

# American Collegiate Horsemen's Association Constitution and By-Laws

## THE AMERICAN COLLEGIATE HORSEMEN'S ASSOCIATION CONSTITUTION

Ratified March 29, 2025

Mission Statement: To unify collegiate horsemen of all levels and disciplines through the promotion of leadership, education, service, and national affiliations.

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### CONSTITUTION

#### ARTICLE 1

##### Principles

##### **Section I:** Name

This organization shall be known as the American Collegiate Horsemen's Association.

##### **Section II:** Objects

The objects of the organization are:

First -To unite collegiate horsemen from across the nation and work together with friendship and professionalism.

Second -To promote the entire equine industry and spread knowledge of all its aspects to our collegiate members.

Third -To bring about a closer relationship between members and leaders of the equine industry through affiliations.

##### **Section III:** Earnings

No part of the net earnings of this club shall insure to the benefit of, or be distributed to, its members, officers, or other private persons except that the club shall be authorized and empowered to provide incentives through distribution of the purposes set forth in ARTICLE I, SECTION II hereof. The national officers of ACHA may receive compensation for convention fees, hotel and transportation expenses; as long as the association is fiscally viable, to be determined by the treasurer and national advisors.

##### **Section IV:** Dissolution of the club

Upon the dissolution of the club, the existing officers and advisors shall, after paying or making provision for the payment of all of the liabilities of the club, dispose of all the assets of the club by donation of such assets to any equine related non-profit unit or organization in furtherance of the purposes set forth in

ARTICLE I, SECTION II hereof. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principle office of the club is then located, exclusively for such purposes or to such organization(s) as said court shall determine which are organized and operated for such purposes.

## **ARTICLE II** **Membership**

### **Section 1: Charter Members**

The charter members of this organization shall the dues paid club members each year.

### **Section II: Election and Initiation**

Any graduate or undergraduate student active in a collegiate equine related club who would further the ideals and goals of the American Collegiate Horsemen's Association shall be eligible for membership.

No person shall be initiated into the organization save by an active collegiate club, except in the foundation or such clubs or by the clubs assembled in National Convention.

No person shall be invited to join any collegiate club except by approval of that individual chapter.

At National Convention, persons that have not paid dues both at the local and national level will not participate in delegation, and will only be considered as guests. Only paid members will receive delegate representation.

Honorary Membership may be conferred on any personal actively identified with equine interests by unanimous vote of the collegiate club. Such honorary members shall owe no fees or dues and be subject to final approval by the National Secretary/Treasurer.

### **Section III: Resignation**

Members shall be permitted to resign or honorably depart from this club only by a three-fourths (3/4) vote of the Executive Committee and National Advisor, not including any officer in question.

### **Section IV: Expulsion**

Unbecoming conduct of a member may be punishable by expulsion.

Members who willfully obstruct the work of a club and whose continued presence is injurious to a club may be punished by expulsion.

No expulsion shall be made without formal charges and a duly held trial by the collegiate club and the findings approved by the executive committee. A three-fourths (3/4) vote by the Executive Committee and National Advisor shall carry conviction.

### **Section V: New Member Candidates**

Upon receiving and accepting a club's application, they shall be known as nominees. No nominee shall be accepted into full membership until the full membership fee has been paid.

## **Section VI: National Advisors**

National Advisors are to be elected by the newly elected executive office committee either in the initial meeting held at Convention or during an official conference call whereby the EC conducts official business. The EC shall make and approve nominations of national advisors. The delegation will vote to approve the slate. There shall be a Senior Advisor and Junior Advisor for ACHA. At the end of each year, the Senior Advisor will roll off, the Junior Advisor will roll up to Senior status, and a new Junior Advisor will be elected. In the event a Junior Advisor cannot roll up, the Senior Advisor will stay on for one additional year while ACHA searches for a new advisor candidate.

The role of the national advisors is to work with the officer team during official conference call meetings, ensure compliance of each National Officer's activities and duties, provide guidance on the fiscal responsibility of the ACHA and to work with the host school's club advisor for preparation and compliance of the ACHA convention activities, agenda and budget.

If a national advisor is unable to or fails to fulfill their duties the executive board can hold a trial. The trial can be held when 50% or more of the executive board votes in favor. An advisor will be excused from their duties if  $\frac{3}{4}$  or more of the executive board, including the other advisor, vote that there is sufficient evidence to excuse them. The advisor in question will not have a vote.

## **ARTICLE III** **Emblems**

### **Section I: Logo**



The logo consists of the initials of the American Collegiate Horsemen's Association, ACHA. The C is a sideways horseshoe containing nine stars to represent the nine founding chapters. The other letters are cerulean blue.

