

CONSTITUTION FOR RECOGNIZED STUDENT ORGANIZATIONS

Equine Riding & Racing Club (Herein known as R&R Club)

PREAMBLE

The aim of the Equine Riding & Racing Club, a Recognized Student Organization associated (informally) with the Equine Industry Program in the College of Business, is to provide an opportunity for University of Louisville students. Students with a particular interest in horses will have the opportunity to socialize and take part in special equine related activities, focusing on racing, riding and the industry as a whole. The Riding & Racing Club will aim to provide members with opportunities to gain experience, knowledge and expanded networks. The Intercollegiate Equestrian Teams, subsets of the R&R Club, shall operate under the rules of the Intercollegiate Horse Show Association (IHSA) and Intercollegiate Saddle Seat Riding Association (ISSRA).

ARTICLE I – NAME

Section 1 – The name of this organization shall be the Equine Riding & Racing Club (Riding & Racing Club or R&R Club).

ARTICLE II – PURPOSE

Section 1 – It shall be the primary purpose(s) of this organization to:

- A. Provide an opportunity for University of Louisville students with a particular interest in horses to socialize and take part in special equine related activities.

Section 2 – Additional purposes shall include but are not limited to:

- A. Riding opportunities available for all students; participate on an Intercollegiate Equestrian Team under the rules of the Intercollegiate Horse Show Association (IHSA); or Intercollegiate Saddle Seat Riding Association (ISSRA); serve as a club for trips and education on the horse industry as a whole.

ARTICLE III – MEMBERSHIP

Section 1 - Membership in the Equine Riding & Racing Club shall be open to any full-time student currently enrolled at the University of Louisville.

The R&R Club shall not discriminate against members based on age, sex, race, religious affiliation, nationality, or sexual orientation.

Section 2 - Basic membership dues in the R&R Club shall be \$25 per academic semester. It should be expected that some activities sponsored by or through the R&R Club during the year may require additional and optional fees over and above the dues.

- A. Teams may offer approved membership packages at the start of the year.

ARTICLE IV – OFFICERS

Section 1 – The executive committee of the Equine Riding & Racing Club shall include 13 officers: President (from either Riding or Racing section), a Vice President (from the opposite section), Treasurer, Secretary, Public Relations Manager, Racing Chair, Hunt Seat Team President, Hunt Seat Team Vice President, Western Team President, Western Team Vice President, Saddle Seat Team President, Saddle Seat Team Vice President and Faculty Advisor. All officers must be students (with the exception of the Advisor) and be members of the R&R Club. The whole club (all sections) will convene jointly once each month. Equestrian Teams or Racing section may meet in separate sessions when warranted. R&R Club members shall be free to participate in all activities and meetings.

Section 2 – The responsibilities of the President shall be as follows:

- A. To preside at meetings of this organization;
- B. To attend all R&R Club meetings and Executive Committee meetings;
- C. To serve as the representative of this organization to the University Administration, the Student Government Association, and other organizations;
- D. To execute the orders of this organization, subject to the approval of the membership;
- E. To appoint chairpersons and members of all committees, subject to the approval of the membership;
- F. To delegate Presidential responsibilities when deemed appropriate, subject to the approval of the membership;
- G. To have signature authority on all checks issued by this organization;
- H. To inform succeeding officers of their responsibilities to this organization, University Administration, the Student Government Association, and other organizations;
- I. Manage memberships and update forms, including Constitution revisions;
- J. Oversee actions of Club, IHSA Teams and ISSRA Team;
- K. Register Club for RSO Fairs including Orientation, Fall or Spring Fairs, Seminars, President's Council and other required RSO events;
- L. Ensure Club remain in Good Standing;
- M. Oversee events and fundraisers;
- N. Propose and organize relevant field trips;
- O. Manage contracts, constitutions and agreements;
- P. Communicate with advisor for events, sponsorships and updates;
- Q. Manage Sponsorships;
- R. Schedule meetings and a guest speaker when necessary;
- S. Communicate with potential, new and existing members regularly and send out meeting and deadline reminders;
- T. Manage official apparel of the R&R Club;
- U. To perform other such duties as the membership or Constitution may specify.

