



RIT Equestrian Club Constitution  
2011 - 2012

## I. Definition of Authority

The Equestrian Club recognizes that it receives its right to function as a club sport from the Student Government of the Rochester Institute of Technology in conjunction with Club Sports.

## II. Mission Statement

RIT Equestrian Club is a club focused on social integration and intercollegiate competition. However, our primary focus is for social interaction for those who enjoy horses, regardless of experience, from beginner with no experience to advanced (actual interaction with horses is not required, although strongly encouraged).

## III. Government

### A. Executive Board

1. Members of Executive Board are President, Vice President, Secretary, and Treasurer
2. Executive Board oversees general governance of the club.
3. Executive Board must meet once a week in an Executive Board meeting unless deemed unnecessary.
4. Executive Board meetings are closed to members in the club unless invited by the Executive Board.

### B. Cabinet Position Requirements

1. If there is a shortage of house members willing or able to fill any cabinet position, the President of the club must fill the position(s) or distribute them amongst the Executive Board to keep the club operating smoothly until someone is elected to fill the position(s).

### C. Procedures

1. A two-thirds majority vote of the active membership is required to override any Executive Board decision.

## D. Executive Board Officers

All Executive Board members must attend at least 80% of the general membership meetings quarterly, although all meetings would be preferred. All Executive Board members must also maintain active member status as outlined in the Points System section of the constitution.

### 1. President

- a. MUST be Financially and EVR certified
- b. Have each competing member sign up with IHSA before Sept 30
- c. Send IHSA team registration check no later than 2 weeks after Sept 30
- d. Send IHSA individual registration check no later than 2 weeks after Sept 30
- e. Set dates and times for general membership meetings
- f. Set dates and times for Executive Board meetings
- g. Make sure things are set for each fundraiser
- h. Plan one community service project each quarter
- i. Run general membership and Executive Board meetings
- j. Create agenda for general membership meetings and send it out to the membership at least 24 hours before the meeting
- k. Make budget in collaboration with Treasurer and Advisor

### 2. Vice-President

- a. MUST be Financially and EVR certified
- b. Fill out Quarterly and Yearly reports
- c. Reserve rooms for meetings
- d. Organize a fundraiser one quarter a year
- e. Send out email reminders for meetings
- f. In absence of president, run meetings and fulfill the duties of president

### 3. Secretary

- a. MUST be Financially and EVR certified
- b. Have each member sign a waiver before the 3<sup>rd</sup> week of Fall quarter classes
- c. Take minutes at all meetings and put them on club website within 2 days
- d. Take attendance at meetings
- e. Update e-mail contact list
- f. Create a contact list for all members and distribute
- g. Organize a fundraiser in one quarter of the academic year
- h. In the absence of captains, responsible for submitting show entry forms
- i. Must keep an updated alumni list

- j. Responsible for having ample amounts of waivers for the first meeting. Must have a few on hand at all times. Keep a list of those who signed.

#### 4. Treasurer

- a. MUST be Financially and EVR certified
- b. Request IHSA team registration check by October 1
- c. Request IHSA individual registration check by October 1
- d. Make budget in collaboration with President and Advisor
- e. Keep accurate financial records and update Advisor and the Executive Board each month
- f. In charge of financial aspects of fundraising

#### E. Cabinet

Cabinet members are NOT official Executive Board members, but are encouraged and suggested to attend Executive Board meetings. All Cabinet members must attend at least 50% of the general membership meetings quarterly, although all meetings would be preferred. All Cabinet members must also maintain active member status as outlined in the Points System section of the constitution.

