

West Virginia University Western Equestrian Club Constitution 2022-2023

Article I. NAME

The name of this organization shall be the WVU Western Equestrian Club (WVUWEC).

Article II. PURPOSE

The purpose of this organization shall be to provide students, regardless of skill level, the opportunity to:

- A) Enhance their knowledge of horsemanship and general equestrian skills
- B) Encourage good sportsmanship
- C) Experience healthy competition within the guidelines set by the Intercollegiate Horse Show Association (IHSA)
- D) Gain a sense of team spirit and camaraderie

Article III. MEMBERSHIP

Section 1. General membership to WVUWEC is open to all WVU students and alumni. However, WVU requires that the voting membership of all recognized student organizations consist of WVU undergraduate students. Therefore, only those members that are undergraduates may vote on club matters.

Section 2. The organization will not deny membership on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color or national origin. Member participation on WVUWEC activities is subject to rules and regulations of the WVUWEC, WVU (ex. Student Organization Services and Sports Club Federations) and IHSA.

Section 3. Team Membership Requirements

- A) Each semester the purchase of a \$180 4-lesson non-showing package to be used at the rider's discretion
- B) Payment of \$45 club dues per semester.
- C) Sale of advertisements for home meet programs (Minimum of \$75 for showing members, \$50 for non-showing members). Money will be collected with team dues.

D) Participate in all mandatory club fundraisers and community service per semester.

F) Ride at your discretion for non-showing members, ride once a week for showing, twice the week of a show.

G) MANDATORY attendance at all team meetings.

H) MANDATORY presence at WVU home meets, plus attendance at both preparation days.

I) Read and sign all required paperwork in a timely fashion.

J) Pay all team dues/lessons due by date (3rd meeting), or within 7 days if joined on or after the 3rd meeting. Members also have a payment plan option.

K) All members must use their first lesson as a horsemanship meeting. This includes but is not limited to: education of how to groom and tack, proper required barn etiquette, correct horse handling/rules of the facility and general correct horsemanship. This will be determined at the coach's discretion. This is required for all members regardless of skill level or placement and must be completed before each member can ride for each academic year.

L) All members of the WVUWEC are required to maintain at least a 2.0 GPA to participate at Equestrian Team shows. This policy is in place to ensure that students are able to balance academic, work and extracurricular activities.

- a. Students with a 2.0 GPA and above are eligible to show.
- b. Students with a GPA below a 2.0 are ineligible to show that semester. If a student improves academically, evidenced by exam grades at midterm, they can show at the final show of their current semester.

Section 3.1 Lesson packages are \$180 per semester for 4 lessons (non-showing), \$360 per semester for 8 lessons (showing), showing members can add buy more lessons as needed. Fees must be paid in full by the 3rd meeting of each semester, or

using a payment plan option. Refunds for lesson packages follow the procedure outlined in the WVU Undergraduate catalog. The refund policy will start from the time the member pays if before the due date, and if paid after the due date, then the refund policy starts from the 3rd meeting or due date. Below is the schedule:

- A) 1st week- 90%
- B) 2nd week- 90%
- C) 3rd week- 70%
- D) 4th week- 70%
- E) 5th week- 50%
- F) 6th week- 50% **There will be NO refunds after week 6**

Section 3.1.2 Makeup lessons can be arranged at the discretion of the coach. Any lessons not taken by the end of the semester will **NOT** carry over to the next semester. The time allotted for lessons will be extended if the coach cancels two lessons. Each member that has two lessons canceled will have an extra week to make up these lessons.

Section 3.1.3 Lessons will be one-hour group lessons. However, if the coach deems a half-hour private necessary, they can be used interchangeably.

Section 3.2 WVUWEC membership dues are \$45 per semester. Membership dues, IHSA dues and lessons must be paid in full by the 3rd meeting of each semester, by which team membership forms should also be submitted. Students joining WVUWEC after the 3rd meeting will be required to pay full dues and lessons within 7 days of joining. If a member withdraws from WVUWEC, a refund of membership dues will be as follows:

- A) Within 7 days of joining - \$30
- B) Within 8 – 14 days of joining - \$15
- C) After 14 days – no refund

Section 4. The major fundraiser of the WVUWEC shall be determined by the membership. Participation in the fundraiser will be MANDATORY for each team member, and amount of sales required will be determined by current members within the club and decided upon the Executive Board. If sales goal is not met, the member is required to pay the difference before continuing with lessons/shows.

Article IV. MEETINGS

Section 1. Regular MANDATORY meetings will be held on a as basis. Executive

Committee meetings will be held at the discretion of the officers. Special meetings may be called if necessary. The Executive Committee has the right to cancel or change any regularly scheduled meetings.

