

# TSU Stock Horse Team

## Constitution and By-Laws2021

Revised and Edited By: Officers and Members November 2021

### Article I: Name

The name of this student organization shall be known as the Tarleton State University Stock Horse Team.

### Article II: Purpose and Goals

#### **Section I. Purpose**

- A. To provide an organization for horse-oriented students to improve their horsemanship skills, training abilities, and showmanship through educational clinics, practice sessions, and participation in the Stock Horse of Texas (SHTX) and National Ranch and Stock Horse Alliance (NRSHA) Stock Horse competitions.

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

- A. To enhance knowledge of novice and the experienced horseman alike.
- B. 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. Students must be in good academic standing with the university with at least a 2.0 cumulative GPA.

#### **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.

**Section IV. Discrimination and Harassment**

Tarleton in accordance with applicable federal and state law, prohibits discrimination, including harassment, because of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.

**Section V. Hazing**

Any act that endangers the mental or physical health or safety of a student, or that destroys or removes a public or private property; and/or assisting, directing, or in any way causing others to participate in degrading behavior and/or engaging in conduct which tends to bring the reputation of the organization, group, or University into disrepute for the purpose of initiation, admission into, affiliation with, or as a condition for the continued membership in a group or organization; or as part of any activity of a recognized student organization, student group, and university program.

**Section VI. Disciplinary Actions**

- A. Any club member may be denied privileges of the club, or any non-member may be denied the privilege of the club for a financial violation of failing to pay membership dues.
- B. Unsportsmanlike conduct by team members will not be permitted. Each team member shall be responsible for showing sportsmanlike conduct and humane treatment of horses. Any of these violations will be subject to the consequences listed below.
- C. Any other inappropriate behavior that negatively effects the team will result in disciplinary actions.
- D. The team officers and advisor(s) have the authority to determine what qualifies as a financial violation, unsportsmanlike conduct, inhumane treatment of horses, and inappropriate behavior. Disciplinary actions will be distributed in the following order:
  - 1. A verbal warning from an officer or the advisor.
  - 2. Suspension from all team activities for the remainder of the semester.
  - 3. Official removal from the team with the requirement of returning all team apparel.

**Article IV: Apparel Qualifications**

**Section I.** T-shirts and caps are open to all club members (Non-Competitive and Competitive) and to the public (family, friends, sponsors, etc.)

**Section II.** Show shirts will be owned by the club and members will be able to sign out shirts when needed for shows (or other special events) until the member meets the requirements to own the show shirt. Requirements include:

- a) Pay dues for correct level of membership
- b) Collect correct amount of sponsorship money
- c) Commit to all shows within the given semester

**Section III.** Each Show Team member will receive their own show team jacket once requirements are met. Members will be able to have their name monogrammed on the jacket (paid for by the member). Requirements include:

- a) Pay membership dues
- b) Collect correct amount of sponsorship money
- c) Returning members work at Hamilton 2 days, new member work at Hamilton 3 days
- d) Participating in (at least) 70% of team work days per academic year
- e) Attending (at least) 80% of team meetings per academic year
- f) Attending (at least) 80% practices per academic year

**Section IV.** Officers must meet the same qualifications for a leather jacket as the show team

#### **Article V: Team Memberships**

- A. All team membership dues are \$50 per semester, these must be turned in on the second Tuesday after the first team meeting.
  - a. Failure to pay on time will result in a late fee of \$25 of each additional Tuesday
  - b. Nonrefundable
- B. Non-Competitive Membership
  - a. Open to members that do or do not have a horse to ride
  - b. The team will cover hotel, stall, shavings, and clinic expenses at each show the team attends if members collect correct amount of sponsorship money
  - c. Members must attend as many practices and meetings as possible throughout the semester/year
  - d. Members are welcome to attend practices even if they do not have a horse to ride
  - e. Sponsorship of \$150 dollars must be collected if you want to travel with the team. (Hotel, team dinner, etc.)
- C. Competitive Membership
  - a. Open to members that do have horses to ride and want the option of being a point-rider

- b. The team will cover hotel, stall, shavings, and show expenses if members collect the correct amount of sponsorship money (\$850). If member also wishes to attend clinics said member must collect \$850 of extra sponsorship money per semester
- c. Members must attend as many practices and meetings as possible throughout the semester/year
- d. Members are given the opportunity to be chosen to ride as a point-rider at shows that the team attends

## **Article VI: Shows/ Clinics**

### **Section I. Shows and Clinics**

- A. This article outlines what the TSU Stock Horse Team will pay when you show or participate in clinics for the team, if the correct amount of funds is raised.
  - a) 1 stall for the duration of the show
  - b) 3- 4 bags of shavings (\*items can be modified for an individual show if needed-upon approval by advisor and officer team)
  - c) SHTX, NRSHA, and NRCHA Collegiate entry fees and office fees

### **Section II. Showing Requirements**

- A. Team dues must be paid in full for the semester/year
- B. Good academic standings with university
- C. Approval from advisor to show
- D. Must attend practices consecutively for 3 weeks prior to show date

### **Section III. Scratching from classes/ shows**

If the team is paying for your shows and you choose to either scratch from a particular class(s) or the entire show, you will be held responsible for reimbursing the team for their expenses.

