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UMM SADDLE CLUB CONSTITUTION

Article I - NAME

Section 1. The name of this organization shall be "UMM SADDLE CLUB," and shall be referred to as such.

Article II - PURPOSES

Statement of purposes: To promote horses, and horse management on the UMM campus.

- Section 1. To develop and promote good fellowship among horse enthusiasts.
- Section 2. To promote and develop good horsemanship together with the knowledge, interest and application of the care and training of good horses.
- Section 3. Through the activities of this club, to interest and to educate the campus and public in the recreational possibilities and benefits of the use and ownership of horses.

Article III - MEMBERSHIP

- Section 1. Only club members are allowed to have and handle horses on campus.
- Section 2. Members in this organization shall be limited to active members only. Active membership will be defined as:
 - a) those members keeping horses on the UMM campus &/or
 - b) those members with an interest in horses and saddle club purposes.
- Section 3. Active membership in this organization is open to anyone who upon application and payment of dues, meets the following membership requirements:
 - a) To be a member of the UMM SADDLE CLUB, a person must be a UMM student, an employee on the UMM payroll, a faculty member also on the UMM payroll, or a family member of any of the above who are 17 years of age or older.
 - b) A member may either be a "riding" member--having a horse on campus or a "non-riding" member--not having a horse on campus.
- Section 4. UMM student members only shall 1.) be elected as club officers and 2.) have voting priveleges.
- Section 5. All members shall abide by the rules as stated in the UMM SADDLE CLUB constitution and by-laws.

Article IV - TERMINATION OF MEMBERSHIP

- Section 1. Termination of membership occurs as a result of any infraction of the UMM SADDLE CLUB rules as stated in the UMM SADDLE CLUB constitution and/or by-laws.
- Section 2. Procedures:
 - Termination procedures will follow immediately after,
 - a) a written and signed complaint is received by the President.
 - b) The complaint will then be brought before the club at the next scheduled club meeting. (complainant will remain anonymous)
 - c) The member in question shall then be given an opportunity to defend himself/herself.

- d) A vote in the form of a secret ballot will then be taken.
- e) A majority vote of the quorum of the entire active membership results in position or membership termination.

Section 3. Procedures for removing an officer from office also follows the above.

Section 4. Members whose membership is terminated will forfeit dues.

Article V - MANAGEMENT

Section 1. Management of the UMM SADDLE CLUB is vested in the following officers: President, Vice-President (Historian), Secretary, treasurer, and Barn Foreman.

Section 2. No officer shall hold office unless he/she is a UMM student member in good standing. (Good Standing defined in Art. 4 Section 1 of the UMM SADDLE CLUB by-laws.)

Section 3. Officers shall be elected by club members at the last club meeting held at the end of May. If any officer does not complete his term, a new officer will be elected by a quorum at a special club meeting. Upon the incompleteness of the President's term, the Vice-President will take over the office of President, and a new Vice-President will be elected.

Section 4. A member can gain office by receiving plurality of the membership present at the meeting.

Section 5. An officer's term coincides with that of the academic year with exception to the President, who can serve up to 2 consecutive terms.

Article VI - DUTIES

Section 1. The duties of the President are the following:

- a) to preside at all meetings.
- b) to create committees as deemed necessary by appointment of a chairman, who, with the assistance of the President, shall select committee members and make appointments known to the membership. The President shall be a member ex-officio of all committees and shall have a vote.
- c) to be responsible for enforcing the Constitution and By-Laws, and maintaining club standards.
- d) to set up officers meetings and to review the accounts with the treasurer.
- e) to notify club members owing back dues or fees and to notify the faculty advisor of these delinquent payments.
- f) to keep alumni records.

Section 2. The duties of the Vice-President are the following:

- a) to assist the President in the discharge of his or her duties.
- b) to act for the President in his or her absence.
- c) to keep a record of all club activities and events; the records shall be in the form of pictures, newspaper clippings, and written records of events and activities.
- d) to work with the President in conducting correspondence to alumni regarding club developments.

