**Florida Equestrian Club Constitution**

**ARTICLE I. NAME OF ORGANIZATION**

*Section A*.

The name of the organization shall be the Florida Equestrian Club. This will be represented by FEC for the Florida Equestrian Club. The Florida Equestrian Club equestrian activities in association with the Intercollegiate Horse Show Association (IHSA), the Intercollegiate Dressage Association (IDA), and the United States Eventing Association (USEA).

*Section B.*

The Florida Equestrian Club is a Sports Club under the Recreational Sports Division of the University of Florida.

**ARTICLE II. ORGANIZATION AFFILIATION**

As outlined in the RSO Classification Policy, Florida Equestrian Club is considered a University Sponsored Student Organization. As a USSO, this organization is considered an extension of the Department of Recreation Sports, and operates within the scope and function of it. As such, Florida Equestrian Club is governed by and under the jurisdiction of internal University policies, standards, and business practices as well as gains access to exclusive university resources through our sponsoring University unit. University-sponsored student organizations are not eligible for Student Government funding.

**ARTICLE III. PURPOSE STATEMENT**

The purpose of this organization shall be:

*Section A*.

To promote high standards of horsemanship, sportsmanship, character, leadership, and fellowship in all members.

*Section B.*

To encourage, foster, and promote the intercollegiate equestrian activities within, but not exclusively, with the Intercollegiate Horse Show Association (IHSA), the Intercollegiate Dressage Association (IDA), and the United States Eventing Association (USEA) according to the rules of that organization.

*Section C.*

To promote knowledge and skill in handling and care of horses.

*Section D.*

To promote the University of Florida horse-related educational programs and the Horse Teaching Unit.

**ARTICLE IV. COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS**

Upon approval by the Department of Student Engagement, Florida Equestrian Club shall be a registered student organization at the University of Florida. Florida Equestrian Club shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

*Section A. Non-Discrimination*

Florida Equestrian Club agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. Discrimination on the basis of the protected classes described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

*Section B. Sexual Harassment*

Florida Equestrian Club agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.

*Section C. Hazing*

Florida Equestrian Club agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or members.

*Section D. Responsibility to Report*

The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If Florida Equestrian Club becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Engagement, the Director of Student Conduct and Conflict Resolution, the University’s Title IX Coordinator, or to their Student Organization Advisor, who are identified as mandated reporters.

*Section E. Officer Eligibility*

Florida Equestrian Club understands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the Registered Student Organization Classification and Officer Eligibility Policy.

**ARTICLE V. MEMBERSHIP**

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff are prohibited from holding membership, office or voting powers. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

**ARTICLE VI. BYLAWS FOR FLORIDA EQUESTRIAN CLUB**

Florida Equestrian Club may elect to maintain separate bylaws document to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements sent forth by local, state, and federal laws, the university of Florida’s regulations, policies, and procedures, and the Student Engagement constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the Student Engagement approved constitution on file and student engagement’s constitution requirements. Should the organization transition leadership, all bylaws and guiding documents will be transitioned to new student organization leaders and/or advisor(s). Florida Equestrian Club agrees to provide all unaltered by laws and guiding documents and/or clarify its procedures in writing to any University of Florida student, faculty, or staff upon request.

**Article VII. ADDITIONAL MEMBERSHIP REQUIREMENTS**

*Section A.*

Active members shall consist of students of the University of Florida who regularly attend club meetings and participate in the other club activities. Active members shall be privileged to vote upon business of the club. An active member is defined as a member who has not missed more than two unexcused general session meetings starting at the time of signing the constitution. Active members must also complete the following:

1. *Club members*: one community service project, work one shift at all UF-hosted shows, participate in one fundraiser, and attend one social.
2. *Team members*: one community service project, work one shift at all UF-hosted shows (in addition to attending all shifts at their respective team’s home show), participate in two fundraisers and attend one social.
3. *Eventing Team members*: one community service project, work one shift at one UF-hosted show, participate in two fundraisers, and attend one social.
4. *Officers*: two community service projects, one leadership seminar, one shift as member coordinator (yearly), participate in two fundraisers, and attend two socials.
5. There are no substitutions (example: club members may not participate in two community service projects in lieu of one fundraiser) except for specifically designated events by the FEC to count for either 1 community service project or 1 fundraiser.
6. Should a discrepancy arise regarding the completion of the aforementioned requirements, the Secretary must be notified within 5 days of the time stamp on the email through which the member received the final member status update. Failure to meet this deadline may result in the member’s petition being discarded and an inactive status being enforced regardless of the information detailed within.

*Section B.*

When participating in a restaurant fundraiser, the minimum dollar amount designated by the Fundraising Chair and spent by any club member, team member, or officer will be equivalent to half a fundraising point, while the maximum dollar amount will be equivalent to either one or two points per the decision of the fundraising chair for that specific restaurant fundraiser.

