

## **Constitution**

### *Article I: Name, Mission, vision of the Organization.*

- i. Name: The Archery Club at The Ohio State University (hereby referred to as The Archery Club)
- ii. Mission: To promote and encourage the education and interest of the sport of archery at The Ohio State University.
- iii. Vision: The archery club will promote the sport of archery within society, be a productive member of the OSU community, and liaison on the behalf of the University.

### *Article II: Membership*

- i. Any currently enrolled students, part-time or full time, as well as faculty and staff of The Ohio State University are eligible for membership, with 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, led, and 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 club's leadership during 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 in a manner consistent with safety standards set up by USA Archery. Failure to do so will potentially result in consequences including, but not limited to, suspension from practices, loss of membership for the remainder of the semester, and permanent loss of membership.
- iii. All participants will adhere to the safety guidelines of the governing body in charge of the facility the club is utilizing. Failure to do so will potentially result in consequences including, but not limited to, suspension from practices, loss of membership for the remainder of the semester, and permanent loss of membership.
- iv. All members and non-member visitors who have an active last name.# 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, or event. Members are responsible for their own actions.
- v. Visitors or members who do not have an active name.# and have not completed the aforementioned process will not be permitted to practice or touch any club or personal equipment. The only exception to not having an active name.# is for third party groups who have filled out the appropriate RecSports paperwork. If an individual is participating with a third party such as Ace Archers they would be permitted to shoot as long as they adhere to the requirements of that third party. 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. The amount of which and time of collection will be designated by the treasurer on a semesterly basis. Members who do not pay their dues and are not exempt by the executive board will be asked to remove themselves from practices, meetings or competitions until they restore their good standing with The Archery Club. Exempt members will be decided by a 2/3 vote of the executive committee.

### *Article III: Leadership Positions*

Those designated within the Archery Club are elected or appointed members responsible for the proper administration of this organization. Not all positions need to be filled at any given time however the president, vice-president, and treasurer must always be filled. Recommended combinations of positions are listed in section xviii.

- i. \*President: The President will:
  - a. Act as the primary leader of the club.
  - b. Preside over all meetings.
  - c. Serve as one of the immediate connections between administrative officials, advisors, etc. and the club.
  - d. Schedule meetings, complete registration requirements each year, update paperwork and goals, oversee the practice schedule, and manage incoming/outgoing emails.
  - e. Coordinate the appointment of all executive board vacancies with the approval of the executive board.
  - f. Submit all RecSports required paperwork completely and on time.
  - g. Oversee the Team Captain, Head Risk Manager, and Vice President.
  - h. Share oversight of the Secretary with the Vice President.
- ii. \*Vice-President: The Vice-President will:
  - a. Assume the duties of the President or Secretary in his/her absence and temporarily serve as president or secretary if that office is vacant.
  - b. Oversee committee chairpersons.
  - c. Assist the President with the aforementioned duties.
  - d. Assist in submitting all RecSports required paperwork completely and on time.
  - e. Oversee the Social Chair, Social Media Chair, Webmaster, and Treasurer.
  - f. Share oversight with the President over the Secretary.
  - g. Update the President with at least bi-weekly frequency on activity and new developments in areas of committee involvement, social events, social media, web matters, and matters of treasury.
  - h. Perform other duties as directed by the President.
- iii. \*Treasurer: The Treasurer will:
  - a. Keep a current record of all financial transactions.

