



Lafayette Archery Club
Lafayette College
CONSTITUTION

ARTICLE I: Name

The name of this organization shall be the Lafayette Archery Club, also referred to as LAC.

ARTICLE II: Purpose and Scope

Section 1: Purpose Statement

The purpose of this club is to provide an inclusive environment for all students to celebrate the discipline of archery.

Section 2: Goals/Objectives

In pursuit of this general purpose, the Lafayette Archery Club will aim to:

- A. Provide archery equipment for student use
- B. Provide weekly transportation to and from the archery range
- C. Provide coaching for those looking to grow their archery skills
- D. Host at least one inclusive archery event per semester

Section 3: Relationship & Policy Agreement

As a recognized Lafayette College student organization, the Lafayette Archery Club will have access to advising and resources through the Division of Student Life and the Lafayette College Student Government, however, the Lafayette Archery Club activities are not supervised by Lafayette College staff or Student Government Representatives. The members of the organization itself are responsible for following all College policies and state laws and for ensuring the safety, security, and appropriate and lawful behavior of the membership as well as any students involved in activities sponsored by the organization.

ARTICLE III: Membership

Section 1: Nondiscrimination

In keeping with Lafayette College's policy of nondiscrimination, membership in Lafayette Archery Club is open to all students of Lafayette College, regardless of race, color, national or ethnic origin, disability, religion, age, military or veteran status, sex, sexual orientation, gender identity or expression, marital or familial status, pregnancy, genetic information, or any other characteristic protected by law.

Section 2: Active Members

Active membership in the Lafayette Archery Club shall be limited to students who are currently enrolled at Lafayette College. To be an active member within this club, members are expected to be registered on Lafayette DSE and attend two meetings a month. Students who are studying abroad will be considered a non-active member for the semester they are abroad, but they can remain as a member for when they are back on campus. Active members are eligible to vote and hold office. Other members of Lafayette College such as faculty, staff, and alumni may participate but only as non-voting associate or honorary members.

DSE Registration Link : <https://recreation.lafayette.edu/join-a-sports-club/>

Section 3: Selection of New Members

Recruitments of members will come from social media, word-of-mouth, involvement fairs, and flyers around campus. To obtain active members, prospective members can join after attending an initial “learning the basics” meeting. There are no formal applications or interviews required to be a part of the club.

Section 4: Hazing

Lafayette College requires that no student participate in and that no student organization allow any of its prospective members, new members, members, or others to participate in any ceremony or practice that involves mental or physical exhaustion or abuse, or in any way interferes with the students’ mental or physical ability to perform their work at Lafayette College. These rites must not reflect unfavorably upon either the group or the College or be of a dangerous, rude, or demeaning nature. Hazing, whether it occurs on or off campus, is prohibited and will be subject to sanctioning through the conduct process.

Section 5: Voluntary Member Withdrawal

Any member can, at any time, voluntarily withdraw their membership from the organization.

Section 6: Non-Voluntary Member Withdrawal

A member can be removed from the organization by...

- A. The membership may request that an active member be removed if their conduct violates the College’s Code of Conduct in a manner warranting disciplinary action from the College. The Organization Advisor should serve as a non-voting mediator for these proceedings. The removal of an Executive Officer is described in Article 6, Section 6.
- B. The active member should be given notice of concerns raised by the membership (verbal and in writing) by the Executive Officers with the Advisor present.
- C. A second meeting should be held between the active member, Executive Officers, and Advisor to discuss the concerns and determine the outcome.

ARTICLE IV: Organizational Leadership

Section 1: Officers

The officers of the Lafayette Archery Club shall be the President, the Vice President, the Secretary, the Treasurer, and the General Assistant, which will serve as the Executive Committee. Instructors will be considered external to the Leadership and do not have voting rights.

Section 2: The President shall:

- A. Oversee the archery team.
- B. Manage and lead practices and events.

- C. Create and oversee events that engage the Lafayette Community into the archery club.
- D. Organize and plan club events and practices.
- E. Have the deciding vote on matters overseeing the club.

Section 3: The Vice-President shall:

- A. Oversee the archery team.
- B. Manage and lead practices and events.
- C. Create and oversee events that engage the Lafayette Community into the archery club.
- D. Organize and plan club events and practices.
- E. Serve as the primary safety leader/risk manager.

Section 4: The Secretary shall:

- A. Manage our Social Media accounts and update all members on upcoming events.
- B. Serve as a main source and point of contact for the club.
- C. Send out reminders to members of our meeting times.
- D. Take down notes during committee meetings.

Section 5: The Treasurer shall:

- A. Communicate to the Student Government about and manage funding for the club.
- B. Communicate with the Executive Board about necessary funding for the club or any needs that require monetary support.

Section 6: The General Assistant shall:

- A. Assist Executive Board members wherever needed.
- B. Serve as a general help and aid to all members of the club.
- C. Keeps a record of all members of the organization
- D. Keeps a record of all activities of the organization

ARTICLE V: Advisor

Section 1: The Lafayette Archery Club will be advised by a Lafayette College faculty, staff, or a full-time employee.

Section 2: The organization is free to select any eligible employee to serve as the advisor to the organization. Upon selection, the advisor must be approved by the Director of Student Involvement.