*Section C.*

If multiple team home shows occur on the same weekend, members are allowed to choose only one show to complete their shift requirement.

*Section D.*

If a member misses a service event that he/she signed up for, the member must submit a written apology and donate an item ($10 minimum) to the organization hosting the event. The member will not receive a community service point for the donation.

*Section E.*

Graduate students who wish to compete with the FEC teams may do so by completing the requirements set forth by the team’s Captain. In order to receive reimbursements for intercollegiate competitions/challenges, graduate students must also complete the team member requirements set forth by the FEC.

*Section F.*

Associate members shall consist of faculty, staff, and student spouses. Associate members shall not vote or hold office.

*Section G.*

Honorary memberships may be conferred upon any person identified with horse interest by a majority of the members at any regularly scheduled meeting. Honorary members shall not be privileged to vote upon business of the club.

*Section H.*

Potential members may join the club after the beginning of the semester but should a team member join more than two weeks delinquent, the member may not participate at shows nor may they be considered active until the following semester.

*Section I.*

In the event that an eligible team member cannot be found to satisfy an open position on said FEC team, a student may be called upon by a coach to join a team after the specified deadline. In order for said member to become active, the Advisory Committee must meet to consider the request and decide on the appropriate active member requirements. The Advisory Committee has the right to deny the request.

*Section J.*

Members who willfully neglect or interfere with the work of the club, and whose presence is injurious, may be punished by expulsion in the following manner:

1. A member shall recommend to the club the said member shall be expelled from the FEC, and at the following meeting the recommendation shall be voted on and must receive a two-thirds majority of active members present to expel the guilty party from that meeting and throughout the remainder of the scholastic year.

*Section K.*

Though no dues shall be collected from the members of the club for the sole purpose of club membership, members may be required to pay for participating in specific activities.

*Section L.*

Members may withdraw voluntarily at any time by providing written notification to the Secretary. Should a member withdraw after their third meeting of attendance for a semester, they will be considered inactive. This inactive status can be petitioned and discussed by the Executive Board in extenuating circumstances.

*Section M*.

Members may petition to change his or her status (i.e. inactive, team member, club member) for a given semester by providing a written petition to the Secretary before the first half of the semester has been completed.

*Section N.*

Members of this organization are free to leave and disassociate without fear of retribution or harassment. Members who choose to leave this organization at any given time are free to return to club activities and membership as either:

1. Last known member status (having signed the Constitution in that semester) if returning within one semester of their withdrawal from club membership; their last yearly Constitution signature must have been completed within one semester.
2. New member status if more than one semester of absence occurs between the last signed Constitution date, withdrawal date, and re-admittance.

*Section O.*

All club members competing on the FEC teams must adhere to the team and club rules. All club members competing on the FEC teams must have signed the Constitution prior to participating in any team-sanctioned horse show, regardless of whether they have attended their third meeting of the semester.

*Section P.*

Excuses are required to miss an aforementioned requirement. Excuses must be presented to the Advisory Committee two weeks before the event to be reviewed for excusal from an event. After meticulous deliberations, the Advisory Committee will choose one of three outcomes for each excuse presented: Excused, Unexcused, or Excused with a Makeup. A list of acceptable excuses may be found below:

1. Wedding (including bridal showers, rehearsal dinners, etc.)
2. Funeral
3. Birth (Baby Showers, Hospital visitation, etc.)
4. Pre-Paid Trip scheduled prior to event announcement (including annual birthday events, family vacations, etc.)
5. Annual Events (an event occurring annually on a specific date for more than five years prior to the excuse date)
6. Competing in horse shows entered prior to event announcement
7. Syllabus mandated events
8. Approved professional development activities

A list of acceptable excuses requiring a make-up event may be found below:

1. Pre-paid trip scheduled after event announcement
2. Competing in horse shows entered after event announcement
3. Grooming for FEC team members at a USEA-recognized event in which the rider is competing on behalf of the UF Eventing Team
4. Work

*Section Q.*

Potential excusal from a club requirement or permission to complete a makeup after the required excusal request deadline may be granted at the discretion of the Advisory Committee when a club requirement is missed due to emergency or extenuating circumstance in the following instances:

1. Sudden illness or health-related crisis
2. Car breakdown
3. Family emergency

*Section R.*

Excuses shall consist of documentation and a detailed explanation of why the event is to be missed. Failure to provide accurate documentation, description, and explanation by the given deadline may lead to a dismissal of said petition. Acceptable forms of documentation include receipt of travel, hotel confirmations, and/or event confirmations at the discretion of the Advisory Committee. Acceptable forms of receipt of travel include transportation tickets that clearly show the member’s name and the date the ticket or other receipt of travel was purchased. Gas receipts may be accepted as a receipt of travel when a member is traveling to a pre-planned trip by car with no other acceptable form of documentation available. The outcome for excusal requests with a gas receipt as documentation may only be Excused with a Makeup or Unexcused. For all annual events, documentation must clearly demonstrate the year that the annual event began.

