

**Article IA:  
Mission Statement**

The Draft Horse Club provides volunteer-based community service and fundraisers in forms of wagon rides, sleigh rides, logging demonstrations, and educational workshops to Paul Smith's College students and community members. We maintain a safe educational environment for the college's horses and students through regular maintenance and care. The Club works to raise awareness of the personal, environmental and economic benefits of working with draft horses. We foster an inclusive community without biases of race, religion, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations.

**Article IB:  
Preservation of the Draft Horse Club**

Paul Smith's College has an extensive history of using draft horse power, stemming back to its time as a wilderness resort before modern machinery. The Draft Horse Club preserves this set of traditional horsemanship and forestry skills through education and outreach. We hope to build community and longevity through sustainable practices. By having a Draft Horse Program that includes these skills, we believe that Paul Smith's College will be more attractive to prospective students, and graduating students will leave with a set of skills to be proud of.

**Article II:  
Officers**

The club officers will pertain to the S.G.A. requirements for each officer in the positions of President, Vice President, Secretary, and Treasurer. An attempt shall be made for one officer to attend all club functions and events.

The president will complete the majority of paper work pertaining to events on and off campus. A minimum of once a semester, the president will make an attempt to find out who wishes to remain on the email list and who wishes to be removed. The president will keep in close contact with the club's advisor to make sure club responsibilities are being upheld by the officers and club members. The president is responsible for creating itineraries and running the club meetings.

The vice-president of the club will assist the president in their duties, and is to take over the responsibilities of the president in his or her absence or resignation. The vice-president will attend the monthly S.G.A. meetings and other networking opportunities to increase club awareness and exposure.

The secretary of the club will record all events at club meetings in the form of minutes which will be typed in a professional manner and be posted on the SharePoint site. The secretary is responsible for updating the clubs SharePoint and coordinating with the draft horse program's social media team for marketing and sharing content.

The treasurer will accurately document spending and fundraising in a professional, readable manner. At the time of meetings or individual requests they will deliver a transparent summary of club finances. The treasurer is responsible for processing required financial paperwork including but not limited to check requests, deposits, reimbursement forms to the S.G.A. within deadlines. Additionally, physical inventory of merchandise and other products will be documented by the person who holds this title.

If an officer wishes to step down from their position, they must submit a letter of resignation to the current advisor. The duties of that officer shall be divided among the remaining officers. If the officers cannot fulfill the duties, a special election will be held to fill that position as soon as possible.

The term of the officers shall run from their election in the fall semester to the new elections in the next fall semester. All officers shall need to be reelected each year. An office can be held by the same student as many terms as elected to that office as long as the officer is still a full time student.

### **Article IIIA: Election Processes**

The election process will be done in person at the meeting. Whoever is interested in an officer position can express interest at a meeting or via email to existing club officers and advisors. New officers will be elected during the last month of spring semester so that the fall can begin swiftly. The president and/ or vice-president from the year before will run the elections with help from the advisor. The description of each officer's position will be read before an election. The elected officers should not be more than 50% seniors, to ensure a smooth transition to the next year's officers. In the case of a tie, a co-officer seat will be considered. Voting will be cast during the meeting by present members and counted by the advisor (who does not have a vote).

### **Article IIIB: Voting Rights and Responsibilities**

Ideas for events and community service projects can be made by any member of the club. The idea will be discussed in the meeting and decided on by all members present at the meeting in which the motion is made. If the amount of money that is requested to be spent is \$100 or more, then the item must be put to a vote during a meeting. The club officers are able to make emergency decisions related to club funds, but must report this in the next meeting of the club.

The advisor reserves the right to assist with or veto any club decision as seen fit- with open communication with the club about the decision.

**Article IIIC:  
Voting Process**

In order for an item to be voted on by the club, it must be proposed in a meeting. A club member must make a motion and have the motion seconded by another member. There shall then be time given for a discussion of the motion and changes made as needed. Then a vote shall be taken by all present club members.

**Article IIID:  
Amending the Constitution**

The constitution should be reviewed at the beginning of every academic year by the club with suggested amendments made to the advisor. A comment period will be allowed so club members can voice their opinions, then present members will vote on the change. The advisor will have final say over the acceptance or rejection of the amendments. The updated document shall then be submitted to SGA.

**Article IV:  
Hazing**

Hazing is defined by Paul Smith's College as "any action taken or situation created, whether on or off College premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule for the purposes of initiation into, affiliation with, admission to, or as a condition for continued membership in, a group, team, club, or other organization." College sponsored clubs, and/or organizations, found "Responsible" – via the college's internal judicial process - for hazing and/or hazing-type behavior may be placed within a period of "Probation", "Suspension", or permanently "Dissolved" as a college club and/or organization.

The Draft Horse Club shall not engage in hazing behavior, whether required as a condition for membership, expected as part of a group tradition, or carried out as a spontaneous action. Any student who feels they have been subjected to hazing is encouraged to bring the matter to the attention of a member of the Campus Safety and/or Campus Life Staff.

**Article VI:  
Clery, Title IX, Land Acknowledgement**

Every institution shall require that each student leader and officer of student organizations recognized by or registered with the institution, as well as those seeking recognition by the institution, complete training on domestic violence, dating violence, stalking, or sexual assault prevention prior to receiving recognition or registration.

Paul Smith's College investigates all reports of sexual misconduct, including sexual assault, sexual harassment, gender harassment, intimate partner violence, and stalking. College Faculty are required to report incidents of sexual misconduct to the Title IX Coordinator. Faculty must provide details including the names of those involved in the incident. Requests for privacy will be respected, other than reporting to the Title IX Coordinator. After a report is made, the reporting individual always has the right to not pursue adjudication and is not required to file a police report.

All club leaders, while acting in their role, are designated as responsible employees under Title IX of the Education Amendments Act of 1972 and as Campus Security Authorities under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Any violation of the Student Code of Conduct or NYS law that a leader or advisor becomes aware of or is disclosed to, must be reported to either Campus Safety at 518-327-6300 or the Title IX Coordinator at 518-327-6451, immediately. Failure to report can result in legal action against the college, and removal from your position.

We ... acknowledge that Paul Smith's College is located on the homeland of the Haudenosaunee (ho - dee - no - SHOW - nee) and other indigenous peoples. This area is a home, workplace, and/or classroom for all of us, and it is therefore important that we know its history and acknowledge the long ancestral heritage that is based here. We respect and honor the legacy of the original peoples of this land and recognize their continued contributions to the region