

Constitution and Bylaws of the
Johns Hopkins University Club Equestrian Team

- I. **Name of the Organization:** The official title is The Johns Hopkins University Club Equestrian Team.
- II. **Mission Statement:** The JHU Equestrian Team is a group of students that want to enrich its members and others in the Hopkins community through horsemanship, both recreationally and competitively.
- III. **Membership Composition:** The members of the JHU Equestrian Team are Johns Hopkins University affiliates who are interested in learning more about horsemanship and improve their riding through competitions and practice.
 - A. Any student attending The Johns Hopkins University is eligible for team membership upon the following conditions:
 1. Each member will be required to pay dues every semester, as designated by the executive board, depending on the financial standing of the club.
 - a) Members are not permitted to attend lessons or shows until dues are paid.
 - b) If a rider misses a lesson, full dues are still owed.
 - c) Failure to pay dues within the first two weeks of classes will result in rider termination for that semester.
 - d) Membership for the next semester may also be denied and is at the discretion of the executive board.
 2. Each member who wishes to compete on behalf of the team must become a member of IHSA.
 - a) Each member of the IHSA team consents to allowing the registrar to release their information to the IHSA.
 - b) Team members must attend a minimum of half of the shows offered each semester.
 3. Members must be in good standing with the club sports and IHSA requirements.

4. Members sign a rider agreement at the beginning of the year, stating that they understand and will abide by the constitution and bylaws.
5. All members must attend meetings and other team functions unless excused by the executive board, coach, or any reasons listed below.
 - a) University requirements include class requirements or other university positions
 - b) Medical excuses
 - c) Academics
 - d) Mandatory extracurricular event
 - e) Family emergencies
 - f) Events relating to future employment (e.g., job interviews)
 - g) The executive board may grant an excuse if the Captain and President agree
 - h) There are no valid social excuses
6. If a member has three unexcused absences from lessons, this is grounds for probation.
7. Members must agree to represent and uphold the name of The Johns Hopkins University and The Johns Hopkins University Equestrian Team. If their behaviors go against the standards of the university, a board member will meet with the rider in question and explain the infraction, thus giving the rider a verbal warning. A written warning will also be sent via email from the official JHU Equestrian Team email account. Failure to heed the warning or egregious infractions are at the board's discretion to place that member on probation.
 - a) This includes appropriate language at competitions and lessons
 - b) This includes appropriate attire at competitions and lessons
 - (1) Shirts with sleeves must be worn
 - (2) ASTM/SEI certified helmets are required

- (a) Each member must purchase their own ASTM/SEI certified helmet within the first two weeks of lessons. If a rider fails to obtain a helmet within this time frame, their lessons will be suspended without refund or make-up lessons.
- (3) Sturdy, closed-toe boots with a heel must be worn
 - (a) If a rider fails to obtain appropriate footwear within this time frame, their lessons will be suspended without refund or make-up lessons.
- (4) Team members must own appropriate show clothes, or have show clothes arranged to borrow prior to signing up for the first show, or they will not be permitted to sign up.
 - (a) Borrowing from other members is permitted as long as it is arranged prior to signing up.
 - (b) Appropriate show clothes include:
 - (i) Black ASTM/SEI certified helmet
 - (ii) Show jacket, preferably navy, though other colors are permitted
 - (iii) Show shirt, preferably white, though other colors are permitted
 - (iv) Tan breeches
 - (v) Black tall boots
 - (vi) Black or brown belt
 - (vii) Black gloves
- c) If any behavior or actions go against the policies of the riding facilities, the rider may be put on probation.
- d) Actions that are unbecoming of the JHU Equestrian Team outside of team functions can also be grounds for a warning or probation.

In the case of an extreme event, as determined by the executive board, membership will be terminated.

(1) Probation is mandatory for offenses against the campus or University.

8. All team members are required to help out with a show if The Johns Hopkins University Equestrian Team is cohosting or hosting in order to maintain their status with the team.
9. In order to maintain active status, each member is required to attend all mandatory meetings, unless they have an excuse listed below.
 - a) University requirements include: Class requirements or other University positions
 - b) Medical excuses
 - c) Academics
 - d) Mandatory extracurricular event
 - e) Family emergencies
 - f) Events relating to future employment (e.g., job interviews)
 - g) The executive board may grant an excuse if the Captain and President agree.
 - h) There are no valid social excuses
10. Team riders must attend their scheduled lesson the week of the horse show unless excused by the coach, or must give two weeks warning to the Captain so the coach may best determine show entries.
 - a) Cancellations must be due to weather only.
 - b) A rider may not ride during a show if they have failed to meet the above requirements, but may still be required to attend and help riding members at the show. This decision can be made by the coach or the Captain. If a rider is required to help out during a show, but they do not, they will be placed on probation.

11. Team members must assist the person competing before them at ringside. If for some reason another team member notices someone alone at ringside, the team member should take it upon themselves to help out, and then alert a board member after help has been given.
12. If a team member decides not to attend a show after entries have been decided and another member cannot take their place, the member who cancelled will be responsible for paying their entry fee out of pocket.

