

# **Constitution and Bylaws of Butler University Equestrian Team**

**September 15, 2010**

## **Article I**

The official name of this organization will be the Butler University Equestrian Team (hereinafter, BUET).

## **Article II**

The purpose of BUET is to allow student riders of all skill levels to compete and succeed in intercollegiate competition. We will provide experienced riders with an organized environment in which to continue their participation in equine events. We will provide an educational environment for novice riders who wish to further their experience and knowledge of equine events. We will provide riders with no experience an environment in which they can learn about all aspects of equine riding.

## **Article III**

- A. Terms of application, acceptance, and termination:
  - a. Any student, regardless of riding experience, who is willing to participate in all aspects of BUET, is eligible to join.
  - b. Each new competing member will complete an eligibility form provided by the Intercollegiate Horse Show Association (IHSA), of which BUET is a member.
- B. Dues and collection procedures:
  - a. Dues will be decided by the officers as a group, based on financial needs of the organization. Apart from extenuating circumstances, BUET dues will be \$60 per member per year, or \$40 for a semester. In addition, each member who intends to show must pay his/her individual membership fee for IHSA,

\$30 for one discipline or \$40 for both. Show fees are also covered individually, which are \$25/class.

- b. Dues will be collected by the Treasurer at the beginning of each year and whenever a new member joins the organization.
  - c. Dues are nonrefundable. If a member must withdraw their membership from BUET, they will not be able to receive a reimbursement for their dues.
- C. BUET complies with the nondiscrimination policy of Butler University.

#### **Article IV**

All members will be eligible to vote after they have paid their dues for the given year.

#### **Article V**

- A. Officers:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. PR/Social Chair
- B. Elections:
  - a. Officers will be nominated at the final meeting of the year. Elected offices are for a term of one academic year. Voting for the position of President will be held first. Candidates who do not win one position are eligible to run for another position. Voting will continue until all positions have been filled.
- C. Terms of service and termination:
  - a. Any student who will be a sophomore, junior, or senior in the year for which the election is being held is eligible to run for a position.

- b. The term of service for all positions is one year, at which time any non-graduating officer is eligible to run for re-election.
  - c. If an officer has three unexcused absences from any BUET activities, as defined by the President, his/her service will be terminated and a replacement will be elected to complete the term.
- D. Procedures for filling vacancies:
- a. If an officer cannot fill his/her term, a replacement will be elected to complete the term.
  - b. If the President cannot fulfill his/her duties, the officers will select the Vice President to complete the term as President, and a new Vice President will be elected by voting members.

## **Article VI**

### Duties of officers:

#### A. President

- a. The President will preside over all meetings and organize events with the help of the other officers. He/She will be in charge of organizing group lessons. He/She will also lead the officers in deciding acceptance or termination of new members. He/She will be expected to attend all BUET activities for which he/she does not have a valid excuse for absence.

#### B. Vice President

- a. The Vice President will assist the President in running meetings and organizing events. He/She will stand in as President if the President is absent from a meeting or event. The Vice President will be responsible for submitting all IHSA show entries. He/She will also be expected to attend all BUET events for which he/she does not have a valid excuse for absence.

C. Secretary

- a. The Secretary will record minutes at all meetings and supervise all team correspondence. The secretary will fill out room assignment forms to reserve space for meetings and events. He/She will be expected to attend all BUET activities for which he/she does not have a valid excuse for absence.

D. Treasurer

- a. The Treasurer will collect dues and maintain financial accounts and records for the club. He/She will also be responsible for organizing fundraisers and the yearly budget. This budget will be used during the grant meeting. He/She will handle all of the reimbursement forms, team dues, and ISHA show dues and fees. All team apparel dues must be collected before the order is placed. He/She will be expected to attend all BUET activities for which he/she does not have a valid excuse for absence.

E. PR/Social Chair

- a. The PR/Social Chair will be responsible for all BUET public relations, including advertising the team at Block Party, with posters, in the Collegian, the Drift, and on the website. He/She will also be responsible for organizing all team social events and will help the treasurer organize fundraisers. He/She will be in charge of updating the website. He/She will be expected to attend all BUET activities for which he/she does not have a valid excuse for absence.

## **Article VII**

Team meetings will be held at a minimum of once a month, unless the President deems that additional meetings are necessary.

## **Article VIII**

### **A. Expectations of members**

- a. Members are required to complete 3 hrs of community service per academic semester. These hours can be completed at BUET organized community service events, or on an individual basis.
- b. Members who are not on the IHSA team are required to attend one IHSA show a semester.
- c. Each member will be required to attend one lesson per month, during designated lesson times, at the official barn of BUET, as well as all team meetings and fundraising events.