Section 2. Meetings are MANDATORY for ALL club members. If a member cannot attend a meeting for a university approved reason, he/she must inform the Club Secretary(board member) prior to that meeting by phone, text or email. Failure to attend meetings without notification will result in an unexcused absence. Two unexcused absences are allowed.

Section 3. The accumulation of 3 or more unexcused absences is considered failure to meet team membership requirements and will result in meeting with the Executive Board to discuss member's involvement in the team and possible punishment and/or dismissal from the team.

Section 4. Robert's Rules will be the standard through which meetings will be run.

Article V. OFFICERS

Section 1. The officers of the 2022-2023 academic year are as follows:

- A) Captain: Madalyn Smith
- B) Co-Captain: Adrianna Dunbar
- C) Secretary: Halley Nau
- D) PR Secretary: Reagan Smollen
- E) Treasurer: Chloe Bolin

Section 2. Duties for each officer are as follows:

A) Captain: The duties of the Captain shall be to preside over all activities involving Team competitions, serve as a liaison between coach and membership as well as the liaison between the WVUWEC, IHSA and Sports Club Federation, and serve as a show manager at WVU home shows.

B) Co-Captain: The duties of the Co-Captain shall be to coordinate all fundraisers and community service activities, and serve all functions of the President or Captain in the absence of the President/Captain. If the permanent absence of the President/Captain occurs, the Co-Captain will take over.

C) Secretary: The duties of the Secretary shall be to maintain up to date paperwork for all club members record, post and email all meeting

minutes, keep accurate attendance records, notify members of upcoming club activities, and maintain an up-to-date calendar of events and phone list for all members. The secretary is ultimately responsible for maintaining the secretary stand at each of WVUWEC's home meets.

D) PR Secretary: The duties of the PR Secretary are posting advertisements in the WVU school newspaper for upcoming meetings and activities and providing on-going publicity for the club, as well as serve as a chairman for recruitment. The PR Secretary is responsible in ensuring that all club emails regarding recruitment are answered. The PR Secretary shall maintain the WVUWEC website and social media pages, and update it on a weekly basis.

E) The Treasurer: The duties of the treasurer shall include maintaining accurate records of collections and disbursements made on behalf of the club account with necessary detailed collection of a treasurers' report at meetings. The treasurer will give a written treasurer's report at every meeting to give members an idea of team finances. They will also project the team bank statement at the first business meeting of every month for review for accuracy. The treasurer shall be appointed, not elected. The team will appoint a treasurer to maintain the individual team account. Responsibilities include paying for all IHSA dues and club expenses through the club account. Treasurer shall also assist the Advisor with all necessary paperwork to file the 990-N ePostcard for 501(c)7 organizations by Nov 15th for the previous academic year.

NOTE ONLY MINIMUM DUTIES ARE STATED AND OTHER DUTIES MAY EXIST

Section 3. The elections of the Executive Committee will be held at the end of the spring semester. Any members may be nominated for a position. Officers will be elected by a majority vote. A minimum of 2/3 of the members must be present. In the event of a vacancy on the council, it will be filled by an election at the earliest possible meeting. All elected or appointed officers in this organization must have a cumulative GPA of at least 2.5 at the time of election or appointment. Furthermore, the member may not be on academic or disciplinary probation.

Section 3.1 The Executive Committee will appoint a Treasurer. This individual must be a WVU student and must be a member of the team. This individual will show responsibility and the knowledge necessary to properly handle all WVUWEC accounting and finances. The Executive Committee shall reserve the right to remove any individual from the office if necessary.

Article VI. TEAM FUNDS

Section 1. The Executive Committee will discuss all required monetary disbursement of team monies prior to spending. Required disbursement includes entry fees, coaching fees, lesson packages, home meet expenditures, and any payment to WVUWEC credit accounts. Optional spending on activities such as social gatherings or organizational donations must be approved by a majority vote of the WVUWEC Executive Committee prior to spending.

Section 2. At the end of each academic year, the club must leave \$1000.00 in the account for the club to use during the following academic year.

Section 3. The Treasurer reserves the right to deny membership to a returning or current member because of outstanding dues that were not paid by the member the previous or current semester. The Treasurer also reserves the right, upon the aforementioned approval of the executive committee, to prohibit the ability of a member to show and/or take part in club social events or suspend from lessons because of outstanding dues that have not been paid within a deadline determined by the executive board.

Article VII. COACH AND ADVISOR

Section 1. The coach for the WVUWEC shall be Bobby Dean of Bobby Dean Show Horses. He will remain so until resignation is received by the Executive Committee or until there is a majority vote with complete membership present to change coaches.

Section 2. The Treasurer is responsible for paying the coach for lesson packages for which team members have paid. The coach will receive lesson payments for fall semester on Oct 1st and for spring semester on Feb 1st. The coach will also receive a coaching fee of \$200 per regular IHSA competition, not to exceed \$2,000 per academic year. A \$200 per day fee will be paid for the coaching of those members qualifying for Regional, Zone or National Competitions. Travel expenses to and from events will be reimbursed with receipts after the event.

