meet the requirements for good standing, he/she:

- a. Shall not be able to show
- b. Shall not be able to vote in any elections
- c. Shall not be able to run for office
- d. Must fulfill the lacking requirements and be approved by the President to reinstate good

standing

To be a member in 'good standing' the following conditions must be met:

- a. Yearly dues must be paid in full: \$45 for IHSA fees, once a year, and \$50 for OSET fees, once a semester.
- b. The current semester lesson fees must be paid in two payments by dates set by the president.
- c. All members are required to participate in the minimum required fundraising (2) and community service events (2) each semester. If a member does not wish to participate in fundraising for the

semester, they must pay \$150 outright before an assigned deadline. If they do not pay this by the set deadline they will be required to participate in minimum events or pay a fee of \$75 for each event requirement not met. If member does not meet the required minimum of community service events, they will be required to pay \$10 for the first event missed and \$20 for the second event missed, member will not be allowed to show until this is paid.

To become a member,

- a. Contact a team member or meet us at an involvement fair.
- b. You must join our GroupMe to hear announcements and be able to communicate with the other team members.
- c. Submit all assigned paperwork. Including Sport Club and IHSA paperwork.
- d. Attend every meeting, unless approved absence by the Secretary or President.
- e. Pay dues on time and in full.

Section C. Membership Timeline

Members can join anytime of the year and is open on a rolling basis.

Showing is based on the discretion of the coach before each show.

Meetings will happen every month. On non-show months we will have various social events as a team.

Members must attend a minimum of 2 social events per semester. Social Chair is responsible for establishing multiple events for each member to attend.

If requirement is not met, member must pay \$10 for the first event missed, \$20 for the second event missed. Member will not be allowed to show until this is paid.

Money acquired by this will be put aside for future social events.

Section D. Member Removal

If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization's advisor.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

Advisor will sign all forms within a timely manner. They will also advise the team when needed on different subjects they feel important.

Section B. Advisor Term

Advisors can be an advisor for as long as they choose. So long that they are in good standing with the university.

Section C. Advisor Selection

Advisor shall be appointed by coach and team voting. The advisor recommendations will come from Sport Club Faculty and university faculty.

Section D. Advisor Replacement

The executive committee will have a vote to replace the advisor, only if there is reason to remove or replace the advisor.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

President-

1. Shall conduct all meetings.
1. Shall appoint a temporary officer to fill a vacancy until a special or general election is held if needed.
1. Shall prepare an agenda for all meetings.
1. Shall possess the authority to create or veto any measure of legislative action with majority approval of the other executive officers.
1. Shall be responsible for the formulation and administration of the policies of the OSU Western Equestrian Club.
1. Shall be responsible for keeping Sport Club office informed of all Club activities.
- a. Shall be responsible for semester reports
- b. Shall be responsible for signing up for team affiliation each year
- c. Shall be responsible for turning in specified documents
- d. Shall be responsible for attending the mandatory Sports Club meetings.
 1. Shall be responsible for assigning a chairperson and committee members to any additional committees he/she deems necessary.
- a. Show Committee will be appointed with recommendation of the Vice-President
 2. Shall be responsible and accountable for seeing out that all officers fulfill their duties as described in the constitution.
 - a. If an officer is not fulfilling his/her duties as deemed by the constitution, it is the President's responsibility to designate the appropriate course of action (See Article IV Section 2a)

B. Vice-President-

1. Shall attend all meetings of the executive committee.
1. Shall preside over meetings in the absence of the President.
1. Serve as President if the former is incapacitated or resigns.
1. Shall assist the President in initiating any legislative action as is necessary to enhance the operation of the OSU Western Equestrian Club.
1. Shall be responsible for coordinating all OSU sponsored IHSA horse shows.

2. Responsible for contacting the EMT to be present at all home horse shows. 3. Shall be responsible for keeping Sport Club office informed of all club activities.
 - a. Shall be responsible for all travel forms
 - b. Shall be responsible for all liability forms at home shows
1. Shall be responsible for completion of Eligibility forms and receiving appropriate signatures on them from faculty advisor and Registrar's Office.
2. Shall be responsible for all reservations for regular season away shows, and for coordinating away team events. This includes all hotel and driving forms.
3. Shall be responsible for the Sponsorship Drive, in collaboration with the Treasurer.

C. Secretary-

1. Shall attend all meetings of the executive committee
1. Shall record the official actions of the OSU Western Equestrian Club.
1. Shall make copies of minutes available to all officers and members in a timely manner.
1. Shall record the attendance at all meetings.
1. Shall remind all members of regular meetings; show dates, and other special events, within the meeting minutes.
1. Shall preside over meetings in absence of President and Vice President.
1. Shall attend all western shows.
2. Shall keep track of individuals' and team points.
3. Shall update points with the Regional Point Secretary and keep in monthly contact.
4. Shall keep members updated with current points and totals.

D. Treasurer-

1. Shall attend all meetings of the executive committee.
1. Shall serve as chief financial officer of the OSU Western Equestrian Club.
- a. Shall be the only club member in addition to the President that can sign a team check.
- b. Shall report to the President of all financial actions before proceeding with them.
 1. Shall be responsible for the proper maintenance of all financial records.
 1. Shall make available to any OSU Western Equestrian Club member accurate records of all moneys, receipts, assets, disbursements and debts.
 1. Shall be responsible for explaining any shortage of funds to the executive committee
 1. Shall prepare treasurers' report for every meeting.
 1. Shall be responsible for the sponsorship drive, in collaboration with the Vice President.
 2. Shall be responsible for semester Sport Club budget forms
 3. Shall sign over ownership of the account within 5 days of election to new Treasurer.

Article VIII. Standing Chairs:

Each standing Chair will be required to report at the meeting.

