

# Florida Equestrian Club and Team Constitution

## **Article I**

### **Name of Organization**

Section 1. The name of the organization shall be the Florida Equestrian Team and Club. These will be represented by FEC for the Equestrian Club and FET for the Equestrian Team.

Section 2. The Equestrian Team and Club is a Sports Club under the Recreational Sports Division of the University of Florida.

## **Article II**

### **Objectives**

Section 1. The purpose of this organization shall be:

To promote high standards of horsemanship, sportsmanship, character, leadership, and fellowship in all members.

Section 2.

To encourage, foster, and promote the intercollegiate equestrian activities within, but not exclusively, with the Intercollegiate Horse Show Association (IHSA) and Intercollegiate Dressage Association (IDA) according to the rules of that organization.

Section 3. To promote knowledge and skill in handling and care of horses.

Section 4. To promote horse related intercollegiate activities and sponsor the IHSA and IDA teams representing the University of Florida.

Section 5. To promote the University of Florida horse related educational programs and the Horse Teaching Unit.

## **Article III**

### **Compliance Statement**

Upon approval by the Center for Student Activities and Involvement, the Equestrian Team and Club shall be a registered student organization at the University of Florida. The Equestrian Team and Club shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University's regulations related to Non-Discrimination, Hazing, Commercial Activity, and Student Leader Eligibility.

## **Article IV**

### **Non-Discrimination**

In compliance with the University of Florida Non-Discrimination Policy (Regulation 6C1-1.006), the Equestrian Team and Club will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions or affiliations, and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

## **Article V**

### **Membership Requirements**

#### **Part A: Membership Requirements for the FEC**

Section 1. Membership in this organization is open to enrolled students at the University of Florida. Non-students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

Section 2. Active members shall consist of students of the University of Florida who regularly attend club and participate in the other club activities. Active members shall be privileged to vote upon business of the club. An active member is defined as members who have not missed more than two consecutive general session meetings.

a. In addition, active club members, team members, and officers are required to participate in the following per semester:

Club members: one community service project, work one shift at all UF hosted shows, and participate in one fundraiser.

Team members: one community service project, work one shift at all UF hosted shows (all shifts at their respective team's home show), and participate in three fundraisers.

Officers: two community service projects, work one shift at all UF hosted shows, and participate in three fundraisers.

NOTE: There are no substitutions (example: club members may not participate in two community service projects in lieu of one fundraiser).

Section 3. Associate members shall consist of faculty, staff, and student spouses. Associate members shall not vote or hold office.

Section 4. Honorary memberships may be conferred upon any person identified with horse interest by a majority of the members at any regularly scheduled meeting. Honorary members shall not be privileged to vote upon business of the club.

Section 5. Members who willfully neglect or interfere with the work of the club and whose presence is injurious, may be punished by expulsion in the following manner: a member shall recommend to the club the said member shall be expelled from the FEC, and at the following meeting the recommendation shall be voted on and must receive a two-thirds majority of those present to expel the culprit from that meeting and throughout the remainder of the scholastic year.

Section 6. No dues shall be collected from the members of the club for the sole purpose of club membership. Members may be required to pay for participating in specific activities.

Section 7. The FEC may not exclude individuals from membership on the basis of race, creed, color, sex, national origin, disability, or sexual orientation.

Section 8. Members may withdraw voluntarily at any time with notification to the Secretary.

Section 9. Members of this organization are free to leave and disassociate without fear of retribution or harassment.

Section 10. All club members competing on the FET must adhere to the team rules.

## **Part B: Membership Requirements for the FET**

Section 1. Anyone wishing to participate in activities with the FET must join the Florida Equestrian Club (FEC).

Section 2. Any UF student may become a member of this team, as long as he/she fulfills the requirements set by the IHSA, the Sports Club Council, the FEC, and has a cumulative GPA of 2.0.

Section 3. Students wishing to apply to the team must contact the team coach or the team captain.

Section 4. Upon application to the team, the applicant must ride for the team coach to determine the section(s) in which the rider may represent this team in the IHSA and IDA competitions.

Section 5- Team members shall consist of members who have participated in all activities stated by the club at the beginning of the year. Excuses must be presented to the officers committee before the event to be reviewed for excusal from an event. Team members must also be active members of the FEC.

Alumni - as defined in IHSA rules.

Section 6. Policy for process of advisory committee's selection of the members to show

- A. Participation in all activities and following all rules of primary consideration.
- B. Member must be in good standing with the club to ride for the FET.
- C. Coaches may present a list of riders for consideration to the advisory committee.

Section 7. The Advisory Committee will at the same time give justifiable reasons for the drop from showing and directs the members of those reasons. They will also decide what actions the member may take to be reconsidered for team membership.

Section 8. The FET shall limit itself to the number of riders available for each show. The showing members will be designated by the Advisory Committee.