Section 3 – The responsibilities of the Vice-President shall be as follows:

- A. To assist the President in his/her duties;
- B. To assume the office of President in his/her absence, vacancy, resignation, or dismissal;
- C. To attend all R&R Club meetings and Executive Committee meetings;
- D. To establish, administer, and enforce an attendance policy, subject to the approval of the membership;
- E. Manage recruitment of new members;
- F. Research and notify members of local equine events or opportunities;
- G. Schedule meetings for the R&R Club or Executive Committee;
- H.
- I. Organize field trips, oversee events and fundraisers;
- J. To have signature authority on all checks issued by this organization;
- K. To perform other such duties as the membership or Constitution may specify.

Section 4 – The responsibilities of the Treasurer shall be as follows:

- A. To attend all R&R Club meetings and Executive Committee meetings
- B. To handle all correspondence of this organization not under the preview of the President;
- C. To pick up all mail received at the Student Government Association at least once a week, in addition to any other location at which mail for this organization may be delivered;
- D. To assume the office of Vice-President in his/her absence, vacancy, resignation, or dismissal;
- E. To keep accurate records of the financial status and transactions of this organization;
- F. Propose a working budget to the Executive Committee;
- G. To receive and disburse all monies of this organization;
- H. To have signature authority on all checks issued by this organization;
- I. To hold personal responsibility for all organization funds in his/her possession;
- J. To contact organization members with outstanding balances;
- K. To represent this organization when requesting funds from the Student Government Association;
- L. To perform other such duties as the membership or Constitution may specify.

Section 5 – The responsibilities of the Secretary shall be as follows:

- A. To attend all R&R Club meetings and Executive Committee meetings;
- B. To prepare agendas and to record minutes of meetings of this organization;
- C. To handle all correspondence of this organization not under the preview of the President;
- D. To maintain an accurate list of the membership of this organization;
- E. To update and maintain all files of this organization;
- F. To serve as a representative of this organization at the University;
- G. To have signature authority on all checks issued by this organization;
- H. To provide support in club and team activities;
- I. To send thank you cards to alumni, students and sponsors when necessary;
- J. Keep an up to date list of sponsors, donations, alumni and students;
- K. Draft current Blog posts for the website;
- L. To assist with nominations, elections, and officer transitions;
- M. To inform the members of the Club of new opportunities for growth or advancement;
- N. To perform other such duties as the membership or Constitution may specify.

Section 6 - The responsibilities of the Public Relations Manager shall be as follows:

- A. To attend all R&R Club meetings and Executive Committee meetings;
- B. To update and organize website, Facebook, Twitter, Instagram and OrgSync pages;
- C. Responsible for updating pictures, news, events, calendar and team points;
- D. Communicate with officers of club and various teams for current information and updates;
- E. Ensure all members have joined the OrgSync page;
- F. Manage OrgSync Tools including dues, stores, communication, calendar, polls and more;
- G. Promote R&R Club Sponsors;
- H. To be responsible for student and alumni relations and effective communication;
- I. To perform other such duties as the membership or Constitution may specify.

Section 7 – The responsibilities of the Racing Chair shall be as follows:

- A. To attend all R&R Club meetings and Executive Committee meetings
- B. Contact students to stay updated on achievements, awards and involvement;
- C. Manage Kentucky Derby Competition on a weekly basis;
- D. Discover relevant community service opportunities and inform members;
- E. To perform other such duties as the membership or Constitution may specify.

Section 8 – The responsibilities of the Team Presidents shall be as follows:

- A. To attend all R&R Club meetings and Executive Committee meetings;
- B. To oversee and manage team memberships and actions;
- C. Plan team meetings;
- D. Communicate information to team members;
- E. Plan and organize a show when necessary;
- F. Abide by all IHSA and ISSRA rules;
- G. Ensure all team members are signed up for shows and have paid entries in a timely manner;
- H. Delegate to Team Vice Presidents (and Captains if applicable);
- I. Coordinate with coach, officers of R&R Club;
- J. To perform other such duties as the membership or Constitution may specify.

Section 9 – The responsibilities of the Team Vice Presidents shall be as follows:

- A. To attend all R&R Club meetings and Executive Committee meetings;
- B. To assist Team Presidents in their responsibilities;
- C. To coordinate with R&R Club officers and coach (and Captain when applicable);
- D. Abide by all IHSA and ISSRA rules;
- E. Research and notify members of local relevant events and opportunities;
- F. Create sign-up documents for hotels and carpools;
- G. Keep track of program and points at shows;
- H. To perform other such duties as the membership or Constitution may specify.