A. Community Service

1. Follow guidelines set forth by Sports Club and involve the club in designated community service events.
1. Will be required to keep record of how many events the club participates in throughout the year and have records to present to the President for the semester reports due to Sports Club.
1. Shall be responsible for keeping record of the members who complete each community service event.

2. Shall be responsible for organizing a minimum of 4 community service events per semester.
3. Shall work with the Vice-President to coordinate the mandatory Schott Event in spring semester

B. Fund Raising

1. Responsible for planning and implementing fundraisers.
2. Responsible for maintaining records of members participating in each fundraiser.
3. The Treasurer shall be notified of all fundraising activity and be given accurate records of the event activity.
4. Shall be responsible for organizing a minimum of 3 fundraisers per semester.
5. Shall be responsible for heading the Sponsorship Drive with the assistance of the Treasurer. Deadline to send out sponsorship drive letters is the first horse show.

C. Risk Managers (2)

1. Must be Red Cross Certified in CPR and first aid.
2. Must present all current required documentation to Sport Club.
3. Must be present at all home team events.

D. Clothing Chair

1. Responsible for keeping an updated excel spreadsheet of all clothing.
2. Responsible for keeping in touch with the coaches and current vendor.
3. Responsible for updating the yearly clothing look book.
4. Required to confirm all purchases via order forms.
5. Held accountable for all merchandise.
6. Responsible for a Fall, Winter, and Spring order.

E. Public Relations/Social Chair

1. Shall be responsible for maintaining and keeping up-to-date all OSET social media accounts.
2. Shall be responsible for organizing monthly social activities for team members.
3. Shall be responsible for keeping track of members participation of social activities.
 3. Shall be responsible for coordinating team year-end banquet.
 - a. Banquet details should be finalized no later than December 1st.

Section B. Officer Eligibility

executive committee shall consist of an elected President, Vice President, Secretary, and Treasurer and will hold the

office for a one-year period and shall attend executive meetings as designated by the executive committee. Each executive officer will work with his/her officer-elect to prepare the individual to hold the position during the following year.

1. Elects will move into the executive position following the last day of nationals for said season.
 - a. Election meeting date shall be designated no later than the beginning of Spring Semester of the current year.
 - b. All elections shall be majority vote unless otherwise stated in the constitution.
 - c. Only members in good standings are allowed to vote in elections.
2. Each retiring and newly elected officer is required to attend a final transition meeting before the start of the new year. If not otherwise scheduled, this meeting shall be the last official meeting of the year.
3. Outgoing executive officers should make themselves accessible for questions from the new executive officer team. They must pass on the binder and any paperwork used throughout the year. Names on bank accounts must be signed over to the newly elected officials within 5 days of the election date.

4. Newly elected officers must be accessible during the summer term proceeding their year in office.
5. Any other circumstances will be discussed and resolved through executive committee.

Eligibility-

- a. Must maintain a 2.1 or better semester grade point average per Sport Club requirements. Should an executive officer drop below a 2.1, the team will elect a new officer at that time.
- a. Must not be on university probation, suspension or expulsion during her/his term in office.
- a. If an elected person is not fulfilling their responsibilities, another officer may submit a petition for the removal of that person from their office to the President and executive committee and the petition must be passed by a majority vote of all good standing members at the next regularly scheduled meeting.
- b. A member may only hold one officer position per year.
- c. All officers must be in good standings to run and hold an office.

Section C. Officer Selection Process

- a. Officers will be selected at the March meeting by a majority vote.
- b. The members will be nominated for the positions by other members or themselves.
- c. Voting will be done by Google Forms sent out in the GroupMe for everyone on the team to vote.
- d. Members will be elected by the majority vote. This could be one more vote than the next person.
- e. In the event of a tie, there will be time for each member to give a speech on why they should be that position, then there will be a re-vote. The margin of victory is still only by one vote.

Section D. Officer Removal

- a. If an elected person is not fulfilling their responsibilities, another officer may submit a petition for the removal of that person from their office to the President and executive committee and the petition must be passed by a majority vote of all good standing members at the next regularly scheduled meeting.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

Process to Determine Dissolution

1. A motion to dissolve the organization must be submitted in writing to the Executive Board and discussed at a general meeting.
2. All active members must be notified at least two weeks in advance of the meeting where the dissolution vote will occur.
3. Dissolution requires:
 - a. A quorum of at least two-thirds of active members.

- b. A two-thirds majority vote in favor of dissolution.
4. Upon dissolution:
 - a. All outstanding debts and obligations shall be settled.
 - b. Remaining assets shall be donated to a related nonprofit, or student organization, as determined by the Executive Board and approved by vote.
5. The secretary shall submit a formal notice of dissolution to the Sports Club and the Student Activities Office and archive all relevant documents.

Section B. Dissolution Procedures, including Assets and Debts

Actions Including Handling Assets and Resolving Debts

1. Prior to dissolution, the treasurer shall ensure that all outstanding debts, contracts, and obligations are resolved. No dissolution shall proceed until financial liabilities are fully discharged.
2. Remaining assets shall be donated to a nonprofit organization, university department, or student club with a related mission, as determined by the Executive Board and approved by vote. Under no circumstances shall assets be distributed to individual members.
3. A final report summarizing the dissolution process, financial settlements, and asset disposition shall be filed with the club's advisor and university liaison.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

- a. Any member may suggest an amendment by presenting it to the President and executive committee.
- b. Amendments to the constitution and by-laws of Equestrian Team At Ohio State - Western - Sport Club may be passed by a 2/3 vote as needed.

Amending Procedure:

- a. An amendment to the constitution may be presented at any regularly scheduled meeting.
- b. At the next consecutive meeting, the amendment is re-read and may be voted on by all members in good standing.
- c. An amendment can be proposed as many times as necessary.