

# CONSTITUTION OF THE COLLEGIATE HORSEMEN'S ASSOCIATION

## Preamble.

We the members of the Collegiate Horsemen's Association, in order to maintain, create, and stimulate an interest in all equine activities, do hereby sustain this organization and establish the following constitution.

## Article I. Name and Purpose

Section 1: This organization shall be known as the Collegiate Horsemen's Association.

Section 2: The purposes of this club are as follows:

- 1) To enhance knowledge, promote interests, and provide enrichment opportunities to students regardless of breed affiliation, expertise, age, or industry involvement.
- 2) To promote the development of organized intercollegiate horse activities.
- 3) To encourage the improvement of scholarship and develop competent leadership among student members.
- 4) To provide services to the horse industry and the community.

## Article II. Membership

### Section 1. Requirements

Membership is open to any undergraduate or graduate student enrolled and in good standing with the university, who pays membership dues as set forth by the club and agrees to uphold this constitution and the purposes of the club.

### Section 2. Privileges

Each member in good standing has the right to one vote on all matters concerning the club, activities, the election of its officers and other business as governed by these laws. Also, each member is entitled to participate in any activity restricted to club members.

### Section 3. Responsibilities of Members

A. Promote the purpose of the club as outlined in Article I of this

constitution and support club activities by active participation.

B. Support the elected officers of the club and abide by the decisions they make under the powers delegated to them by this constitution.

Article III. Officers

Section 1. The elective officers of this club shall be the President, Vice-President, Secretary, Treasurer, Parliamentarian, Historian, and two Agri Life Council Representatives. These officers, coordinating advisors, and committee chairs comprise the executive committee.

Section 2. The officers shall be elected by the club members to serve a term of one year, beginning the summer after elections and ending at the close of the next spring semester.

Section 3. Requirements

A. Must have been a member of the club in good standing for at least one semester.

B. Must have an overall GPA of 2.0 and not be on academic probation.

Section 4. Elections

A. A nominating committee composed of the executive board and coordinating advisors will nominate a slate of officers to be presented before the membership, and at which time nominations may also be made from the floor.

B. Elections will be held at the business meeting following the opening of nominations.

C. A person cannot be elected to more than one Collegiate Horsemen's Association office per school year.

D. A nominee must receive a simple majority of the voting membership present at the time of election in order to assume office.

E. In case of a tie vote, a runoff election will be conducted at that time. If there are only two nominees, the president obtains a vote to break the tie. If the president chooses not to vote, the election will go back to the floor.

- F. Officers shall be elected in the following order: President, Vice-President, Secretary, Treasurer, Parliamentarian, Historian, and Agri Life Council Representatives.
- G. In case the President cannot fulfill the responsibilities for the elected term, the Vice-President shall become the President for the remainder of the school year. A special election will be held at the next scheduled meeting to fill the vacancy of Vice-President for the remainder of the year. This election will follow those rules outlined in Article III: Section 4: A through E.
- H. If an officer other than the President steps down or must leave for any reason, nominations will be taken from the floor and a simple majority will fill the vacated position.

Section 5. Duties, Responsibilities, and Powers.

A. President

1. Is bound by the provisions of this constitution and is responsible for upholding the rules of this constitution.
2. Preside over regular club meetings.
3. Keep in close contact with all officers in assuring that they carry out their respective duties.
4. Serve as an ex-officio member of all standing committees.
5. Maintain a liaison with other clubs, the University, faculty, and advisors.
6. Attend or arrange to have a representative from the Collegiate Horsemen's Association attend NC Horse Council Meetings.
7. The president is chairman of the Executive Committee and will:
  - a. Call executive committee meetings when needed.
  - b. Preside over executive committee meetings.

B. Vice-President

1. Is bound by the provisions of the constitution
2. The Vice-President is an ex-officio member of all standing committees and should:
  - a. Coordinate efforts of all standing committee chairmen. Arrange for and conduct an organizational meeting of all committee chairmen. At this meeting all chairmen should be given job descriptions.
  - b. Keep in close contact with committee chairmen and attend the meetings when necessary.
  - c. Collect and file all committee chairmen activity reports at the end of the year. Give a copy of each to the Historian.
3. The Vice-President shall preside over meetings in the absence of the president.

