

TARLETON STATE UNIVERSITY HORSEMAN'S ASSOCIATION CONSTITUTION

Article I. Name

The name of this student organization shall be known as the Tarleton State University Horseman's Association.

Article II. Purpose and Goals

Section I. Purpose

1. To provide an organization for horse oriented students to participate in horse activities and become familiar with the equine industry.
2. To promote interests in all horse breeds and their aspects.

Section II. Goals

1. To enhance knowledge of novice and the experienced horseman alike.
2. To encourage improvement of scholarship and develop competent leadership among students as members

Article III. Membership

Section I. Eligibility

Membership is open to any undergraduate, graduate, alumni, or faculty in good standing at Tarleton State University who pays membership dues as set forth by the club and agrees to uphold the constitution and purposes of the club.

Section II. Privileges

Each member in good standing has the right to one vote on all matters concerning the club, its 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 III. Responsibilities of Members

- A. Promote the purposes of the club as outlined in Article II of this constitution.
- 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 IV. Officers

Section I. Officers shall be President, Vice-President, Secretary, Treasurer, Historian, Forum Representative, and Student Agricultural Council Representative. These officers comprise the executive committee.

Section II. Requirements

- A. Must be a student in good standing.
- B. Must be enrolled as a full-time student with a 2.0 grade point ratio at the time of election, and at least a 2.0 grade point for the preceding regular semester or two preceding summer terms at the time of election and during the term of office. May not be on conduct or scholastic probation.
- C. President must have at least sixty (60) hours college credit.
- D. Vice-President must have at least sixty (60) hours college credit. The Vice-President serves as President Elect for the coming year, if one hasn't been appointed.
- E. In a situation where complying with C and D above would seriously impair this club, with a two-thirds majority vote of the active membership, and an agreement of all advisors the requirements as stated may be removed for one year.

Section III. Elections

- A. Election of officers shall be held during the month of April of each school year under supervision of the current president.
- B. Term will run from September to May.
- C. A nominating committee composed of the executive committee and three (3) members appointed by the president will nominate a slate of officers and advisors to be presented before the membership. In addition, other nominations may be made by any member in good standing. All nominations must be made and nominations must cease in sufficient time that at least one regularly scheduled club meeting will be conducted after cessation of nominations prior to the election.
- D. Each person nominated for an office must be present at the time of election and cannot be elected to more than one office per school year.
- E. A nominee must receive a clear majority of the total voting membership present at the time election in order to assume office.

Article IV; Section III (cont'd)

- F. In case of a tie vote, a runoff election will be conducted at that time.
- G. Officers will be elected in the following order:
Pres., V. Pres, Sec., Treas., Hist., Forum Rep., and JTAC Rep.
- H. In case the President cannot fulfill his responsibilities for his elected term, the Vice-Pres. will become the President. A special election will be held at the next scheduled meeting to fill the vacancy of V. Pres. for the remainder of the year, with the election of a Vice-President, but not a president for the next year.

Section IV. Duties, Responsibility, and Powers

- A. President
 - 1. Is bound by the provisions of this Constitution and is responsible for upholding the rules of this Constitution.
 - 2. Presides over the regular club meetings.
 - 3. Keep in close contact with all officers in assuring all carry out the duties of their respectable offices.
 - 4. Seek opportunities and implement projects for the club to better meet the needs of the horse interested people at Tarleton.
 - 5. Seek opportunities and implement projects where the club can provide services to Tarleton and to the Texas horse industry.
 - 6. Serve as an ex-officio member of all standing committees.
 - 7. Maintain liaison with other clubs and the University.
 - 8. The president is the chairman of the Executive and will:
 - a. Call for Exec. Comm. Meetings when needed
 - b. Notify Exec. Comm. Members of the meeting, date, place, and time
 - c. Preside over Executive Committee meetings where the existing problems, upcoming opportunities, etc. are discussed. Take a vote in all issues to be recommended to the club.
- B. Vice-President
 - 1. Bound by the provisions of the Constitution.

Article IV; Section IV (cont'd)

2. The Vice-President is an ex-officio member of standing committees and should:
 - a. Coordinate efforts of all standing committee chairmen. Arrange for and conduct a “kick-off” meeting for all committee chairmen. At this meeting all chairmen should be given job descriptions.
 - b. Keep in close contact with each committee chairman and attend their meetings when necessary. Motivate them!
 - c. Present committees plans to Executive Committee or invite committee chairmen themselves to Executive Committee to discuss plans and receive suggestions.
 - d. Remind all standing committee chairmen to present committee reports for each meeting.
 - e. Collect and file all committee chairmen job description reports at the end of each year.
 - f. Call meetings with all committee chairmen as necessary to maintain desired functions of the club.
3. The Vice-President is to preside over meetings in the absence of the President.

