

ISU ARCHERY CLUB CONSTITUTION

2010-2013

Article I.

Name

The name of this club shall be “**The Iowa State University Archery Club**” of Iowa State University or ISU Archery Club or ISAC for short.

Article II.

Purpose

- Section 1 The object of this club shall be: to promote fellowship among those at Iowa State University who are interested in archery; to establish contact between interested parties, those approved by the executive council, in archery; and to foster the development of different aspects and disciplines in the sport of archery.
- Section 2 “**The Iowa State University Archery Club**” abides by and supports established Iowa State University policies, State and Federal Laws.

Article III.

Statement of Compliance

- Section 1 The club agrees to annually complete President’s Training, Treasurer’s Training, and Advisor Training if required.
- Section 2 The Iowa State University Archery Club agrees to abide by Iowa State University Rules and policies as well as State and Federal Laws and local ordinances or regulations.

Article IV.

Membership

- Section 1 There shall be active and honorary membership.
- Section 2 Membership Eligibility
- A. Active membership shall be open to all registered students at Iowa State University that pay dues in a timely manner.

- Initial dues must be paid two months after signing the “New Member Sign-up Sheet” or at or before the second practice session.
 - A timely manner consists of two activities after turning in the required paperwork.
 - Dues shall be set by the Executive Council.
 - Dues will cover membership, shooting on campus, and preapproved areas. At outside activities, the member(s) will incur the cost.
- B. Honorary membership shall be restricted to persons who have made an eminent contribution to the Archery Club. Nominations shall be taken from the floor and decided by the Executive Council
- C. Disciplinary action shall be left up to the Executive Council. All members shall actively follow the rules set by IHEA.

Article V.

Non-Discrimination Statement

Section 1 Iowa State University and the Iowa State University Archery Club does not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, or status as a U.S. Veteran.

Article VI.

Officers

Section 1 The officers of the club shall be President, Vice President, Secretary, Treasurer, Sports Club Council Representative, Risk Management/Range Officer elected respectively.

A. The requirements of an officer shall be the following:

1. Be in good financial standing with the Club
2. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

3. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
4. Be ineligible to hold an office should the student fail to maintain the Requirements as prescribed in 1, 2 and 3."

Section 2 The term of office shall be one (1) year.

Section 3 Election of officers

- A. Officer nominations shall be taken from the floor on the day of Officer Elections. Nominees must be active members and present. Nominations will be for a single Office only and votes will be for a single office only.
- B. Elections
 1. Election of officers shall be held at the regular meeting immediately preceding the last regular meeting of the spring semester.
 2. Elections shall be by secret ballot.
 3. Each person nominated shall have the opportunity to speak and/or have one other person speak on his or her behalf and then leave the room for discussion and voting.
 - Each candidate may have only 1 person speak on their behalf
 - Candidates have a time limit of 2 minutes.
 - Any questions may be asked of any candidate. ANY.
 4. A simple majority is needed for election (50% plus 1 vote).
 5. Only active members shall be allowed to vote or speak on behalf of an officer candidate. Members must be present to vote.
- C. Impeachment/Removal of officers
 1. If an officer fails to complete his/her duties, he/she can be voted out of office via a two-thirds (2/3) vote by both the members and the Executive Board. The affected officer would be notified so he/she could present a case for him/herself before the vote takes place.
 2. Any member may file a petition for the impeachment of an officer to the acting President and/or Club Advisor
 - Said petition must explicitly define the reasons for such action
 - Said petition must be signed by at least one-third (1/3) of the active members

3. A vote for removal of the officer designated in such impeachment petition shall take place at the next meeting, following filing of the petition, and any elected officer shall be removed from office upon the affirmative vote of two-thirds (2/3) of the members. The affected officer would be notified so he/she could present a case for him/herself before the vote takes place.

D. Resignation

1. Any officer may resign from his/her position by submitting to the President and/or Advisor a written explanation of his/her reasons for resignation.

E. Special Elections

1. The President or Advisor shall call a special election quorum of the active membership to fill a vacancy left in any necessary office. Any officer elected during such an election will finish serving the term of office left vacant by his/her predecessor

Section 4 Election of Advisor

- A. At the beginning of the fall semester, the Advisor shall be asked by the Executive Board to assume the role of advisor, or appointed by the department in such case as the Executive Board is unable to find someone. They shall continue to act as advisor until they are unable to or do not wish to be the advisor.
- B. He/She shall serve as advisor and primary consult to the executive cabinet, primarily to the president.
- C. He/She shall meet with chapter president a minimum of one time each month to discuss information on current events, activities, policy changes, constitutional infractions by cabinet members and all other such information pertinent to the integrity and operation of the organizations daily functions.

Section 5 Officer Duties

President: The president shall preside over club meetings, select special committee's chairs, set up executive committee meetings, act as risk management officer and other inherent responsibilities.

Vice President: Assist the president and preside over meetings in the president's absence. The vice president shall oversee all standing committees.

Treasurer: Keep records of club's money. Deposit all money coming into the club and disperse funds going out of the club. File yearly report with campus organization.

- All purchases must go through the Executive Council, with a two-thirds majority vote before approval.

Secretary: Take minutes at the club meetings and write thank you letters and other correspondence as is necessary.

SCC Representative: Attend all Sport Club Council meetings and report information back to club.

Risk Management/Range Officer: Train interested members how to be proper range marshalls, recommend risk management policies or procedures to the club, submit documentation to ISU's Risk Management Office, and to ensure that Risk Mgt. procedures are implemented at all organization events.

Advisor: Fulfill requirements set by Iowa State University.

Article VII.

Executive Council

- Section 1 The Executive Council shall be composed of the officers of the club and shall meet prior to each regular monthly meeting in consultation with the faculty staff advisor if possible, or as needed.
- Section 2 The purpose of the Executive Council is as follows:
- A. Shall execute the objectives of the club.
 - B. Prepare for regular club meetings.
 - C. Make minor decisions resulting in smoother club meetings.
 - D. Receive officer and committee reports.
 - E. Insure that all club activities are carried to completion.

Article VIII.

Finances

- Section 1 All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 24 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.
- Section 2 The organization may establish reasonable dues that must be paid by all members. The amount of the dues will be determined in the beginning of the academic year by the Executive Committee and may be changed by being presented to the general membership for a $\frac{3}{4}$ vote. Dues must be paid within two

activities after turning in the required paperwork. The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions.

- A. Dues shall not exceed \$25.00 per school year per member, and/or \$15.00 per school semester per member.

Article IX.

Meetings

- Section 1 The regular meeting of the club shall be held on the second Wednesday of each month from September to April inclusive unless otherwise ordered by the club or Executive Council.
 - A. The President shall have the power to call a special meeting at any time, upon giving notice to the club.
 - B. A special meeting shall be called by the President upon submission of 25% of the active members.

Article X.

Committees

- Section 1 The club will have the following standing committees as needed: Events Committee, Marketing Committee, and Sponsorship Committee.
- Section 2 Each committee will have a chair or co-chairs approved by the Executive Council.
- Section 3 The size of the committee will be on a proportionate basis determined by the number of club members and the size and scale of the activity.
- Section 4 A wide age variety of members is suggested and considered ideal for each committee.
- Section 5 There are also a variety of other minor committees which will be used throughout the year. These committees will be appointed by the President or club as deemed necessary.

Article XI.

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the club in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the club may adopt.

Article XII.

Amendments

Amendments to this constitution may be made by a two-thirds vote of the active members of the club at any regularly held meeting.