

CONSTITUTION OF THE EQUESTRIAN TEAM OF CHRISTOPHER NEWPORT UNIVERSITY
2013-2014

Article I: Name of Organization

The name of our organization is the Equestrian Team of Christopher Newport University.

Article II: Purpose

Section 1:

The Equestrian Team of Christopher Newport University provides the opportunity for all full-time students, regardless of riding experience to take horseback riding lessons and participate in competitions through the Intercollegiate Horse Show Association (IHSA).

Section 2:

The purpose of this club shall be to provide a riding program affiliated with CNU that will allow any interested student the opportunity to master new skills by providing all members with an enjoyable riding experience and feeling of accomplishment as they progress in their abilities at all levels. All students novice, intermediate and advanced may participate in shows held under the guidelines of the Intercollegiate Horse Show Association.

Article III: Membership

Section 1: Nondiscriminatory Clause

The Equestrian Team of Christopher Newport University shall not have any prospective or current member for the purpose of admission into or affiliation with the organization. Members of the Equestrian Team are free to leave or dissociate without fear of retribution or harassment. The Equestrian Team of Christopher Newport University shall not discriminate based on race, creed, color, sex, age, national origin, disability and sexual orientation.

Section 2: General Requirements

Full membership in the Equestrian Team shall be open to any full time student currently enrolled at CNU and shall be nondiscriminatory with regards to race, religion, nationality, sex, age, etc.

Section 3: Removal of a Member

The removal of a member of the Equestrian Team shall be at the discretion of the President and Vice President, and the Advisor. Reasons for removal are based on the rules of the Equestrian Team of Christopher Newport University, and if a member fails to abide by these rules he or she can be removed from the team. Other reasons for removal of a team member are expulsion from the school or violation of campus policies, such as alcohol or honor code.

Section 4: GPA

The minimum GPA requirement for members of the Equestrian Team is 2.0. Should a member not meet this requirement, the member will be unable to show and risk being removed from the team.

Section 5: Voting Procedure

The quorum of the organization must be met, and is $\frac{1}{4}$ of the clubs active members. Once the quorum is met, a simple majority vote will declare a majority decision.

Article IV: Officers and Duties

The officers of this organization shall be the President, Vice President, Treasurer, Secretary, Historian, Social Chair and Head of Fundraising. In the event that the Team President or Vice President will be graduating, the positions of President Understudy and Vice President Understudy will apply (Section 8 and 9).

Section 1: President

- A) Primary contact with all CNU, Amazing Grace Stable and IHSA personnel
- B) Oversee all aspects of the team
- C) Turn in travel priors for all team IHSA shows
- D) Delegate duties to other officers and/or members
- E) Train new team president

Section 2: Vice President

- A) Aid president with any necessary duties
- B) Oversee all aspects of the team
- C) Secondary contact with all CNU, Amazing Grace Stable and IHSA personnel
- D) Manage merchandise purchases
- E) Contact prospective team members
- F) Train new team vice president
- G) Serves as interim president resigns and understudy is not available

Section 3: Secretary

- A) Record minutes at all team and officer meetings
- B) Keep a current, updated contact sheet for all members
- C) Handle additional occasional paperwork
- D) Primary contact with Alumni
- E) Keep track of attendance at team events

Section 4: Treasurer

- A) Collect money from team members when necessary
- B) Fill out reimbursement forms when necessary

Section 5: Historian

- A) Take pictures at all team events when possible
- B) Collect pictures from other team members
- C) Manage, develop and update team websites

Section 6: Social Chair

- A) Plan team social events when necessary
- B) Oversee all social events

Section 7: Head of Fundraising

- A) Plan team fundraising events when necessary
- B) Oversee all fundraising events

Section 8: President Understudy

- A) Learn all the duties of the president specifically, and know all officer duties
- B) Attend all Sport Club Council meetings

Section 9: Vice President Understudy

A) Learn all the duties of the Vice President specifically, and know all officers duties

Article V: Election of Officers

Section 1: Voting

The general team members will nominate potential officers in the event none volunteer. For the offices of President and Vice President understudy nominations must provide at least two suitable members for the team to vote on. Election of the officers will be done by a majority vote of all members at the last meeting of each school year. Officers that will be returning the following year may be re-elected, and may also be voted out of office. A secret ballot will be taken each year to ensure the team continues to support the President and Vice President. If the team decides these two officers are not fulfilling their position then they will be removed and a new election will take place with the stated process.

