

Missouri University of Science & Technology
Department of Student Life
Constitution for the Missouri University of Science & Technology Archery Team

I) Name, Insignia and Affiliation

- a. The name of this organization shall be The Missouri University of Science & Technology Archery Team, hereinafter referred to as The Missouri S&T Archery Team.
- b. The insignia of the organization shall be the game day logo with forest green outlined and white lettering of "S&T" and forest green lettering of "Club Archery." The team logo is attached below this section.



- c. The Missouri S&T Archery Team can be affiliated with one of the following organizations based on member backgrounds, the National Field Archery Association (NFAA), USA Archery (USAA), or the Missouri Bowhunters Association (MBH).

II) Aims and Objective of the Organization

- a. The aims and objectives of this organization shall be:
 - i. To promote 3D, field and target archery and other games or events requiring a bow in a safe environment.
 - ii. To educate students about bow and range safety, history, and effective shooting practices.
 - iii. To equip student members with the knowledge and skill to compete in regional and state archery competitions.
 - iv. To give collegiate student members opportunities to lead on campus.

III) Membership

- a. Qualification:
 - i. Members shall be any student or faculty at Missouri S&T.team
 - ii. Non-discrimination clause: The Missouri S&T Archery Team shall not deny membership to any student based upon factors such as, but not limited to, race, color, religion, sex, sexual orientation, national origin, age, or veteran status.
- b. Class of membership
 - i. Non-Dues paying members - any student meeting qualifications under Article A of this Section.
 1. May not run for team officer positions but may sit on committees as any member other than the chair of that committee.
 2. May not vote or make motions at meetings (but may still attend

- meetings.)
- 3. May not compete on behalf of the team (but may still shoot at non-competitive events.)
- ii. Due paying members – any student meeting qualifications under Article A of this Section who has paid dues as defined in Section VII.
 - 1. May run for team officer positions.
 - 2. May vote and make motions at meetings.
 - 3. May compete in all competitions on behalf of the team.
- iii. Associate/Affiliate members – a person identified as a coach or instructor in archery.
 - 1. Affiliate members may not be elected to team positions or vote but may otherwise attend all other team activities.
- iv. Advisors – faculty or professional staff at least 75% Full-Time Equivalent, FTE.
 - 1. May cast a vote or speak at meetings.
- c. Method of removing membership
 - i. Any non-dues paying member or dues paying member may make a request, in writing, to remove another's membership on the grounds that either:
 - 1. The member has violated a section of this constitution or the Archery Team's rules and regulations as defined in Article IX.
 - 2. The member has been inactive for 1 semester. Inactivity is defined as being absent from all meetings and competitions and non-payment of dues.
 - ii. Once a motion to remove a member from the organization has been filed that member will be notified by the secretary or other designer, in writing, no more than 5 days after the request has been filed. The notice shall include the grounds for removal, the officiating officer, and the date, time, and location of the hearing.
 - iii. The member facing removal shall be given 2 weeks to prepare a defense statement. This member may request another member of any status to defend themselves. The member who made the motion to remove shall act as prosecution. Any evidence or documentation used by the prosecution must be supplied to the defense at least 3 days (72 hours) prior to the scheduled hearing.
 - iv. The President shall serve the role of officiating the hearing except if the president is acting as part of the defense, in which case, the Vice President shall officiate.
 - v. The defendant may make a written request to postpone the hearing with the officiating officer. Such requests shall be approved unless it can be shown that the request is unreasonable.
 - vi. Hearings to remove a member requires quorum and a majority affirmative vote following the hearing to remove the member unless that member is found in absentia.
 - vii. This section may not be used with the intent to remove an officer unless that officer is found to have violated the Archery Team's rules and regulations as defined in Article IX. Any officer found to be inactive must first be impeached following procedures as defined in Article IV, Section H.