## **Article VI**

### **Officers & Duties**

Section 1. The elected officer positions.

A. FEC shall be: President, Vice-President, Secretary, Treasurer, Marshall, Pledgemaster, and Historian.

B. FET shall be: English Captain, Western Captain, Dressage Captain and three respective Co-Captains.

Section 2. The President shall:

A. preside over all meetings at which he is present and shall direct the club's activities to accomplish its objectives.

B. call special meetings and perform other duties not specified, such as appointing committees.

C. prescribe the order in which the meetings shall be carried on during his term in office, with the general approval of the club. The meetings shall follow the general guidelines of Robert's Rules of Order. Any club member may request items to be added to the agenda.

Section 3. The Vice-President shall:

A. assume duties of the president in absence of that official

B. procure and introduce speakers for club meetings

C. assist in the promotion of the best interest of the club

D. other duties as the President may direct

Section 4. The Secretary shall:

A. record and read the minutes of all meetings

B. issue all orders and notices required conducts all club correspondence

C. make a report of the work and accomplishments of the club each semester.

D. keep record of attendance at meetings

E. keep the list-serve for e-mailing the club, as well as other club contacts

F. maintain and update member points for all teams and notify members when they are nearing pointing out.

G. collect / maintain an up to date list of all member (club, team, and officer) activities (fundraisers, community service, working at home horse shows, etc.).

Section 5. The Treasurer shall:

A. receive all monies and pay all bills of the club

B. be in charge of all club purchases, keep all financial records of the club, including club monies used by competition teams

C. prepare and make a current financial report (written and oral) at all club meetings and upon request of the executive committee

D. prepare a written summary of all financial transactions and balances at the last meeting of each semester and file the student government financial report

E. file all Sports Club forms regarding finances.

Section 6. The Marshall shall:

A. acquire a meeting place at the beginning of each semester

B. make all scheduled meetings known to members

C. to advise the club of parliamentary procedures and work on constitutional revisions.

D. keep record of all the tack and equipment that the club owns

Section 7. The Pledgemaster shall:

A. direct social activities of the club, solicit for membership, be available for inquires into club activities, and supervise pledge requirements.

B. develop and orient new members according to the needs of the club.

Section 8. The Historian shall:

A. design, maintain, and update the club and team website including but not limited to meeting minutes, club roster, club contacts, point standings, show schedule, club pictures, and club and team information.

B. schedule and take team, club, and officer pictures in the fall of each year

Section 9. All captains shall:

- Have the general management of the team they are to preside over, including:

A. Gathering and maintaining show information, entry lists, team and individual point standings, financial expenditures at shows, and membership status.

B. Securing, planning, filing paperwork, and providing receipts for all travel to the treasurer and Sports Club.

C. Seeing that all resolutions of the Advisory Committee and FET shall be put into effect.

D. Shall receive entry forms for each show. Since entry constitutes a requirement to pay fees, the captain must confirm by direct contact the individual entries with each team member entered prior to sending in the entries and may not enter a team member in a class without their approval.

- The captain shall be elected for one year in accordance with election guidelines (see Art V Section III)

Section 10. The co-captains of the FET shall:

A. assume the duties of the captain in his/her absence, and automatically become acting captain should the captain resign or be unable to serve out his term of office. In this event, team members must elect, by majority vote, a member to serve as co-captain alongside the acting captain, for the rest of the semester.

B. assist in the general management of the team, including, but not limited to acquiring horses for shows, reserving hotel rooms, properly filling out and returning show paperwork, and other activities pertaining to the organization of going to and planning shows.

C. assist in seeing that resolutions of the FET and advisory committee are put into effect.

## **Article VII**

### **Elections**

Section 1. The officers must be elected from active members of the club. For the FET offices, the candidates must be a team member.

Section 2. Officers are to be elected by the first meeting of March and to be elected for a full year (fall to spring) with no officer succeeding themselves more than once. The captain shall be elected for a full year (fall to spring). The officers shall be elected by a majority vote of the active members present. In case of vacancy in any office, the highest officer shall call an election to fill the office at the next regular meeting after the vacancy occurs. In the event of the vacancy of the President, the Vice-President shall assume the office, and a new Vice-President shall be elected.

Section 3. [for purposes of Student Center for Activities and Involvement] The election process will be as follows:

1. Member desiring office will be nominated by a fellow club member.  
Nominator will be recorded
2. The nomination will be seconded by a club member. Seconding member will be recorded.
3. A list of nominees will be available prior to and during the election.
4. Election will be led by the club Marshal.
5. Voting will occur via secret ballot and will be tabulated by the club president and an advisor.
6. The nominee who receives that majority of the votes will be elected into that position.

