

BYLAWS
OF
THE PENN STATE ARCHERY CLUB

ARTICLE I.

NAME AND PURPOSE

Section 1.1 Name

The name of this organization shall be The Penn State Archery Club, also known as Penn State Archery Team. The club shall bear the logo displayed in Appendix A. The Lion Head logo and the name “Penn State” are registered trademarks of the Pennsylvania State University. The arrow and text graphics are trademarks of the Penn State Archery Club.

Section 1.2 Purpose & Authority

The Penn State Archery Club shall be organized and operated as a non-profit organization. This organization will exist for the purpose of providing its members and the general public with a positive, safe environment to practice and learn the competitive sport of archery. This organization will be in a position to provide instruction to new members as well as access to official archery competitions for those students who wish to compete on the collegiate level. In compliance with the Penn State Club Sport policy on Accounts and Funding, this organization has the authority to accept, hold, and invest any financial donations, membership dues, as well as financial aid provided by the University. All generated funds will be used solely for the benefit of the club. Legitimate uses for club funds may include operating costs, equipment purchases, and travel expenses to University approved competitions.

ARTICLE II.

GENERAL MEMBERSHIP & ELEGABILITY

Section 2.1 Club Membership Qualifications

The Penn State Archery Club is open to all full time and part time Penn State students as well as members of the local community. All members must be eighteen years of age or older. The goal of the Penn State Archery club is to provide and safe, educational, and fun environment for anyone interested in the sport of archery regardless of age, race, gender, or ethnicity. All are welcome to practice and participate in club events. However it is the obligation of the Archery club to the Office of Club Sports to maintain at least a 51% majority membership of full time Penn State Students.

Section 2.2 Team Membership

Team membership is open to all full time Penn State students that attend class at University Park regardless of gender or race. Team members are expected to participate in at least one competition in either the fall or spring semester. No level of expertise is needed to become a team member, beginners are welcome to join.

Section 2.3 Special Needs Members

All persons with physical disabilities are welcome to join the Penn State Archery Club. The club will make an effort to provide reasonable accommodations to support those members with special needs. The Penn State Archery club cannot guarantee that all who wish to participate will be able to do so. The club will make reasonable accommodations to support those members with special needs.

Section 2.4 Club Dues

The Penn State Archery Club is primarily supported by the financial contributions of its members. All members will be required to make contributions in the form of dues. Dues may vary from year to year depending on the needs of the club. The club officers will have a yearly meeting to decide what amount dues will be set at for that school year. Members will be permitted to pay their dues per semester or yearly.

Section 2.5 Excluded Persons

The officers of the Penn State Archery Club reserve the right to exclude any person that they feel endangers the safety and well being of other club

members. The Penn State Archery Club also has a zero tolerance policy for racism. Racial slurs and acts of hate will not be tolerated. Offenders will not only be excluded from the Penn State Archery Club, but they will face disciplinary action by the Pennsylvania State University. The Penn State Archery team also has a zero tolerance policy for gender discrimination and sexual harassment, which includes inappropriate sexual remarks and inappropriate physical contact with another club member. Violators will be removed from the club and face disciplinary action by the University Police Department.

ARTICLE III.

OFFICERS AND RESPONSILBILITIES

Section 3.1 Officers

In order to operate and maintain organization, every year members of the Penn State Archery Club will vote in officers to oversee the operation of the organization. Officers must be full time students at the Penn State University Park campus, and must be third semester standing. No freshman will be permitted to hold office.

Section 3.2 Officer Positions & Responsibilities

Each Officer shall have special obligations outlined below that he/she must fulfill. Failure to meet these requirements can result in the removal of office.

- (a) President: The president shall serve as the liaison between the Penn State Archery Club and the office of Penn State Club Sports. The president is responsible for submitting monthly, semester, and annual reports on the club's activities to the Office of Club Sports. The president will maintain an understanding of all the services available to the Archery Club from the Club Sports Office as well as maintain knowledge of club's financial status. The president should read and be familiar with the Club Sports Manual. The president is also responsible for communicating changes in Club Sports policy with the Archery Club, as well as changes in club policy/leadership with the Office of club Sports. Finally, the president will meet periodically with the club advisor, and file travel, and facility use request with the Office of Club Sports.
- (b) Vice President: The vice president will assist the president in his or her duties. The vice president will serve in the president's place in times of absence.
- (c) Treasurer: A treasurer will be appointed to bear the sole responsibility of maintaining and managing the Clubs financial accounts. The treasurer will be required to have an understanding of the policies and procedures for processing all financial requests with the Office of Club Sports. The treasurer will submit Financial Request forms and accompanying invoices, receipts, and/or equipment purchase requests. The treasurer will be responsible for collecting all club dues in a timely manner. The treasurer will also be responsible for

depositing all funds into the club's ASA and OUD accounts, preparing and submitting an Annual Budget Request form with the Coordinator of Club Sports by the spring deadline, and a revised working budget each fall.