##### 1. Publicity

- a. In charge of Club Day and other publicity events
- b. Post advertisements for the club/meetings
  - i. 2 general ads in Fall Quarter & 1 general ad in all other quarters
  - ii. Must be posters approved by Student Government
- c. Events must be advertised in advance:
  - i. AT LEAST 1 week in advance for campus notification and
  - ii. AT LEAST 2 weeks in advance for community notification  
AT LEAST one week will be provided for specific ads to be made/posted
- d. Facebook and email account.
  - i. In charge of first response and status updates or delegating response. This will avoid confusion and will delegate one person responsible for each action.
- e. In charge of sending the following to alumni
  - i. Quarterly newsletters
  - ii. Donation information (matching gift programs, Roar Day)
  - iii. Show clothing donation requests

## 2. Captains

- a. One English Captain, one Western Captain  
→ Unless otherwise approved by current Executive Board for co-captains
- b. Responsible for communicating any questions/concerns between members of respective teams and coaches/Executive Board/other members
- c. Communicate questions/concerns between coach and team
- d. Aid in coordinating group lessons
  - i. Responsible for having placement forms for IHSA, lesson scheduling forms, and member's questionnaire
- e. Answer new/prospective members' questions
- f. Expected to attend general membership meetings
- g. Submit show entry forms to IHSA
- h. Act as liaison between coaches and the Executive Board/club

## 3. Social

- a. Will plan at least 2 social activities per quarter MINIMUM
- b. Notify members at least 1 week in advance of such activities
- c. Report attendance to Secretary within 1 week after event

## 4. Committees

- a. There are two types of committees: Permanent and Temporary
  - Permanent:
    - i. Address issues that remain consistent throughout the year
    - ii. Headed by and Executive Board member
  - Temporary
    - i. Headed by a volunteer (Committee Head)
      - Responsible for leading committee
      - Coordinate between committee and the Executive Board (attend Executive Board meetings as needed)

## IV. Elections

\*\*\*Only active members may vote and/or run for positions

Exception: If no active member is running for a position a silent/earning member may be considered with approval of the current Executive Board

### A. Timing

1. Applications are due Week 7 of Winter Quarter
2. Written proposals will be distributed to active members before Week 9 of Winter Quarter

3. Elections will be held Week 9 of Winter Quarter
4. Advisor will send out survey vote to ensure anonymity
5. New and old Executive Board will run consecutively for Spring Quarter

B. Applications

1. Must submit a written proposal  $\geq 150$  words
  - A. Suggested points:
    - i. Position running for
    - ii. Why you desire this position?
    - iii. Qualifications
    - iv. Proposed improvements (specific)
  - B. Option for Publicity to include campaign aid (example: poster/digital image)

V. Nominations and Voting Procedures

- A. Persons can nominate themselves.
- B. Persons can be nominated by other club members (active, silent, or earning).
- C. All voting will be done by closed ballot by Clipboard survey.
  1. In a time out of normal elections a Yes/No vote on paper collected by the Executive Board will be conducted for a vacant position with only one person running.
- D. All positions will be filled by a majority vote (50% + 1).
- E. In case a Cabinet position is not filled at the beginning of the Fall quarter and no returning student wants the position, new members may be nominated and voted on by eligible voters only.

VI. Election of Officers

- A. Officers elected in this Winter election will hold their positions for the entire following academic year with a training period in the Spring of the election year.
- B. If any officer must resign to go on co-op/study abroad, a new election will be held for that position only and the resigning officer will have no claim to the position upon returning from co-op/study abroad.
- C. If an officer resigns from the Cabinet for any reason an election must be held to fill the vacant position within two weeks of the acceptance of the resignation by the Cabinet.

D. Cabinet and Executive Board members are required to be active members to hold their position as officers. If the situation arises in which an officer is not an active member, the following actions will be taken.

1. If the officer is a member of the Cabinet, the Executive Board will meet to decide if the officer will still be an effective officer of the Cabinet and an in-active member. If so, the officer will be allowed to remain in their current position. If the Executive Board decides against letting the officer remain in their position, the officer must resign.
2. If the officer is a member of the Executive Board, the officer must resign from that position.

