

## **Constitution**

### *Article I – Name, Purpose, and Non-Discrimination Policy of the Organization.*

- i) Name: The Archery Club of Ohio State University (hereby referred to as The Archery Club)
- ii) Purpose: To promote and encourage the education and interest of the sport of archery at The Ohio State University.
- iii) Non-Discrimination Policy: This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status. This Non-Discrimination Policy adheres also to the selection and nomination of officers and club membership.

### *Article II – Membership*

- i) All full-time currently enrolled students, faculty, and staff of The Ohio State University are eligible for membership, on the exception that faculty, staff, alumni, professionals, and any other non-undergraduate students participate as non-voting associates or honorary members. This organization shall be student initiated, student led, and student run.
- ii) Members are entitled to the use of all shooting equipment and facilities in care of The Archery Club under the supervision of the primary leader, secondary leader, Instructor, Coach, Team Captain, or other designated member during practices or other club events. The independent use of individual/personal equipment is at the discretion of the member. Any use of any equipment, club owned or not, at any club-affiliated meeting/practice/event/etc. shall be used following the proper safety procedures.
- iii) All participants will adhere to the safety guidelines of The Archery Club, Ace Archers, RecSports and any other safety procedures stated at an event or practice. Failure to do so will potentially result in the permanent loss of membership.
- iv) All members and non-member visitors (who are students) must have registered on Do Sports Easy, completed the required safety training session and have signed the membership/consent form before they can use any equipment at a meeting/practice/event/etc. Members are responsible for their own actions. Visitors or members who are not students of The Ohio State University must fill out the membership form and complete the required safety training. These individuals do not fall under the competitive membership of RecSports.
- v) The Archery Club, Ace Archers, RecSports, The Ohio State University, and all the affiliates of those listed above are not responsible for any personal equipment being stolen, misused, or damaged with any club-affiliated matter.
- vi) Each member shall pay membership dues, which will be designated by the treasurer on a yearly basis. Time of collection will be designated by the treasurer.

urer on a yearly basis as well.

### *Article III – Leadership Positions*

Those designated within the Archery Club are elected or appointed members responsible for the proper administration of this organization.

- i) **President(s):** This officer is responsible for being the primary leader at meetings by initiating discussion, presenting relevant material, and creating an environment conducive to learning and organization. The President serves as one of the immediate connections between administrative officials, advisors, etc. and the club. Some basic tasks include scheduling meetings and working closely with administrative personnel of the university and RecSports, completing registration requirements each year, updating paperwork and goals, overseeing the practice schedule and being attentive to schedule conflicts/problem-solving, managing incoming/outgoing emails, and putting in effort and time beyond physical presence at practices/meetings. Member of the Executive Team.
- ii) **Vice-President:** The Vice-President will take on the duties of the President or Secretary during the President or Secretary's absence; otherwise, the Vice-President will assist the President with the aforementioned duties. Member of the Executive Team.
- iii) **Treasurer:** The Treasurer manages expenses and funds. This position's duties entail monitoring all accounts, designating and handling semesterly dues, budgeting according to goals, and maintaining accurate records and reports of finances. This individual works very closely with other club leaders to discuss budgeting and planning. The treasurer will be responsible for all funds and fund-raising activities. Member of Executive Team.
- iv) **Secretary:** The primary responsibilities of the Secretary involve the organization and distribution of the meeting material, maintaining the club roster in regard to attendance of all club matters, and assisting in paperwork management. Member of Executive Team. Optional role: Point Secretary keeps track of club point achievement.
- v) **Team Captain:** The Team Captain is the primary leader among the competitive individuals (hereby known as the competitive team). At a competitive event or regarding such events, the Team Captain is the primary contact. This individual manages the affairs of the competitive team as well as the members in the competitive team, including establishing participation requirements. The Team Captain should attend all events that are organized with the competitive team. This leader connects with and contacts other schools/hosts of events, organizes travel (including transportation and lodging, if necessary), and works with the Executive Team and other officers to coordinate and plan opportunities to compete. The Executive Team may appoint a temporary captain in the Team Captain's absence at an event. Member of Executive Team.
- vi) **Social Chairs:** This officer coordinates opportunities for the club to get together outside of practice and related events. Dinners, parties, adventures, and

fun activities are encouraged to be planned by the Social Chair. Having a goal of at least two socials per semester is ideal.