- (d) Secretary: A secretary will be appointed to maintain a written record of all meetings, and practices. The secretary will be responsible notifying all members of upcoming events as well as processing the paperwork for all competitive events. The secretary will keep an up to date club roster containing names, numbers, and addresses of all members, as well as manage all internal affairs and officer meetings. The secretary will also ensure that members have completed a Liability Waiver.
- (e) Equipment managers: Two equipment managers shall be appointed to service and maintain the club's equipment. Equipment includes bows, arrows, arm guards, release aids, etc. The equipment managers will be responsible for keeping a written inventory on all equipment owned by the club and see that it is returned to the storage locker and stored properly at the end of all practices. The equipment managers should be familiar with the equipment and be able to maintain service, and make adjustments to equipment.
- (f) Webmaster: A webmaster shall be appointed to maintain the club's website. The webmaster is responsible for keeping the site up and running as well as up to date with the latest information membership, dates of events, etc.
- (g) Range Master: In compliance with Risk Level Assignment II-D set by the office Penn State Club Sports, a range master will be appointed to enforce range safety during practices. The range master is required to be present at every practice.

Section 3.3 Safety Officers

A minimum of two safety officers will be appointed to provide first response medical care, in the rare event of an accident or health emergency and file Accident Reports for all accidents regardless of severity. All safety officers must possess valid AED/CPR and Standard First Aid certifications. Safety officer positions may be filled by officers holding other officer positions. At least one safety officer must be present at all archery events, including practices and tournaments.

Section 3.4 General Responsibilities

All officers must complete an Acknowledgment of Responsibility form for his/her office. It is the responsibility of each officer to uphold and enforce the sanctions put forth in the clubs bylaws. All club officers have an obligation to fulfill the duties of his or her office. Lastly, it is up to the officers to promote as well as demonstrate good sportsmanship, and ensure that every club member has a safe and equal opportunity to participate in club practices, tournaments and other club related events.

Section 3.5 Use and Abuse of Officer Power

No club member will hold supreme authority over the club and its members. All officers have equal authority in governing and decision making in club affairs. The sole purpose of officer authority is to maintain organization. Any officer using his or her authority for personal gain or for coercing other club members will not be tolerated. Any officer who chooses to abuse their authority will be removed and replaced as seen fit by the other club members.

ARTICLE IV.

PRACTICES AND RANGE SAFETY

Section 4.1 Practices

Practices are informal events setup for members to build skill, improve form, and experiment with new techniques and equipment. During practice, all members will be expected to adhere to the Range Rules & Regulations displayed in Appendix B. Practices will be held at the Penn State Archery Range in the basement of the White Building on campus. Practices will be held weekly on multiple nights. All club members and team members are encouraged to come to practice as often as they are permitted. The range master and at least one safety officer must be in attendance for practice to occur.

Section 4.2 Practice Dress Attire

Formal attire (i.e. collared shirts and kakis) is not required at practice. Long hair should be tied back to prevent injury while using equipment. Neckties, long necklaces, and other loose clothing apparel are prohibited as they may result in personal injury while firing a bow. Loose or baggy clothing is also prohibited as it may interfere with safe operating procedure for archery equipment. Closed toed shoes should also be worn in the range at all times. Typical practice attire may consist of jeans and a T-shirt. Arm guards are required at all times.

Section 4.3 Practice Scheduling

The practice schedule may vary from year to year depending on range availability and the accommodation of club members. Club officers will meet near the end of the spring semester to decide on the practice schedule for the following school year. The goal of their meeting will be to select practices nights and times so that the majority of members will be able to attend regularly.

Section 4.4 Attendance Record

An attendance book will be kept at the range at all times. All members will be required to sign in when they arrive at the range for practice and sign out when they leave. The purpose of the attendance book is to provide a written record of the clubs activities and active membership.

ARTICLE V.