- Section 3. The duties of the Secretary are the following:
- a) to keep a record of all meetings of the organization, conduct the correspondence, read all documents and correspondence, notify all members of each meeting, and to report annually on the activities of the club.
 - b) to deliver all records to his or her successor within 15 days following the end of the school year.
 - c) to keep records open to all of the membership.

- Section 4. The duties of the Treasurer are the following:
- a) to keep all accounts of the club, receive all fees and bills, to bill members each quarter, and give official receipt of the same. (as per the by-laws)
 - b) to notify the President of delinquent payments.
 - c) to receive, record, and deposit all monies.
 - d) to sign all checks
*the President may also sign checks
 - e) to make an annual report upon the financial affairs of the organization and all funds coming into his or her possession.
 - f) to close the books and deliver all funds and records to his or her successor within 15 days following the end of the school year.
 - g) to keep the books open to all of the membership.

- Section 5. The duties of the Barn Foreman are the following:
- a) the position of the Barn Foreman must be restricted to an active UMM student horse handler.
 - b) to be responsible for enforcing stable rules as stated in the UMM SADDLE CLUB by-laws, and also for reporting to the President of any violations of the stable rules and of any other subsequent delinquent behavior.
 - c) to be responsible for, to set up, and to oversee work days.
 - d) to notify the President immediately in the event of injuries and accidents to handlers and/or horses.

Article VII - AMENDMENTS

- Section 1. The UMM SADDLE CLUB constitution could be amended by a majority vote of the quorum of the membership.
- Section 2. Quorum is $\frac{1}{2}$ of the entire student membership when amending the UMM SADDLE CLUB CONSTITUTION or when voting to expel an officer from office or voting to terminate one's membership.
- Section 3. Amendment procedures shall follow that stated in Robert's Rules of Order.

UMM SADDLE CLUB BY-LAWS

Article I - DUES AND EXPENSES

- Section 1. All fees must be paid within the first two weeks of each quarter. (including summer quarter)
- Section 2. Membership dues will be determined by,
a.) those members having a horse on campus--"riding" members - \$5.00 per quarter.
b.) those members having no horse on campus--"non-riding" members - \$1.00 per quarter.
- Section 3. A \$25.00 damage deposit for each horse in the barn is included with the first billing. This will be used to cover any damages caused by that particular horse. (applicable to club property only) It will be refunded at the end of the year provided none has been used for damages. Summer boarders will also be responsible for a \$25.00 damage deposit.
- Section 4. Other fees that the "riding" members are responsible for are the following:
a) Manure removal fee-\$15.00 per quarter.
*This amount is subject to change without notice.
b) Stall reservation fee-\$6.00 per academic year, or \$8.00 per year including summer quarter.
c) key deposit-\$5.00 per year (refundable after key is returned).
- Section 5. A bill is considered delinquent when it remains unpaid as of 2 weeks past the original due date. \$5.00 (late charge) for "riding" members will be added to the delinquent bill and every 2 weeks thereafter until the bill is paid in full. \$1.00 (late charge) for "non-riding" members will be added to the delinquent bill and every 2 weeks thereafter until the bill is paid in full.

Article II - STABLE RULES - applicable to those members handling horses.

- Section 1. Requirements for stabling a horse in the UMM campus are the following:
a) Each horse owner and /or handler must be a member of the UMM SADDLE CLUB as defined in Art. 3 of the UMM SADDLE CLUB CONSTITUTION.

*Requirements "b" through "g" must be met PRIOR to the horse's arrival on campus.

- b) must turn in a signed waiver of liability.
c) must pay the appropriate reservation fee which is refundable up to 2 weeks before the beginning of either Fall or Summer quarters
d) must turn in the Bill of Health (Horses remaining on campus over the summer, must have a new Bill of Health before the new academic year.)
e) the horse must have had the following vaccinations;
(given 2 weeks prior to arrival)
1) Influenza
2) Strangles
3) Rhino-optional, though recommended strongly for broodmares.
4) current worming
(given in the Spring)
1) Tetanus/Sleeping Sickness
2) 2nd worming

