

Lafayette College Equestrian Team
Lafayette College
CONSTITUTION

ARTICLE I: Name

The name of this organization shall be the Lafayette College Equestrian Team, also referred to as LCET.

ARTICLE II: Purpose and Scope

Section 1: Purpose Statement

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.

Section 2: Goals/Objectives

In pursuit of this general purpose, the Lafayette College Equestrian Team will aim to:

- A. Provide the ability to learn, participate in, and enjoy equestrian sports
- B. Compete against the equestrian teams of other colleges and universities
- C. Promote a welcoming team environment for Lafayette College students

Section 3: Relationship & Policy Agreement

As a recognized Lafayette College student organization, the Lafayette College Equestrian Team will have access to advising and resources through the Division of Student Life and the Lafayette College Student Government, however, the Lafayette College Equestrian Team activities are not supervised by Lafayette College staff or Student Government Representatives. The members of the organization itself are responsible for following all College policies and state laws and for ensuring the safety, security, and appropriate and lawful behavior of the membership as well as any students involved in activities sponsored by the organization.

Section 4: Affiliation

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. As members of the IHSA, members will have access to discounts and special pricing on select brands of equestrian gear as well as have scholarship opportunities.

ARTICLE III: Membership

Section 1: Nondiscrimination

In keeping with Lafayette College's policy of nondiscrimination, membership in Lafayette College Equestrian Team is open to all students of Lafayette College, regardless 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 law.

Section 2: Active Members

Active membership in the Lafayette College Equestrian Team shall be limited to students who are currently enrolled at Lafayette College. A member is considered an active member by attending at least

$\frac{2}{3}$ of the horse shows and $\frac{2}{3}$ of the meetings per semester. Active members are eligible to vote and hold office. Other members of Lafayette College such as faculty, staff, and alumni may participate but only as non-voting associate or honorary members.

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 by texting the Secretary in a timely manner. If a team member does not attend a weekly scheduled lesson and they did not inform the board they would be unable to attend within 24 hours of the lesson, 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.

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 $\frac{2}{3}$ 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.

Section 3: Selection of New Members

Students of all experience levels, even those who have no previous experience at all, are welcome to join the team. After paying any necessary dues and attending the proper new member meetings, new members will be eligible to officially join the organization.

Section 4: Hazing

Lafayette College requires that no student participate in and that no student organization allow any of its prospective members, new members, members, or others 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.

Section 5: Voluntary Member Withdrawal

Any member can, at any time, voluntarily withdraw their membership from the organization.

Section 6: Non-Voluntary Member Withdrawal

Failure to meet any of the outlined requirements in Article 3 Section 2 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. Removal of a board member is outlined in Article 6 Section 6.

Section 7: Dues

Dues will be paid each semester within the first 2 weeks of the semester. The amount of the dues will be determined by the President (Show Captain) and Treasurer at the beginning of each semester based on the projected financial responsibility of the team. Failure to pay dues will result in the revocation of active membership.

ARTICLE IV: Organizational Leadership

Section 1: Officers

The officers of the Lafayette College Equestrian Team shall be the President (Show Captain), the Vice President (School Captain), the Secretary, the Treasurer, and the Social Media Chair, which will serve as the Executive Committee. The coach of the Lafayette College Equestrian Team is not considered a part of the Executive Board and is not permitted to vote.

Section 2: The President (Show Captain) shall:

- A. Serve as the chief executive officer of the organization
- B. Serve as the primary contact and external liaison for the Intercollegiate Horse Show Association (IHSA), Lafayette College, club members, facility directors, and other teams

- C. Preside over all organization meetings
- D. Organize team activities such as meetings, lessons, and competitions.
- E. Plan the annual Lafayette hosted Horse Show

Section 3: The Vice-President (School Captain) shall:

- A. Assist the President (Show Captain) with oversight of the organization
- B. Assume the duties of the President (Show Captain) in the event of the President's absence or removal from office
- C. Coordinate organizational recruitment and retainment efforts
- D. Organize team bonding activities
- E. Serve as the primary safety leader/risk manager

Section 4: The Secretary shall:

- A. Organize lesson groups and schedule lesson times for members
- B. Keep a record of all members of the organization
- C. Keep a record of all activities of the organization
- D. Create and distributes agendas for each meeting of the organization
- E. Notify all members of meetings
- F. Keep and distributes minutes of each meeting of the organization

Section 5: The Treasurer shall:

- A. Keep all financial records of the organization
- B. Collect organization dues
- C. Prepare and submit budget requests
- D. Maintain the OurCampus accounting book
- E. Pay for club expenses in a timely manner

Section 6: The Social Media Chair shall:

- A. Monitor and post to the team's official website
- B. Monitor and post to the team's official Instagram/Facebook
- C. Monitor and post to the team's official TikTok

ARTICLE V: Advisor

Section 1: The Lafayette College Equestrian Team will be advised by a Lafayette College faculty, staff, or a full-time employee.