*Section S.*

If a member misses any club requirement due to unforeseen circumstances or emergencies, it is their responsibility to notify the Secretary within one week, so that the Advisory Committee may assess whether to allow the individual to submit an excusal request with documentation for their absence.

*Section T.*

If competing on behalf of FEC at a team horse show, only those team members on the show roster for the conflicting horse show will be granted automatic excusal from their home show shift. No excusal request submission is required.

*Section U.*

If a member’s excusal request is approved as Excused with a Makeup, completion of a pre-planned makeup event is required. Members will be informed of their makeup opportunities via email by the Secretary. Makeup events may include but are not limited to attendance at a UF RecSports Sports Club Home Event on behalf of FEC, completion of an additional home show shift at another home show within the same semester, or other events comparable to a home show shift at the discretion of the Advisory Committee. Completion of an additional home show shift at a home show occurring prior to the missed home show is acceptable.

*Section V.*

If a member cannot attend the offered makeup opportunity, excusal procedures from makeup opportunities follow the same guidelines listed above for acceptable excuses. Makeup opportunities are only offered to those members who have submitted an excusal request by the required deadline and granted Excusal with a Makeup.

**Article VIII. ATTENDANCE**

*Section A.*

Attendance at all regular meetings shall be compulsory of all active members.

*Section B.*

Permission to be absent from the meeting may be granted before the meeting and shall be obtained by notifying the Secretary via email of a legitimate and verified excuse no later than 5 PM twenty-four hours prior to the meeting.

*Section C.*

After two unexcused absences from regular meetings during a semester, the delinquent member shall be inactive effective at time of notification.

**Article IX. MEMBERSHIP REQUIREMENTS FOR THE FEC TEAMS**

*Section A*.

Anyone wishing to participate in activities with the FEC teams must join the Florida Equestrian Club (FEC).

*Section B.*

Any UF student may become a member of this team, as long as he/she fulfills the requirements set by the appropriate intercollegiate competition governing body, the Sports Club Council, the FEC, and has a cumulative GPA of 2.0.

*Section C*.

Students wishing to apply to the team must contact the team coach or the team Captain.

*Section D.*

Upon application to the team, the applicant must ride for the team coach to determine/assess the section(s) in which the rider may represent this team in competitions. Upon request of the coach, returning riders may be required to assess.

Eventing team members may ride with whichever coach they choose and are not required to have an annual assessment. Coach recommendations are made by the Eventing team Captain, but team members may decide based on their individual needs.

*Section E.*

Team members shall consist of members who have participated in all activities stated by the club at the beginning of the year, and additional events may be required at the respective captain’s request.

*Section F.*

Should a team’s captain and/or coach find themselves unable to select members to represent the team at a show the duty shall fall to the Advisory Committee. In such an instance, the selection process would be as follows.:

1. Participation in all activities and following all rules of primary consideration.
2. Member must be in good standing with the club to ride for the FEC teams.
3. Captains may present a list of riders for consideration to the Advisory Committee.

The Advisory Committee will at the same time give justifiable reasons for a members’ exclusion from the show roster and inform the members of said reasons should it be requested by said member.

*Section* G.

The FEC shall limit itself to the number of riders available for each show.

**Article X. COACHES**

*Section A.*

A coach shall serve as instructor of the team and shall serve at all team competitions and activities. In addition, each coach shall:

1. be responsible for placing new riders in an appropriate division while being conscious of the safety of each rider in that division.
2. serve as the non-student representative of the team in all forms of competition or appoint another such representative on his/her absence.
3. designate team point riders at all competitions.
4. attend club meetings and functions as often as possible.
5. Must renew their contract with team annually. Annual deadline is August 31st.

*Section B*.

Hiring a Coach will be the responsibility of the team Captain and Co-captain. The selection process shall proceed as follows:

1. A resume of pertinent information must be submitted by coach to team
2. Captain and Co-captain must take a lesson with prospective coach before hiring
3. Coaching candidates must interview with Captain, Co-captain, and President before a contract may be reviewed and signed. This contract must be made available to team members upon request.
4. Two-thirds of the active members of that respective team must then vote in order to finalize the new coach.

*Section C.*

The team Captain and Co-captain must produce a contract with the team’s respective coach for each year. This contract shall be reviewed and re-signed at the completion of each academic year in preparation for the next. This contract must be re-signed by the Wednesday two weeks prior to the first general body meeting of the academic year for which the contract is intended. A copy of this contract must be provided to all current club advisors by the same date.