### **Section II: Insignia**

Colors -The colors of the American Collegiate Horsemen's Association shall be cerulean (blue) and silver.

Flower: Tulip

## **ARTICLE IV** **Conventions**

### **Section I: Annual Meetings**

Each year the American Collegiate Horsemen's Association shall hold an annual meeting of its members known as the National Convention. These national meetings shall be held at places designated by the delegate body in attendance at the proceeding National Convention or by the elected National Officers (the Executive Committee).

## **Section II: Powers and Jurisdictions**

The National Convention shall be supreme, and its jurisdiction shall extend throughout and over the members of all clubs.

## **Section III: Delegates and Voting Rights**

Number - Each collegiate club in good standing shall be entitled up to two delegates.

No delegates shall consist of current national officers. Persons running for National Office who are delegates may not vote. The person running for National Office will leave the room during the vote, and the other delegate will then cast two ballots on behalf of their club.

Delegates will be selected by their respective local chapter, and shall serve as liaisons of all business between the local chapters and the National Executive Committee throughout the entire year. Delegates may be substituted at national convention by notice of the respective chapter, as long as the substitute delegate is in good standing with ACHA, and is eligible for delegation during national convention.

Credentials of the delegates from active collegiate clubs shall be approved and delegates shall be seated at each National Convention.

Expenses of delegates shall be the responsibility of each collegiate club.

## **Section IV: Quorum**

A majority of the seated delegates shall constitute a quorum at National Convention or an official ACHA delegate meeting.

## **Section V: Votes**

Each active club shall be entitled to two votes that will be made by the delegates elect. The executive committee will approve the conclusions made by the delegating body. In the case of the executive committee not approving of the conclusions, the issues will be returned to the delegates. At this point the issue can be revised and sent back to the executive committee. At this point the issue can be revised and sent back to the executive committee or kept the same and approved by the delegates over the executive committee by a three fourths (3/4) vote. Items of business may be sent to the voting delegates and undisclosed amount of times.

No voting by proxy shall be permitted.

## **Section VI: Notice of Meetings**

The National Communications Officer shall issue a notice to each club and to all past national presidents at least sixty (60) days prior to the convention providing a tentative itinerary. In time of war or dire necessity, the Executive Committee may postpone or prohibit the regular meeting or convention.

## **Section VII: Presiding Officer**

The National President shall preside over all regular meetings of the National Convention. In the absence of the President, the National Vice-President shall preside. If neither of these officers is present, the

National Convention Delegate Body shall elect a temporary presiding officer from its remaining Executive Committee or National Advisor by a simple majority vote.

## **ARTICLE V** **National Officers**

### **Section I: Officers**

The National Officers of the American Collegiate Horsemen's Association ranking in the order named shall be National President, National Vice-President, National Secretary, National Treasurer, National Communications Officer, and National Representative. These six individuals shall constitute the Executive Committee of the national organization.

### **Section II: Requirements**

1. Must be considered a member in good standing by the ACHA.
2. Must maintain a minimum Grade Point Average (GPA) or 2.00 in the semester immediately prior to the election/appointment, the semester of election/appointment, and during the term in office. A current transcript and officer application must be submitted to National Advisor prior to or at check-in at convention before running for National Office.
3. In order to be President, the nominee must have held a previous National Officer position. In the case that there is not an incumbent or willing or able officer to serve as President the position will be an open election.
4. Officers must be an undergraduate during upcoming fall semester.

### **Section III: Election**

Each candidate must submit an official application as developed by a committee appointed by the Executive Committee to the National Secretary prior to the general meeting.

In the event that there are more than three candidates for any office, a nomination committee shall be formed.

The nominating committee shall consist of three persons, which may include, but is not limited to, past national presidents and/or advisors with the most immediate past president serving as chair.

This body will make selections for the top three candidates of each position, based upon the application, while holding personal interview(s) in the case that the nominating committee is utilized.

The delegates will vote on these three candidates for each position.

Nominees must be present at National Convention. Each nominee must address the entire convention prior to elections.

Each candidate must submit an official application as developed by committee appointed by the Executive Committee to the National Secretary prior to the deadline. This includes all persons interested in obtaining the position of National Representative.

### **Section IV:**

Twice per term (dates to be determined by officer team), each officer will write a review of him/herself since election. This review will include actions and or committees that the officer has taken. Each officer is required to send their review to the other officers and to the national advisors. Each officer will receive a vote of confidence or no confidence from each voting member. If a 3/5th vote of no confidence occurs, the officer will be removed and one of the representatives will assume the removed officers' responsibilities. If the president is removed the vice president will be appointed president. The vice presidents' responsibilities will be assumed by one of the representatives. The representative that will assume the empty seat will be voted in by a 3/4 vote from the national officers.