Section 2: Time of Office

Each officer will begin their time in office at the time of election, or at the time the preceding officer is no longer in office. The officer will be in office from the time of election until the time a new officer is elected.

Section 3: Officer Understudies

The officer understudies will be elected the school year before the officer currently in office will graduate. This provides the current team President and Vice President time to train the newly elected President and Vice President, who for that year will be considered understudies. Understudies must also be re-elected at the end of their understudy year after the team has had a chance to see their abilities in the understudy position. In the event the understudy is not elected to president, the above process will be followed to elect a new candidate.

Article VI: Removal of Officers

Section 1: Removal Process

Officers of the organization may be dismissed for cause if due process is followed. The officer that is being dismissed should know why they are being dismissed and told before the vote takes place. They will also be allowed to respond and state reasons why they should not be dismissed. Grounds for dismissal include dereliction of duties. A motion for the recall of an officer requires a 2/3rd's majority vote by the Executive Board for all offices except for President.

Section 2: Removal of President

Removal of the President requires a 2/3rd's majority vote by the entire club. In the rare case, due to an unforeseen emergency situation, the president in conjunction with the vice president is allowed to remove officers and replace them without notification. In order to do this they must have approval of their faculty advisor.

Article VII: Meetings

Section 1: Regular Meetings

The President and Officers shall determine the regular meetings of the team. Special meetings may be called at the President's discretion or when requested by the team.

Section 2: Number of Meetings

The Equestrian Team will meet once a month each semester. All members must attend every meeting unless they have spoken to the President or Vice President with reasoning as to which they are unable to attend. Excuses are unacceptable after the meeting has already started and has taken place.

Section 3: Meeting Executive

The President will be the planner of each monthly meeting and carry out all business during the meeting. On the occasion, another officer or team member will carry out certain parts of the meeting, and in the event the President is unable to attend the meeting, the Vice President will assume the role of the President and carry out the meeting.

Article VIII: Alumni

Alumni of the Equestrian Team of CNU are allowed to attend meetings, events and shows. Alumni do not have any voting rights.

Article IX: Dues

Section 1: Amount

Dues will vary annually but will be paid to the Equestrian Team of CNU before the first lesson of each semester. The dues cover lesson fees and show fees for the semester.

Section 2: Refunds

Dues are non-refundable after they have been deposited into the Equestrian Team account.

Section 3: Collection

The collection of dues each semester will be done at the beginning of the semester, and will be collected by the President or Treasurer. If a member is unable to turn in their dues by the first meeting or the first lesson, the member will not be allowed to ride and will have to set up a time to meet the Treasurer so their dues can be collected.

Section 4: New and Returning Member Dues

Returning members' dues will be offset by the balance in fundraising from the previous year.

Article X: Advisor

Section 1: Team Advisor

Dr. Ronnie Cohen will serve as the designated advisor of the Equestrian Team of Christopher Newport University. She will serve to aid us in any capacity she is capable.

Section 2: Duties

The advisor shall work closely with the organization in coordinating activities to insure that they are conducted in compliance with Christopher Newport University policies and the laws of the United States of America, the commonwealth of Virginia, and the City of Newport News.

Section 3: Election

Should the President and Vice President determine that the Team would benefit from a new advisor, they are empowered to select another faculty or staff member at CNU who, if agreeable will assume all of the duties of Team Advisor.

Article XI: Team Participation

Section 1: Participation

All team members will do their best to participate in all social, fundraising and meeting events. Members will help out when possible with any event going on.