- b. Present a monthly report to the executive board containing a list of all deposits and payments.
  - c. Maintain a complete and accurate account of dues paid by members and work closely with the secretary to maintain a complete and accurate account of membership status.
  - d. Check the accuracy of all bills and invoices; pay them correctly and on time.
  - e. Establish a realistic budget for the school year.
  - f. Submit all RecSports required paperwork completely and on time.
  - g. Oversee fund-raising activities and the fundraising chair as well as the clothing chair.
  - h. Update the Vice President with at least a bi-weekly frequency on matters of finances, fundraising, and clothing/ apparel.
  - i. Perform other duties as directed by the President or Vice President.
- iv. \*Secretary: The Secretary will:
- a. Take minutes of all executive board and general meetings; compile past minutes.
  - b. Submit copies of previous meeting minutes to the executive board for approval.
  - c. Maintain a complete and accurate account of attendance and membership status by working with the treasurer to determine dues paid.
  - d. Track the club's compliance checklist for RecSports.
  - e. Assist in submitting all RecSports required paperwork completely and on time.
  - f. Oversee Recruitment Chair and Service Chair.
  - g. Update either the President or Vice President with no less than a bi-weekly frequency in matters of attendance, compliance checklist, meeting notes, recruitment, or service events.
  - h. Perform other duties as directed by the President and Vice President.
- v. \*Team Captain: The Team Captain is the primary leader among the competitive individuals (hereby known as the competitive team). The Team Captain will:
- a. Act as the primary contact at competitive events or like events.
  - b. Manage the affairs of the competitive team as well as the members in the competitive team including establishing participation requirements.
  - c. Connects with and contacts other schools/hosts of events, organizes travel (including transportation and lodging, if necessary).
  - d. Oversee the Associate Team Captain
  - e. Update the President with no less than a bi-weekly frequency on matters of the competitive team.
  - f. The Executive Board may appoint a temporary captain in the Team Captain's absence at an event.
  - g. Perform other duties as directed by the President.
- vi. Associate Team Captain: The Associate Team Captain will:

- a. Be voted on by members of the competitive team after autumn try outs have been completed. A simple majority (51%) must be obtained for the position.
  - b. Help assist Team Captain manage the affairs of the competitive team.
  - c. Perform other duties as directed by the Team Captain or President.
- vii. Social Chair: The Social Chair will:
- a. Coordinate opportunities for the club to get together outside of practice and related events.
  - b. Arrange two social outings per year.
  - c. Update the Vice President with no less than a bi-weekly frequency on matters of social events.
  - d. Perform other duties as directed by the Vice President or President.
- viii. \*Fundraising Chair: The Fundraising Chair will:
- a. Organize opportunities to fundraise for the club.
  - b. Work closely with the competitive team 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
  - c. Correspond with businesses to seek and launch fundraisers
  - d. Attempt at least one fundraiser per semester.
  - e. Update the Treasurer with no less than a bi-weekly frequency on matters of fundraising.
  - f. Perform other duties as directed by the Treasurer and President.
- ix. Webmaster: The Webmaster will:
- a. Maintain the internet presence of The Archery Club, including social media.
  - b. Continuously update the website as needed.
  - c. Meet deadlines set forth by the executive board.
  - d. Update the Vice President on advancement and etc. of the club website and other matters.
  - e. Perform other duties as directed by the Vice President and President.
- x. Social Media Chair: The Social Media Chair will:
- a. Maintain the presence of The Archery Club on Social Media.
  - b. Update Social Media with news of social events, tournaments, service events, and etc.
  - c. Update the Vice President with no less than a bi-weekly frequency on matters of social media.
  - d. Perform other duties as directed by the Vice President or President
- xi. Recruitment Chair: The Recruitment Chair will:
- a. Find opportunities to promote our club.
  - b. Find new members.
  - c. Keeping retention rates high.
  - d. Coordinate the club's role in the Student Involvement Fair.

- e. Update the Secretary with no less than a bi-weekly frequency on matters of recruitment.
  - f. Perform other duties as directed by the Secretary and President.
- xii. Clothing Chair: The Clothing Chair will:
- a. Design, collect funds, order merchandise and distribute the goods.
  - b. Work closely with the Team Captain and the competitive team for additional merchandise.
  - c. Update the Treasurer with no less than a bi-weekly frequency on matters of clothing/ apparel.
  - d. Perform other duties as directed by the Treasurer and President.
- xiii. Instructor(s): Instructors are student coaches. These individuals will:
- a. Work together to run all practices.
  - b. Ensure the safety of practices and enforce all safety procedures, run the range, and use relevant material to integrate lessons.
  - c. There must be a minimum of one Instructor for a practice on campus to take place.
  - d. It is recommended that an Instructor is certified at Level 2, but an Instructor must have a minimum of Level 1 USA Archery certification.
  - e. The Archery Club may have an unlimited number of Instructors based on the diversity in interests of the Club.
  - f. An Instructor is not elected; any member may become an Instructor upon certification.
- xiv. \*Head Risk Manager: Head Risk Manager will:
- a. Ensure that a risk manager will be at every archery practice or event.
  - b. Oversee other risk managers.
  - c. Ensure that other risk managers meet the requirements set forth by RecSports.
  - d. Inform and recruit general club members to be risk managers
  - e. Perform all duties of a Risk Manager.
  - f. Update the President with no less than a bi-weekly frequency on matters pertaining to Risk Managers.
  - g. Perform other duties as directed by the President.
  - h. Act as a member of the executive board. As an executive officer, the Head Risk manager will be voted upon and must already be a Risk Manager at the time of voting.
- xv. Risk Manager(s): Risk Managers will:
- a. Have current CPR/First Aid certification.
  - b. Administer/understand proper safety procedures and aid in a basic incident.
  - c. Attend the in-service requirements as set forth by RecSports.
  - d. Have access to the provided Medical Kit and are responsible for maintaining the kit.

