

# CONSTITUTION OF THE EQUESTRIAN TEAM OF CHRISTOPHER NEWPORT UNIVERSITY 2019-2020

## **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 haze 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 that can uphold the financial and GPA requirements for the team. In addition, members of the CNU Equestrian Team must meet the meeting and lesson requirements in order to maintain membership status within the team (sections). Failure to uphold any of these requirements may result in dismissal from the team.

### 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 Coach. 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. 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, Stonehouse Stables and IHSA personnel
- B) Oversee all aspects of the team
- C) Turn in travel priors and check request 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, Stonehouse Stables 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) Primary contact with Alumni
- D) Keep track of attendance at team events
- E) Handle additional paperwork when necessary

#### Section 4: Treasurer

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

#### 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 social media

#### Section 6: Social Chair

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

#### Section 7: Head of Fundraising

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

### **Article V: Election of Officers**

#### Section 1: Voting

The team members will nominate potential officers in the event none volunteer. For the offices of President and Vice President nominations must provide at least two suitable members for the team to vote on. Candidates running for President are required to have served at least one term as an elected officer in order to be eligible. Election of the officers will be done by a majority vote of all members at the November meeting during the fall semester of each year. Officers that will be returning the following year may be re-elected, and may also be voted out of office. In order to hold an election, all team members must participate in the voting process through ballot and the only exception to this rule being in the event that a team member gives up their voting rights for that election. 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 at the start of the new semester following elections, 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 newly elected officer starts.

### **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 at minimum once a month each semester. All members must attend every meeting unless they have spoken to the President or Secretary with reasoning as to which they are unable to attend. Excuses are unacceptable after the meeting has already started and has taken place. Excuses include class, illness, or emergency. Even if member has received excused absences, all members are still required to attend  $\frac{3}{4}$ 's of the team meetings held each semester.

#### 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. There is a two week grace period for newly joining equestrian team members. After the first two lessons that a member participates in, dues are non-refundable once they have been deposited.

#### 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. Dues will be turned in by each member no later than 10 days following the first lesson of the semester. If the member is unable to fulfill their financial obligations, 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: 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 XI: Stable**

#### Section 1: Barn

The Equestrian Team of Christopher Newport University currently takes lessons at Stonehouse Stables in Toano, Virginia. Our coach is Jessica Craig.

#### Section 2: Representation of Stonehouse Stables

Members will be kind and appropriate to the horses and staff of Stonehouse Stables. They will take care of the horses and property with the utmost respect. Members will represent Stonehouse Stables 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 XII: 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 XIII: 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 Jessica'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 helping riders get ready 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 XIV: 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 XV: Ratification**

The Constitution shall become effective upon ratification by a majority of the organization's 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: \_\_\_\_\_