## **ARTICLE VI** **Amendments**

Amendments to this constitution may be made by a three-fourths (3/4) vote of the official delegates present at the National Convention or at an official national delegate meeting.

# THE AMERICAN COLLEGIATE HORSEMEN'S ASSOCIATION BY-LAWS

**Ratified March 29, 2025**

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## BY-LAWS

### PARAGRAPH I: Duties of National Officers

It shall be the duty of the President to preside over all meetings, enforce a rigid observance of the Constitution and By-laws of the organization, inspect the result of balloting when deemed necessary, and sign official documents of the organization. The president shall oversee the planning of national convention along with the host school. The president shall serve as chair for the National Convention held during his/her time in office. The president shall be available to train the new officer team in parliamentary procedure and other activities to ensure a smooth transition.

It shall be the duty of the Vice-President to assume the duties of the President in the absence of that official, the work with newly organized collegiate clubs seeking membership and to assist in the promotion of the best interests of the organization as the President may direct. The Vice-President shall serve as director of marketing and sponsorship. It shall also be the duty of the Vice-President to establish and update an internship and job database that will be accessible to members via the website.

It shall be the duty of the Secretary to keep the minutes of all meetings, notify all members of their appointments to committees, as well as to collect, compile, edit, record, and publish information of interest to the American Collegiate Horsemen's Association to the national communications officer. The Secretary shall publish a newsletter and distribute to all paid schools and sponsors.

It shall be the duty of the Treasurer to keep an accurate account of the finances of the organization, and make a monthly and annual report thereof.

It shall be the duty of the Communications Officer to conduct the correspondence of the organization, distribute information concerning or of interest to American Collegiate Horsemen's Association members, and make an annual report of the work of the organization to the members.

It shall be the duty of the National Representative to attend all national officer meetings, assist national officers on marketing ventures like the LinkedIn presence, and to serve in the capacity of other national offices should the need arise. In the event that a National Officer, other than the President, is unable to fulfill their duties, the representative will fill that position.

It shall be the duty of all national officers to be in good standing by the discretion of the executive committee of the local chapter.

### PARAGRAPH II: Government of Collegiate Clubs

Powers and Duties -The powers and duties of each collegiate club shall be as follows:

The sole right to initiate members into clubs except at the National Convention.

To adopt and enforce for its own government, rules and regulations not inconsistent with the laws of the American Collegiate Horsemen's Association.

To levy and collect fees, taxes, dues, fines and accounts for national and local club purposes.

Meetings - Collegiate clubs shall meet at their discretion, except when such meetings conflict with the regulations of their college or university.

Quorum - A quorum of a collegiate club shall consist of a majority of all its active members.

Names - The collegiate club officers' titles shall be left to the discretion of the local club. Although, it is strongly encouraged to include a President, Vice-President, Communications Officer, Secretary, and Treasurer.

Elections - The officers of the collegiate clubs shall be elected and installed before the end of each spring semester or term and their names and addresses sent to the National Secretary. The local club is required to have a faculty advisor. At the discretion of the local chapter, new officers may be selected for each term, with the additional election and installation being scheduled before the end of the fall term.

Duties - The duties of the President of a collegiate club shall be the same as for the National President; namely, it shall be the duty of the President to preside at all meetings, enforce a rigid observance of the Constitution and By-Laws of the organization, and see that officers perform their official duties; inspect the results of the balloting when deemed necessary; sign all orders drawn by the Secretary and other official documents of the organization.

The duties of the Vice-President of a collegiate club shall be the same as for the National Vice-President; to wit. It shall be the duty of the Vice-President to assume the duties of the President in the absence of that official and to assist in the promotion of the best interests of the organization as the President may direct.

The duties of the Secretary of a collegiate club shall be the same as for the National Secretary; to wit. It shall be the duty of the Secretary of a collegiate club to keep the minutes of all meetings, notify all members of their appointments to committees, as well as to collect, compile, edit, record, and publish information of interest to members.

It shall be the duty of the Treasurer to keep an accurate account of the finances of the organization, and make an annual report thereof. Collection of monies and payment of bills should be based on the guidance of their local university.

The duties of the Communications Officer of a collegiate club shall be the same as for the National Communications Officer; to wit. It shall be the duty of the Communications Officer of a collegiate club to conduct the correspondence of the organization, distribute information concerning or of interest to the members, and make an annual report of the work of the organization to the members.

It shall be the duty of the President to appoint committees that may include those whose duties shall be as follows:



The Executive Committee shall consist of all officers of the club, and may also include chairmen of standing committees, and all duly selected chapter faculty advisors. This committee shall have jurisdiction in all matters not especially delegated to some other committee.

