

Constitution of the Lafayette College Equestrian Team 2021-2022

Article I- Name

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

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. Both of these purposes 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. In accordance with Lafayette College's anti-discrimination policy, no discrimination on the basis of race, color, national or ethnic origin, disability, religion, age, military or veteran status, sex, sexual orientation, gender identity or expression, marital or familial status, pregnancy, genetic information, or any other characteristic protected by Title IX of the Educational Amendments of 1972.

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). Team members are also required to register on DoSportsEasy in order to ride and be considered an active member of the team.

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 President (Show Captain), who shall be responsible for the following duties:

1. Serve as the team representative in dealing with the Intercollegiate Horse Show Association (IHSA), 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

A Vice President (School Captain), who shall be responsible for the following duties:

1. Collaborating with the president (show captain) in accomplishing their duties.
2. Serve as the team representative in dealing with Lafayette College and Club Sports, ensuring that all school regulations are met.
3. Organize team bonding activities.
4. Monitor and post to the official team social media sites.

The President (Show Captain) and the Vice President (School Captain) ultimately work together and share responsibilities.

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

1. Submitting a budget to the student government.
2. Maintaining a checking account for the club for both the team's Student Government and Restricted Accounts.
3. Presenting a written report for members and student government.
4. Paying for club expenses in a timely manner.
5. Maintaining an accurate record of all of the money received by the team, both cash and check.
6. Deposit all of the money received by the team in a timely manner.

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

1. Taking notes at meetings and distributing them within 24 hours afterward.
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. All board members must also abide by the rules stated in the LCET Board Constitution.

Board Members will meet and communicate regularly. Board meetings will be the Monday before each week begins. 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.

In order for a board member to be impeached there must be evidence of one of the following:

1. A blatant disregard to board member responsibilities
2. Non compliance with team rules and expectations

To impeach a board member a member of the team should bring up the topic of impeachment at a general body meeting, or in private with any member of the board. Both the board member potentially being impeached, and the member who motioned for impeachment must state their arguments for and against impeachment. A vote will then be taken, and 75% of all team members must vote in favor of impeachment in order for the board member to be impeached.

Article V - Elections

The Board Members shall be elected in March 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:

1. If the President (Show Captain) resigns, the Vice President (School Captain) adopts their position, the secretary becomes Vice President (School Captain), and the Secretary is re-elected.
2. If the Vice President (School Captain) resigns, the secretary becomes the Vice President (School Captain) and the Secretary is re-elected.
3. The Treasurer and Secretary will be re-elected at the time of resignation.

Elections for the new academic year will operate through Lafayette College Recreation Services.

Article VI - Social Media Coordinator

The Social Media Coordinator position falls under Vice President (School Captain). The Social Media Coordinator is responsible for the team's interactions with incoming students, attracting new members, and updating the team's social media accounts. Some of the responsibilities include (but are not limited to):

1. Post a minimum of once a week on the LCET Instagram account
2. Post a minimum of once a month on the LCET Facebook account
3. Post on Instagram and Facebook after each LCET competition
4. Update the LCET website
5. Respond within 48 hours to any social media interactions or questions

Article VII - 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 by the secretary 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. The meeting is chaired by the secretary of the team, and a quorum is made by 75% of members being present at the meeting.

Article VIII - 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 Top Notch Equestrian Center. 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 by 9pm Sunday evening, that team member is responsible for the cost of that missed lesson.

Team members must practice with the designated coach or Top Notch Equestrian Center within 7 days of a competition. If a team member does not practice within 7 days of a competition with the designated coach or Top Notch Equestrian Center, 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 postseason 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 members 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 IX - 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 X - Procedure

The meetings of this organization will be conducted according to Parliamentary Law, as defined in Roberts' Rules of Order.

Article XI - 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:

- A. Competition Entries
- B. Costs affiliated with transportation, housing, etc. for competitions and practices
- C. Costs affiliated with Lafayette's hosted competition
- D. The team's designated coach
- E. Team dues to the Intercollegiate Horse Show Association and Zone 3, Region 4 of the IHSA
- F. Contributing to the cost of team member lessons at the designated lesson barn

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

Section III: Hazing

The Lafayette College Equestrian Team follows the hazing policy set by Lafayette College.

Hazing is defined as intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student into or with an organization, or for the purpose of continuing or enhancing a student's membership or status in an organization, causing, coercing or forcing a student to do any of the following:

1. Violate Federal or State criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.
7. Depriving individuals of regular meals and the opportunity for adequate personal hygiene
8. Endure individual interrogations
9. Endure the throwing or pouring of substances on anyone
10. Endure any activity that interferes with students' attending class or studying
11. Endure harassment or disruption of other residences or groups; any form of restriction of a person's freedom of movement; nudity as part of an initiation activity

No prospective members, new members, members, or others are allowed to participate in any ceremony or practice that involves mental or physical exhaustion or abuse, or in any way interferes with the students' mental or physical ability to perform their work at Lafayette College. These rites must not reflect unfavorably upon either the group or the College or be of a dangerous, rude, or demeaning nature. Hazing, whether it occurs on or off campus, is prohibited and will be subject to sanctioning through the conduct process.

Penalties for hazing as defined by Lafayette College may include:

1. The imposition of fines.
2. The withholding of diplomas or transcripts pending compliance with the rules or payment of fines.
3. The rescission of permission for an organization to operate on campus or school property or to otherwise operate under the sanction or recognition of the institution or secondary school.

4. The imposition of probation, suspension, dismissal or expulsion.

In addition to any penalties decided by the college, the team has a zero tolerance policy for hazing conducted by any member of the team, and any member found in violation of Lafayette's hazing policy will be expelled from the team.

Article XII - 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 be respectful of others, display good sportsmanship, be on time, have a positive attitude, and treat the horses with kindness and empathy.
2. 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.
3. Team members must attend at least $\frac{2}{3}$ rds of the competitions in one semester for the entirety of the competition. If you scratch from a horse show after being entered, you are responsible for covering the cost of your entry.
4. Team members must be active participants at competitions by helping other team members.
5. Team members may not drink alcohol or use illegal substances 24 hours before a competition.
6. Team members must lesson the week prior to competitions at either Top Notch Equestrian Center 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 XIII - 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.