*Section D.*

Terminating a Coach must proceed in the following manner:

* 1. Captain and Co-captain must be in agreement that the team has been wronged, and must present grievances to President and Vice President.
	2. President will arrange a mediated meeting between Captain, Co-captain, President, Faculty Advisor, Coach, and any other involved parties (Sports Club Coordinator may also be present.)
	3. If satisfactory agreement cannot be reached at mediated meeting, then the team may terminate coach by, and only by, a majority vote of the respective team members.

**Article XI. COMMITTEE FORMATION AND DUTIES**

*Section A. Advisory Committee*

1. The activities of the teams shall be governed by the Advisory Committee. The Advisory Committee shall:
2. formulate and execute the general policy of the team.
3. determine the excused/unexcused status of absentees from home shows.
4. The Advisory Committee shall be made up of the President, Vice President, Secretary, FEC Captains, and FEC Co-captains.
5. The Secretary at the Advisory Committee shall:
6. Keep minutes of all committee meetings, including member activity and excused/unexcused status.
7. The Advisory Committee shall meet approximately 2 weeks prior to each intercollegiate show of each semester and any other time requested by its members to discuss member petitions for excuse. Emergency decisions may be arrived at via telephone or video conference.
8. All decisions delivered by the Advisory Committee shall be final and binding. Written explanations for decisions may be requested by emailing the Secretary. Members concerned by the decision may appeal an Advisory Committee decision if, and only if, it is determined and proven that the committee has acted under false information.
9. The Advisory Committee shall act as deemed necessary upon the questionable conduct of any team member by determining if such a member’s conduct is/is not in accordance with the rules of this team and/or its affiliates. In addition, the committee shall determine and execute any appropriate action deemed necessary.

*Section B. Special Committees.*

1. Upon recommendation for a committee to conduct special business, a committee will be voted upon by quorum and must be passed by a two-thirds majority. At the following regular meeting, the committee’s recommendation shall be read to the club and must receive a two-thirds vote of a quorum to approve the recommended action.

*Section C. Budget Committee*

1. The Budget Committee will consist of the Treasurer and Team Captains.
2. The Budget Committee is to begin meeting at the beginning of the spring semester, to prepare budget for the following year.
3. Team Captains shall submit budget proposals to the Treasurer by a given deadline to be reviewed and submitted to UF RecSports.
4. This will follow the rules of the special committee.

**Article XII. INSTRUCTION REQUIREMENTS**

*Section A.*

Team Members must participate in riding activities regularly, with the purpose of improving riding ability. Weekly riding instruction is strongly recommended. Two lessons per month are required of each team member in order to be eligible to show with the FEC teams. Captains and Coaches may change the instruction requirements at their discretion only if it is made known to the respective team members.

*Section B.*

The show season runs from 3 weeks prior to the first horse show of the year through the last show of the year. The rider must take two lessons with the coach before entries are due for the first intercollegiate show of the season that the rider wishes to attend.

**Article XIII. MEETINGS**

*Section A.*

Regular meetings shall be held on the 1st, 3rd, and 5th Wednesday of each month.

*Section B.*

The President may call a special meeting or suspend a regular meeting at his/her discretion.

*Section C.*

The proceedings at the meetings shall be governed by Robert’s Rules of Order, except when at variance with the constitution or by-laws.

*Section D.*

Officer meetings shall be held prior to each general meeting or as deemed necessary by the officers.

*Section E.*

An election or a vote shall require a quorum of active members to be met before proceeding. A passing vote shall consist of the majority of active members.

*Section F.*

Meetings of each team shall be held prior to their competition, or as deemed necessary by the captains, coach, or the advisor. Following a regularly scheduled FEC meeting shall be acceptable.

**Article XIV. CODE OF ETHICS**

*Section A*.

The club shall adhere to the student guide, other laws, rules, and regulations governing the University of Florida and its students. Any grievances, of the above must be reported to an Executive Committee member before further action is taken. See Article III for further actions taken.

*Section B.*

It is expected that all team members show respect for fellow team members, other teams and coaches, judges, horses, and facilities. Violations of these rules are damaging to the team and its future in competitions. All expectations for member behavior extend to social media. The following are definitions of individual violations:

1. Violations of the rules of the FEC.
2. Acting, inciting, or permitting another person to act in a manner contradictory to the rules of the FEC, or in a manner deemed improper, unethical, dishonest, unsportsmanlike, or intemperate, or prejudicial to the best interest of the team.
3. Any act committed or remark made in connection with the show, aspersions upon the character or integrity of the judges; approaching a judge before or after a decision without first obtaining the show management’s permission.
4. Physical assault upon a person and or cruelty to a horse as defined in Rules 4702 and 4902 (IHSA rules).