Section 10 – The responsibilities of the Faculty Advisor shall be as follows:

- A. To attend all R&R Club meetings and Executive Committee meetings, if possible;
- B. To oversee and provide guidance to the R&R Club;
- C. To serve as a representative of this organization at the University;
- D. To provide support in club activities and organization;
- E. To assist with nominations, elections, and officer transitions;
- F. To inform the members of the Club of new opportunities for growth or advancement;
- G. To perform other such duties as the membership or Constitution may specify.

ARTICLE V – ELECTIONS

Section 1 – Candidates for any office of this organization must be members of the R&R Club, thus being students of the University of Louisville.

Section 2 – Candidates for any office of this organization shall be nominated by the voting membership or shall nominate themselves.

Section 3 – Election of officers shall take place via a poll on OrgSync (www.orgsync.com) and within the last thirty days of the Spring semester, with term of office lasting one year.

Section 4 – Election of officers shall be by a majority vote.

Section 5 – In case of a tie, the current President shall cast the deciding vote.

Section 6 – If there is only one candidate applying for an office, that candidate shall take office by default.

Section 7 – Officers may be re-elected without limitation.

Section 8 – Additional offices may be created by the Executive Committee, as necessary. Members may be appointed or elected to such positions by the President or Executive Committee.

ARTICLE VI – REMOVAL

Section 1 – Any officer may be removed by a three-fourths vote of the membership.

Section 2 – In case of a tie, the Faculty Advisor shall cast the deciding vote.

Section 3 – A vacancy of any office shall be filled by Presidential appointment, subject to the approval of the Executive Committee and membership.

Section 4 – Removal of any member may be considered and approved if the student violates the Student Code of Conduct or does not behave in the best interest or representation of the R&R Club. The removal of the student from the organization will be decided by the President, Vice President and Faculty Advisor.

- A. One or more of its officers or authorized representative acting in the scope of their organization capacities commits the violation on University premises or at University sponsored activities;
- B. A member of an organization or group acting with apparent authority of the organization commits the violation on University premises or at University sponsored activities;
- C. One or more members of an organization or group fail to promptly report their knowledge or any reasonable information about a violation to the appropriate University authorities;
- D. One or more member knowingly commits or fails to report a hazing incident;
- E. One or more members of an organization or group or its officers, under circumstances in which such person(s) knew an act constituting a violation was occurring or about.

ARTICE VII – MEETINGS

Section 1 – Meetings of this organization shall be no less than once a month during the Fall and Spring semesters, the general day and hour to be set by the voting membership at the first meeting of the Fall semester.

Section 2 – Special meetings shall be called at the discretion of the President upon the request of any five voting members of this organization.

Section 3 – The President shall have the authority to modify the meeting calendar as benefits majority of the schedules of voting members of this organization.

ARTICLE VIII – RULES OF PROCEDURE

Section 1 – This organization shall use Robert’s Rules of Order, current edition, as its authority on parliamentary procedure.

Section 2 – Quorum

- A. One more than half the voting membership shall constitute a quorum.
- B. No business shall be conducted without the presence of a quorum.

Section 3 – Business shall be decided by majority vote.

Section 4 – All references to voting or approval of the membership of this organization refers to voting membership except where specified.

ARTICLE VIII – AMENDMENTS

Section 1 – One or more voting members of this organization may author an amendment to this Constitution.

Section 2 – The amendment shall be submitted in writing to the Executive Board for review and recommendation concerning legality, punctuation, placement, and word order.

Section 3 – The Executive Committee shall present the amendment at the next meeting of this organization, a copy of the amendment being given to each voting membership (refers to voting member) of this organization. This shall constitute a first reading.

Section 4 – At the next meeting following the acceptance of an amendment, updated copies of this Constitution shall be given to each voting member.

APPENDIX I

Section 1 – Additional offices may be appointed by the President in agreement with the Executive Committee.

EFFECTIVE DATE: _____ (month/year)

(note: effective date shall be written on final printout of constitution, not typed)