B. Re-Initiation of Team Membership

1. A member that has been placed on probation must finish the semester in good standing. Re-initiation will be determined based on Club Sports, Johns Hopkins University Student Life, IHSA specifications, and an executive board vote.
2. The issue must be voted on in an in-person officer meeting before the start of the next semester to determine if a member may be reinstated in full.
3. The probation period lasts through the end of the current semester, plus the subsequent semester, until the last day of classes.

C. Personal horses

1. A rider may have a personal horse, but are required to fulfill all of the same requirements as a member who does not own a horse. They may not ride their horse in team lessons unless the horse is included in the regular lesson horse rotation, and are still required to ride the barn's or coach's horses in team lessons.
2. The coach must approve a personal horse for use in team lessons.

IV. **Officers:** The officers of this team are President, Captain, Co-Captain, Treasurer, and Secretary. Officers must have a minimum of one semester of team, showing or nonshowing, membership. Unless circumstances prohibit, no more than three members of the executive board may be seniors. Training of new officers must be completed by current officers during the last week of classes in the spring semester.

A. *President*: The president must have held another executive board position for a year to be considered and must be a current undergraduate student in good standing. The executive board will vote on the president. If the executive board vote results in a tie, team members will then vote to break the tie. The president duties are as follows:

1. Presiding over all executive and membership meetings.
2. To represent the team and to oversee the actions of members.
3. To aid and confirm that the team is properly registered and ready for the upcoming season each semester.
4. Validate invoices and confirm budget decisions.
5. For any shows cohosted or hosted, the president will create and send out the prize packet.
6. The president acts as the liaison between the coach, team, executive board, and school.
7. Mediate any conflicts that arise.
8. Work with the coach and rest of the executive board to create the lesson schedule each semester.

B. *Captain*: The captain will be elected and the coach will have final approval. The members of the board will discuss with the coach if a discrepancy arises. The captain must have completed at least one semester of IHSA competition. The duties of the captain are as follows:

1. To encourage the growth of the riders while keeping the team united.
2. To work with the president to make sure the team is ready and registered for each season.
3. To oversee every event held and traveled to.
4. To work with the president to plan team events and to send emails.
5. To organize tryouts when deemed necessary by the coach.
6. To act as an assistant to the coach at the ringside of every show.
7. To register the team and its members for IHSA.

C. *Co-Captain*: The duties of the co-captain are as follows:

1. To maintain all social media, working with the president.
 - a) This includes managing the JHU Equestrian Team Facebook page, and any other social media.
 - b) The co-captain must notify the captain when a van reservation confirmation has been received, and notify the driver(s) of the van.
2. Write down the placings for all classes at shows, keep track of team points, and make note of any riders who would be contenders for High Point/Reserve High Point.
3. Aid the captain at shows.

D. *Treasurer*: The duties of the treasurer are as follows:

1. To keep an accurate history of the funds and expenses of the team in order to maintain a proper budget.
2. To oversee every financial transaction.
3. To contact the president and captain about deadlines for payment. 48 hours must be allotted for communication between board members.
4. In charge of fundraisers.

E. *Secretary*: The duties of the secretary are as follows:

1. To keep minutes of topics brought up at all team functions.
2. To have all team information, including minutes, points, and roster on file.
3. Submit a team roster each semester to club sports.
4. At a hosted show, the secretary is to run check-in of visiting teams.
5. Keep open communication with the co-captain to record team points.
6. Maintain communication with all executive board members to ensure issues that arise are handled in a timely manner.
7. Responsible for reserving vans for the necessary drivers, days, and times for the semester. Must be completed within the first two weeks of classes, if possible.
8. Schedule make-up lessons.

9. Alert the coach when members are not attending their lesson.

10. Responding to emails and organizing meetings with prospective members.

- F. Elections: The officers of the club shall be elected no later than the beginning of the penultimate week of classes. Preliminary nominations will be made no later than one week prior to elections. Nominations for candidates for each officer can be made from the floor of the nomination meeting, or via email. All elections are made by separate, written ballots.
- G. If a board member quits in the middle of the semester, for any reason other than an emergency, they are permitted to rejoin the team in the future, but are not permitted to rejoin the board. A replacement must be elected within one week.
- H. If a board member fails to fulfill their responsibilities, they can be removed from office by a unanimous vote of remaining board members, and they will lose the privilege to run for the board in the future.
- V. **Decision Making Model:** The JHU Equestrian Team will settle decisions by voting. A majority of members must be present, and a 51% majority of those present is necessary for proposed actions to continue.

VI. Meetings

- A. Regular meetings: There will be two required team meetings per semester, one at the beginning and one at the end of the semester. There will be two optional team bonding meetings.
- B. Additional meetings: Additional meetings can be called by the captain or president. Any board member may call an additional meeting of the board.
- C. Probation is mandatory due to missing meeting requirements.
- VII. **Funding:** The team seeks funding from Club Sports, and must host a fundraiser at least once per semester.
- A. The board will determine a goal for the team, and each member will aid in obtaining this goal.
1. If a member is unable to participate in fundraising, they may notify the treasurer, who will work out an alternative.

