

**Constitution of Long Beach State Archery Club (LBSAC)
California State University, Long Beach (CSULB)**

Article I. Name of the Organization

The name of this Organization shall be the Long Beach State Archery Club (LBSAC).

Article II. Statement of Purpose

Section 1: To provide instruction in archery at all levels; to help club members learn and improve their skill in the sport; to provide a fun and safe environment for the sport of archery; to help to ready club members that want to compete at the collegiate level; and to represent California State University, Long Beach to the National Association of Archery (NAA).

Section 2: To promote and encourage participation at all levels in the sport of archery.

Section 3: To provide opportunities for and interaction among students, faculty, staff, and the general public in archery, learning recreational and competitive activities.

Article III. Membership

Section 1: The organization is free to accept new members without regard to race, religion, national origin, ethnicity, color, age, sex, marital status, citizenship, sexual orientation, disability, veteran status or gender identity/ expression.

Section 2: Regular membership is limited to students enrolled at CSULB.

Section 3: Associate membership is open to faculty, staff, alumni and the general public. Associate members are ex-officio, non-voting members.

Section 4: Honorary membership is applied to an individual for outstanding service to the club. Honorary members are ex-officio, non-voting members.

Section 5: Only active, regular members have full and equal rights, responsibilities, and privileges to the club.

Section 6: For the organization to be recognized by CSULB, a minimum of five (5) matriculated CSULB students (who are currently enrolled in at least one class) need to be regular members.

Section 7: All memberships are assessed semester dues.

Article IV. Officers

The elected officers of the Executive Board of LBSAC shall be the President, Vice-President, Treasurer, Secretary and Publicist.

Article V. Executive Board

Section 1: The elected officers shall constitute the executive board of the organization and each shall have one vote. The advisor(s) shall be ex-officio, non-voting members.

Section 2: The Executive Board meetings shall be held no less than once per month during the academic year and are open to any member to attend.

Section 3: With prior approval of the voting members, the Executive Board shall serve as the planning committee for the club on campus activities.

Section 4: Approval by President and the Treasurer is needed for all disbursements of \$50 or less, which are not first brought before the club for approval. Expenditures in excess of \$50 must have majority approval of the organization.

Article VI. Meetings

Section 1: Regular club meeting shall be scheduled at least bi-term during the academic year.

Section 2: Special meetings may be called by the President or a member. All members must be given a minimum of 48 hours notice, weekends and holidays excluded, prior to the meeting time.

Article VII. Succession of Officers

Section 1: In the event of permanent incapacitation, resignation, or removal from office, the line of temporary succession shall be as follows: President, Vice-President, Treasurer, Publicist and Secretary.

Section 2: Upon the vacancy of any officer, a new candidate will be elected at the next regular or at a special called meeting.

Article VIII. Method to Amend the Constitution

Section 1: Proposed constitutional amendments made by a member shall be presented to the organization, in writing, one meeting before it may be voted upon.

Section 2: Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed amendment.

Section 3: Approval by the University is needed to change the constitution.

Article IX. Statement of Affiliation with National or other off-campus Organizations

Section 1: LBSAC shall be affiliated with the College Archery Program of the USA Archery (N.G.B) formerly know as the National Archery Association.

Article X. Hazing Prohibition

Long Beach State Archery Club and/or its members shall not engage in hazing or commit any act that injures, degrades, or disgraces any fellow student. Hazing is understood by Long Beach State Archery Association, its officers, and its members to be defined as any action taken or situation created which, regardless of location, intent, or consent of the participants, (1) produces or is reasonably likely to produce, bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation, intimidation, degradation, or ridicule, or otherwise compromises the dignity of an individual; (2) compels an individual to participate in any activity which is unlawful, perverse, publicly indecent, contrary to the rules, policies, and regulations of the University, or which is known by the compelling person to be contrary to the individual's genuine moral or religious beliefs; or (3) will, unreasonably or unusually, impair an individual's academic efforts.

**Bylaws of Long Beach State Archery Club (LBSAC)
California State University, Long Beach (CSULB)**

Bylaw I Membership

Section 1

There shall be three types of membership in LBSAC. Regular membership is open to students enrolled at CSULB, which contains: competitive team membership, which is limited to those regular members, who conform to the highest eligibility standards for athletes at CSULB and of the CAP of USA Archery and that meet the performance standers established by the LBSAC. Associate membership is open to CSULB faculty, staff, alumni and people from the general public. There will also be honorary membership may be bestowed on an individual who is recommended by the Executive Board, approved by the regular membership for having giving superior and unselfish service to the club and its programs. Honorary membership may be for specified period of time and or specified privileges.

Section 2

Any person from the above categories may complete and sign a membership application, submit it to the Executive Board through the Secretary and pay the specified dues to the Treasurer and upon approval by the Executive Board the person shall then be granted full club benefits.

Section 3

Up to a maximum of 20 percent of the members of a student organization may be individuals who are not CSULB students, e.g., community members, students at other colleges. Only students enrolled at CSULB may vote on issues that come before the student organization.

