

# KENNESAW STATE UNIVERSITY

## *Club Equestrian Club By-Laws*



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**KENNESAW STATE**  
UNIVERSITY

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## ARTICLE I. NAME

### Article I, Section I.

The name of the organization shall be the Kennesaw State University Equestrian Club.

## ARTICLE II. PURPOSE

### Article II, Section I.

The purpose of this club is to encourage **Equestrian** and promote to all members of the Kennesaw State University community. The club will provide competitive clubs and facilities for competitive matches against other universities. The club will sponsor competitive events at home as well as trips to other colleges and universities with the help of team dues, fundraising, sponsorships, and donations.

Our club philosophy is to give college students the opportunity to ride or show competitively at an affordable cost while meeting and bonding with athletes who share a common interest. Our goal is to create a bond as a team that always supports one another! We are proud to be a part of the Kennesaw State Club Sports family, and we will do our best to represent and make our university proud! We will show what the club can bring to KSU in a positive manner, both academically and competitively.

## ARTICLE III. Affiliation

### Article III, Section I

Kennesaw State University:

- a. This organization is a Club Sport at Kennesaw State University but is not part of the University itself.
- b. In all correspondence and publications, it may refer to itself as an organization at Kennesaw State University, but not as part of Kennesaw State University itself.
- c. **Equestrian Club** accepts full financial and production responsibility for all activities it sponsors.
- d. **Equestrian Club** agrees to abide by all pertinent Kennesaw State University policies and regulations, including the most current Club Sports Manual and Student Codes of Conduct. Where Kennesaw State University policies and regulations and those of Club Sports differ, the policies and regulations of Kennesaw State University will take precedence.
- e. **Equestrian Club** recognizes and understands that the University assumes no legal liability for the actions of the organization.

### Article III, Section II – Horse Show Affiliation

**Equestrian Club** is affiliated with **IHSA (Intercollegiate Horse Shows Association)** as its recognized National Governing Body.

## ARTICLE IV. ATTENDANCE POLICIES

### Article IV, Section I - Meeting Attendance

**All members are expected to attend team meetings.** Please gain absence approval a minimum of 72 hours before the meeting is to convene if unable to attend. **Excused absences may be granted in the event of an emergency only.** Members must do their best to attend all physical meetings because every single meeting will contain important information about events organization, horse show procedures, etc..

### Article IV, Section II - Workout Attendance

**Required to attend a minimum of 1 scheduled workout per week, guided by one of the officers. It is very important for the team to grow and get stronger together.** Multiple times and days will be offered to the members depending on everyone's schedule. No matter what, the officers will be at the gym during their day and assigned times. Workouts will only be beneficial to you and we are highly encouraging you to attend at least 1 workout per week.

#### **Article IV, Section III - Fundraising Attendance**

**All Members are expected to attend mandatory fundraising events. Excused absences may be granted in the event of an emergency only.** The member is required to attend at least half of the event before leaving the site. If the member leaves in the middle of the event, it will count as 0.5 in fundraising events, if the member stays the whole time, it will count as 1 in fundraising events. Failure to meet these requirements will result in disciplinary action as stated further in the by-laws, refer to section 8.

**All members are required to submit excuses, and gain approval, for missing any workout, fundraising function, or team-associated event, a minimum of 72 hours in advance.**

#### **Article IV, Section IV - Team Bonding Attendance**

**All members are encouraged to attend team bonding events with the team.** Officers will propose multiple activities to the team, and we will decide together what will be done. **Team bonding is an important moment** for all team members to share a moment and get to know each other better.

#### **Article IV, Section V - Service Community Attendance**

The team is required to do **two hours of community service representing the KSU Club Equestrian Club Team.** Helping in an animal shelter or helping at a public event would be possible community services the team could do, but team officers are open to any members' ideas or suggestions.

#### **Article IV, Section VI - Team Participation Policy at Events**

KSU Club Equestrian Team members are required to travel as a group and to remain together for the duration of the event. Tasks will be delegated at horse shows depending on the event, all members are required to complete their delegated tasks at the shows unless showing. There is zero tolerance for bullying or discriminatory behavior at horse shows. Failure to abide will result in disciplinary action as stated further in the by-laws, refer to section 9.

#### **Article IV, Section VII - Travel and Competition Expectations**

**When driving to any shows or team events, university policies, and regulations must be obeyed for the entirety of the trip.** At least one officer must be present on each bus/van. At least one officer and competing rider must be present with the coach for equine transportation when required. No personal vehicles will be used to transport individual riders unless being used with the assistance of equine transportation.

