

## **Article I. Name**

**Section I.** This organization shall be known as the Western Riding Club at NCSU.

**Section II.** The team that forms from members of this club shall be known as the North Carolina State University Western Riding Team.

## **Article II. Purpose**

**Section I.** The purpose of this club shall be:

- A. To provide the students of North Carolina State University an equal opportunity to learn about the western style of horseback riding and to compete in IHSA western horse shows.
- B. To improve the equestrian skills of its members through practice, instruction, service and competition.
- C. To provide a medium where horse enthusiasts can meet and participate in the sport that they love.
- D. To contribute to the western horse community and get students and the public more involved.

## **Article III. Membership**

**Section I.** The membership of this organization will be limited to full time students, graduate students, and faculty and staff of NCSU who are interested in western horseback riding. Membership on the IHSA western team is subject to the respective organizations' guidelines.

### **Section II.**

To become and remain an active member, all members shall:

- A. Comply with the university requirements as well as the intramural-recreational sports requirements concerning health insurance, physical examinations and risks, hazards and physical stress forms.
- B. Agree to abide by this constitution and university rules, which apply to campus organizations.
- C. Participate regularly (at least once a month) in club events, meetings and practices throughout the semester.
- D. Behave in a manner that will bring credit to the Western Riding Club, the Intramural Sports Office, and North Carolina State University.
- E. Be responsible for contributing to the club by way of active participation in the club's fundraising events.
- F. Officers will be elected to positions commencing in the fall by the second meeting of the previous spring semester, and the "Officer-In Training" program

will begin that same month. All future officers must participate in this program.

#### **Article IV.**

##### **Officers Section I.**

A. The officers of this organization will consist of the President, Vice President, Secretary, Treasurer, Fundraising Chair, Public Relations Chair, and Historian.

B. The officers of this organization will be chosen from and by the active members of the club.

B. Officers will be elected to positions commencing in the fall by the second meeting of the previous spring semester, and the "Officer-In Training" program will begin that same month. All future officers must participate in this program.

C. An officer can be removed from office by impeachment initiated by any active member.

##### **Section II.**

The President will:

A. Be responsible for reporting to the Club Sports Assistant Director, located in the Intramural-Recreational Sports Office during the first two weeks of the fall semester.

B. Be responsible for submitting medical, health insurance, and assumption of risk forms to the Intramural Recreational Sports Office.

C. Be responsible for representing the club at club sporting events in conjunction with the respective Vice Presidents

D. Preside at all club meetings.

E. Form committees and appoint members for reasons deemed necessary.

F. Schedule club meetings.

G. Prepare a budget at the end of the spring semester in conjunction with the treasurer.

H. Preside over major communications

##### **Section III.**

The Vice Presidents will:

A. Preside at all club meetings when the President is unable to attend.

B. Assist the President when needed.

C. Be responsible for all facility reservations.

D. Be responsible for recruitment.

E. Schedule educational/informational meetings, at least one per semester

G. Post show sign-ups and official show rosters

H. Keep track of all points and show results from all events

I. Report show results of each show by the following Monday at 3 PM to the Web

Page Coordinator and to the Associate Director for Club Sports.

J. Assist the president in planning any IHSA shows hosted by the club.

### **Section III.**

The Secretary will:

- A. Take the minutes of each meeting and email them to all club members who are on the list-serve.
- B. Conduct correspondence for the club and update the club roster.
- C. Be responsible for maintaining attendance reports.
- D. Type a list of all members with their pertinent information and make copies available to all members by the third meeting of the year.
- E. Be responsible for reserving a meeting room for the club.

### **Section IV.**

The Treasurer will:

- A. Keep an accurate record of all accounts.
- B. Be responsible for monthly reconciliation of the club accounts through receipts and bank statements.
- C. Collect dues and make deposits in a timely fashion.
- D. Provide a treasury report at each meeting.
- E. Assist the President in budget preparation.

### **Section V.**

The Fundraising Chair will:

- A. Find and promote fundraisers
- B. Make any necessary arrangements to accommodate fundraising
- C. Find and negotiate with possible sponsors and alumni.
- D. Properly compensate sponsors through banners, web pages etc.

