

# Constitution of the Lafayette College Equestrian Team

## **Article I- Name**

The name of this organization shall be the Lafayette College Equestrian Team.

## **Article II- Purpose**

The purpose of this organization shall be to represent Lafayette College in equestrian competition as a club sports team and to provide a means for Lafayette College students to participate and develop skills in equestrian sports.

This purpose is necessarily twofold. To provide a welcoming team environment for Lafayette College Students and the goal the ability to learn, participate in, and enjoy equestrian sports, and additionally, to compete against the equestrian teams of other colleges and universities, are to be considered equally as important in fulfilling the team's ultimate goals. Each of these components of the team's ultimate purpose are to be reasonably considered and weighed in making all executive decisions of the team.

## **Article III- Membership**

Membership in this organization shall be open to all Lafayette College Students. Students of all experience levels, even those who have no previous experience at all, are welcome to join the team. Members of the equestrian team will also become members of the Intercollegiate Horse Show Association (IHSA), as competitors in Zone 3, Region 4 of the IHSA.

Joining the team, and participating on it from year to year, requires the payment of team dues at the beginning of the year. For more details on this, see Article VII, Section II (Finances).

Remaining a member of the team is dependent on the active participation and fulfillment of responsibilities to the team on the part of the team member. For more details on this, see Article IX (Responsibilities of All Team Members).

## **Article IV- Board Members**

The Executive Board of the Lafayette College Equestrian Team is composed of team members who are elected to fulfill the following roles:

A Show Captain, who shall be responsible for the following duties-

- 1) Serve as the team representative in dealing with the college, Intercollegiate Horse Show Association (IHSA), the club members, facility directors, and other teams.
- 2) Organize team activities such as meetings, lessons, and competitions.
- 3) Planning the annual Lafayette hosted Horse Show, which includes selecting a date,

A School Captain, who shall be responsible for the following duties-

- 1) Collaborating with the show captain in accomplishing their duties.

The Show Captain and the School Captain ultimately work together to accomplish \_\_\_ (basically that which is described above), whose roles combined are equivalent to that of a President and Vice President of a sports club.

A Treasurer, who shall be responsible for the following duties-

- 1) Submitting a budget to student government.
- 2) Maintaining a checking account for the club.
- 3) Presenting a written report for members and student government.
- 4) Paying for club expenses in a timely manner.

A Secretary, who shall be responsible for the following duties-

- 1) Taking notes at meetings and distributing them afterwards in a timely manner.
- 2) Organizing lesson groups and scheduling lesson times for members.

All Board Members are responsible for maintaining active and open methods of communication with the rest of the team and working to provide support wherever it may be needed. This includes, but is not limited to: communicating important information at meetings, providing information in a timely manner, responding to inquiries in a timely manner, and bringing all issues and concerns raised to the attention of the rest of the Board.

Board Members will meet and communicate regularly. Board meetings will be held immediately before meetings with the rest of the team. If a team member would like to meet with the entire board present, they shall request that they be able to do this with advance notice. Any issue or concern that is presented to one member of the board will be shared with the entire board, advisor, or coach as appropriate.

The Board Members shall be elected in April of each school year and shall assume their offices in September of the following year. Should any officer resign or leave office, succession shall be such that, if either the Show Captain or School Captain resigns, the other captain will adopt their responsibilities. All other positions will be re-elected as needed at the time of resignation.

Elections for the new academic year will operate through Lafayette College Recreation Services. Should there be a tie, the designated coach shall cast a vote to decide the election.

### **Article V- Meetings**

This organization shall meet once every week that school is in session.

#### *Section I: Meeting Format*

An agenda will be prepared for every meeting and made known at the beginning of the meeting. Concerns/questions/ topics that team members want to discuss can be submitted to the board before meetings begin.

### **Article V - Practices and Competitions**

In addition to weekly meetings, team members are expected to attend weekly practices and competitions. Team practices are held with the designated coach and at Summerfield Farm. Lesson schedules are determined at the beginning of the semester. Team members must attend their scheduled lesson time. Any issues with lesson times must be raised at the weekly meeting. If a team member does not attend a weekly scheduled lesson and they did not inform the board they would be unable to attend at the weekly meeting, that team member is responsible for the cost of that missed lesson.

Team members must practice with the designated coach or Summerfield Farm within 7 days of a competition. If a team member does not practice within 7 days of a competition with the designated coach or Summerfield Farm, they will not be permitted to compete and will be responsible for their entry fees.