Section 2: The organization is free to select any eligible employee to serve as the advisor to the organization. Upon selection, the advisor must be approved by the Director of Student Involvement.

Section 3: The Advisor shall:

- A. Provide guidance and support
- B. Advise the group on College policies and procedures and risk management
- C. Attend meetings and major functions of the Lafayette College Equestrian Team

ARTICLE VI: Officer Terms and Election Procedures

Section 1: Term

The terms of all officers of the Lafayette College Equestrian Team shall be one calendar year. Officers may serve multiple consecutive terms.

Section 2: Election Timeline

All officers shall be elected on or before the last day of the fall semester of each year, with their term effective beginning at the end of the spring semester. The spring semester will function as a period of training, where the position elects will learn from their previous officers and all elected and current officers will work together to run the team.

Section 3: Officer Criteria

All officers shall be elected from the active members. Any student seeking to hold office must have and maintain good academic and judicial standing. The President (Show Captain) shall be elected from an active member that has served at least one previous term as an officer of the Lafayette College Equestrian Team.

Section 4: Election Process.

- A. The President will announce that elections will be occurring and communicate the process and timeline to the active members.
- B. A quorum (simple majority) of active members must be present for all meetings where elections take place.
- C. Active members must self-nominate and submit their speeches for the position to the President in accordance with the election timeline.
- D. In the event that only one individual is running for a position, they will assume the position for the coming year. If two or more individuals are in the running, it will be put to a vote.
- E. Voting shall occur by a secret ballot distributed to each active member in attendance at the meeting. The ballots shall be tabulated by the President or any officer not on the ballot. A majority is required to elect Executive Officers.

Section 5: Officer Resignation

Any officer can, at any time, voluntarily resign from their position with proper notice given to the other officers and Advisor.

Section 6: Officer Impeachment

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 Constitution.

Board Members will meet and communicate regularly. Board meetings will be held in the hour before the regular team meetings. 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. If such an action occurs, an informal re-election for that position may be held to replace the impeachment.

The coach can be removed if the executive board votes unanimously in favor of removal and if the removal does not interfere with eligibility for competitions. The executive board will then be responsible for finding the team a new coach following the IHSA guidelines in a timely manner.

Section 7: Officer Succession

Should the office of the President (Show Captain) be vacant, the Vice President (School Captain) shall become the President and assume all of the responsibilities of that office. Should the office of any of the remaining officers become vacant, a special election will be held at the next meeting, following the process outlined in Article 6, Section 4.

ARTICLE VII: Meetings and Programs

Section 1: The first meeting of the fall semester shall be within two weeks after classes start.

Section 2: At least one business meeting should be held per month. A business meeting is defined as an official publicly advertised meeting with quorum preset and minutes recorded.

Section 3: Quorum: A simple majority of the membership is required to conduct business (half plus one).

Section 4: Robert's Rules of Order shall govern meetings in all cases except when in conflict with this constitution and with general College regulations.

ARTICLE VIII: Constitutional Amendments

Section 1: Amendments to the Constitution must be proposed in writing by an active member of the Lafayette College Equestrian Team at any regular meeting at which two-thirds ($\frac{2}{3}$) of the active members are present.

Section 2: Proposed amendments shall be voted upon only after two regular meetings following the introduction of the proposal and discussion period.

Section 3: Proposed amendments will become effective following a three-fourths ($\frac{3}{4}$) affirmative vote of the active members.

ARTICLE IX: Risk Management

Section 1: 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 2: 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 3: Hazing

The Lafayette College Equestrian Team follows the hazing policy set by Lafayette College. See Article 3 Section 4 for more information on hazing. 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

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.

DOCUMENT HISTORY:

Created: [February 4, 2023](#)