C. Secretary

1. Take minutes at all Executive committee meetings.
2. Present Executive Committee report to the club at the beginning of each meeting.
3. Take minutes at all regular club meetings.
4. Receive all general club mail. File or distribute to advisors, officers, or committee chairmen for appropriate action.
5. Maintain a complete typed list of past activities of the club for use on scrapbook, display posters, newsletters, etc.
6. Maintain ample supply of all forms used by club officers and committee chairmen.
7. Maintain an orderly file of all club records.

Article IV; Section IV (cont'd)

8. Send upcoming event notices to horse magazines and/or newspapers prior to all special activities.
9. Arrange for local newspaper, radio and television coverage before and/or during special events.
10. Send stories with pictures to magazines and/or newspaper immediately after all special events.

D. Treasurer

1. Meet with advisor at the end of the old year and at the beginning of the new year to plan and prepare a budget.
2. Accept dues at each regular meeting.
3. Present a complete report on the club's financial status at each meeting.
4. Receive and record all incoming money. Write thank you letters when appropriate.
5. Pay all bills promptly. Arrange for someone to pay the bills over the summer or in the absence of the treasurer.
6. Make sure the club adheres to budget as closely as possible.

E. Historian

1. Take pictures of events and special activities throughout the school year.
2. At the end of the school year, put together a scrapbook.
3. Keep all displaying boards up to date.

F. Forum Representative

1. Attend all Forum meetings, and report to Horseman's Association what is discussed at Forum.
2. Ask for money when needed.

G. Tarleton Agricultural Club Council

1. Represent the Horseman's Association and its interests at all meetings of the Student Agricultural Council.

Article IV; Section IV (cont'd)

2. Report on said meetings to the executive committee and membership of the club.

H. Executive Committee

As defined in Article IV, Section I, Exec. Committee has the responsibility and authority to act on matters of importance in the routine conduct of Association business

Article V. Committees

Section I. Standing Committees

The standing committees of the Horseman's Association shall be added to this constitution as necessary

A. The Programs Committee

Plan regular meeting programs and obtain speakers, films, etc. for these programs. Submit all program plans to the executive committee prior to the meeting for approval.

B. Phone Committee

To insure that all paid members are informed of the upcoming meetings and activities.

Section II. Requirements

1. Must be a member in good standing.
2. Chairmen shall be selected by the Executive Committee at the end of the semester prior to the term in which committee chairmen begin.

Section III. Duties

Shall be as defined as the committee is added to the list.

Article VI. Meetings

Section I. Regular and Special Called Meetings

- A. Regular meetings of this Association shall be held every second and fourth Tuesday nights of each month.
- B. Special meetings may be called by the President at any time within reasonable notice.

Section II. Conduct

- A. All members shall follow those rules governing student conduct at meetings as outlined in the current edition of "University Regulations".
- B. The President and all officers of the club are bound by this constitution to enforce these rules of conduct and to remove any violators from the premises of the meeting if necessary.

Article VII. Handling of Association Funds

All monies belonging to this Association shall be deposited through an account established for this organization at the Student Finance Center. All expenditures of this Association must be approved by the advisors.

Article VIII. Advisors

Advisors shall be members of the Tarleton State University Faculty. Advisors shall be interested in and dedicated to the horse industry and activities of this club, and shall be elected by the club membership at the time of officer elections.

Article XI. Amendment

Section I. This constitution may be amended at any time by a two-thirds majority vote of the members present, subject to the approval of the University.

Section II. This document must be reviewed every two years and resubmitted to the Student Activities Office.

Amendment I. Service and Meetings

Members

Services

Each semester, members will be required to work at two services organized by this club. Services are defined as cleanings or events where workers are needed.

Meetings

Attendance at meetings will be optional for members.

Penalties

Members who do not fulfill their work obligation will be kicked out of this club for the rest of the semester. Members that are kicked out will be allowed to return and participate in the next semester.

Officers

Services

Each semester, officers will be required to work at three-quarters (seventy-five percent) of the services organized by this club. Services are defined as cleanings or events where workers are needed.

Meetings

Each semester, officers will be required to attend no less than three quarters (seventy-five percent) of the meetings held by this organization.

Penalties

Officers that fail to fulfill an obligation, either service or meeting-wise, will be demoted to Member status **and** be subject to Member obligations and penalties discussed under Amendment I, Member sub-heading.

Amendment I was brought before the club and approved unanimously on:
Monday, February 28, 2005.

Date

Signature of President

Date

Signature of Advisor

Date

Signature of Advisor