

# 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 quarter. Each meeting before a home show is mandatory. You may only be excused from one meeting per quarter, not including mandatory meetings. The only

acceptable excuse for missing a meeting is, school, working at Autumn Rose Farm, serious illness or a death in the family.

Article IV. The executive committee shall consist of an elected President, Vice-President, Secretary, Show Point 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 following year, providing they are elected.
2. Each retiring and newly elected officer is required to attend a final transition meeting before the start of the new 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 quarter 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 with majority approval of other executive officers, appoint a temporary officer to fill a vacancy until a special or general election is held.
  3. Shall prepare an agenda for all meetings.
  4. Shall possess the authority to create or veto any measure of legislative action.
  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 quarterly 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 monthly Sports Club meetings.
    7. Shall be responsible for assigning a chairperson and committee members to any additional committees he/she deems necessary.

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. 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
    7. Shall be responsible for completion of Eligibility forms and receiving appropriate signatures on them from faculty advisor and Registrar's Office.
    8. Shall be responsible for all reservations for regular season away shows, and for coordinating away team events. This includes all hotel and driving forms.

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 VP.
7. Shall provide copies of agenda at all meetings.
8. Shall keep updated roster of dues paying and social members.
9. Shall be responsible for the sponsorship drive, in collaboration with the Treasurer.
10. Shall attend all western shows.
11. Shall keep track of individuals' and team points.
12. Shall update points with the Regional Point Secretary and keep in monthly contact.
13. 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.

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 Secretary.
8. Shall be responsible for quarterly Sport Club budget forms

Section 2. Qualifications of Officers:

- a. Must maintain a 2.1 or better quarterly 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 and the petition must be passed by a 2/3rds vote of club members present at the next regularly scheduled meeting
- d. A member may only hold one officer position per year.

Article V. 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 quarterly reports due to Sports Club.
3. Shall be responsible of keeping record of the members who complete each community service event.

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.

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.
4. Responsible for contacting the EMT to be present at all home horse shows.

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.

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.
- b. Must attend all committee meetings.
- c. 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 quarter after the elections of new officers have been held.

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

Section 2. Amendments to the constitution and by-laws of the OSU Western Equestrian Club must be passed by a majority ruling of the members present at the last meeting of spring quarter.

Article VIII. Financial Obligations

Section 1. No member shall be eligible to show until the following conditions are met:

- a. Yearly dues must be paid in full: \$45 to one team or combined \$30 to both the western and hunt seat team.

- b. The first half of quarterly lesson fees must be paid in full.
- c. Each first year member is required to obtain a minimum of \$100 in sponsor/patron contribution.
- d. All members are required to participate in designated fundraising and community service events each quarter.
- e. If a member does not complete the fundraising and community service requirements per quarter they will be subject to designated consequences.
- f. All members are required to complete 3 of 4 quarters of lessons, including Fall and Winter of the same year to be eligible to show the following year.

Section 2. The Club's Responsibilities:

- A. The team will pay coaching fees as agreed upon by the executive committee and coaches.

Article IX. Club Apparel and Logo

- A. The club logo shall not be altered without approval of executive committee and majority vote of club. Coaches must be included in discussion of any changes.
- B. Club jacket/coat styles can only be amended every 5 years (Revised in 2002).

Article X. Website

- A. Webmaster shall be responsible for updating and /maintaining the Western website.
- B. The website <http://www.osuwestern.com/> shall remain the "Main" website for the Western team.
- C. Changes of Western website shall be approved by the Western executive committee.

Article XI. Combined Riders

- A. \$30 to IHSA for dues shall be paid.
- B. Good financial standing must be maintained.

Revised 6/1/2010