*Section C.*

Penalties for Individual Violations - in reference to Section 2

* 1. The Executive Board upon a first violation of the IHSA, IDA, USEA and/or FEC rules will issue a warning and the individual may be placed on probation.
	2. Any individual already on probation may be suspended from team activities by the Executive Board following a second violation of the IHSA/IDA/USEA/FEC rules. The period of suspicion will be at the discretion of the Executive Board.
	3. Following the third violation, the Executive Board may vote to expel the individual either permanently or for a length of time deemed appropriate.
	4. The Executive Board has the authority to suspend or expel any team member who commits an extreme violation of IHSA, IDA, USEA, FEC, or Sports Club Council rules as determined by the Executive Board:
	5. An individual may petition to appeal a suspension or expulsion within one week of notification by the Executive Board.
		1. The Executive Board must hear an appeal within one week of receiving a petition to appeal.
		2. The Executive Board shall then hear the individual’s appeal and shall discuss and re-vote on the individual’s suspension or expulsion.

**ARTICLE XV. STUDENT ORGANIZATION ADVISOR**

Each registered student organization must have an eligible student organization advisor. The student organization advisor must be a full-time, salaried faculty or staff member not on extended leave for 4 consecutive weeks or longer during their advisor term. The advisor and Department of Recreation Sports holds the responsibility to oversee the day-to-day functions and operations of Florida Equestrian Club, including the management of its finances, the selection of its members, and ensuring the organization adheres to University and department policies.

*Section A.*

The club shall elect at least one but no more than three faculty members who shall serve as the student organization advisors. These student organization advisors may also fulfill the role of team advisor.

*Section B.*

Student organization advisors shall be chosen on the basis of interest in the club, contacts with the student body, their ability and knowledge to advise, guide, and direct the club.

*Section C.*

The student organization advisors shall be nominated by the officers and confirmed by a majority vote of the members. Student organization advisors shall be elected at the second to last meeting of the spring semester. Student organization advisors may be elected at the second to last meeting of the fall semester at the discretion of the Executive Board.

*Section D.*

The student organization advisor of the team shall:

1. look after all club and/or team activities to keep the FEC within school and/or IHSA/IDA/USEA regulations, as well as keeping the respective entities functioning smoothly. Student organization advisors must also attend home-hosted shows at the HTU
2. abstain from voting, but may be allowed to express his/her opinion when appropriate
3. serve as the university representative of the team or shall designate an appropriate substitute

*Section E:*

The student organization advisors shall serve as a resource person and provide advisory support for the officers and members of the organization. The student organization advisors should attend executive and general meetings; however, the student organization advisors may not vote in any FEC matters. The student organization advisors shall be nominated by the officers and confirmed by a majority vote of the members. Student organization advisers will serve a two-year term with start dates in alternate years when two advisors are utilized. Club members may ask student organization advisers to step down after their term or ask the student organization advisor to serve consecutive terms. In the event that a student organization advisor steps down or is asked to leave, the second student organization advisor shall step in and the club may nominate a new student organization advisor to be voted on by the club.

*Section F.*

A student organization advisor of the Florida Equestrian Club may be removed from office through the following process:

1. A written request by at least three voting members of the organization shall be submitted to either the President, Vice President, or Treasurer. Written notification shall be sent to the student organization advisor in question asking that he or she be present at the next meeting and prepared to respond to the removal request
2. A two-thirds majority vote of active members present is necessary to remove the student organization advisor
3. In the event of the removal of a student organization advisor, a special provision may be granted to the Executive Board to appoint an interim replacement until an election may be held

**ARTICLE XVI. OFFICERS**

Registered student organizations are required to have a minimum of a President, Treasurer, and Vice President as elected officers. These officers must abide by the Registered Student Organization Classification and Officer Eligibility Policy.

The elected officers of Florida Equestrian Club shall be President, Vice-President, and Treasurer. At no time should one person hold more than one of these positions.

At no time should one person hold more than one Florida Equestrian Club position (listed below).

*Section A. The Elected Officer Positions.*

The Florida Equestrian Club Executive Board shall consist of the following elected officers:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Public Relations Officer
6. Fundraising Chair
7. Social Chair
8. Merchandise Chair

The Florida Equestrian Club Team officers shall consist of the following elected officers:

1. Captain
2. Co-Captain

*Section B. General*

1. All officers must be in adherence with Department of Student Activities and Involvement as well as Sports Clubs pertaining to grade point average, enrolled credits, good standing, etc.
2. Officers shall assume their official duties at the close of the last general meeting of the academic year and shall serve for a term of one academic year and/or until their successors are elected/appointed.
3. FEC elected officers shall be: President, Vice-President, Secretary, Treasurer, Public Relations Officer, Fundraising Chair, Social Chair, and Merchandise Chair, in that order of secession for voting purposes. If no one who has previously served in an officer position is available/willing to become the President or Vice President, then a standard club member may assume these roles.
4. FEC Teams shall be: Hunt Seat Captain, Western Captain, Dressage Captain, Eventing Captain, and four respective Co-Captains.
5. Each officer shall attend one day of a home show to serve as a FEC member coordinator. The officer must attend a show that he/she is not a part of.