Section 4.

Any member may be suspended or expelled from LBSAC for conduct contrary to the constitution of LBSAC or for conduct that grossly impairs the rights of the members to enjoy the benefits of the organization. A member must submit the offense in writing. After the offense has been submitted to the organization, the offending member shall have the right to a hearing before the organization at a regular meeting and may be suspended or expelled only upon the affirmative vote of three-fourths of the voting members present. The offending member has the right to appeal an adverse decision at a regular meeting, and such offending members shall be reinstated unless the suspension or expulsion is again approved by a three-fourths vote.

Bylaw II Dues

Section 1

The Executive Board shall set dues for the organization, with approval from the organization.

Bylaw III Officers

Section 1

The President shall preside at all meetings of LBSAC. He/She shall be the official spokesperson of LBSAC, representing policies, views, and opinions of the organization in its relations with the campus and community at large.

Section 2

The Vice President shall preside at LBSAC meetings in the absence of the President. He/She shall perform all legal duties assigned to him/her by the President. He/She shall notify all members of LBSAC meetings, plan and conduct a new member event and a final club awards function at the end of the season.

Section 3

The Treasurer shall handle all financial affairs and budgeting of LBSAC, maintaining all necessary accounting records. Said records shall be maintained in accordance with generally accepted accounting principles. He/She shall maintain bank accounts for LBSAC, requiring signatures of both the Treasurer and President for authorized disbursements. All disbursements in excess of \$50 require majority approval of LBSAC members.

Section 5

The Publicist shall coordinate all publicity and marketing information about and for the club, solicit, edit and disseminate information to the club, the campus, other college sport clubs, and affiliate groups. He/she shall also serve as the webmaster for the official LBSAC web site.

Section 4

The Secretary shall take minutes at all meetings of LBSAC, keep minutes on file and submit required copies to all LBSAC members. He/She shall be responsible for all LBSAC correspondence and shall keep copies thereof on file. He/She shall also act as historian and shall maintain all records of the organization.

Section 6

In the event that an elected officer is unable to fulfill his/her term of office, there shall be an election to fill the vacancy at the next regular meeting or at a special meeting. Any eligible member, including those already holding office, may be nominated for a vacant office. However, an executive officer may hold only one position at a time.

Section 7

Petition by one-third of the total number of members shall be cause for a recall election. A member must submit the offense in writing. After the offense has been submitted to the organization, the offending officer has 48 hours before the hearing. A recall election shall be held at the next regular business meeting after the presentation of the recall petition and shall be conducted as a special election. Recall will require a favorable vote of three-fourths of the total-voting members.

Section 8

To be eligible for office in the organization, a candidate for office must be carrying a minimum of six (6) undergraduate units or three (3) graduate units of regular university credit per semester at CSULB and have a cumulative G.P.A. of no less than 2.0 and not be on probation of any kind. A candidate for an office must be a matriculated CSULB student.

Section 9

The term of office for the officers of the organization shall be for one academic year. No officer is allowed to hold the same office for more than two consecutive terms.

Bylaw IV Advisors

Section 1

There shall be at least one advisor from the faculty or administration elected by the club.

Section 2

The advisor(s) shall be elected at the same time as the other officers and serve a term of one year. The advisor has no term limits.

Section 3

The advisor shall be an ex-officio, non-voting member.

Bylaw V Coach

Section 1

The club must select and vote on a coach to help with the training of the club members.

Section 2

He/she shall meet all the requirements that has been set fort by the N.A.A.

Section 3

The club holds the right to remove a coach from his/her position by a simple majority vote.

Section 4

The coach has no part in the running of the club or its finances. He/she shall be an ex-officio, non-voting member.

Bylaw VI Committee

Section 1

The President, in consultation with the Executive Board, may create standing committees as needed to further the club.

Section 2

As of December 2006, a standing committee named, *Certified Instructor Committee* shall be established and provide on-campus club instruction in archery and develop an off-campus program for ages 10 to 80.

Bylaw VII Quorum

Section 1

The percentage of members that constitutes a quorum shall be fifty percent plus one.

Section 2

In voting, a majority shall consist of more than fifty percent of those voting.

Section 3

A majority of regular members shall constitute a quorum for an election and to transact business.

Bylaw VIII Executive Board

Section 1.

Elections will be held once each academic year. The elections will be held at the first Monday of May.

Section 2.

At least one week's notice shall be provided for any meeting at which an election is to be held.

Section 3.

Elections shall be by secret ballot and be counted by the President and Vice President. The election and counting must take place on the grounds of California State University, Long Beach.

Section 4.

A majority of members of the organization shall constitute a quorum for an election.

Section 5.

A majority of all votes cast in the election shall be necessary to elect. If no candidate receives a majority, a run-off election shall be held between the two candidates receiving the largest number of votes.

Bylaw IX Parliamentary Authority

Section 1

Source of authority shall be *Robert's Rules of Order*, newly revised.