All competing members must attend and compete in every IHSA horse show unless an emergency arises. At which the officers may make an exception if the reason is valid. The registration fees will still need to be paid; however, coaching fees may be waived for some cases. Competing members may not drive to, or leave from, the show(s) individually, or with a family member(s) unless prior approval has been obtained from the president AND the coach. Emergency situations will be approved or denied on a case-by-case basis.

**Competing and aspiring members are expected to maintain a sportsmanlike attitude at any competition and must treat all horses, riders, judges, stewards, coaches, and every other horse show attendee with respect.**

Competing and aspiring members should remember to support each other in riding and remember that the purpose of the IHSA is to showcase the level of riding and to *compete to their best ability*. It is important for each rider to feel supported and encouraged, no matter the level or the time during the horse show.

#### **Article IV, Section VIII - Substance Use**

Members of the KSU Club Equestrian Club Team must abide by all KSU's alcohol, tobacco, and drug policies while on campus or at the riding facility. Any substance use will be prohibited while at the equestrian competitions, as well as team-associated functions, **regardless of age**. If it comes to our attention, that you are in possession of illegal drugs or/and narcotics, while being at horse shows, it will result in a severe offense cited below:

Any alleged violation will be subject to review by the current Officers. If the violator is an Officer, the review will be by the full team and the Club Sports Staff. The level of offense or violation will determine the severity of the punishment to be passed down.

If the Officers should decide that a violation has occurred, the following penalties shall be imposed:

- **Low Offense**: A verbal warning that shall be put on record and the member will be put on a probationary period for 90 days where the member cannot vote or run for a position.
- **Moderate Offense**: A written memo and suspension from an upcoming show and/or all activities within the next month, the probationary period for 90 days with no refunds provided for dues or fees that have been previously paid.
- **High Offense**: Suspension from the team for an entire semester, 90-days probationary period upon re-entry. If there are less than 30 days remaining in the semester, the penalty will continue into the next semester.
- **Severe Offense**: Permanent suspension from the club and all associated events.

## ARTICLE V. GENERAL MEMBERSHIP

### Article V, Section I. Participation

An active member of the club is defined as a current, degree-seeking, fee-paying student who adheres to all rules set forth in the club's bylaws. All registered members must complete the Club Sports player packet on [www.imleagues.com](http://www.imleagues.com) to be an eligible club participant. Guests are not allowed at practice. Additionally, IHSA requires each participant to **be a full-time student (12+ credit hours per semester) and have a minimum GPA of 2.0.**

### Article V, Section II. Dues Eligibility

A qualified person becomes a member by paying their dues of **\$1050.00-\$1150.00 (competitive) or \$650-\$750.00 (aspiring)** per year. Dues cover **hotel fees, horse expenses, travel fees, equipment, etc...** All members must also purchase the team sunshirt at an amount of **\$86 to represent KSU**. Lunch/dinner costs at competitions and potential team bonding event fees may be charged depending if fundraising is sufficient. Each member is subject to pay additional fees throughout the year depending on the club's advancement in league competition play and University funding received. The member must be verified with an approved player packet before member dues are accepted. Dues must be paid before any member receives a uniform and approval to participate in league competition. Those who practice regularly must still be on file with a player packet and pay dues to be associated with the club.

### Article V, Section III. Dues Payment

Each member will pay the set amount of **\$1050.00-\$1150.00 (if competitive) and \$650.00-\$750.00 (if aspiring)** per year (please see details below) to participate in the club. Dues are be paid directly to the club. The dues will be deposited directly into the club's off-campus account. No payments to personal accounts are accepted. Once the member has paid dues, the club will issue the paying member a receipt and/or confirmation of payment. Members who have failed to pay the first payment by **September 10<sup>th</sup>**, may not participate in competitions, practices, or other club sport sponsored events until the dues have been paid. Refunds will be given up until the first competition participated, after that, no refunds will be given.

	Competitive Member	Aspiring Member
<b>Team Dues</b>	\$1050.00- \$1150.00	\$650.00- \$750.00
<b>One Time Payment</b>	9/4/24 <b>\$1050.00</b>	9/4/24 <b>\$650.00</b>
<b>Two Payments</b>	9/4/24     \$600.00 10/14/24    \$500.00 <b>Total \$1100.00</b>	9/4/24     \$400.00 10/14/24    \$300.00 <b>Total \$700.00</b>
<b>Three Payments</b>	9/4/24     \$600.00 10/14/24    \$300.00 12/2/24     \$250.00 <b>Total \$1150.00</b>	9/4/24     \$400.00 10/14/24    \$200.00 12/2/24     \$150.00 <b>Total \$750.00</b>
<b>Team Dues covers</b>	Hotel, Travel, Competition, Facility, and Club costs	Hotel, Travel, Facility, and Club costs
<b>KSU Team Equipment</b>	Mandatory: \$86 (Team Sunshirt)	Mandatory: \$86 (Team Sunshirt)
<b>Other Expenses</b>	\$50 Coaching Fees per day you Compete.	N/A