- vii) Fundraising Chair: This individual helps to organize opportunities to fundraise for the club. This includes fundraising for a variety of goals. This person may work closely with the competitive team of the club to help cover expenses of competitions, with the Treasurer to help meet financial goals, and with the club as a whole to communicate about general involvement with these opportunities. The primary responsibility is corresponding with businesses and seeking and launching fundraisers. One fundraiser per semester is ideal.
- viii) Web-Master: The primary responsibility of the webmaster is to maintain the internet presence of The Archery Club, including social media. Continuously updating the website as needed and being able to meet deadlines is necessary for this position.
- ix) Recruitment Chair: This person is in charge of finding opportunities to promote our club, to find new members, and coordinates the club's role in the Student Involvement Fair.
- x) Clothing Chair: This officer designs, orders, and distributes club clothing and merchandise. Finding the most cost-efficient approach, collecting orders, and completing goals in a timely manner are all basic responsibilities of the Clothing Chair.
- xi) Historian: The Historian will be responsible for taking pictures and notes of the events and keeping track of club progress.
- xii) Instructor(s): Instructors are student coaches. These individuals work together to run all practices. There must be a minimum of one Instructor for a practice on campus to take place. It is recommended that an Instructor is certified at Level 2 and one must then undergo the two-day certification clinic and pass the required exams. These club leaders are responsible for overseeing equipment care and use, practicing and enforcing all safety procedures, running the range, and using relevant material to integrate lessons. Must have a minimum of Level 1 USA Archery certification to be an Instructor. The Archery Club may have an unlimited number of Instructors based on the diversity in interests of the Club. An Instructor is not elected. Any member may become an Instructor upon certification.
- xiii) Risk Manager: This individual has CPR/First Aid certification and can administer/understand proper safety procedures and aid in a basic incident. The Risk Manager should be present at any Archery Club independently-hosted events. The Risk Manager must attend the in-service requirements as set forth by RecSports. This individual assesses and communicates potential risks with the Executive Team and Technician(s) if needed. Keeping up-to-speed on club projects and assisting in the decision-making process in terms of safety is a primary responsibility. The Risk Manager has access to the provided Medical Kit and is responsible for maintaining the kit. The Archery Club may have an unlimited number of Risk Managers based on the diversity in interests of the Club. There may be a Supervising Risk Manager elected to coordinate the group and act as a liaison between the Executive Team, the Risk Managers and The

Archery Club. The Supervising Risk Manager is elected, but a Risk Manager is not elected. Any member may become a Risk Manager upon certification.

- xiv) Technician: The Technicians are responsible for helping with a variety of hands-on tasks. This includes, but is not limited to, handling club and personal equipment, helping with planning and completing projects, and maintaining general club property. These individuals should have general knowledge of equipment and basic wood-working/tool skills.

Only full-time undergraduate, currently enrolled students of The Ohio State University who are current members of the Archery Club are eligible to hold leadership positions. Only the President and Treasurer positions are required for the club to function.

The President, Vice President, Secretary, Treasurer, and Team Captain make up the Executive Team. Only these members, the advisor(s), and other members with permission have access to the Resource Room on behalf of the club.

*Article IV: Method of Selecting and/or Removing Officers.*

- i) The voting members of the Archery Club once per year may elect these officers.
- ii) The officers will be given at least one full year of holding their positions and may continue to hold their position so long as there are no nominations for new officers or a fair re-election occurs.
- iii) Elections may occur during the Spring semester in the presence of a designated RecSports representative.
- iv) Once elected and the officer accepts his/her position, he/she shall commit to fulfilling their duties to the best of their abilities for the term.
- v) To run for an officer position, one must be self-nominated and be approved. To be approved for a nomination for an officer position, one must have attended at least one of the club events held that term and have upheld a strong attendance at meetings, practices and club events.
- vi) The nominee must receive the majority vote to be elected.
- vii) For an election to be valid at least half of the club members must attend and vote at the election meeting and the votes may only be cast during that meeting, once, and are final.
- viii) A member may not run for more than one executive position, therefore he/she may not hold more than one executive position. On a case-by-case basis, a member may hold more than one leadership position within the club, which is approved by the executive officers.
- ix) To run for an executive leadership position, one must have been an active member for two consecutive semesters, summer term excluded.
- x) If an officer is removed due to loss of membership or other specified and documented reason, an interim officer will be selected by the current officers to fulfill the duties of that position for the remainder of their term.