- e. At least one Risk Manager should be present at any Archery Club independently-hosted events.
  - f. Assess and communicate potential risks with the Executive Board and Technician.
  - g. The Archery Club may have an unlimited number of Risk Managers based on the diversity in interests of the Club.
  - h. There is a Supervising Risk Manager elected to coordinate the group and act as a liaison between the Executive Board, the Risk Managers and The Archery Club.
  - i. A general Risk Manager is not elected; any member may become a Risk Manager upon certification at the beginning of the school year.
- xvi. Technician: The Technician will:
- a. Handle and care for club and personal equipment.
  - b. Help and correlate the planning and completing projects.
  - c. Maintain general club property.
  - d. Track of the club's inventory and alert the executive board when equipment needs replaced.
  - e. This individual should have general knowledge of equipment and basic handyman skills.
  - f. Perform other duties as directed by the President.
- xvii. Service Chair: The Service Chair will:
- a. Organize and help orchestrate service events for the club.
  - b. Continuously work to provide new opportunities for the club to be involved in the Columbus and OSU communities.
  - c. Attempt the maximum amount of charity/outreach events listed on the RecSports' compliance checklist per year.
  - d. Fill out all appropriate community service logs.
  - e. Update the Secretary with no less than a bi-weekly frequency on ideas or upcoming service events.
  - f. Perform other duties as directed by the Secretary or President.
- xviii. Recommended Combination of Roles: Roles frequently combined include:
- a. Fundraising Chair and Service Chair:
    - i. Duties include all listed above in the respective sections
  - b. Team Captain and President and/or Vice President Positions
    - i. Duties include all listed above
  - c. Webmaster and Social Media Chair
    - i. Duties include all listed above
    - ii. Collaborate with Social Chair, Service Chair, Fundraising Chair, Recruitment Chair, and Clothing Chair as needed for the furtherance of club affairs
  - d. Clothing Chair and any of the above roles
    - i. Duties include all listed for Clothing Chair and the other elected positions

- ii. Collaborate with Social Chair, Service Chair, Fundraising Chair, and Recruitment Chair as needed for the furtherance of club affairs

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.

(\*) indicates leaders on the Executive Board. Only these members, the advisor(s), and other members with permission have access to the Resource Room on behalf of the club.

*Article IV: Advisor(s)*

- i. There must be at least one advisor acting as a non-voting member of the club.
- ii. To withdraw from being an advisor, 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 custodian of all group paraphernalia, records, etc. between transitions of officers, recommending programs/speakers/seminars/etc. Any or of all of these optional duties will be negotiated by the advisor and student leaders.
- vii. Any advisor can be removed by a two-thirds vote of the executive board for not fulfilling their duties or for violating college policies and procedures. Any advisor removed may appeal this ruling to the general membership. Said advisor shall be reinstated with two-thirds approval of the general membership present at the next general meeting.

*Article V: 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 starting in the summer semester 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 the general member population. To run for an officer position, one must be self-nominated and be approved by a 2/3 vote of the executive officers. 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.

- iv. The nominee must receive the majority vote at the general body meeting to be elected. Be that a 2/3 majority if they are running unopposed, or in the case of multiple nominees a general greater majority of votes over the second nominee.
- v. For an election to be valid at least 1/3 of the club due paying members must attend and vote at the election meeting and the votes may only be cast during that meeting, once, and are final.
- vi. A member may not hold more than one executive position. If a member runs for more than one executive position, they will be elected to the first position voted upon in which they receive the majority vote. 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 by a 2/3 vote.
- vii. To run for an executive leadership position, one must have been an active member for two consecutive semesters, summer term excluded.
- viii. To run for a non-executive position, membership does not need to be held for a full semester, based on the approval of 2/3 of the executive board.
- ix. Any officer can be removed by a 2/3 vote of the executive board for not fulfilling their duties or for violating college or club policies and procedures. Any officer removed may appeal this ruling to the general membership. Said officer shall be reinstated with two-thirds approval of the general membership present at the next general meeting.
- x. If an officer who has been reinstated is removed for any position (even if not the one originally removed from) by another 2/3 vote of the executive board, they will not be allowed to appeal the decision a second time.
- xi. If an officer has been removed and either forfeited the appeal or did not obtain a 2/3 vote during the appeal, said officer cannot maintain any leadership in the club for the rest of that officer's time as a student of Ohio State.
- xii. In the case where a leadership position is empty, a temporary person can be voted in by a 2/3 vote of the executive committee for the remainder of the current term.