	\$45 IHSA Registration Fee	
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#### **Article V, Section V. Uniforms, Equipment, & Apparel**

**Members are responsible to buy their own horse lesson riding attires and horse show attires.** After the team dues are paid, the officers will provide the new member with a team t-shirt and will proceed with the order process for the team sun shirts. Please see shirt below:



#### **Article V, Section VI: Equal Opportunity**

Reflecting the expectations set forth by the Kennesaw State University Handbook, the club shall not discriminate membership on the basis of race, ethnicity, religion, spirituality, gender, gender identity/expression, age, sexual orientation, ability, veteran status, socioeconomic status, or national origin.

The club also enforces zero-tolerance against any forms of the following:

- a) Hazing
- b) Harassment
- c) Sexual Misconduct

Additionally, club members are prohibited from possession and/or consumption of alcohol, illegal substances, and/or tobacco at any time during club activity. Furthermore, club members are to ensure images and messages listed online, sent via email, and posted on social media are a positive representation of the club and University.

#### **Article V, Section VII: Individual Member Conduct**

If the club's officers identifies and/or receives a report of conduct issues by another member or fellow officer, the process outlined in this section will be used for resolving the issue. Officers are held to the same standard of individual member conduct. An officer will be subject to removal if reported or observed of conduct issues. This may include, but not limited to any action against another member or actions that are presented as a negative image to the club.

Steps involved for bylaws infractions are:

- a) The club's officers will warn the accused member and/or fellow officer of the infraction.
- b) The warning will be issued to the accused member and/or fellow officer via email from the club's email address.
- c) Once a warning has been issued and another incident occurs, the member and/or fellow officer will meet with all officers to discuss the infraction.

- d) If another incident occurs following the warning and meeting, the member and/or fellow officer is subject to be removed from the club. If one action is deemed significantly egregious by a member and/or fellow officer, this individual is subject to be removed based off the one offense.
- e) The removal of the accused member/fellow officer will be confirmed by a 3/4 vote of regular membership.
- f) If the member is removed, the club officers will report the removal incident to the Club Sports Staff from its club email address.

**Each member and officer will sign a member conduct form issued by the club officers verifying the understanding of the individual club conduct procedures.**

## **ARTICLE VI. OFFICER ROLES**

### **Article V, Section I. Election Process**

The club's officer positions include **President, Vice President, Treasurer, and Secretary**. At all times, there is to be an active President and Treasurer. All officers will convene before the semester to assign officer responsibilities. Officers will be elected by the first day of Spring Break for a term of one year beginning on the last day of finals.

### **Article V, Section II. Voting**

There must be at least one-third regular membership present for the elections to be held. It is the responsibility of the club's officers to ensure that there is at least one eligible candidate nominated for each officer position. Nominations are to be submitted to the moderator at least one business day in advance of the election meeting. During the elections meeting, if a candidate is not elected for an officer position, the candidate may be nominated for another officer position. The members shall be informed of nominating procedures at least one week before the election. All officers must be enrolled, fee-paying students. If an officer graduates or no longer can fulfill the duties of office, an election is held for just that office.

The elections will be conducted as follows: A current officer scheduled to graduate, who has not been nominated for an officer role, shall be appointed as the Moderator, in advance, by the club's officers. The club is reminded that only members of the club may vote for offices. The voting is done by secret ballot, on an office-by-office basis. Before the vote, the duties of the officer are read. Each candidate may be questioned by any club member. The Moderator shall then distribute one ballot to each eligible voter and oversee the subsequent collection and counting. If no candidate receives more than 50% of the vote, a runoff election will be held between the two candidates who received the most votes. In the event of more than one tie, the current club's officers shall vote by secret ballot to determine the winner. Current officers shall assist in the transition to the new officers.

If an officer steps down, the club must hold an emergency vote confirming a replacement approved by 3/4 vote of regular membership.

### **Article V, Section III. Duties of Officers**

All officers are responsible for the activities and operations of the club. At least one Officer shall attend each individual club meeting. If an officer cannot attend at least 75% of the meetings, that officer is subject to removal. The club's officers may not vote for special privileges to itself. Any member may ask to be on the agenda and present an issue to the club's officers. Listed below are the individual responsibilities per officer role.