- f) Coggins test is required by law for out of state horses or for in state horses coming from an infected area. (allow 2 weeks for results)
- g) the horse must have been recently wormed.
- h) Rabies vaccine is recommended, but not required.
- i) Stallions and stud colts under 12 months of age may be stabled, providing no behavior problems arise - older stallions are not allowed.
- j) Two horse limit per UMM club member, only if space is available. If space is needed by another student, the second horse would have to be handled by another full-time UMM student club member or the horse will have to be removed.
- k) The club reserves the right to have veterinarians examine any horse showing signs of ill health. Such action shall be instituted by notification of a club officer, who shall notify the horse owner and veterinarian. The owner of the suspected horse will be responsible for payment of the resulting bill.
- l) Two weeks are given from the beginning of the quarter to bring a horse into a reserved stall. Failure to do so will dismiss the stall as free, whereas the next person on the waiting list will be notified.

Section 2. RESPONSIBILITIES

- a) The club member handler shall feed, water, and care for his/her horse twice a day. The horse shall be kept well-groomed. Stalls shall be cleaned at least 2 times a week.
- b) If an owner will be absent for one or more feedings, he or she shall arrange to have the horse cared for in his or her absence, by another temporary handler. Temporary handlers must be club members, and are to be informed of all rules and procedures relating to the horse care. The President is to be notified of the temporary handler.
- c) Each member is required to keep a rodent-proof container (with lid) for grain and provide a water bucket.
- d) Each horse owner is required to supply their own bag of lime for use on their stalls.
- e) A halter and lead rope shall be kept at each horse's stall. No horse shall be left loose, unless in the stall or pastures.
- f) Each horse shall have an information card in front of its stall. The information card must include the following: Horse's name, (breed and sex) and Club member's name, school address and phone number, home address and phone number.
- g) The care of the horse (e.g. choice of vet, farrier, and acquiring one's feed and straw) shall be left to the discretion of the individual owners unless otherwise stipulated in the UMM SADDLE CLUB BY-LAWS. (Art. 7 - Stable Rules)

Section 3. No horse can be left in the pastures overnight.

Section 4. Each member keeping a horse on campus shall be responsible for the following: keeping aisles swept and

clean, hauling and stacking hay and straw, general orderliness and maintenance of the facilities, seeing that manure is properly disposed of at a regular basis.

- Section 5. One handler per horse will have a key to the tack and feed rooms. These rooms will be kept locked at all times. The key is the responsibility of the member and shall not be loaned out except to non-riding members who become temporary handlers. All feed, tack, grooming tools, and equipment shall be kept in these rooms.
- Section 6. Club equipment is for the use of all members. Each individual will be held liable for any damage done to club equipment. Each individual is responsible for other damage done by their horse.
- Section 7. Absolutely NO SMOKING will be permitted in the stables. Emergency numbers will be posted in the stable for Veterinarian, Fire Department, and Police.
- Section 8. No loose dogs allowed in stables.
- Section 9. Horses shall not be ridden in the following areas:
- a) in the barn (no mounting or dismounting).
 - b) on mowed or maintained grass (not around athletic fields).
 - c) on campus sidewalks and inner campus roads.
 - d) on city streets, or main part of city's park and beach area. (*All horses must be walked back to the
 - e) in pastures. stable premises.*)
- Section 10. No horse shall be left loose in the arena.
- Section 11. Barn cats are to be fed regularly and given rabies and distemper shots yearly.

Article III - QUORUM

- Section 1. Quorum is $\frac{1}{2}$ of the student membership present when amending the UMM SADDLE CLUB BY-LAWS or in other instances requiring quorum excepting those stated in Article VII Section 2 of the UMM SADDLE CLUB CONSTITUTION.

Article IV - GOOD STANDING

- Section 1. A member in good standing is one who abides by both the UMM SADDLE CLUB constitution and by-laws.

Article V - MEETINGS

- Section 1. Meeting times for this organization shall be determined at the beginning of the new academic year.
- Section 2. Special meetings of the organization may be called by the President, or by the Secretary upon request of any five members in the organization. Special committee meetings may also be called by the respective chairpersons.
- Section 3. Robert's RULES OF ORDER shall govern this organization in all its proceedings and actions of its officers.