*Section C. The President*

The President shall:

1. preside over all meetings at which he/she is present and shall direct the club’s activities to accomplish its objectives
2. call special meetings and perform other duties not specified, such as appointing committees
3. create an agenda and prescribe the order in which the meetings shall be carried on during the term in office, with the general approval of the club. (Any club member may request items to be added to the agenda.)
4. acquire a meeting place at the beginning of each semester for general body meetings and exec/advisory meetings.
5. Coordinate with the Student Organization Advisor(s) to ensure that one will be present at each of these meetings
6. ensure club meets “levels” set by Sports Clubs in order to maintain Sport Team status.
7. ensure all officers uphold duties

*Section D. The Vice-President*

The Vice President shall:

1. assume duties of the President in absence of that official
2. procure and introduce speakers for club meetings
3. organize and establish at least four community service events per semester and relay any points earned by club members to the Secretary.
4. advise the club of parliamentary procedures and work on constitutional revisions

*Section E. The Secretary*

The Secretary shall:

1. record and read the minutes of all meetings
2. issue all orders and notices required conducts all club correspondence
3. make a report of the work and accomplishments of the club each semester
4. keep record of attendance at meetings
5. maintain an up-to-date list of club member contact information, as well as other club contacts such as alumni contact information
6. maintain and update an up-to-date list of all members (club, team, and officer) activities (fundraisers, community service, working at home horse shows, etc.).
7. notify individual club members of being inactive as soon as insufficient points arise

*Section F. The Treasurer*

The Treasurer shall:

1. Treasurer will provide a financial report of the Sports Club accounts to each team’s Captain at each Executive Board meeting
2. Captains will ensure that a hard copy of outside bank account funds gets sent to UF South West Recreational Center
3. prepare and make a current financial report (written and oral) at all club meetings and upon request of the executive committee
4. file all Sports Club forms regarding finances
5. keep record of all the tack and equipment that the club and teams own in correspondence with the Secretary and the team Captains
6. at the end of each academic year, provide an oral and written budget report on entire years’ expenses, including FEC team and FEC accounts
7. notify each FEC team representative of the FEC team’s financial standings
8. conduct semesterly meetings with the President, the Secretary, and one representative from team leadership to review individual team plans for the UF RecSports budget request presentation at the end of the academic year

*Section G: The Public Relations Officer*

The Public Relations Officer shall:

1. solicit for membership and be available for inquiries into club activities
2. design, maintain, and update the club and team website including but not limited to calendar, meeting minutes, club contacts, club pictures, and club/team information.
3. schedule and take team, club, and officer pictures in the fall of each year
4. design and distribute an alumni newsletter at the end of each academic year
5. Coordinate the end of the year club banquet

*Section H. The Fundraising Chair*

The Fundraising Chair shall:

1. establish at least four fundraisers each semester and relay any points earned by club members to the Secretary.
2. report all monetary aspects to the club Treasurer
3. if the Fundraising Chair fails to be elected, then duties shall default to the Treasurer

*Section I. The Social Chair*

The Social Chair shall:

1. organize and establish at least four socials per semester and report attendance to the Secretary
2. if the Social Chair fails to be elected, then duties shall default to the Public Relations Officer
3. organize club attendance at Sport Club events as spectators in accordance with Sports Clubs “levels” classifications. These events may count toward the four socials per semester

*Section J. The Merchandise Chair*

The Merchandise Chair shall:

1. organize and direct the ordering and selling of club merchandise
2. ensure that at least two clothing orders per scholastic year are available
3. may add or subtract from clothing order as he/she sees fit
4. organize and order Senior Stoles at the end of each semester for active members only
5. if the Merchandise Chair fails to be elected, then duties shall default to Fundraising Chair, and then to Treasurer

*Section K. The Captains*

The Captains shall:

1. Be responsible for the general management of the team they are to preside over, including:
	1. Gather and maintain show information, entry lists, team and individual point standings, financial expenditures at shows, membership status, and all travel reimbursements (including but not limited to gas, lodging, and entries)
	2. Secure, plan, and file paperwork in addition to providing receipts for all travel to the Treasurer and Sports Club
	3. See that all resolutions of the Advisory Committee and FEC teams shall be put into effect
2. Shall receive entry forms for each show. Since entry constitutes a requirement to pay fees, the Captain must confirm by direct contact the individual entries with each team member entered prior to sending in the entries and may not enter a team member in a class without their approval
3. The Captain shall be elected for one year in accordance with election guidelines (see Article V Section III)
4. Work with the Co-Captains to produce a contract with the team’s respective coach for each year. This contract shall be reviewed and re-signed at the completion of each academic year in preparation for the next
5. Ensure that all sponsorship collections are reported to the UF RecSports liaison at least once each semester
6. Provide documentation for all sponsorship and fundraising forms reported to UF RecSports to the Treasurer at least once each semester

*Section L. The Co-Captains*

The Co-Captains shall:

1. assume the duties of the Captain in his/her absence, and automatically become acting Captain should the captain resign or be unable to serve out his term of office. In this event, team members must elect, by majority vote, a member to serve as Co-Captain alongside the acting Captain, for the rest of the semester.
2. assist in the general management of the team, including, but not limited to acquiring horses for shows, reserving hotel rooms, properly filling out and returning show paperwork, and other activities pertaining to the organization of going to and planning shows.
3. assist in seeing that resolutions of the FEC team and Advisory Committee are put into effect.
4. record show expenses and report them to the club Treasurer.
5. Will submit a roster of participating riders for each show to either the Secretary or the President to ensure each rider’s active member status

*Section M: Impeachment*

Any officer of the Florida Equestrian Club may be removed from office through the following process:

1. A written request by at least three voting members of the organization shall be submitted to either the President, Vice President, or Treasurer. Written notification shall be sent to the officer in question asking that officer to be present at the next meeting and prepared to respond to the removal request
2. A two-thirds majority vote of active members present is necessary to remove the officer
3. In the event of the removal of an officer, a special provision may be granted to the remaining officers to appoint an interim replacement until an election may be held

*Section N: Officer Resignation*

An officer may only resign his or her position under extenuating circumstances. An officer may only resign once the following process is complete:

1. All resigning officers must provide the President with written notice of resignation along with his or her reason for leaving at least two weeks prior to his or her resignation.
2. The officer must then undertake exit counseling with his or her choice of the following authorities: the club’s current UF RecSports Liaison, a club Advisor, or the President in order to discuss the officer’s reasons for leaving. All information shared with the abovementioned authorities may not and will not be shared with anyone within the Executive Board or with any member in the club without the resigning officer’s specific permission.
3. During the officer’s final two weeks, he or she must make themselves available to speak with potential office candidates and the newly elected officer to impart all crucial information needed to succeed in the position.
4. Should the officer not be able to complete the two weeks’ notice due to his or her situation, the resigning officer may give all pertinent information regarding his or her position to the President or Vice President, who shall then share that information with possible candidates for the position.

*Section O. Vacancy*

 In case of vacancy in any office, the highest officer shall call an election to fill the office at the next regular meeting after the vacancy occurs. In the event of the vacancy of the President, the Vice-President shall assume the office and a new Vice-President shall be elected.

**ARTICLE XVII. ELECTIONS**

*Section A.*

1. Officers are to be elected before to or at the second to the last meeting of the academic year and to be elected for a full scholastic year, with no officer succeeding himself or herself more than twice unless no other interested party is available. The officers shall be elected by a majority vote of the active members present.
2. Captains and Co-captains shall be elected for a full year (fall to spring) at the same time as other officers but may only be elected by the respective team.
3. Nominees must meet Florida Equestrian Club standards for active membership at the time of election nominations, as well as University of Florida regulations, policies, and procedures on Student Leader Eligibility.

*Section B.*

The election process shall proceed as follows:

1. Sometime prior to elections (by a date agreed upon by the Executive Board) all interested candidates must individually contact and subsequently meet the current officers holding any position in which he or she is interested. Within this meeting, interested candidates shall discuss all information pertinent to succeeding as an officer in the relevant position on the Executive Board. A prospective candidate may speak with any, and all, officer(s) holding positions in which he or she is interested.
2. One week prior to nominations, all interested applicants are to provide the Secretary with an electronic application that will be transmitted to the club in its entirety, detailing their interest in a certain position(s), their qualifications, and any information they feel would help club members make an informed decision come elections. Only the interested applicant may submit an electronic application.
3. Members desiring to become a candidate who did not complete an application prior to elections may still be nominated by a fellow club member. The nominator will be recorded.
4. The nomination will be seconded by a club member. The seconding member will be recorded.
5. A list of nominees will be available prior to and during the election. The election will be led by the club President.
6. Nominees may be required to present a speech immediately before ballots are distributed, at the discretion of the Executive Board.
7. Voting will occur via secret ballot and will be tabulated by the club president and an advisor. Ballots may be distributed electronically via online form. Ballots cast by members who are not active at the time of the election will be discarded.
8. In the event that the election process is conducted electronically, online ballots must be submitted by 11:59 p.m. on the night of the election.
9. The nominee who receives the majority of the votes will be elected into that position.
10. If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the top two vote recipients before elections proceed to the next officer. The nominee who receives the majority of the votes in the run-off vote will be elected into that position.
11. Should a member not be elected to his or her desired position, he or she may choose to run for a lower position for a maximum of three (3) times.

*Section C.*

All FEC team-specific officer positions and coach will be voted on by the corresponding FEC team members. Team members of multiple teams will be able to vote in each position election for which they are a participant.