There are ten regular season competitions each year, with additional post-season competitions and invitationals, mainly occurring on weekends. Team members must attend  $\frac{2}{3}$  of the regular season competitions in each semester. Team members must inform the board at weekly meetings if they are unable to attend a competition at least 10 days prior to that scheduled competition. If a team member does not inform the board that they are unable to attend at least 10 days prior to that scheduled competition, that team member is responsible for their entry fees for that competition.

Team members are expected to be active participants at competitions. They are expected to assist other team members with getting ready, cheer on team members, and be helpful and sportsmanlike at all times. Team members are expected to attend the entirety of the competition, and may not leave early unless given previous permission from the board. Competitions where the team member leave prior to the completion of the competition shall not count towards that team members  $\frac{2}{3}$  attendance of competitions for the semester.

For any competition, regular season or invitational, which has limited entries the team members who will compete will be decided by the designated coach.

#### **Article VI- Dues**

The membership dues of this organization shall be determined by the club officers on a yearly basis and are to be paid at the beginning of the fall semester.

Dues are determined by:

- cost of one's individual membership to the Intercollegiate Horse Show Association
- team gas money contribution
- considerations in regards to the team's allotted budget for the year

#### **Article VII- Risk Management**

### *Section I: Injuries*

In order to mitigate the risk of personal injuries, the club shall do the following:

- a) At least two club officers shall attend First Aid and CPR training sessions each year.
- b) Have an EMT present at all competitions.
- c) Require all members to have the appropriate safety equipment.

### *Section II: Finances*

In order to mitigate the risk of running a deficit compromising the College in the event of a financial audit, the club shall do the following:

- a) Have the Treasurer maintain close contact with representatives in the Student Leadership and Involvement Office.
- b) Maintain a detailed budget and careful records of invoices, profits, etc.
- c) Collect dues and expenses from team members in a timely manner.

Team Money, both from dues and from fundraisers, goes to funding all, but not limited to just, the following things:

- Competition Entries
- Costs affiliated with transportation, housing, etc. for competitions and practices
- Costs affiliated with Lafayette's hosted competition
- The team's designated coach
- Team dues to the Intercollegiate Horse Show Association and Zone 3, Region 4 of the IHSA

A careful budget form shall be maintained throughout the year for all accounts associated with the Lafayette College Equestrian Team.

### *Section III: Hazing*

In order to reduce the risk of acts or behaviors that could be categorized as hazing, the club shall do the following:

- a) Require all club members to attend a meeting on Hazing at the start of the school year.
- b) Promote a comfortable and inclusive environment for all members.

### **Article IX- Responsibilities of all team members**

Members of the Lafayette College Equestrian Team must meet the following requirements to be a member of the team, and be eligible for competitions and practices:

1. Team members must attend weekly meetings. If you must miss a meeting for a legitimate reason, you must give advance notice to the board (24 hours at minimum). After three missed meetings without due warning, you may be suspended from the team for a semester.
2. Team members must attend at least  $\frac{2}{3}$  of the competitions in one semester. If you scratch from a horse show after being entered, you are responsible for covering the cost of your entry.

3. Team members must be respectful of others, display good sportsmanship, be on time, have a positive attitude, and treat the horses with kindness and empathy.
4. Team members must be active participants at competitions by helping other team members.
5. Team members may not drink alcohol 24 hours before a competition.
6. Team members must lesson the week prior to competitions at either Summerfield Farm or with the designated coach.
7. Team members must attend the Lafayette College Equestrian Team Hosted Horse Show.
8. Team members must pay team dues and any other expenses owed to the team within 10 days of notice being given of the expense.

Failure to meet any of the above outlined requirements will result in a written warning from the board. The team member has the opportunity to appeal the warning to the board at the Board Meeting following the receipt of the written warning. Failing to meet any of the above requirements following the receipt of a written warning will result in suspension from the team for a full semester.

#### **Article X- Amendments**

This constitution may be amended by a unanimous decision of the club officers.

Before the vote of the club officers, the proposed amendment must be presented to the entire team for consideration and deliberation. Ultimately, it is the decision of the Board, and where appropriate, in conjunction with the coach, whether or not an amendment to the Constitution is made.

Submitted by: Sarah Pavlini and Kayla Birde

Date: TBA

## **Lafayette Equestrian Team Meeting Agenda**

*-To be filled out at each team meeting by the secretary of the board. If the secretary is absent the treasurer is responsible for filling it out.*

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

Time: \_\_\_\_\_

Written By: \_\_\_\_\_

Next Week's Schedule: (social events, lessons, shows, meetings, etc)

Upcoming Show:

*Drivers*

Name	Number of People

**Departure Time-**

**Location-** Outside South College (Marquis side)

**Issues/Concerns:**

(If none are brought up then note that)