

# **Hartland High School Equestrian Club Bylaws**

## **Article I – Name**

- 1.1 The name of this organization is the Hartland High School Equestrian Club.

## **Article II – Purpose**

- 2.1 The Hartland High School Equestrian Club has been organized for the following purposes:
  - 2.1.1 To promote the sport of horsemanship at Hartland High School in an atmosphere which supports the educational and interscholastic athletics philosophies of the school, as well as the goals of the Michigan Interscholastic Horsemanship Association (MIHA).
  - 2.1.2 To encourage and support the academic achievement of its student-athlete members.
  - 2.1.3 To promote and encourage interdependent athletic activity and team development among the student-athlete members.

## **Article III – Authorization**

- 3.1 The organization is sanctioned by Hartland High School to represent Hartland in high school equestrian competition under the following provisions:
  - 3.1.1 Hartland High School does not incur direct costs, including but not limited to coaching, facilities, officials, supplies, equipment, or travel attendant to the participation of equestrians in competitive events.
  - 3.1.2 The Hartland High School Equestrian Club including the Executive Board, Equestrian Team Coaching Staff, student-athlete members, and parents agrees to abide by all rules governing participation in Interscholastic Athletics and Extra-curricular Activities, actively promotes and respects the Hartland High School Athletic Code of Conduct, and supports the philosophy, goals, objectives and rules of the MIHA.
  - 3.1.3 Selection, retention, qualification, and evaluation of coaches will be governed by the Hartland High School athletic department with input from the Equestrian Club as requested by the Hartland High School Athletic Director.

## **Article IV – Objectives**

- 4.1 The Hartland High School Equestrian Club seeks to offer opportunities for student athletes to further develop:
  1. Horsemanship
  2. Leadership
  3. Sportsmanship
  4. Self-confidence
  5. Teamwork

## **Article V – Membership**

5.1 Hartland Consolidated School District students enrolled at Hartland High School and interested in competing on an equestrian team are eligible. Riders must demonstrate adequate skill level to the coach. The Club is not expected to provide a horse or transportation for riders.

5.2 All Student Athletes and Parents must provide signed agreement to abide by all High School and Equestrian Club rules and requirements and support necessary fundraising efforts.

5.3 The Hartland High School Equestrian Club Board, after due deliberation, and on advisement from the coaches may restrict, suspend, or terminate student membership for infraction of School or Equestrian Club rules. Any such action taken by the Equestrian Club Board must first be reviewed and approved by the Hartland High School Athletic Director and must be consistent with MIHA guidelines.

## **Article VI – Executive Board and Officers**

6.1 The Board shall consist of Club registered family units. Family units will register each fiscal year beginning in May. Registration will require a nominal fee, to be determined each fiscal year by the Club Board, and a signed registration, committing the parent and student to support the club by-laws.

6.2 Each family unit will consist of parent(s) or legal guardian(s) and rider(s). Each family unit shall have one vote.

6.3 An Executive Board, consisting of parents or legal guardians, shall be appointed from the membership by the membership at the January board meeting. The Executive Board will consist of:

- President
- Vice-President
- Secretary
- Treasurer
- Public Relations
- Trustee (2)

6.4 The membership will nominate seven (7) member candidates to the executive board. The executive board will then appoint elected candidates to each board position.

6.5 A quorum for election of the Executive Board shall consist of a simple majority of the voting membership present at a properly called for meeting.

6.6 Should any Executive Board position be vacated, a special team meeting will be called with the express intent of nominating and electing a replacement for the vacated position. Rules governing Executive Board election shall apply.

## **Article VII – Operations**

7.1 Duties of the Board – The Board shall have authority for governance of the organization including assessment of dues and other charges; management of all financial matters; and conducting routing business on behalf of the club. All actions come under the approval of Hartland High School and must comply with MIHA guidelines.

President:

1. Call and preside over all meetings.
2. Serve as the Board liaison to the Hartland High School Athletic Director and Board of Education.
3. Serve as the Board liaison with the Head Coach.