*Article V: Advisor(s)*

- i) There must be at least one advisor.
- ii) To withdraw from being an advisor and he/she must give at least 30 days' notice prior to withdrawal.
- iii) All faculty, administrative and professional staff, lecturers, and emeritus professors are eligible to serve as advisors.
- iv) The advisor is responsible for interpreting and reviewing university policies when relevant or as needed and representing the club in any conflicts with members of the university staff or faculty.
- v) The advisor is strictly responsible for administrative tasks with the club, and in no case is responsible for anything that occurs in meetings, practices, events, or any other club activity.
- vi) The advisor's optional duties include, but are not limited to: attending club meetings, attending group events and activities, helping the president prepare an agenda, taking a role in formulating goals, initiating ideas for discussion, being active on the social media/website pages, helping to prepare an annual budget, being custodian of all group paraphernalia, records, etc. during the summer and between transition of officers, keeping official documents, and recommending programs/speakers/seminars/etc. Any or of all of these optional duties will be negotiated by the advisor and student leaders.

*Article VI: Meetings of the Organization*

- i) At the very minimum, a member must attend two meetings per academic semester to hold membership status.
- ii) A club meeting will be held once every three weeks unless otherwise specified.

*Article VII: Method of Amending Constitution.*

- i) Proposed amendments by a general member must be submitted in writing.
- ii) The executive officers may amend the constitution, and must present these amendments to the general members at an official club meeting. If a member disagrees with an amendment, he/she must provide the reason of disapproval as well as a method of resolve in writing to the executive officers. A vote among all club members may take place.
- iii) Proposed amendments must be read in the general meeting in which they are proposed and should be read again at the general meeting in which the votes will be taken.
- iv) Approval of an amendment proposed by a general member requires a majority vote among club members at a meeting and must be in the presence of a designated RecSports representative.
- v) Amendments made by the Executive Team require unanimous approval by the Executive Team before reading them to the club body.
- vi) Any amendment in the constitution requires a majority vote in the presence of a RecSports representative.

*Article VIII: Method of Dissolution of Organization*

- i) Upon dissolution, any funds remaining in the account are to be designated to another club on campus or to a charity or non-profit organization voted upon.
- ii) The treasurer shall settle any and all debts present at the time of dissolution by means of fund raising or other action decided upon by the Executive Team.

**By-Laws**

*Practices*

- i) Attendance: Each member is responsible for signing into practice each day he/she attends
- ii) Setup/teardown: Each member at practice is responsible for helping to set up target stands, targets, quivers, arrows, and any other necessary equipment for practice. Members at practices are also responsible for helping tear down, put away, and leave the range as we found it. This includes putting away all equipment, and cleaning any litter on and around the range. The Instructor or Member of The Executive Team is responsible for unlocking and locking the equipment up before and after each practice.
- iii) Practice Outline: If needed, the Instructor(s) will divide all members at practice into shooting lines. A shooting line is defined as a group of members who will shoot together at the same time. Shooting lines will rotate and take turns throughout the practice. As a group or individually, the Instructor(s) may go over safety rules, stretching, or anything deemed necessary before or during practices. The Instructor(s) are in charge of making sure the range, shooting lines, and all members are safe and safely handling equipment and shooting during practice. Instructor(s) are responsible for maintaining order of the range and calling each command of the range. Any member may call a cease fire.

*Meetings*

- i) Attendance: Each member is responsible for signing into each meeting attended.
- ii) Meeting Outline: The President is responsible for requesting meeting space, announcing dates of meetings, and creating the agenda for each meeting. The President will preside over the meeting, allowing others to inform members as needed. The President is responsible for officially beginning and closing each meeting. The Treasurer will announce the recent funds and expenses at each executive meeting, or as needed at general meetings. The Team Captain will announce tournaments planned and how the team competed at recent past tournaments. The Social Chair will announce any activities and their details planned to the general body. The Fundraising Chair will announce any ongoing or future fundraisers as well as the success of past fundraisers.

### *Events*

- i) Risk Managers: A Risk Manager must be present at each event involving archery or any other high-risk activity. The Risk Manager must have access to the Medical Kit and their own personal CPR mask.
- ii) Social Chair: Events are planned and held by the Social Chair. The Social Chair must notify of any scheduled events to the whole club via email/Facebook or announce to present members at an official meeting declared by the President.

### *Due Collection*

- i) Due Dates: Dues must be paid by the date set by the Treasurer and announced during an official meeting declared by the President.
- ii) Amount: The Treasurer determines the amount of dues each year.

### *Becoming a new member*

- i) Prospective members: Prospective members should get in touch with the President or any other member of the Executive Team for any questions they may have. Before dues are required, a prospective member may attend one practice per semester free of charge with necessary paperwork completed. Each practice thereafter will require payment of dues or a one-time practice fee for each practice set forth by the Treasurer and Executive Team.
- ii) One-time practice fee: If a prospective member decides to join the club after paying any practice fees, the amount of dues will be reduced by the amount of practice fees paid. If a member has paid more in practice fees than the amount of dues, no refund will be given, and the member is responsible for paying dues in full in subsequent semesters if membership continues.