Ship Equestrian Club Constitution

Below is the Constitution that all members, including officers and advisors, must follow. Specifications on requirements and duties are laid out, failure to comply will result in a membership suspension, as explained in Article III. Section 3.

Ship Equestrian Club

**Article I. Name of Organization**

Shippensburg Equestrian Club at Shippensburg University

**Article II. Purpose**

Our purpose is to take riding lessons and represent Shippensburg University in the Intercollegiate Horse Show Association (IHSA).

**Article III. Membership**

Section 1. Our membership is open to all undergraduate students, regardless of race, gender, sexual orientation, disability, religious/ political affiliation or veteran status.

**S**ection 2. Active Members

a. Members must attend at least 4 meetings and staff at least 1 group event per semester. The club secretary will keep track of attendance and notify club members if they have moved from active to inactive status.

b. All members are required to pay yearly dues of $300 IHSA team registration divided by the number of club members. Lessons are $45 dollars each and members competing are expected to take lessons weekly. Members competing in a show must take lessons the week before the show or they will not be permitted to compete.

Section 3. Inactive Members are those:

a. not attending at least 4 meetings per semester.

b. not staffing at least 1 event per semester.

c. not allowed to vote in elections or agenda business items.

**Article IV. Structure**

a. Our Executive Board has a President, Vice President, Secretary, Treasurer, Public Relations Chair, and Team Captain (in charge of show duties). Each position shall be nominated once a year.

 b. General membership body consists of all active members.

**Article V. Officers/ Positions**

Section 1. Requirements for elected officers include:

1. Full-time or part-time undergraduate status.
2. Must be an active member of the group.

Section 2. Responsibilities of the *President* shall be to:

a. Serve as Chief Administrative officer.

b. Preside over all Executive Board & general membership meetings.

c. Assume overall leadership, which includes filling Executive Board positions.

d. Fill out any paperwork and attend any meetings required by the Student Senate.

e. Manage the student group website in conjunction with the group’s Advisor.

f. Make sure the group is attending lessons.

g. Help plan the yearly IHSA show hosted by the team.

h. Schedule a meeting with the Advisor and the Executive Board once each semester.

i. Schedule club meetings at a time when the majority of club members can be in attendance.

j. Maintain weekly email communication with the club membership on club events.

k. Send in show results to the club sport director 48 hours after the event.

l. Book room for meetings.

Section 3. Responsibilities of the *Vice President* shall be to:

a. Assume the duties of the President in his/her absence and in the case of the President's inability to complete his/her term, to serve as interim President for the remainder of the President’s term.

b. Act as an ex-officio member of all committees.

c. Other duties as assigned by the President.

d. Assist the President and help scheduling lessons and shows.

Section 4. Responsibilities of the *Treasurer* shall be to:

a. Maintain an accurate written accounting of all group finances: expenses and income. Books shall be turned over to the new Treasurer at the conclusion of the Treasurer’s term and will be audited annually by the Advisor.

b. Prepare the following year’s budget requests in conjunction with the President, Advisor and committees.

c. Prepare monthly financial statements for each committee.

d. Process all financial payments into the Fiscal office, and deposits and requests for funds for all committees and officers.

e. Plan a yearly budget based on the number of members who show in IHSA.

f. Keep track of inventory of attire (team jackets, shirts etc.) and collect money for orders.

g. Other duties as assigned by the President.

Section 5. Responsibilities of the *Secretary* shall be to:

a. Maintain accurate attendance records of all members to determine active/inactive status.

b. Prepare all meeting agendas and handouts.

c. Take notes at all club meetings and send them out to members.

d. Maintain the student group email account.

e. Send out weekly emails/ posts to Facebook to keep everyone up to date

f. Keep track of each show rider’s points to see if they qualify for regionals at the end of the show year

g. Other duties as assigned by the President.

Section 6. Responsibilities of the Public Relations Chair shall be to:

a. Maintain all social media sites (Facebook, Instagram, Twitter).

b. Make flyers and post them around campus when we have general interest meetings or events.

c. Maintain files of our logo and apparel designs.

d. Place orders for team products.

e. Schedule and staff any University events that are appropriate to publicize the club (e.g., admissions open houses, student club sign-up days, tables in CUB).

f. Take photos at IHSA shows and club events and post to social media.

g. Keep our website up to date with show dates, and photos and results.

h. Submit story ideas to The Slate or SUTV.

i. Other duties as assigned by the President.

Section 7. Responsibilities of *Team Captain* shall be to:

a. Attend Coach’s and Captain meetings with the coach at every show.

b. Register each rider for shows before the deadline.

c. Keep in contact with region/zone chair for show forms that need to be handed in during the start of each semester

d. Shadow Coach at shows and complete any duties assigned by Coach.

e. Be in charge of show packets and help riders get ready for classes.

f. Other duties as assigned by the President and/or Coach.