Section 4. All FET specific officer positions and coach will be voted by the corresponding FET members. Team members of multiple teams will be able to vote in each position election that they are part of. Example, an FET member of both the Hunt Seat and Dressage teams will be allowed to vote in the Hunt Seat captain, co-captain, and coach elections along with the Dressage captain, co-captain, and coach elections. The member will not be allowed to vote in the Western captain, co-captain, and coach elections.

## **Article VIII**

### **Advisors and Coaches**

## Faculty Advisors

Section 1. The club shall elect at least one but no more than two faculty members who shall serve as the faculty advisors. These advisors may also fulfill the role of team advisor.

Section 2. Advisors shall be chosen on the basis of interest in the club, contacts with the student body, their ability and knowledge to advise, guide, and direct the club.

Section 3. The faculty advisor shall be nominated by the officers and confirmed by a majority vote of the members. Advisors shall be elected at the second to last meeting of the spring semester.

Section 4. The advisor of the team shall:

A. supervise all club and/or team activities to keep the FEC and/or FET within school and/or IHSA regulations, as well as keeping them the Team/club functioning smoothly.

B. not vote, but may express his opinion as often as possible.

C. serve as the university representative of the team or shall designate an appropriate substitute.

- The faculty advisor should attend executive and general meetings.

## Coaches

Section 1. A coach shall serve as instructor of the team and shall serve at all team competitions and activities. In addition the coaches shall:

A. be responsible for placing new riders in an appropriate division while being conscious of the safety of each rider in that division. Also, the coach must be conscious of the safety of any rider seeking alternate instruction.

B. serve as the non-student representative of the team in all forms of competition or appoint another such representative on his/her absence.

C. designate team point riders at all IHSA and IDA competitions.

D. attend club meetings and functions as often as possible.

Section 2. The coach will be elected by the last FET meeting of the spring semester. The vote shall consist of a majority of active members during a FEC meeting consisting of a quorum.

Section 3. Any additional prospects for coach must:

- A. be sponsored by a member of the FET or current coach.
- B. make their interest known by the third to last FET meeting of the Spring semester.
- C. submit a resume, including qualifications.
- D. participate in a FEC group discussion before the day of the election.

Section 4. In the event that another additional coach prospect submits a resume, the current coach will also provide a resume, with current qualifications. The current coach must also participate in a group discussion before the day of the election. Current coach, and the additional prospects shall be allowed to attend the other group discussion if they wish.

Section 5. The coach's term shall begin immediately following the conclusion of the current FET show season.

Section 6. Additional coaches may be obtained for additional disciplines, but there may be only one coach per discipline.

## **Article IX**

### **Finances**

Section 1. The FEC shall not charge membership dues.

Section 2. All team members will be financially responsible for the individual expenses including coaching, transportation, and lodging as determined by the Advisory Committee.

Section 3. All members may vote on financial matters.

Section 4. Recommendation of the FEC budget committee as passed by the club, will determine reimbursement (if any) for competition expenses.

Section 5. Team members who are entered in a show and subsequently withdraw will not receive reimbursement. The member may still be responsible for any additional travel expenses, as determined by the Advisory Committee.

## **Article X**

### **Dissolution of Organization**

In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to Horse Protection Association of Florida.

## **Article XI**

### **Committee Formation and Duties**

#### Advisory Committee

Section 1. The activities of the team shall be governed by the Advisory Committee. The Advisory Committee shall:

- A. formulate and execute the general policy of the team.
- B. prior to the first show of each semester, prepare and distribute the rules to the FET.
- C. prior to the entry deadline of each IHSA and IDA competition, designate and list the team members attending the show.
- D. In the event it is necessary to select team representatives to compete, the selection will be at the discretion of the advisory committee.

Section 2. The Advisory Committee shall be made up of the team captains, co-captain, three at-large delegates, the advisors, the coach, and an alternate to serve on committee in extenuating circumstances.

Fall 2010: The Advisory Committee shall be made up of the President, Vice President, Secretary, Captain (for each discipline), Co captain (for each discipline), and the Coach (for each discipline).

Section 3. The Secretary of the Advisory Committee shall:

- Keep minutes of all committee meetings.

- Have charge of a file of team activities including a completed prize list from all team competitions and a current team and individual point standings.

(PUT SECTION 4 UNDER SECRETARY'S DUTIES)

Section 4. The Advisory Committee shall meet approximately 2 weeks prior to the first intercollegiate show of each semester and any other time requested by its members. Emergency decisions may be arrived at via telephone through canvas by the team captain.

Section 5. The Advisory Committee shall act as deemed necessary (when brought to the committee's attention) upon the questionable conduct of any team member by determining if such a member's conduct is/is not in accordance with the rules of this team and/or its affiliates. In addition the committee shall determine and execute any appropriate action deemed necessary.

Section 6. Election of at large delegates shall take place during FEC elections, and shall be elected by a vote of the members. The three at large delegates and the alternate shall serve two-semester terms from fall to spring.