Exceptions for reimbursement are as follows:

- A. Rider is physically injured
- B. Horse is physically injured
- C. Extenuating circumstances that will be reviewed by coach/ advisor on site
- D. Must have/ show proof of injury or extenuating circumstance

## **Article VII. Cattle and Flag Practices**

- A. Team dues must be paid in full for the semester/year
- B. Pay cattle fee prior to working your cow(s)
- C. Must attend practices consecutively for 3 weeks prior to cattle practice dates

**Article VIII. Sponsorship Program**

- A. The deadline is January 15th (or first meeting/ practice day of the Spring semester) so that sponsor will get the entire calendar year to receive their benefits
  - a. Date is tentative
- B. Any sponsorship collected after this date will get rolled to the next calendar year (members till gets benefits right away)
- C. You may choose to only show or only do the clinics. You may also choose to participate in both (raise the combined amount of money). The minimum amount of sponsorships required for the team are as follows:
  - a) Shows: \$850 per semester
  - b) Clinics: \$775 per semester
  - c) Non-Competitive Member: \$150 per semester
    - a. If there is any of your sponsor money that was not used it may be ‘rolled over’ to the follow semester
    - b. Rolling over is only allowed for the following semester (can’t skip)
- D. Individual Sponsors
  - a. agreement/ sponsorship is between you and the Sponsor
  - b. Still held to same standards as team sponsorships
- E. All sponsorship specifics are outlined in the Sponsorship Packet
  - a. Found under files> sponsor info

**Article IX. Reimbursements**

To receive a reimbursement is an option you have as a member of this team it is not required that we do this for you, meaning if you are seeking a reimbursement you need to clarify that is what you want. Requirements are as follows:

1. Must be a non-horse show event Carpool with others; carpooling is defined as 3 or more team members in a vehicle
2. This can change depending on the event, will be decided by officer team prior to event
3. The reimbursement is based on millage to and from the destination at \$0.50/ mile

**Article X. Officers**

Officers shall be President, Vice-President, Secretary, Treasurer, and Historian, Ag Club Council/ Forum Rep., and Risk Management. These officers comprise the executive committee.

**Section I. Executive Committee**

Members of the Executive Committee have the responsibility and authority to act on matters of importance in the routine conduct of Association business. They may as a committee make last minute decisions (at shows, etc.).

**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 end of spring semester to end of spring semester.
- 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. Graduates cannot vote.
- E. A nominee must receive a clear majority of the total voting membership present at the time of election in order to assume office.
- 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: President., Vice President, Secretary, Treasurer, Historian, Ag Club Council, Forum Representative, and Risk Management.
- 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
  - a. Is bound by the provisions of this Constitution and is responsible for upholding the rules of this Constitution.
  - b. Presides over the regular club meetings.

- c. Keep in close contact with all officers in assuring all carry out the duties of their respectable offices.
  - d. Seek opportunities and implement projects for the club to better meet the needs of the horse interested people at Tarleton.
  - e. Seek opportunities and implement projects where the club can provide services to Tarleton and to the Texas horse industry.
  - f. Serve as an ex-officio-member of all standing committees.
  - g. Maintain liaison with other clubs and the University.
  - h. The president is the chairman of the Executive and will:
    - i. Call for Executive Committee Meetings when needed
    - ii. Notify Exec. Comm. Members of the meeting, date, place, and time
    - iii. 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
- a. Bound by the provisions of the Constitution.
  - b. The Vice-President is an ex-officio member of standing committees and should:
    - i. 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.
    - ii. Keep in close contact with each committee chairman and attend their meetings when necessary. Motivate them!
    - iii. Present committee’s plans to Executive Committee or invite committee chairmen themselves to Executive Committee to discuss plans and receive suggestions.
    - iv. Remind all standing committee chairmen to present committee reports for each meeting.
    - v. Collect and file all committee chairmen job description reports at the end of each year.
    - vi. Call meetings with all committee chairmen as necessary to maintain desired functions of the club.
  - c. The Vice-President is to preside over meetings in the absence of the President.
- C. Secretary
- a. Take minutes at all Executive committee meetings.
  - b. Present Executive Committee report to the club at the beginning of each meeting.
  - c. Take minutes at all regular club meetings.
  - d. Receive all general club mail. File or distribute to advisors, officers, or committee chairmen for appropriate action.
  - e. Maintain a complete typed list of past activities of the club for use on scrapbook, display posters, newsletters, etc.
  - f. Maintain ample supply of all forms used by club officers and committee chairmen.
  - g. Maintain an orderly file of all club records.

