

Sample Constitution

Equestrian Association of UMass Boston

Article I – Purpose of Organization

Discuss the reason for the formation of your organization and the goals you would like to achieve.

The club's mission is to instill its members with a greater understanding of horses and horseback riding, as well as an appreciation for all that goes into the care of the animals.

Article II – Authority

List the powers of the constitution and the organization as a whole within itself.

This document is the framework that governs the Equestrian Riding Association and its members, here in denoted as the Riding Club.

Article III – Membership

Indicate who is eligible for membership to your organization and the requirements for such membership. As a Recognized Student Organization at this University you must open membership to ALL registered students both degree and non-degree seeking. You should also outline the responsibilities and privileges of membership such as voting, representation at events and on-campus volunteering.

Section 1 Membership can consist of all undergraduate students, including those students registered as "non-degree."

Section 2 To receive membership status, individuals are required to attend meetings and participate in events and practices.

Article IV – Elections

Describe how/when elections would be held and any rules and regulations you wish to impose on candidacy.

Section 1 The term of each elected officers shall be one academic year, starting with the first summer session of a calendar year, running to the end of the spring semester of the following year.

Section 2 At the last meeting of the spring semester formal elections shall be held.

Section 3 Special elections may be called to fill a vacant officer position as determined by the club's leadership.

Section 4 One month prior to all elections, election practices as well as candidate nomination forms must be drafted and distributed by the club's leadership to the student body.

Article V – Procedures

Indicate the procedures you will use to govern your meetings. A great many organizations use Roberts Rules of Order, which is available in paperback.

Section 1 All club meetings shall be run in a town hall format, with the President or their designee serving as a moderator for the discussion.

Section 2 The moderator may choose to use Robert's Rules for a given meeting.

Article VI – Offices

Define the offices within the club such as President, etc. and specify the rights and responsibilities of those officers.

Section 1 The Association will have two standing positions, a President and a Treasurer. The other positions are not required for the club to function.

- Section 2 President - The President is responsible for all Riding Club business. This individual is responsible for overseeing, coordinating, and staying updated on every aspect of the club. This individual is charged with scheduling all club meetings and events. The President is the official speaker of the organization, and may speak on behalf of the organization.*
- Section 3 Vice-President (VP) - This position will assist the President as needed. The VP is responsible for overseeing the general operation of the club.*
- Section 4 Treasurer - The Treasurer is the chief financial officer and is responsible for maintaining a record of the club's finances. The Treasurer may speak on behalf of the organization in the President's absence.*
- Section 5 Secretary - This individual will spear head the marketing of the Riding Club and shall assist the VP in the general operation of the club.*
- Section 6 If any officer wishes to resign, a two week notice is requested.*
- Section 7 If the President resigns, the Vice-President shall assume the role on a temporary basis, pending a club decision either to confirm this person or hold a special election for the office.*
- Section 8 If no Vice-President is serving, the Treasurer shall assume the role on a temporary basis, and will maintain their role as treasurer, pending a club decision either to confirm this person or hold a special election for the office.*
- Section 9 Failure to perform duties is grounds for removal from office, which requires a 2/3 majority of the club's membership.*

Article VII – Committees

List any committees within the organization, such as event planning committees, and review the responsibilities of those said committees.

- Section 1 Committees as needed may be formed by the leadership team.*

Article VIII – Amendments

Describe the rules by which amendments to the constitution can be made. This is the most important as it allows the group to grow and expand over time and through changes in membership.

- Section 1 This document may be amended at any time excluding Article II. Any member may draft an amendment. Said amendment must then be presented to the President or their designee.*
- Section 2 At the meeting, a 2/3 majority vote is required for the amendment to pass to the next stage of approval.*
- Section 2 Once a 2/3 majority of the club has approved the amendment, it shall be brought before the Student Events and Organizations Committee (SEOC) of the Undergraduate Senate. Once SEOC approves the amendment, it may be added to this document, under Article VIII Section three, starting with "Item A."*