### Special Committees

Section 1. Upon recommendation for a committee to conduct special business, a committee will be voted upon by quorum. At the next regular meeting the committee's recommendation shall be read to the club and must receive a two-thirds vote of a quorum to approve the recommended action.

### Budget Committee

Section 1. The budget committee will consist of the Treasurer, Team Captain (as defined in the FET rules), and 2 elected at-large members. Advisor and Coach will be present as non-voting members.

FALL 2010: The Budget Committee will consist of the Treasurer, Team Captains, and two elected at-large members of FEC. The at-large members will be voted upon at the second meeting of the Spring semester.

Section 2. The Budget Committee is to begin meeting at the beginning of the spring semester, to prepare budget for following year.

Section 3. This will follow the rules of the special committee.

## **Article XII**

### **Instruction Requirements**

1. Team Members must participate in riding activities regularly, with the purpose of improving riding ability. Weekly riding instruction is strongly recommended. Two lessons per month are required of each team member in order to be eligible to show with the FET.
2. The show season runs from 3 weeks prior to the first horse show of the year through the last show of the year. The rider must take two lessons with the coach before entries are due for the first intercollegiate show of the season that the rider wishes to attend.
3. Prospective team members must participate in assessments (or equivalent thereof) before becoming a team member.

## **Article XIII**

### **Meetings**

Section 1. There shall be a regular meeting the 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Wednesday of each month.

Section 2. The president may call a special meeting or suspend a regular meeting at his/her discretion.

Section 3. The proceedings at the meetings shall be governed by Robert's Rules of Order except when at variance with the constitution or by-laws.

Section 4. Officers meetings shall be held to each general meeting or as deemed necessary by the officer team.

Section 5. An election or a vote shall require quorum of active members before proceeding. A passing vote shall consist of the majority of active members.

Section 6. Meetings of the team shall be held prior to each competition, or as deemed necessary by the captains, coach, or the advisor. A regularly scheduled FEC meeting shall be acceptable.

## **Article XIV**

### **Attendance**

Section 1. Attendance at all regular meetings shall be compulsory of all active members.

Section 2. Permission to be absent from the meeting may be granted, before the meeting, by notifying the secretary if the reason is legitimate.

Section 3. After three consecutive unexcused absences from regular meetings, the delinquent member shall be expelled for the remainder of the semester.

## **Article XV**

### **Code of Ethics**

Section 1. The club shall adhere to the student guide, other laws, rules, and regulations governing the University of Florida and its students. Any grievances, of the above must be reported to an Executive Committee member before further action is taken. See Article III, Section 4, for further actions taken.

Section 2. It is expected that all team members show respect for: fellow team members, for other teams and coaches, judges, horses, and facilities. Violations of these rules are damaging to the team and its future in IHSA and IDA competitions. The following are definitions of individual violations.

- A. Violations of the rules of the FET.
- B. Acting or inciting or permitting another person to act in a manner contradictory to the rules of the FET, or in a manner deemed improper, unethical, dishonest, unsportsmanlike, or intemperate, or prejudicial to the best interest of the team.
- C. Any act committed or remark made in connection with the show, aspirations on the character or integrity of the judges; approaching a judge before or after a decision without first obtaining the show management's permission.
- D. Physical assault upon a person and or cruelty to a horse as defined in Rules 4702 and 4902 (IHSA rules).

Section 3. Penalties for Individual Violations - in reference to Section 2

- 1. The Advisory Committee upon a first violation of the IHSA, IDA and/or FET rules will issue a warning and the individual may be placed on probation.
- 2. Any individual already on probation may be suspended from team activities by the Advisory Committee following a second violation of the

IHSA/IDA/FET rules. The period of suspicion will be at the discretion of the Advisory Committee.

3. Following the third violation, the Advisory Committee may vote to expel the individual either permanently or for a length of time deemed appropriate.
4. The Advisory Committee has the authority to suspend or expel any team member who commits an extreme violation of IHSA, FET, or Sports Club Council rules (as determined by the Advisory Committee).
5. An individual may petition to appeal a suspension or expulsion within one week of notification by the Advisory Committee.
  - The Advisory Committee must hear an appeal within one week of receiving a petition to appeal.
  - The Advisory Committee shall then hear the individual's appeal and shall discuss and re-vote on the individual's suspension or expulsion.

## **XVI**

### **Amendments**

Section 1. Amendments to this constitution shall be made in the following manner:

- Upon recommendation for an amendment to the constitution being approved by the majority vote of the club, the presiding officer shall appoint a committee, of one faculty advisor and the Marshall to draw up the proposed amendment. At the next regular meeting the amendment shall be read to the club and must receive two-thirds vote by a meeting consisting of quorum to become part of the constitution of the club.

Section 2. The by-laws shall be amended by a majority vote of active members present at the meeting.