2. Members that do not participate in a fundraiser may be subject to probation.

VIII. **Transportation**

- A. The hierarchy of transportation methods between the barn and campus is as follows, on the condition that the first option is the least expensive, and the last option is the most expensive:
 1. Personal cars
 2. Zipcars
 3. Hopkins Vans
- B. Hopkins Vans will be used as transportation to shows, on the condition that this is the least expensive option.
- C. JHU Equestrian Team members will complete van certification training by the first month of classes at the latest.
 1. If a member fails to obtain van certification within this time, they will not be permitted to ride until they are certified.
 2. Any missed lessons by a person eligible for van certification due to a lack of driver until certification may not be made up or reimbursed, and those lessons are forfeit.
 3. If the van office is unresponsive, or otherwise not fully functional, the member will not be penalized.
- D. If a van or Zipcar is returned late, excluding circumstances out of the members' control, the member(s) will pay the late fee out of pocket.
- E. Members are responsible for reserving their own Zipcars. If a lesson is missed because a Zipcar was not reserved, that lesson is forfeit for all riders of that lesson.
 1. Members will be required to obtain a Zipcar membership within one month of coming to Johns Hopkins University and meeting Zipcar's requirements for membership.

IX. **Lesson Cancellations**

- A. Members are allowed two lesson cancellations during each semester that can be made up. Excuses must be provided, or a make up will not be granted.
1. Valid excuses are:
 - a) University requirements include: Class requirements or other University positions
 - b) Medical excuses
 - c) Academics
 - d) Mandatory extracurricular event
 - e) Family emergencies
 - f) Events relating to future employment (e.g., job interviews)
 - g) The executive board may grant an excuse if the Captain and President agree.
 - h) There are no valid social excuses.
 2. Any cancelled lessons that exceed the allotted two will be forfeit and will not be refunded, unless the lesson is cancelled by the coach, cancelled due to weather, medical reasons, emergency, or job interview.
- B. All lessons must be cancelled by submitting a request through the Google form, provided at the beginning of each academic year. If the Google form is not submitted, a make up lesson will not be granted.
- C. A member who wishes to cancel their lesson must notify the other riders in their lesson.
- D. A member who wishes to cancel their lesson may also contact the coach, but it is not required.
- E. If the timestamp on the cancellation form is submitted prior to 24 hours of the scheduled lesson, the secretary will reschedule the lesson.
- F. If a driver cancels within the 48 hour period prior to the scheduled lesson, the driver's lesson is forfeit.
1. If a replacement driver cannot be found, members of that group will be granted a make up lesson.

- G. If a member has reason to cancel within their allotted time, they must get in contact with the secretary, who must notify the coach of the cancellation promptly.
1. The captain and president will then determine if the reason is excused or if the lesson is forfeit.
- H. Make up lessons cannot be made up
1. If a make up lesson is cancelled, this is grounds for probation.
 2. Make up lessons may only be made up if the coach cancels, or if weather dictates cancellation.
 3. Make up lessons must take place before the last day of finals period.
- I. Lesson schedules are set after the add period is over. After this, a member may not change their regular lesson time, but are permitted to ride in a different lesson in case a make up is necessary.
- J. If a member has a medical condition which will be exacerbated by riding, the member will not be allowed to ride.
- X. **Constitution Amendments:** The executive board and general membership with a $\frac{3}{4}$ vote can amend this constitution.

This constitution was voted on and put into effect on April 4, 2015.

Members present voting this constitution into effect:

President: Courtney Whitelock

Captain: Allie McCoskey

Co-Captain: Lauren Aldoroty

This constitution was voted on and amended on April 23, 2016.

Members present voting this constitution into effect:

President: Lauren Aldoroty

Captain: Emily Presseller

Co-Captain: Flora Fei

Treasurer: Stephanie Carr

Secretary: Elissa Mardiney

Mirelle Heidbreder

Abigail Weiland

Kellie Hunn

This constitution was voted on and amended on December 10, 2016.

Members present voting this constitution into effect:

President: Lauren Aldoroty

Captain: Emily Presseller

Co-Captain: Flora Fei

Treasurer: Stephanie Carr
Secretary: Elissa Mardiney
Abigail Weiland
Kellie Hunn
Charisma Burrows
Jia Yao Kuek
Kendall Free
Lauren Bules
Qixin "Sophia" Wu
Rachel Horn
Ruoqing "Robin" Cai
Siri Tummala

This constitution was voted on and amended on May 8, 2017.

Members present voting this constitution into effect:

President: Emily Presseller
Captain: Stephanie Carr
Co-Captain: Abigail Weiland
Treasurer: Qixin "Sophia" Wu
Secretary: Charisma Burrows
Alexandra Houck
Siri Tummala
Rachel Horn
Ruoqing "Robin" Cai