#### **President**

The Club President will be responsible for completing the most important elements of running the club. These duties may include, but are not limited to the following:

- *Overlooks the team*
- Plans meetings
- Ensures complement of Intercollegiate Horse Show Association (IHSA) placement form
- Concussion baseline test
- IMLeagues updates
- Organizes plans monthly calendar



- Organizes paperwork
- Sends team emails
- Organizes officer meetings
- Social media and website duties
- Responsible for planning evaluations with the Vice President and other officers

**Vice-President**

The Club Vice-President will be responsible for completing the most important elements of running the club. These duties may include, but are not limited to the following:

- Submits all travel requests and online reservation requests,
- Overlooks study hall hours and
- Submits show schedules.
- Responsible for finding and reserving food options for the team prior to and during competition travel.
- Shares on social media and website duties with the President.
- Responsible for planning evaluations with the President and other officers.

**Treasurer**

Treasurers will be responsible for completing most club financial operations. Treasures will follow all Club Sports procedures for spending money. These duties may include, but not limited to the following:

- Handles the finances of the team
- Turns in all statements and receipts by the 15th of each month to Club Sports Staff
- Turns in Participation report
- Checks mailbox
- Handles all spirit wear (ordering and money).

**Secretary**

Secretary will be responsible for these duties, may include but are not limited to the following:

- Completes Monday notes by 12 pm each week
- Complete After Action Reports
- Oversees team email
- Responsible for the First Aid bag and safety officer duties; accident documentation; and injury reports.

**Current Officers Information:**

<b>Officers Role</b>	<b>Name</b>	<b>Phone #</b>
<b>President</b>	Olivia Nilson	(470) 495-8734
<b>Vice President</b>	Lauren Glor	(470) 281-7350
<b>Treasurer</b>	Rylie Shultz	(217)480-7855
<b>Secretary</b>	Carolina Sheffield	(706)536-0363

## ARTICLE VI. VOLUNTEER COACHES

### Article VI, Section I. Coach Role and Responsibilities

It is not required for the club to have a volunteer coach. There is not a limit to the number of volunteer coaches. If the club elects to have one or more volunteer coach, the volunteer coach will need to be an approved volunteer through the Club Sports process. The interested volunteer coach or coaches will need to complete the volunteer coach packet to be approved before attending practices. Additionally, the volunteer coach will need to be at least two years removed as a Club Sports participant to be an eligible coach. If the club elects to pay the volunteer coach or coaches it will be funded fully by the member dues. This will be voted on by the members on an annual basis.

The volunteer coach shall attend all practice sessions. If the volunteer coach of the club cannot attend practice sessions, the volunteer coach is responsible for providing sufficient and all equipment necessary to a member of the officer board, or other member deemed competent, to facilitate practice. The volunteer coach does not have the authority to schedule games, hire new coaches, schedule and book travel, or make any decisions regarding the club's roster. The volunteer coach does not receive a vote in any election. The volunteer coach is to serve as an advisor and assist club in developing their skills. The club is responsible for all its travel expenses. Club dues and funding associated for travel covers the participating members only. Additionally, the coach must be responsible for its own personal insurance coverage.

At the contrary of many other clubs, the KSU Equestrian Club is involved with living animals that cost a lot of money for care and feeding. The coach is responsible to take care of the horses used by the team members, and that is why team members will have to pay for their own training each week in order to compensate for the expenses. Please see below the different payment packages (all lesson payment agreement is made through the team member and the coach, officers do not retrieve lesson payments):

<b>Payment Options</b>	<b>Payment Frequency</b>
<b>Payment by Month</b>	\$250 / month for 4 lessons a month. <b>Due the first week of package use.</b>
<b>Payment by Lesson</b>	\$65.00 / Lesson – Every Week <b>Due Day of Lesson.</b>

### Article VI, Section II. Coach Removal

In the event the club decides to remove a coach, an officer's meeting will be called forward to discuss and vote on the removal. For the removal to progress, a majority of the officers must vote for the removal. Then the rest of the club will partake in a team vote. If the majority of the club votes for the removal (excluding officers), then a meeting will be held with the coach and a decision will be made.

In the event, a club member or officer observes or experiences behavior concerns or issues from a coach, this should be reported immediately to the Club Sports Staff. Based off the reported information, the coach is subject for removal

## Article VII: Dissolution

### Article VII, Section I.

In the event of the dissolution of the club, the President and Treasurer at the time of dissolution will choose to donate the club's remaining funds from its off-campus bank account to Georgia Equine Rescue League, Ltd. The off-campus account shall be closed and all access should be terminated.

## ARTICLE VIII. Revisions

### Article VIII, Section I.

The by-laws may be amended by a three-fourths vote of the club's officers, followed by a two-thirds vote of the general membership. Each club member will receive an updated copy of the by-laws each academic year via email.

**Last revised: 8/2/2024**