The Faculty Advisor or Advisors are the official representative(s) of the faculty. It is their duty to work closely with the club members and to serve as a source of advice, encouragement and leadership.

**PARAGRAPH III: Dues**

The fiscal year for ACHA will be from August 1 to July 31 of the next year.

Each collegiate club shall pay ACHA an annual membership fee of thirty-five (35) dollars if paid by the November 1<sup>st</sup> deadline. Clubs can join after the November 1<sup>st</sup> deadline for fifty (50) dollars.

Each collegiate club shall submit to ACHA an annual membership fee of five (5) dollars per member each year to maintain active membership with ACHA.

The deadline for these dues shall be November 1st prior to the corresponding National Convention in order for good standing status to be met.

New schools' and new members' dues will be accepted at any time without subjection to late fees, and can take part in officer candidacy and/or delegation at the National Convention.

**PARAGRAPH IV:** In all questions of parliamentary procedure, Robert's Rules of Order shall be the authority.

**PARAGRAPH V:** A statement of the business of the past fiscal year shall be published by the National Secretary and made available to each local club each year. This shall include a financial statement, minutes of all prior national meetings, and directory of clubs.

**PARAGRAPH VI:** The by-laws of the club may be amended by three-fourths (3/4) vote of the official delegates present at the National Convention or by approval of three-fourths (3/4) of the collegiate club, providing statement of such prepared amendment has been given to each club at least thirty (30) days previously.

**PARAGRAPH VII:** All candidates for initiation, after they have met the requirements as set forth in the Constitution, shall be formally initiated by the induction ceremony.

**PARAGRAPH VIII:** No student may be initiated before the national dues and any local chapter membership fees have been paid.

**PARAGRAPH IX:** Upon the entrance into the duties of an office, each officer shall be required to take the following oath, administering by the installing officer: "I do solemnly swear that I will faithfully perform the duties of (naming the office) and do all that I can to support the Constitution and By-laws of the American Collegiate Horsemen's Association".

**PARAGRAPH X:** Student clubs at Junior Colleges shall be eligible for membership in the American Collegiate Horsemen's Association, providing the club has a primary interest in equine and prescribes to the objectives of the American Collegiate Horsemen's Association.

Junior college clubs shall be eligible to compete for national awards. Junior college clubs shall be allowed the same participation and voting privileges in national meetings as clubs from four-year colleges.

**PARAGRAPH XI: Scrapbook Awards**

Each year at National Convention, ACHA will present awards for the top three placing scrapbooks. The guidelines for scrapbooks are posted on the website.

**PARAGRAPH XII: National Scholarships**

Each year at National Convention, ACHA will recognize an underclassmen (60 hours or less) and upperclassmen (61-120 hours) at four-year institutions that have shown exemplary achievement in their local ACHA chapter involvement, volunteer and community service activities, academic performance, extracurricular activities, and have received honors and awards. They will also honor one student at a two-year college meeting the same criteria.

A monetary award will be given to each recipient as determined by the executive committee. The guidelines for scholarships are posted on the website.

The winners are awarded at the National Convention Banquet.

**PARAGRAPH XIII: Transfer of Membership**

American Collegiate Horsemen's Association membership of the individual member shall be transferable from one club to another pending approval by the receiving club subject to conditions prescribed by them.

**PARAGRAPH XIV: Convention Bid Submissions**

All schools that are interested in hosting the annual convention must submit their official bids to the National Advisor(s) in advance of convention. Bids will be presented and voted on at national convention.

If convention is profitable once all expenses are settled, the host school will receive a reimbursement of the convention profit up to a \$4000 cap per year to be used at their discretion to support their collegiate club.

**Ratifying Officer Signatures**

Signed by:  
Haley Maro  
02E668A18E96484...  
\_\_\_\_\_  
Haley Maro, President

04/07/2025  
\_\_\_\_\_  
Date

Elizabeth Conley  
\_\_\_\_\_  
Elizabeth Conley, Interim Vice President

04/07/2025  
\_\_\_\_\_  
Date

Maggie Waslaski  
\_\_\_\_\_  
Maggie Waslaski, Secretary

04/05/2025  
\_\_\_\_\_  
Date

Annie Dolan  
\_\_\_\_\_  
Annie Dolan, Treasurer

4/4/25  
\_\_\_\_\_  
Date

Kevonna Isakson  
\_\_\_\_\_  
Kevonna Isakson, Director of Communications

4/4/25  
\_\_\_\_\_  
Date

Elizabeth Conley  
\_\_\_\_\_  
Elizabeth Conley, Representative

04/07/2025  
\_\_\_\_\_  
Date