Section 3. The advisor for the WVUEEC shall be Crystal Smith. The Advisor will remain so until resignation is received by the Executive Committee or until there is a majority with 2/3 membership present to change Advisors.

Section 4. The Coach will be required to sign a contract that will be authored by a full representation of the Executive Board each year. The contract will be effective by May 15th through May 15th of the second year, and subject to changes or alterations at the conclusion of a two year term. The purpose of the contract shall be to define the expectations and relationships between coach and team, in order to outline and best protect the interest of all involved.

Article VIII. COMPETITION

Section 1. Club activities will include the opportunity for competition in the IHSA at regular, Regional, Zone, and National levels for club members who qualify under IHSA rules.

Section 2. In order to compete safely and effectively, IHSA participants must ride a minimum of four hours per month under the instruction of the club's IHSA coach or instructor appointed by the coach; this instructor cannot be a current WVUWEC team member and must be over 18. This will be accomplished by purchasing a minimum lesson package consisting of one-hour group lessons per semester.

Section 2.1 The coach may recommend additional hours of instruction in order for a showing member to compete safely and fairly. (This is standard procedure with other IHSA clubs). The cost of additional hours of instruction will be the responsibility of the team member.

Section 2.2 All members attending a meet, whether showing or non-showing, must stay the full length of the meet. The Executive Committee will take special circumstances under consideration.

Section 2.1.3. Should a member fail to attend a meet that they were selected for, or notify the coach and captain within 7 days of the meet that they will not be attending, the member will be responsible for their entry fees, and will be ineligible for the next meet.

Section 3. In order to compete at year-end events (Regional's, Zones, or Nationals) the person competing must be a current member of the WVUWEC. This person must have participated in all mandatory club activities and be in good standing academically and disciplinary wise with the club and university.

Article IX. SOCIAL EVENTS

Section 1. In order for the WVUWEC as a whole to meet and act as a team, there will be a vote at the meeting as each event occurs about whether to have the event strictly for the team members or open to the public.

Article X. SPECIAL WVU AND SPORTS CLUB FEDERATION REQUIREMENTS

Section 1. This organization will adhere to the West Virginia University Code of Student Rights and Responsibilities. This organization will adhere to the Sports Club Federation, WVU Student Organization, and the WVUWEC Rules and Responsibilities.

Section 2. For the WVUWEC, to do at least 8 hours of REQUIRED community service activities per semester as outlined by Sports Club Federation. Each club member will be required to attend an activity that is determined by club vote. The vote shall be a 2/3 club vote and needs a majority vote in favor to pass.

Article XI. AMENDMENTS TO THE CONSTITUTION

Section 1. The Constitutional Committee may make amendments to this Constitution when a quorum or 2/3 of the committee is present, and the majority is no less than 60% in favor.

Article XII. PENALTIES AND FINES

Section 1. Failure to attend MANDATORY meetings more than 2 times without an excused absence will result in a \$20 fine and after 3 unexcused absences a membership eligibility meeting will be held with the Executive Board.

Section 2. Failure to attend preparation day of the home horse show(s) will result in a \$50.00 fine.

Section 3. Failure to attend home horse show or actively participate at a horse show will result in a \$100.00 fine.

Section 4. Failure to attend the mandatory away meet, where transportation will be provided, will result in a fine of double the transportation fee.

Section 5. No paraphernalia (ex. Clothes) may be purchased until the account is paid to date.

Section 6. Any objections or excuses need to be brought forth to the Executive Committee in a timely manner, and then an appropriate decision will follow. Concerning the complaint, a written complaint will be filed with the Executive Committee (complaints will be formatted as outlined by the IHSA). The Standards of Ethics Committee will be comprised of the Executive Committee and the faculty advisor.

Section 7. Failure to meet all team requirements outlined by the WVUWEC Constitution, Rules and Requirements, Basketball Contract, or Release Agreements will be subject to penalty decided by the executive board.

Section 8. Failure to complete the assigned fundraiser will result in a \$100.00 fine.

BY-LAWS for the WVUWEC Constitution Regional, Zone, & National Qualifiers

The WVUWEC will pay transportation and lodging expenses for those members that qualify for Regional, Zone, and/or National Competitions. The WVUWEC will NOT pay for non-qualifying members or people outside the organization to attend competitions. Exceptions may be made if there is additional space in a qualified member's mode of transportation or hotel room.

Agreement

I hereby state that I have read the aforementioned Constitution of the WVU Western Equestrian Club and agree to abide by its rules and regulations as stated. I also agree to abide by the rules and regulations of West Virginia University and the Intercollegiate Horse Show Association (IHSA).

MEMBER NAME (PRINT)

SIGNATURE

DATE