## VII. Officer Resignation

- A. If a current Officer chooses or is unable to complete their term of office, a letter of resignation must be submitted to the Executive Board and Advisor.
- B. The submission of the letter of resignation is final.
- C. Nominations for the vacant position will be held at the following general meeting with a two-thirds required attendance minimum of active membership.
- D. Normal club voting procedures will apply, except for the case of the Presidency.
- E. If the Presidency becomes vacant, the Vice President will be asked to fulfill the duties of the President.
  1. If he/she accepts the position as President, a Yes or No vote will be held at the following general meeting. Time will be allotted during the meeting for the Vice President to speak if he/she chooses.
  2. If he/she declines the position or there is a majority vote of No, nominations for the Presidency will be held at the following general meeting with a two-thirds minimum required attendance of active members.
  3. If there is majority vote of Yes, nominations for the Vice Presidency will be held at the following general meeting.

- F. An officer who resigns must conduct a training period of no less than three weeks for the replacement officer. This ensures that the incoming officer will be fully aware and capable of performing to expectations for that respective position.

## VIII. Membership

There are three types of membership: Silent, Active, and Earning

### A. Earning

Are in the process of attaining active status. Members in this process must declare their intentions during their first quarter and will be granted either active or silent status after completing requirements for the first quarter per the point system. Earning members are in their first quarter of club membership or back from an extended break, such as co-op or study abroad. Points begin to accumulate after the declaration of intention has been made. Earning members may compete in events and will not have to pay facilities fees themselves.

### B. Active

Are subject to club benefits, including but not limited to the right to vote and financial aid (when available) for lessons, clothing, events, etc (as deemed appropriate by the executive board). Member status will be determined by the club's point system, as detailed below.

### C. Silent

Will be included on club e-mail list, kept up to date of club news, and may be subject to discounts and other benefits as deemed appropriate by the Executive Board. They may or may not be actively involved in social events, but have not earned points for "Active" status. They may be involved in competitive events, but have to pay the facilities fee for the shows themselves.

## IX. Point System

Points may be earned in any of six categories (Membership Dues, Meetings, Committees, Volunteer, Lessons, and Show). 100 points must be accumulated to be considered an active member. Status will be determined at the end of every quarter. Therefore a member must spend one quarter as a declared 'earning' member and complete requirements for one quarter prior to receiving 'active' status.

\* No member may achieve more than 80 points in any one category, and at least 20 points must be earned in both the Membership Dues and Meeting (non-social)

categories.

#### A. Membership Dues

1. The Executive Board will designate dues amounts at the beginning of each academic year
2. Dues can be supplemented by fundraising instead of simply paying a set amount
3. See Finances section for more information

#### B. Meeting

There are three types of meetings: general, mandatory, and social. Minutes for all meetings will be posted online to keep members up to date on important issues.

1. **General:** These meetings will be held (approximately) bi-weekly. Each meeting attains 5 points for attendance. Members must attend **AT LEAST** 4 meetings per quarter (20 points) to be considered active members. This requirement is waived for coop students/study abroad.
2. **Mandatory:** All mandatory meetings **MUST BE ATTENDED**. Each will be duplicated once (there will be two identical meetings, one must be attended). All mandatory meetings must be attended to retain active member status. If you cannot attend either meeting (including coop/study abroad students), arrangements must be made **PRIOR** to the first of two meetings with the Executive Board.
3. **Social:** Social meetings are simply for fun and may include BBQs, movie nights, sponsored fundraising events, pre-show preparations, etc. Because of the teams focus on social interaction, these meetings count for **DOUBLE** general meetings, and acquire 10 points each.

#### C. Committees

Some committees are permanent, and serve for a full quarter. Others are temporary to address specific issues (such as events) and may carry over across a break from one quarter to another.

1. An Executive Board member will head permanent committees. All other members earn 20 points for serving.
2. Temporary committees will be headed by any active member, who will earn 20 points, and consist of other active or earning members who will

each earn 15 points for serving.

