

## **OSET Constitution - Western**

Article I. The Ohio State University Equestrian Club is affiliated with the Intercollegiate Horse Show Association.

Article II. 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. Membership Qualifications:

Section 1. No student shall be excluded on the basis of race, color, sex, national origin, religion, age, political views, Vietnam-era veteran status, sexual orientation and mental or physical handicap.

Section 2. Membership is open to all students complying with OSU sports club rules and the OSU Western Equestrian Club rules.

Section 3. 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 competition. An individual must apply for IHSA membership on the official membership form.

Section 4. 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, 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 5. Members shall maintain positive sportsmanship at meetings, shows, and any functions oriented with the team. Any poor behavior by a team member shall be subject to disciplinary actions and/or withheld privileges at the discretion of the executive committee and coaches.

Section 6. Members must meet all financial obligations. (See Article VIII)

Section 7. 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 meeting 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.

Section 8. 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.

Article IV Member Responsibilities:

Section 1. To be a member in 'good standing' the following conditions must be met:

- b. Yearly dues must be paid in full: \$30 for IHSA fees and \$45 for OSET fees.
- c. The current semester lesson fees must be paid in full.
- c. Each first year member is required to obtain a minimum of \$100 in sponsor/patron contribution.
- b. All members are required to participate in the minimum required fundraising and community service events each semester.

. Section 2. Members shall maintain positive sportsmanship at meetings, shows, and any functions oriented with the team. Any poor behavior by a team member shall be subject to disciplinary actions and/or withheld privileges at the discretion of the executive committee and coaches.

Article V Lesson Policy:

Section 1. All lesson fees must be paid for by due dates.

Section 2. Cancellation of a lesson must be made at the latest 24 hours in advance.

- a. Lessons can be rescheduled if cancelled at least 24 hours before.

Article VI. The 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 the last official meeting of the year following elections.
  - 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.
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.

#### Section 1. Responsibilities of Officers:

##### A. President-

1. Shall conduct all meetings.
2. Shall appoint a temporary officer to fill a vacancy until a special or general election is held if needed.
3. Shall prepare an agenda for all meetings.
4. Shall possess the authority to create or veto any measure of legislative action with majority approval of the other executive officers.
5. Shall be responsible for the formulation and administration of the policies of the OSU Western Equestrian Club.
6. 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.
7. Shall be responsible for assigning a chairperson and committee members to any additional committees he/she deems necessary.
8. 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.
2. Shall preside over meetings in the absence of the President.
3. Serve as President if the former is incapacitated or resigns.

4. Shall assist the President in initiating any legislative action as is necessary to enhance the operation of the OSU Western Equestrian Club.
5. Shall be responsible for coordinating all OSU sponsored IHSA horse shows.
6. Responsible for contacting the EMT to be present at all home horse shows.
7. 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
8. Shall be responsible for completion of Eligibility forms and receiving appropriate signatures on them from faculty advisor and Registrar's Office.
9. Shall be responsible for all reservations for regular season away shows, and for coordinating away team events. This includes all hotel and driving forms.
10. Shall be responsible for the Sponsorship Drive, in collaboration with the Treasurer.

C. Secretary-

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

D. Treasurer-

1. Shall attend all meetings of the executive committee.
2. 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 preceding with them.

3. Shall be responsible for the proper maintenance of all financial records.
4. Shall make available to any OSU Western Equestrian Club member accurate records of all moneys, receipts, assets, disbursements and debts.
5. Shall be responsible for explaining any shortage of funds to the executive committee
6. Shall prepare treasurers' report for every meeting.
7. Shall be responsible for the sponsorship drive, in collaboration with the Vice President.
8. Shall be responsible for semester Sport Club budget forms

Section 2. Qualifications of Officers:

- 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.
- b. Must not be on university probation, suspension or expulsion during her/his term in office.
- c. 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.
- d. A member may only hold one officer position per year.
- e. All officers must be in good standings to run and hold an office.

Article VII. Standing Committees:

Section 1. Each standing committee 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.
2. 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.
3. Shall be responsible for keeping record of the members who complete each community service event.
4. Shall be responsible for organizing a minimum of 4 community service events per 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.

C. Risk Manager

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. Responsible for providing an updated clothing form for club website.
5. Required to confirm all purchases via order forms.
6. Held accountable for all merchandise.

E. Recruitment Chair

1. Shall be responsible for all printed forms of advertisement including semester cabs flyers, dorm flyer, and signs on Ag. Campus.
2. Shall be responsible for all involvement fair materials.
3. Shall be responsible all new member packets.
4. Shall serve as the primary contact for new potential members.

F. 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 coordinating team year-end banquet.
  - a. Banquet details should be finalized no later than April 1.

Section 2. Qualifications of Standing Committee:

1. Must be a member of the OSU Western Equestrian Club for the year in which she/he is selected chairperson.
2. Must be selected by a majority vote of the club.
3. Must not be on university probation, suspension, or expulsion during term of office.

A. Responsibilities:

1. Will be responsible for the recruitment of committee members.
2. All chairpersons must inform the President of all actions and proceedings of their committees before taking action.

Section 3. Committee Members

- a. Must be a member of the OSU Western Equestrian Club.
- c. Must attend all committee meetings.
- d. Must not be on university probation, suspension, or expulsion.

Article VI. The Ohio State Western Equestrian Club shall have an advisor from the university faculty or administrative/professional staff per IHSA/Sport Club requirements.

Article VII. The constitution and by-laws must be reviewed and if needed amended during the spring semester after the elections of new officers have been held.

Section 1. Any member may suggest an amendment by presenting it to the President and executive committee.

Section 2. Amendments to the constitution and by-laws of the OSU Western Equestrian Club may be passed by a 2/3 vote as needed.

Section 3. Amending Procedure:

- a. An amendment to the constitution may be presented at any regularly scheduled meeting.
- b. At the next consecutive meeting, the aforementioned 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.

Article VIII. Club Apparel and Logo

- A. The club logo shall not be altered without approval of executive committee and majority vote of club.