Section 2: Representation of CNU

All members will promote a good team atmosphere and represent the Equestrian Team of CNU in a respectable manner. Should any member present himself in such a way that disrespects the school in any way, he or she risks being removed from the team.

Article XII: Stable

Section 1: Barn

The Equestrian Team of Christopher Newport University currently takes lessons at Amazing Grace Stable in Carrollton, Virginia. Our coach is Ryann Winn.

Section 2: Representation of AGS

Members will be kind and appropriate to the horses and staff of Amazing Grace Stable. They will take care of the horses and property with the utmost respect. Members will represent AGS in a respectable manner.

Section 3: Rules and Regulations

Each member will abide by all facility rules and regulations. A copy of rules and regulations will be given to you prior to your first lesson, which should be signed and turned into the President of the Equestrian team.

Article XIII: Lessons

Section 1: Requirements

In accordance with the rules of the IHSA, during show season each semester all riding members of the Equestrian Team of CNU must take at least one lesson per week, with the official facility and/or coach of the team in order to maintain their eligibility for competition in the IHSA. Lessons will be paid in full to the Equestrian Team of CNU.

Section 2: Lesson Times

Lesson times will be decided at the beginning of the semester with a strong effort to accommodate the majority of students. Each rider is responsible for his or her lesson times. Riders

must be at the facility no later than half an hour (30 minutes) before the lesson begins to prepare for the lesson.

Section 3: Private Lessons

Students unable to fit into any lesson time due to availability must take private lessons at an additional cost to the rider.

Article XIV: IHSA

Section 1: Representation of the Equestrian Team

There will be no unkind remarks toward any member, coach or other teams we compete against. This includes horses, riders, coaches, judges, stewards, and facilities.

Section 2: Competition Requirements

Full time students/members of the Equestrian Team of CNU will be eligible to compete in the IHSA shows. A full time student requires at least 12 credit hours per semester.

Section 3: Showing Time

Members must understand that they may or may not be chosen to show. This decision is made by our coach, based on the members standing with the team, for example, participation in socials, meetings, lessons, and the effort being put forth during lessons. It will also be based on Ryann's decision of who will be the point rider for that show.

Section 4: IHSA Rules

Riders, coaches and grooms must follow all IHSA rules while at shows.

Section 5: Grooming Requirements

Each new member of the Equestrian Team of CNU is required to groom at a minimum of one show per year. Duties include keeping track of points, helping the riders get ready, taking pictures, and helping the coach with whatever she needs.

Section 6: Promptness

Riders, coaches, and grooms must be at shows on time. If a rider or groom is late, this will jeopardize showing eligibility in the future, and the rider will not be able to show on that day. The rider then becomes responsible for their show fees for the day and will owe the team double the amount of their classes.

Section 7: Late Response

If a member is chosen to compete at a show and is unable to make it after the entry forms have already been sent, he or she will be responsible for their show fees (once again double the amount) if the coach is unable to find a replacement.

Section 8: Leaving Policy

There will be no leaving early from an IHSA show without expressed permission given by the President or Vice President, and will only be granted for significant reasons. When a member comes forward with a significant reason to leave, the President and Vice President are able to use their discretion to determine whether the member is granted permission. Otherwise, all team members will stay together until the end of the show.

Article XV: Amendments

Any member(s) may submit amendments to the Constitution. Such amendments shall be submitted in writing at any regular meeting. Such proposed amendments shall be voted on at the next regular meeting. A majority vote of the active members shall be necessary for the adoption of the amendments to the Constitution.

Article XVI: Ratification

The Constitution shall become effective upon ratification by a majority of the organizations members, Members of the SGA, and by approval of the Director of Recreational Services.

This part of the Constitution shall be signed by each member of the team at the beginning of each semester, and given to an officer to keep on file. Each individual must sign the Constitution in order to be a member of the team.

Agreement to the Equestrian Team of CNU Constitution

I, _____ agree to abide by the full context of the
Print first and last name
Equestrian Team of CNU Constitution.

Signature: _____

Date: _____