#### *Article VI: Method of Amending Constitution.*

- i. Proposed amendments must be submitted in writing.
- ii. The constitution may be altered by a 2/3 vote of the executive committee upon review of the changes or amendment and must be in the presence of the general member assembly. Proposed amendments must be distributed in the meeting in which they are proposed and should be reviewed in the meeting in which the vote is taken if the meeting addressing the change is different from the meeting in which the vote occurs.

#### *Article VII: 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 month unless otherwise specified.
- iii. Meetings will be announced to club members no later than one week prior via email.
- iv. Each member is responsible for signing into each meeting attended.
- v. 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. 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.

#### *Article VIII: Practices*

- i. Each member is responsible for signing into practice each day he/she attends.
- ii. 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. An Instructor or member of the Executive Board is responsible for unlocking and locking the equipment up before and after each practice. The instructor(s) are responsible for ensuring that the range is properly set up and torn down before and after each practice.
- iii. 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 ceasefire. The instructor may ask a member to step off the line for the remainder of practice after issuing a verbal warning due to negligent or unsafe actions.

#### *Article IX: Events*

- i. Risk Managers: A Risk Manager must be present at any 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 within one week of the planned event.

*Article X: Becoming a New Member*

- i. Prospective members should get in touch with the President or any other member of the Executive Board for any questions they may have. Before dues are required, a prospective member may attend two practices 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 Board.
- ii. 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.

*Article XI: Reimbursement of Members*

- i. If a member chose to drive other member to an event or practice, they may be eligible for reimbursement for costs including, but not limited to, gas and parking at the discretion of the treasurer. Reimbursement will be paid within the semester it is completed in, if it happens to be in the summer then it will be paid by the end of the autumn semester.

*Article XII: Member Code of Conduct*

- i. Drugs and alcohol: Any member that is under the influence of any non-prescribed drug or alcohol will not be permitted to practice or compete with the team. If this is a recurring problem, then that individual will be asked to resign as a member of the archery club and its affiliates. Any person who is on a prescribed drug but appears to not be conducting themselves in a safe manner due to that prescription may be asked not to shoot at the discretion of the instructor(s). Further review may be made by the head risk manager on a case by case basis.
- ii. Fair member behavior: Members of The Archery club will refrain from actions and words that degrade, belittle, or in another way is a personal attack on a race, gender, personal identity, or belief. Failure to adhere to this will result in a warning; repeated offenses will result in removal from the club for the remainder of the semester.

*Article XIII: Non-Discrimination Statement*

- i. The Archery Club treats all peoples equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status,

citizenship, genetic information, pregnancy, or any other characteristic protected by law. *Article XIV: Presidential power and override*

- i. It is by the power of the president that he/she may at any time override or in other words veto the decision of any officer or club matter. It is with this veto they may without any reason be given to disband a decision that may affect the club in a way which they deem unfit.
- ii. Veto may be overridden by a 2/3 vote of the officer board not to include the president. Upon a passing vote the action taken by the club will continue as stated and remain unable to be vetoed a second time.

*Article XV: Method of Dissolution of Organization*

- i. Upon dissolution, any funds or assets remaining in the club's possession are to be designated to another club on campus or to a 501©3 non-profit organization voted upon by the executive committee and the club's advisor.
- ii. The treasurer shall settle any and all debts present at the time of dissolution by means of fundraising or other action decided upon by the Executive Board.

Current Iteration Signed Into Being By: Kelley Reuter - President of the Archery Club, 23-24

Signature: Kelley A Reuter

Witness: Eleonora Julmy - Treasurer of the Archery Club, 23-24

Witness Signature: Eleonora Julmy

Date Amended: 10/18/23