**Article VI. Elections**

Section 1. Term of office.

 a. All terms of office shall be for one academic year.

Section 2. Eligibility for election:

a. Members must be an active member of the group for at least one semester before being nominated.

Section 3. Nominations.

 a. Nominations for each office shall be accepted from the floor at the scheduled spring elections meeting.

Section 4. Voting.

a. All active members can vote.

 b. Ballots will have all positions and allow one vote per person per position.

c. Majority vote of 2/3 of active members are required for the vote to count and will determine the winner of each position.

 d. 2/3 active members must be there to nominate for positions

e. If there is a tie, the President will cast the vote to determine the winner.

Section 5. Vacancy

a. If an elected officer position is open the remaining officers shall work together to fill the vacant spot, until the spot has been filled

b. If a majority vote of the Executive Board feels an active member, in good academic standing, can fill the position, they can appoint that member.

**Article VII. Committees**

Section 1. Committees shall be: Executive Board, General Membership, and Fundraising.

Section 2. Responsibilities for *General Membership Committee* shall be to:

a. Work with the Secretary to maintain accurate attendance records for meetings and lessons.

b. Plan social events for the general membership.

c. Organize membership and recruitment campaign ideas.

d. Help with the yearly hosted IHSA show.

Section 3. Responsibilities for the *Fundraising* Committee shall be to:

a. Work with the Treasurer to identify fundraising needs and help brainstorm ideas.

b. Coordinate all fundraising activities.

**Article VII. Meetings**

Section 1. Executive Board meetings:

a. Will be held before every show (8 times per year)

b. Date, time and location will be determined by the President at a time when all members of the Executive Board can attend.

c. The full Executive Board must meet once a semester with the Advisor. Date, time and location will be determined by the Advisor when all members of the Executive Board can attend. This meeting is required by the S.U. Student Senate for the club to remain active.

Section 2. General member meetings:

a. Will be held approximately 6 times a semester, time will be determined by the President after polling the membership for a convenient time.

b. Special meetings may be called by the President or Vice President.

Section 3. Committee meetings:

a. All committees will meet at least 4 times a semester.

Section 4. Notice:

a. Notice of all meetings will be emailed to members and posted on social media (Facebook, and groupme) by the Secretary.

Section 5. Quorum for all general membership meetings shall consist of 2/3 of active members. The President shall have a quorum to conduct any club business that requires a vote.

**Article IX Ratification**

Section 1. A review of the Constitution shall be conducted annually by the Executive Board, in conjunction with the general members and Advisor.

Section 2. Discussion on the proposed amendments or changes will be discussed at a General Membership Meeting and will require a 2/3 vote of all active members.

Section 3. Changes to the Constitution are not final until they are approved by the General Membership and the Student Senate.

**Article X. Advisor**

Section 1. The advisor of this group shall be Dr. Allen Dieterich- Ward

Section 2. Duties:

a. Advise the club in the exercise of responsibility, but not have the authority to control the policy of a student group.

b. Possess knowledge of the rules, regulations, policies and structures of the University as well as the Student Code of Conduct. Should also possess a knowledge and understanding of the goals and objectives of the club.

c. In the event that the current advisor changes, the student group membership must take a formal vote to select a new advisor(s). After a vote has been cast, the student group must notify the Student Senate Vice President in order to make note of the change.

d. Responsibility for overseeing all financial matters of the group.

e. The primary advisor shall advise and assist the Treasurer in all financial concerns.

f. Meet with the Executive Board once a semester to talk about upcoming events and go to at least one general meeting.

g. Current advisor’s contact information:

* University position: Professor in History/ Philosophy Department
* University office location: Dauphin Humanities Center, 217
* University phone number: 717-477-1192
* University email address: ajdieterichward@ship.edu

**Article XI. Impeachment and Removal of Officers**

Section 1. Executive Board Members may be removed from the group for infringements of our Constitution or Shippensburg University policies.

Section 2. Removal of an Executive Board Member:

a. A written statement must be submitted to the Executive Board outlining why the officer should be impeached, including reasons for removal, the charged member’s full name, the individuals filing the complaint, contact number and email. The Executive Board will notify the member(s) of the removal request and the infringements outlined for removal within 48 hours of receiving the request.

b. A meeting of the general membership will be held for the removal proceedings. At this meeting the individual(s) filing the complaint and the charged member(s) will both have an opportunity to present their case.

c. A two-thirds vote of the active general membership shall be required to vote in favor of the removal.

Section 3. If an Executive Officer is removed, a new Student Group Information Sheet shall be submitted to the Student Senate Office, CUB 201.

***By-Laws***

* Each member is required to wear a helmet when riding.
* In order to practice, you must have proper riding gear.
* To participate in shows you must have proper show attire.
* Our belief is to treat everyone fairly, and with respect and not to judge others by their riding level.