IV) Officers

- a. Officer Positions:
 - i. President
 - ii. Vice-President

- iii. Treasurer
 - iv. Secretary
 - v. Equipment Manager
- b. Executive board
 - i. The Executive Board shall consist of Advisor, President, Vice-President, Treasurer, Secretary, Equipment Manager, Service Committee Chairman, and Coaching Chairman.
- c. Qualifications of officers:
 - i. Must be in good academic standing with the University.
 - ii. Must have been a member of the Archery Team for at least 1 whole semester.
- d. Term of Office
 - i. The term of office for all officer positions is an academic year, beginning in the fall semester and ending at the end of the academic year, end of that spring semester.
 - ii. Elections shall occur within two weeks of spring break in the Spring Semester
- e. Duties and Responsibilities of Officers
 - i. All officers are responsible for abiding by and enforcing the rules and regulations contained or referenced in this constitution and in the team by-laws.
 - ii. President
 - 1. Scheduling regular meetings.
 - 2. Delegating duties, as necessary.
 - 3. Acting as representative to the university, Club Sports Federation, and Student Council, otherwise known as Stuco.
 - 4. Organize and notify team members of opportunities to complete service hours.
 - iii. Vice President
 - 1. Assisting the president and preside over meetings in absence of the President.
 - 2. Oversee the committee system and assist committee chairs.
 - iv. Treasurer
 - 1. Collect and keep records of dues.
 - 2. Complete or oversee monthly counts of the Missouri S&T Archery Team's cash box.
 - 3. Create a balanced budget.
 - 4. Apply for grants or scholarships.
 - 5. Create and implement fundraising opportunities.
 - 6. Assist in overseeing the Fundraising Chair.
 - v. Secretary
 - 1. Send meeting notifications.
 - 2. Keep meeting attendance and minutes.
 - 3. Create and send out meeting agendas.
 - 4. Organize and attend recruitment events such as Miner Rama and Spring O'Rama.
 - vi. Equipment Manager
 - 1. Maintain team owned equipment.
 - 2. Procure new equipment and repair or dispose of old or bad equipment.
 - 3. Keep an accurate inventory of the team's equipment.
- f. Officer Elections
 - i. Elections will occur within two weeks of spring break in the spring semester.
 - ii. Election nominations will be made at regular meetings by any voting member at least a week before elections.
 - iii. Election announcements shall be emailed to active members at least 5 days

- before the election.
- iv. All officers may make speeches.
 - v. Voting for elections shall occur by “a show of hands” unless a request for a roll call vote is made. Any voting member may make such a request for a roll call vote. If only one person is nominated for the position, they may be elected by a motion to accept by acclamation. A quorum is required to take a vote as explained in Section VIII, Article B. In case of a tie, both candidates may make an additional 5-minute speech before a roll call vote among legal voting members.
 - 1. A roll call vote consists of the election mediator verbally going around to all the voting members of which the voting members decided “yea” or nay” on the issue or the person in question.
 - vi. Newly elected officers shall not immediately take over office unless their predecessor vacates office before their term ends.
- g. Vacancies of Office – Vacancies of offices shall be filled temporarily by the next highest-ranking officer according to Article IV, Section A until nominations and elections can be held at the next general meeting. Should the temporary officer be nominated and elected to the vacant position an election shall take place to fill the office previously held by that person.
- h. Method of impeachment
- i. Any non-dues paying member or dues paying member of the Missouri S&T Archery Team may make a written request to impeach any officer holding a position on the grounds that the officer has neglected to fulfill the duties of the office. All requests to impeach shall be filed with either the Secretary or the President.
 - ii. Once a request to impeach an officer has been filed, the secretary or president shall notify that officer, in writing, no more than 5 days later, and shall include the specific grounds for removal, and the date, time, and location of the hearing.
 - iii. The officer shall have no less than 3 weeks to prepare a statement on their behalf and may request any other member, regardless of status, to act as a defense.
 - iv. Any evidence or documentation used by prosecution shall be provided to the defense at least 3 days (72 hours) prior to the hearing.
 - v. The President shall serve the role of officiating the hearing except in the case of presidential impeachment. In the case of presidential impeachment, the Vice President shall officiate.
 - vi. The defendant may make a written request to postpone the hearing with the officiating officer. Such requests shall be approved unless it can be shown that the request is unreasonable.
 - vii. Hearings to impeach an officer require quorum and a two-thirds affirmative vote following the hearing to remove the officer.