#### D. Volunteer

RIT clubs are required to contribute to the community. Therefore, as a club, we must submit community service hours. Opportunities are available throughout the year, and a consistent option is working at Heritage Christian Stables.

1. Every hour worked individually will count for 5 points.
2. Every hour worked together with least one other active or earning RIT Equestrian Club member will count for 10 points.

#### E. Lessons

Riding is not required to be part of the Equestrian Club. However, lessons are an excellent way to interact with horses at any level, as well as a fun way to engage with other Club members.

1. Private or non-team lessons (group or private lessons not with another RIT member, but with an RIT coach) count for 2 points.
2. Lessons taken with at least one other active or earning RIT Equestrian Club member (regardless of coach) will count for 5 points.

#### F. Shows

Competition is also not required to be part of the Club. However, they are once again a fun way to stay involved with horses and other members of the club. **YOU DO NOT HAVE TO COMPETE TO EARN POINTS FOR A SHOW.** Whether you are riding or simply supporting another member of the team, each show earns 15 points.

#### X. Finances

##### A. Responsibilities of the Treasurer

1. The Treasurer will be responsible for all club financial affairs, including the keeping of accurate records. These records will be open for inspection by all active members.

##### B. Club Funds

1. For expenditures of \$50, a majority vote of the club active membership is required for approval.  
\*\* With the exception of facilities and IHSA fees
2. For cash disbursements totaling up to \$25, approval of the Treasurer is required.
3. All expenditures must be recorded by the Treasurer. All receipts must be given to Student Government, and a copy of the receipt must be kept available for future reference by the Treasurer.
4. Any items left over after events, such as parties, will be saved for later use at similar events and kept in the club space locker. In the case of perishable items, these are to be distributed equally among club members.
5. The Treasurer is solely responsible for the use and safekeeping of the club's budget records.
  - a. When collecting money the treasurer must have another executive board member sign and be knowledgeable of the amount collected. The signee takes position of the document that states the full amount and signatures.
  - b. When money collected outside of meetings, the person paying must email another executive board member the amount that was exchanged.

#### C. Dues

1. All club members will be expected to pay dues in order to become/stay an active member.
2. The Executive Board, according to the current financial need will set the amount.
3. Dues can be subsidized by fundraising throughout the quarter.
4. The amount of dues will be announced at the first club meeting of the academic year.
5. The amount of dues owed can be reduced, when deemed necessary by the Executive Board.
6. The Treasurer will notify members that have not paid at least twice before the end of the quarter.
7. If a member's fundraising exceeds the dues amount of that quarter, the

excess will carry over into the next quarter within the same academic year.

XI. Faculty/Staff Advisor

The Equestrian Club will have at least one advisor who is part of the faculty/staff of RIT. The nominated advisor will be approved by a majority vote. This advisor will serve for a term of one academic year. The role of this advisor in the activities of the club will follow the guidelines established by the Student Government and Club Sports.

XII. Volunteer Coaches

- A. One English Coach & one Western Coach
- B. Must be able to follow coach's guidelines established by the Equestrian Club.
- C. Coaches are subject to evaluations by members of that team

XIII. Amendments

- A. This constitution may be amended at any time by a two-thirds majority vote of all active club members. A written copy of the proposed amendments will be distributed to all club members prior to voting.
- B. Any such changes will be made known to all parties bearing official copies of this document, i.e. Student Government, Club Sports, Executive Board members, etc.
- C. All Amendments will be placed into the Working Constitution. They will also be added into the Amendments section of the Standing Constitution. At the end of the year, the Working Constitution will become the template for the Standing Constitution of the next year.

This acknowledges that you, an Equestrian Club member, have been given a copy of the constitution and have read and understand its contents. As an Equestrian Club member, you are responsible for knowing and upholding the Equestrian Club constitution to the best of your abilities.

Once you have thoroughly read the complete constitution, please fill out the information below and return to the current Secretary.

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_