Section 3: The Advisor shall:

- A. Provide guidance and support
- B. Advise the group on College policies and procedures and risk management
- C. Attend meetings and major functions of the Lafayette Archery Club.

ARTICLE VI: Officer Terms and Election Procedures

Section 1: Term

The terms of all officers of the Lafayette Archery Club shall be one calendar year. Officers may serve multiple consecutive terms.

Section 2: Election Timeline

All officers shall be elected on or before the last day of the fall semester, with their term effective beginning of the following spring semester.

Section 3: Officer Criteria

All officers shall be elected from the active members. Any student seeking to hold office must have and maintain good academic and judicial standing.

Section 4: Election Process

- A. The President will announce that elections will be occurring and communicate the process and timeline to the active members.
- B. A quorum (simple majority) of active members must be present for all meetings where nominations or elections take place.
- C. Any member may nominate any active member for a position, including themselves. All nominations must be accepted by the nominee in order to be considered.
- D. Nominations will be closed by the President, unless the President is running in the election, therefore another Executive Board Member or the advisor shall close the election, after all nominations are accepted for each office.
- E. In the event that only one individual accepts a nomination for a position, they will assume the position for the coming year. If two or more individuals accept the nomination, it will be put to a vote.
- F. Voting shall occur by a poll through an online website such as Google Forms. The ballots shall be tabulated by any officer not on the ballot and/or the Advisor. A majority is required to elect Executive Officers.

Section 5: Officer Resignation

Any officer can, at any time, voluntarily resign from their position with proper notice given to the other officers and Advisor.

Section 6: Officer Impeachment

Officers can be impeached by

- A. The membership may request that an Executive Officer step down from their duties for failing to complete the duties of their office or if their conduct violates the College's Code of Conduct in a manner warranting disciplinary action from the College. The organization's Advisor should serve as a non-voting mediator for these proceedings. The impeachment hearing must occur while classes are in session. The Executive Officer should be given notice of concerns raised by the membership (verbal and written communication) at a regular meeting at which three-fourths (3/4) of the active members are present.
- B. At the next regular meeting, three-fourths (3/4) of active members must be present in order for the impeachment hearing to begin. The moderator of the impeachment hearing will be the President unless they are being impeached, in which case it will be the Vice President. The moderator cannot be the Officer being impeached. Each side will be given the opportunity to present their case and the active members may ask questions.
- C. The membership upon hearing the case shall vote. A three-fourths ($\frac{3}{4}$) affirmative vote of all active members is required to remove the Executive officer from office.

- D. Removal of coaches or instructors from club affiliation is also done by a three-fourths ($\frac{3}{4}$) affirmative vote of all active members.

Section 7: Officer Succession

Should the office of the President be vacant, the Vice President shall become the President and assume all of the responsibilities of that office. Should the office of any of the remaining officers become vacant, a special election will be held at the next meeting.

ARTICLE VII: Meetings and Programs

Section 1: The first meeting of the fall semester shall be within two weeks after classes start.

Section 2: At least one business meeting should be held per month. A business meeting is defined as an official publicly advertised meeting with quorum present and minutes recorded.

Section 3: Quorum: A simple majority of the membership is required to conduct business (half plus one).

Section 4: Robert's Rules of Order shall govern meetings in all cases except when in conflict with this constitution and with general College regulations.

ARTICLE VIII: Constitutional Amendments

Section 1: Amendments to the Constitution must be proposed in writing by an active member of the Lafayette Archery Club at any regular meeting at which two-thirds ($\frac{2}{3}$) of the active members are present.

Section 2: Proposed amendments shall be voted upon only after two regular meetings following the introduction of the proposal and discussion period.

Section 3: Proposed amendments will become effective following a three-fourths ($\frac{3}{4}$) affirmative vote of the active members.

ARTICLE VIII: Risk Management

Section 1: Injuries

- A. The Lafayette Archery Club has a requirement of at least (1) instructor and (2) students who are certified in CPR and First-Aid present at all practices, as per Sport Club requirements. Additionally, all archery range rules will apply, and instructors retain final authority over all practice sessions.
- B. Range rules are as follows:
 - a. Instructors are in charge at all times. Disobeying instructors may result in removal from all practices for the rest of the semester, or expulsion from the club.
 - b. Wear appropriate clothing. Absolutely no open toed shoes.
 - c. No dry firing of bows.
 - d. Bows and arrows are not to be pointed in any direction except towards targets. Arrows are not to be angled upwards above horizontal.

- e. Arrows may not be nocked unless you are on the line and the target has been cleared. These will be called by the instructor.
- f. Archers will stand in a line until all arrows have been fired. Once done, the instructor will call the all clear signal. Only then can archers move to retrieve their arrows.
- g. Retrieval of arrows will always be done from the side of the target, not the front.

Section 2: Finances

- A. The Lafayette Archery Club has put into place an extra minimum of 500\$ added to the budget to support the Lafayette Archery Club in case unexpected expenses arise. In future semesters, this amount may be revised.

Section 3: Hazing

- A. The Lafayette Archery Club has a no tolerance policy on hazing. Any protocols that seek to humiliate or degrade individuals within the club is punishable by removal from membership, and a removal from practices for the semester.

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