V) Advisors

- a. The advisor shall be appointed by the Executive Committee.
- b. The role of Advisor is an academic year long term. The advisor may serve if he or she is available.
- c. Methods of impeachment:
 - i. Any member of the Executive Committee may make a written request to impeach the Archery Team’s advisor on the grounds of inactivity or neglect of duties. Written requests to remove the advisor shall be filed with the secretary or his designer and shall note the specific reason for the request.
 - ii. The advisor shall be notified that the impeachment process has been started no later than 5 days after the request to impeach has been filed with the

- secretary or his designee. The notice shall include the specific reason for impeachment, and the date, time, and location of the hearing.
- iii. The advisor shall be given at least 3 weeks to prepare a defense. Any evidence or documentation used by the prosecution shall be provided to the advisor at least 7 days (168 hours) prior to the hearing.
 - iv. The advisor may make a request to postpone the hearing with the officiating officer. Because of the advisor's other obligations on campus all requests to postpone shall be granted if they are deemed reasonable.
 - v. The advisor may request representation from any member of the Archery Team or another campus faculty or staff member.

VI) Committees

a. Standing Committees

i. Service Committee

1. The President shall chair this committee.
2. The Service Committee, despite its name, is responsible for service, fundraising, and recruitment operations of the team. The service chair and their committee are responsible for events which promote the team, such as, but not limited to, Miner Rama and Spring O'Rama.
3. Service Committee position(s):
 - a. PR Recruitment Chair
 - i. The goal of this position is to promote the team and help boost active member counts.
 - ii. Duties:
 1. To register the team and organize shift sign-ups for promotional events and activities.
 2. Organize recruitment events as needed.
 3. Manage the social media accounts and ensure they are current.
 - iii. The PR Recruitment Chair is permitted to be at any all meetings, general, business, executive, or otherwise.

ii. Equipment Committee

1. The Equipment Manager or an Equipment Chair shall head this committee
2. The Equipment Committee is responsible for acquiring, storing, and maintaining archery equipment. As equipment becomes old or worn this committee is responsible for seeing that equipment gets repaired adequately by either someone knowledgeable about doing the repair or by a professional or that the equipment gets replaced.
3. Duties:
 - a. Repair damaged equipment safely and properly that can be repaired and dispose of equipment that cannot be repaired properly.
 - b. Keep an accurate inventory of all the team's equipment.
 - c. Notify the Executive Board when new equipment or supplies are needed.
 - d. Ensure everyone knows how to identify bad or broken equipment to ensure safe use. This will be a collaborative effort with the Coaching Committee.

iii. Financial Committee

1. The Treasurer shall chair this committee.
2. The financial committee shall be responsible for assisting the treasurer in creating a budget and collecting dues. The financial committee will also

make recommendations to the Executive Board regarding the adjustment of dues.

a. Fundraising Chair

- i. The goal of this position is work in tandem with the Treasure and PR Recruitment Chair and subsequently the President to help make and conduct fundraising opportunities which includes, fundraisers, merchandise, donations, and sponsorships.
- ii. The Fundraising Chair is permitted to be at any all meetings, general, business, executive, or otherwise, despite not being on the Executive Board.

iv. Coaching Committee

1. The goal of this committee is educating all the shooters, members or not, in how to safely and effectively shoot while also improving on any skill they might already have.
2. This committee shall be managed and operated by the coach or appointed coaching chairman.
3. Coach is an affiliate member who must have an active current instructor membership through an organization including NFAA, USAA, or state conservation departments.
4. In the event a coach cannot be found the Executive Board may appoint a Coaching Chair to act as the Coach.
 - a. Must be approved by a $\frac{2}{3}$ vote of the Executive Board.
 - b. The appointed Coaching Chair must possess an instructor certification same as the Coach.
5. The duties of the Coach and Coaching Chairman include but are not limited to:
 - a. Instructing new shooters on how to operate the equipment and shoot safely and effectively.
 - b. Provide feedback to all shooters to assist in skill development.
 - c. Assist in the organization and head up the instruction of any archery skill workshops the team hosts.
 - d. Head of the Coaching Committee.
6. The Coach or Coaching Chairman may appoint others to this committee to assist in the completing its goal that work and report to them.
7. The Coaching Chairman is permitted to be at any all meetings, general, business, executive, or otherwise.

b. Temporary committees

- i. Temporary committees may be assembled using Robert's Rules at regular meetings by making a motion to refer to a committee.
- ii. Temporary committees shall be disbanded following the completion of their purpose but shall exist no longer than one year unless an extension is granted by the Vice President.