*Section D.*

The team-specific election process shall proceed as follows:

1. Sometime prior to elections (on a date agreed upon by the current Captain, Co-captain, and coach) all interested candidates must individually contact and subsequently meet the current team-specific officers holding any position in which he or she is interested.
2. Interested candidates for the Co-captain position may be required to have two years of eligibility remaining to be an active member of FEC, at the discretion of the current Captain, Co-captain, and coach.
3. One week prior to nominations, all interested applicants are to provide the Captain with an electronic application that will be transmitted to the team in its entirety, detailing their interest in a certain position(s), their qualifications, and any information they feel would help team members make an informed decision come elections. Only the interested applicant may submit an electronic application.
4. A list of nominees will be available prior to and during the team-specific election. The election will be conducted by the Captain.
5. Voting will occur via secret ballot and will be tabulated by the Captain and coach. Ballots may be distributed electronically via online form. Ballots cast by team members who are not active at the time of the election will be discarded.
6. In the event that the election process is conducted electronically, online ballots must be submitted by 11:59 p.m. on the night of the election.
7. The nominee who receives that majority of the votes will be elected into that position.

*Section D.*

All FEC team-specific officer positions and coach will be voted on by the corresponding FEC team members. Team members of multiple teams will be able to vote in each position election for which they are a participant.

In the absence of clear direction on election, amendment, and /or voting procedures, Florida Equestrian Club agrees to follow the guidance and instruction of Robert's Rules of Order for the election or amendment process.

**ARTICLE XVIII. FINANCE**

As a University Sponsored Student Organization, Florida Equestrian Club does not receive any funding or resources from Student Government, rather, this organization is eligible to be funded by Department of Recreation Sports and/or:

*Section A.*

The Florida Equestrian Club will raise funds by hosting three or more fundraisers each semester. Florida Equestrian Club Teams are responsible for coordinating separate fundraising efforts for expenses exclusive to an individual team.

*Section B.*

Club members are expected to participate in at least one fundraising activity per semester to fulfill Florida Equestrian Club active membership requirements. Team members and officers are expected to participate in at least two fundraising activities per semester to fulfill Florida Equestrian Club active membership requirements.

*Section C.*

The Florida Equestrian Club shall not charge membership dues or fees to any member of the organization.

*Section D.*

All team members will be financially responsible for the individual expenses including coaching, transportation, and lodging.

*Section E.*

Reimbursement (if any) for competition expenses will be advised by the Treasurer and budgeted by respective captains/co-captains. Reimbursements coming from UF RecSports money can only be applied to intercollegiate competitions/challenges.

*Section F*.

Team members who are entered in a show and subsequently withdraw will not receive reimbursement. The member may still be responsible for any fees or additional travel expenses.

*Section G.*

The FEC teams will receive a budget for each academic year as advised by the Treasurer. This budget will not roll over for each FEC team to the next year.

*Section H.*

The minimum balance is $2000 at the end of each academic year unless otherwise approved. This includes the outside revenue account and the UF RecSports OAF account.

As a USSO, Florida Equestrian Club will comply with UF Finance and Accounting policies on purchasing, funding and fundraising.

**ARTICLE XIX. DISSOLUTION OF ORGANIZATION**

Upon dissolution, student organizations are prohibited from leaving their organizational assets to any individual or any other student organization. Rather, student organizations may designate a specific charity that will receive such organizational assets. At the time of dissolution, after all outstanding debts are paid, Florida Equestrian Club will leave any assets and outstanding funds to the Department of Recreation Sports.

**ARTICLE XX: AMENDMENTS TO CONSTITUTION**

Student Engagement has established a process through which constitutions may be amended, reviewed, and approved. Student organizations wishing to amend their constitutions must utilize their constitution on file listed on GatorConnect to make amendments and submit those changes to Student Engagement.

*Section A.*

Amendments to this constitution shall be made in the following manner:

1. Amendment recommendations may be submitted to the President of the club or the presiding officer. Recommendations may be made by any currently active member in the club.
2. Upon recommendation for an amendment to the constitution being approved by the majority vote of the club, the presiding officer shall appoint a committee.
3. At the next regular meeting the amendment shall be read to the club and must receive two-thirds vote by a meeting consisting of quorum to become part of the constitution of the club.
4. All amended constitutions must be submitted directly to the Department of Student Engagement for review and approval.

*Section B.*

All amended constitutions must be submitted directly to Student Engagement for review and approval.

**Memorandum of Agreement**

I, ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, *(please print)* do hereby agree to comply with the rules and regulations contained within this document. By signing this statement, I acknowledge that I have read, and understand to the best of my ability, the information contained within the newly revised Florida Equestrian Club and Team Constitution. Should I fail to adhere to the abovementioned rules and regulations, I do hereby agree to forfeit my active status and acknowledge that I may be expelled or be asked to disassociate from the organization in accordance with this constitution should my transgression demand such a repercussion.

­­­­­­­­­­­­­­­­­­­­­­Signature:­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_