- h. Send upcoming event notices to horse magazines and/or newspapers prior to all special activities.
  - i. Arrange for local newspaper, radio, and television coverage before and/or during special events.
  - j. Send stories with pictures to magazines and/or newspaper immediately after all special events.
  - k. Maintain a file of Coggins for all horses coming to practices at the TSU Equine Center.
  - l. Assist the President in booking hotel rooms and sending in entry forms for any show or event the team is participating in.
  - m. Create a list of members who need excuse letters to give to the advisor.
  - n. Maintain a file of member attendance for meetings, events, and practices.
  - o. Create a list of members who will need stalls for upcoming shows and book the stalls.
- D. Treasurer
- a. Meet with advisor at the end of the old year and at the beginning of the new year to plan and prepare a budget.
  - b. Accept dues at each regular meeting.
  - c. Present a complete report on the club's financial status at each meeting.
  - d. Receive and record all incoming money. Write thank you letters when appropriate.
  - e. Pay all bills promptly. Arrange for someone to pay the bills over the summer or in the absence of the treasurer.
  - f. Make sure the club adheres to budget as closely as possible.
- E. Historian
- a. Take pictures of events and special activities throughout the school year.
  - b. Keep all displaying boards up to date.
  - c. Maintain social media and University websites.
  - d. Maintain sponsorship records and advertise team sponsors as needed according to the current sponsorship packet.
  - e. Update all advertising resources i.e., brochures, poster boards, website, etc.
- F. Forum Representative
- a. Ask for money when needed
  - b. Attend all Forum meetings, and report to the Stock Horse Team what is discussed at the Forum.
- G. Tarleton Agricultural Club Council
- a. Represent the Stock Horse Team and its interests at all meetings of the Student Agricultural Council.
  - b. Report on said meetings to the executive committee and membership of the club.
- H. Risk Management Officer
- a. Complete any paperwork/ forms associated with the university for team travel i.e., risk management



- b. Attend all RSO Trainings to maintain the team's good standing for traveling purposes.
- c. Complete all needed travel paperwork such as a list of names, drivers' license numbers, and license plate number of vehicles driven to events.
- d. Maintain a detailed file of all the events that the team will travel to and how long they will be staying.
- e. Executive Committee as defined in Article X Section I, Exec. Committee has the responsibility and authority to act on matters of importance in the routine conduct of Association business

## **Article XI. Committees**

### **Section I. Standing Committees**

The standing committees of the Stock Horse Team shall be added to this constitution as necessary.

- A. Banquet Committee
  - a. Plan and prepare the end of the year banquet, including location, invitations, awards, food, etc.
- B. Show Committee
  - a. Responsible for ensuring that all entries, stalls, hotel rooms, and show booth are prepared in advance.
- C. Sponsorship/ Advertising Committee
  - a. Responsible for collecting sponsorships and developing and organizing fundraising events.
  - b. Responsible for ensuring that sponsors receive their benefits and proper thanks.
  - c. Responsible for all advertising strategies for the team including but not limited to brochures, social media, signs, posters, etc.
- D. Apparel Committee Responsible for creating, ordering, and distributing all team apparel including but not limited to jackets, t-shirts, show shirts, etc. as officially voted on by the team

### **Section II. Requirements**

- A. Must be a member in good standing.
- B. 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 XII. Meetings****Section I. Regular and Special Called Meetings**

- A. Regular mandatory meetings of this Association shall be held every second Monday or Wednesday nights of each month. If needed additional meetings will be held.
- B. Special meetings may be called by the President at any time if majority can attend.

**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 XIII. Handling of Association Funds**

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

**Article XIV. Advisors**

- A. Advisors shall be members of the Tarleton State University Faculty.
- B. 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 XV. 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 Advisor.

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

**Amendment I. Service and Meetings Competitive Team Members**

- A. Services
  - a. Each semester, members will be required to work at least five services organized by this club.
  - b. Services are defined as cleanings or events where workers are needed.
- B. Meetings
  - a. Attendance at meetings will be mandatory for members.

C. Penalties

- a. Members who do not fulfill their work obligation will have consequences determined by the officers and advisor.

D. Officers Services

- a. Each semester, officers will be required to work at three-quarters (seventy-five percent) of the services organized by this club.
- b. Services are defined as cleanings or events where workers are needed.
- c. Meetings
- d. Each semester, officers will be required to attend no less than three quarters (seventy-five percent) of the meetings held by this organization.
- e. Penalties for 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.

E. Amendment I was brought before the club and approved unanimously on: October 2018

**Amendment II. Dues and Sponsorships**

A. All team membership dues will be \$50

- a. Late fee of \$25 for each Tuesday after the due date applies

B. Sponsorship amounts per semester were raised to:

- a. Shows: \$850
- b. Clinics: \$775
- c. Non- Competitive: \$150

C. Amendment II was brought before the club and approved unanimously on: November 2021

\_\_\_\_\_  
Date

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Signature of President

\_\_\_\_\_  
Date

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Signature of Advisor