VII) Dues

- a. The Executive Committee shall determine due rates.
- b. Any Coach or Coaching Chairman instructor membership or training fees must be paid by the member unless a motion or special arrangement is made and approved by the Executive Board and Financial Committee.
- c. Dues must be paid to the Treasurer, or a member appointed by the Treasurer no later than one month from the start of each semester unless special arrangements have been made in advance.
- d. Members who fail to pay dues on time will be considered as "non-dues paying Members" and will not be able to vote, be elected to officer positions, and compete on

behalf of the Missouri S&T Archery Team. Any officers elected that do not pay dues will abandon that position and a new officer will be elected.

VIII) Meetings

- a. Types of meetings
 - i. Regular: Regular meetings shall be called by the President at least 2 times monthly. Any member, whether dues paying or non-dues paying may attend meetings, however, non-dues paying members may not make motions or vote.
 - ii. Business: Business meetings may be called by the Vice-President at any time but must be announced at least 24 hours prior to the meeting. Any member, whether dues paying or non-dues paying may attend business meetings. Only executive board members may vote at business meetings.
- b. A two-thirds quorum of voting members must be present for motions involving any changes to team by-laws or constitution. In instances where constitution or by-law changes have been submitted in writing to all members no less than 3 days prior to voting, members may submit their vote in writing to the secretary assuming no revisions to the proposed amendment have been made. For other motions, including voting of officers, a majority (>50%) quorum is required. If the quorum does not exist all motions shall be tabled until the next meeting where the quorum is met.
- c. The organization will use Robert's Rules of Order, Newly Revised, as Parliamentary authority during all regular meetings.

IX) Rules and regulations

- a. Organizations will follow federal and state laws and abide by the rules of the university.
- b. The organization will follow the rules and regulations of USCA, including the code of ethics.
- c. Organization has a code of conduct for members (e.g., University of Missouri Standard of Conduct.)
 - i. No member of this team will haze or allow them to be hazed. Any member who is found in violation of this clause will be immediately expelled without refund of dues.
 - ii. No member of this team will consume alcohol while wearing the team insignia or name, 12 hours before a competition or during any competition. Alcohol use 12 hours prior to or during any shooting event is strictly prohibited and is unsafe. Regardless of the circumstances, no member under 21 shall consume alcohol at any team event, meeting, or outing in accordance with Missouri State and Federal Law.

X) Constitution

- a. Adoption
 - i. A 2/3 affirmative vote by all voting members of the organization shall be required for this constitution's adoption.
 - ii. Approval of Student Organization Recognition Committee.
 - iii. Approval of Vice Chancellor of Student Affairs.
- b. Amendments:
 - i. Amendments to this constitution may be submitted in writing or proposed during meetings.
 - ii. Members will be notified in the regular meeting minutes of any constitution amendment proposals.
 - iii. Amendments require a 2/3 affirmative vote to be accepted.
 - iv. Approval of Student Organization Recognition Committee or its representative.

- v. Student Life will be notified of any amendments voted in and provided with a copy of the changes made.
- c. By-laws:
 - i. The Missouri S&T Archery Team may draft and adopt by-laws for any rules or regulations that do not appropriately fit under any article in this constitution. By-laws may not oppose or change any portion of this constitution.
 - ii. Team by-laws shall be accepted by at least a 2/3 affirmative vote.
 - iii. Amending the by-laws also requires at least a 2/3 affirmative vote for acceptance.
 - iv. By-laws may only be adopted or revised at regular meetings with at least one week's notice sent out in the minutes of the previous meeting.
 - v. Must be provided to the Department of Student Life upon approval