Vice President:

1. Take the place of the President if needed.

Secretary:

1. Maintain a list of active members.
2. Keep official meeting minutes and handle team correspondence.
3. Coordinate member registration.

Treasurer:

1. Approve/execute all financial transactions, maintain all records of money, and present written documentation to the Equestrian Club.
2. Submit appropriate financial records to MIHA, Hartland High School Athletic Director, and the Equestrian Club Board.

Public Relations:

1. Publicize Equestrian Team efforts.

Trustee

1. Oversee fundraising efforts or other club committee(s).

7.1.1 Executive Board Members will seek to offer student athletes leadership opportunities by including students, whenever possible and as appropriate, in fulfilling Executive Board duties.

7.1.2 The Executive Board will serve as an “open ear” for riders and/or parents to communicate concerns regarding team or club operations and will intervene as required to maintain team harmony. For issues specific to “coaching” of the team, the board may offer guidance, but will not undermine coaching staff decisions.

7.1.3 The Executive Board shall not have authority to make changes to or conduct formal reviews of the coaching staff. Authority for staffing changes or reviews is the responsibility of the Hartland Athletic Director. The Athletic Director may at his/her discretion, request feedback or input from the Board on coaching staff reviews or appointments.

7.2 Duties of the Head Coach and Coaching Staff – The Head Coach and Coaching Staff will be responsible for assessing rider skills, providing training and development of riders, and making all decisions on class assignments for competitions.

1. Implement the philosophy of the Hartland High School Equestrian Club as outlined in the by-laws.
2. Present for approval of the Board, at the May membership meeting, a written proposal for the upcoming season.
3. Conduct herself/himself in an ethical manner during practices and competitions in accordance with the Hartland High School Code of Conduct.
4. Organize and schedule all practices and competitions.
5. Evaluate riders and make class assignments for competitions.
6. Ensure safety of riders and horses.
7. Recruit and lead assistant coaching staff.
8. Serve as ex-officio member(s) of the Hartland High School Equestrian Club.

7.3 Responsibilities of the Student Athletes

1. Students will follow the Hartland High School Code of Conduct.
2. Student athletes will strive to be coachable and to follow all the rules and guidelines within the by-laws.
3. Assist in club fundraising and community volunteer events.

7.4 Responsibilities of the Parent Members

1. To encourage and support personal growth of Student Athletes.
2. To provide assistance to all Student Athletes and Coaches during practices and competitions.
3. To promote sportsmanship of Student Athletes and to follow all the rules and guidelines within the by-laws.
4. Support Student Athletes and club in raising the funds necessary for club operation.

7.5 The organization shall hold mandatory meetings in January and May, unless otherwise specified by the Hartland Equestrian Club Board. The January meeting will be used to elect Club Executive Board Officers. The May meeting will be used to organize and plan for the coming year. The Equestrian Club Board, coaches or Hartland High School Athletic Director may call additional meetings as needed.

7.6 Executive Board members and the Head Coach shall have authority to spend up to three hundred dollars per individual transaction on behalf of the Equestrian Club without prior consent of the Executive Board but with approval of the club treasurer (based on availability of funds). All transactions will be reviewed by the Executive Board at the next scheduled board meeting. No transaction in excess of three hundred dollars can be made without a quorum vote of the board.

7.7 A quorum for the transaction of business at board meetings shall consist of a simple majority of the current executive board.

## **Article VIII – Interpretation and Amendments**

8.1 The Hartland High School Equestrian Club Board, in cooperation with the Hartland High School, is charged with the interpretation of these by-laws.

8.2 These by-laws go into effect immediately upon the adoption of the Hartland High School Equestrian Club by the Hartland School District Board of Education.

8.3 Any current member of the Equestrian Club may offer amendments to the by-laws. They must be offered in writing and shall be acted upon at the next regular meeting of the Executive Board. A two-third majority vote of the Executive Board shall be required to make a change to the by-laws.

## **Article IX – Appendices**

9.1 Eligibility for Participation in High School and Middle School Interscholastic Athletics and Extra-Curricular Activities

9.2 Hartland High School Athletic Code of Conduct