### **Section VI.**

The Historian will:

- A. Update the web page on a regular basis.
- B. Post member information.
- C. Post show results.
- D. Post general club information.
- E. Take pictures of all club events.
- F. Create a end of year scrapbook.

### **Section VII.**

The Public Relations Chair will:

- A. Be responsible for communicating results from shows to public media sources when necessary.
- B. Create banners/advertisements for the team.
- C. Open communication with sponsors.
- D. Post general club information.
- E. Keep a record of all directions to shows and maps when available.

F. Publicize shows and meetings.

**Article VI.**

Club Advisor will:

**Section I.** The Club Advisor will be a member of the faculty or staff of North Carolina State University and will be selected by the members of the club.

**Section II.**

The Advisor will:

- A. Attend a minimum of three business meetings of the club.
- B. Attend club outings whenever possible.
- C. Serve as an information source and provide guidance.

**Article VII.**

Coaches:

**Section I.** The Coaches will be selected by the Club Officers of the Western Riding Club and will:

- A. Provide lessons and coaching for the team's members and its affiliates in practice and competition, as well as a safe environment for learning.
- B. Limit their involvement to an advisory and/or motivational role to provide student leadership opportunities.

**Section II.**

- A. Will attend as many IHSA shows as possible.
- B. May attend general club meetings and upon request attend officers meetings.
- C. Will meet with club officers once a month or as needed.
- D. The coach will be responsible for completing and keeping a file of all the appropriate paperwork involved with the team and its members/riders.
- E. Commit to at least one academic year with the team.
- F. Assist in hosting an IHSA show.

**Article VIII.**

Elections

**Section I.** Quorum must be present for elections to be held.

**Section II.** Quorum is defined as more than half of all active members.

**Section III.** Officers will be elected by a majority vote.

**Section IV.** Members must be present to vote.

**Section V.** The officers will serve for one school year that begins in August and ends in May.

**Section VIII.**

Officers may succeed themselves as long as the members of the club continue to

elect them.

### **Article IX.**

#### **Executive Board**

**Section I.** The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Fundraising Chair, Public Relations Chair, and the Historian.

#### **Section II.**

Powers of the Executive Board will include:

- A. Making recommendations on policy and policy changes.
- B. Making recommendations on purchases and expenditures.

### **Article X. Dues**

**Section I.** Dues will be determined by a majority vote of the Executive Board at the first business meeting of the fall semester.

**Section II.** Each member will be responsible for their semester dues, plus the price of their riding expenses, IHSA membership fees, and showing expenses.

**Section III.** Dues must be paid by the third business meeting of the year or the delinquent member is barred from participating in IHSA horse shows, and must remit double the amount of dues in order to be reinstated.

### **Article XI.**

#### **Activities**

**Section I.** Club activities will include club meetings, workshops, fundraising events, community service, social events, horseback riding lessons, outside competitions and team hosted competitions.

#### **Section II.**

There will be a minimum of two business meetings per semester.

#### **Section III.**

All club activities are subject to approval by the club sports coordinator.

### **Article XII.**

#### **Amending the constitution and by-laws**

**Section I.** The constitution can be amended by a majority vote of the Executive Board.

**Section II.** All amendments will be in accordance with university policy and subject to approval by the club sports coordinator.

**Article XIII.**

By Laws

**Section I.**

Policies and procedures will be approved by a majority vote of at least one half of the total membership, or quorum, and the club sports coordinator.

**Section II.**

A member exhibiting unsportsmanlike conduct may be voted out of the club by a majority vote of at least one-half of the total membership and approved by the faculty advisor and club sports coordinator.

**Section III.**

All club activities must be in compliance with the guidelines of the club sports program of the intramural-recreational sports coordinator.

**Section IV.**

This constitution will be updated each year.

**Section V.**

Should the Western Riding Club at NCSU become inactive or disband and a new Western Riding Club has not formed within one year, all property of the club shall become property of the intramural club sports office.