C. Secretary

1. Take minutes and attendance at all executive committee and regular club meetings.
2. Read minutes from the prior meeting at all regular club meetings and allow for revisions.
3. Receive all general club mail.
4. Be responsible for a file of all club records. Submit a copy of all paperwork to the Historian.
5. Be responsible for greeting new members at club meetings and keeping an updated list of new club members.
6. Write correspondences and thank you notes where appropriate.
7. Supply members with important forms such as a calendar of events and a club roster.
8. Turn over all materials to the newly elected secretary at the close of the year.

D. Treasurer

1. Meet with coordinating advisor(s) and the executive committee at the end of the old year and at the beginning of the new year to plan and prepare a budget.
2. Accept dues and maintain a current list of standing members.
3. Present to the club at each regular meeting a complete report on the club's financial status.
4. Receive and record all incoming monies and keep record of all receipts.
5. Arrange to pay all bills promptly.
6. Make certain club adheres to budget as closely as possible.
7. Approve all fundraisers in accordance with the University Solicitation Policy

E. Parliamentarian

1. Make sure all meetings abide by Robert's Rules of Order.
2. Serve as a liaison to Student Government.

F. Historian

1. Gather all materials and compose a scrapbook displaying the club's activities for the duration of the term.
2. Take club pictures for the scrapbook.
3. Compose a slide show.

G. Agri Life Council Representatives

1. Attend all Agri Life Council meetings.
2. Represent Horsemen's Association at Agri Life Council meetings and functions.

3. Convey information to the club about Agri Life Council and College of Agriculture and Life Sciences activities.

Articles IV. Dues

- Section 1. Dues for the club shall be recommended by the executive committee and passed with a two-thirds vote by the members.

Article V. Amending the Constitution and By-laws

- Section 1. This constitution may be amended at any time by a two-thirds majority vote of the active membership, subject to the review of the coordinating advisors.
- Section 2. All amendments to this constitution or by-laws shall be subject to the approval of the Student Government.
- Section 3. Any article of this constitution or part thereof that is in direct violation of the Student Government constitution or by-laws shall be null and void and declared unconstitutional by the President of the Student Government. Any differences of opinion between the club and the President of Student Government shall be brought before the Legislature, whose decision shall be final.

Article VI. Meetings

- Section 1. The first meeting of the fall semester shall be determined at the last meeting of the spring semester and all subsequent meetings will be determined at the beginning of the fall semester.
- Section 2. Special meetings may be called by the executive committee at any time.
- Section 3. All meetings shall be conducted according to Robert's Rules of Order.

Article VII. Committees

- Section 1. Standing Committees

The standing committees of this association shall be determined by the newly elected executive committee before the close of the spring semester. The chairmen will be elected by the members of the committees or appointed by the president and will then become

the committees or appointed by the president and will then become members of the executive committee.

Section 2. Duties

- A. Committee chairmen are responsible for scheduling and presiding over committee meetings.
- B. All committee chairmen must represent their committees with attendance at all executive committee meetings.
- C. All committee chairmen will be required to give the Vice-President a report of committee activities after each meeting.

Article VIII. Advisors

- Section 1: Advisors can be faculty, staff, or graduate students of NCSU who express an interest in the club.
- Section 2: Two coordinating advisors will be brought forth by the executive committee and approved by the membership.
- Section 3: In addition, any outside person who desires to assist the club's efforts may do so but cannot serve in official capacity.





# North Carolina State University

Department of Student Development  
Division of Student Affairs

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Raleigh, NC 27695-7314  
(919) 515-2441  
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March 24, 1995

Sarah Morgan  
Collegiate Horseman's Association  
111 Friendly Dr., #830  
Raleigh, NC 27607

Dear Sarah:

We have reviewed your organization's constitution and officers list and everything seems to be in proper order. You are now a registered student organization at North Carolina State University entitled to all privileges entailed in that status.

Understand that this registration in no way gives the University or Student Government responsibility for any financial liability which may be incurred by your group. Your status does, however, give you the opportunity to approach the Student Senate with a request for funds, and it gives you certain on-campus solicitation privileges.

Please be aware that we ask each student organization to update its file whenever there is a change of officers and at the beginning of each school year. Failure to do so will result in a loss of registration.

If the Department of Student Development can be of assistance to your group, please do not hesitate to call on us. Good luck with your new group.

Sincerely,

A handwritten signature in dark ink, appearing to read "R. S. Bryan".

Robert S. Bryan, Jr.  
Associate Director  
Student Development

cc: President, Student Government  
Dick Parham, Reservations, Student Center  
Catherine Kuhary, Registration and Records  
Reservation, Witherspoon Student Center