THE ARCHERY TEAM & COMPETITION SHOOTING

Section 5.1 Function and Purpose

The Archery Team will operate as a division of the Penn State Archery Club. The team is for club members who wish to compete in official competitions. Team membership is available only to full time Penn State students who attend class at University Park and are eligible to compete on the collegiate level of competition. All team members must compete in at least one competition in either the fall or spring semesters. Archers of all levels of expertise are welcome to join the team, including beginners.

Section 5.2 Competitive Shooting Events

The Archery Team will take part in various shooting events throughout the fall and spring semesters including, indoor target, outdoor target and 3-D target competitions. Team members are not obligated to attend all of these events. However, all team members will be expected to attend at least one competition event during the school year. All competitions will be scored. Competitive spirit is welcome at all shooting events; however the primary focus for team members will be on discipline, skill building, and enjoyment of the sport of archery. There must be a minimum of three team members, including one safety officer present at all competitions. All team members will be responsible for their own entry fees.

Section 5.3 Competition Dress Attire

Both male and female members will be required to dress in uniform at all competitive shooting events. The Archery Team uniform consists of the official team navy blue polo bearing the club logo along with a pair of tan kaki pants. Kaki shorts as well as tan skirts for the ladies are also acceptable. Shirts must be tucked in and a belt should be worn. Long hair must be tied back. Team hats are optional. Dress shoes or boots are recommended, though sneakers are permitted as long as they are clean and presentable.

Section 5.4 Competition Scheduling

Team members will meet early in the fall semester to compile a schedule of shooting events for the fall and spring semester. A calendar will be posted at the range containing dates, locations, and times of shooting events. An up to date schedule will also be posted on the clubs website. Any team member who wishes to compete in a particular event must

notify the team secretary no later than one month prior to the event so that the proper paperwork can be filed with the University and the host of the event. Failure of a team member to notify the team secretary one month prior to an event may result in that team member losing the opportunity to compete in that particular event.

Section 5.5 Behavior & Presentation

During away competitions Penn State Archery team members will be representing on the behalf of the Pennsylvania State University. Team members will act in a professional manner and be respectful of their teammates, other contenders, equipment, and the sport of archery. Name calling and verbal harassment of any kind directed towards other contenders will not be tolerated. Team members will handle and store their equipment in a neat safe manner. Team members will also follow and obey all rules and regulations put forth by the event hosts.

Section 5.6 Travel

All competition events will require team members to travel to various destinations. Certain events may also require lodging. All travel expenses (i.e. gas, lodging, etc.) that are not paid for by the university will be split evenly between team members. Officers and members will refer to Office of Club Sports Officer Manual Travel section when making all travel arrangements.

ARTICLE VI.

CLUB EQUIPMENT

Section 6.1 Terms & Use

All Penn State Archery Club equipment is donated to the club or purchased using self generated funds, private donations, or university grants/loans. Use of club equipment is available to all club and team members. However, it is encouraged that club members provide their own equipment whenever possible. Club equipment is not permitted to leave the range at anytime unless it is approved by one of the equipment managers, in which case an equipment sign out sheet will be utilized to sign equipment in and out of the range. Only team members will be permitted to check equipment out of the range for use at competitions. While club equipment is in their possession, team members will be financially responsible for any equipment that becomes lost or damaged.

Section 6.2 Inventory

The equipment managers will keep a written record of all equipment owned by the club. An inventory sheet similar to that found in Appendix C will be utilized to log make, model, serial number, condition, and service history (where applicable) for all club equipment.

Section 6.3 Purchasing Equipment

All purchases, including bows, arrows, targets, etc., must be approved by club officers and all transactions shall be made through the office of the treasury. Club officers reserve the right to make equipment purchases at their discretion. Club members may submit a written request for equipment purchases. The club officers will review the request and approve or deny the request at their discretion.

Section 6.4 Abuse of Equipment

Club officers reserve the right to deny the use of club equipment to any member they feel is abusing or misusing the equipment. In the rare case of wide spread abuse, access to club equipment will be denied to all and equipment will be kept locked away. All club members should care for club equipment as if it were their own.

ARTICLE VII

OFFICER ELECTIONS

Section 7.1 Election Process

Officer elections will be held near the end of the spring semester to fill the offices for the following school year. Office positions are only available to full time Penn State students, who attend University Park, and are at least third semester standing. The election process will consist of two rounds. During the first round nominations will be made, in which club and team members will nominate candidates they feel will best serve the office requirements. Members may not nominate themselves. Member may choose to keep the same person in office for multiple terms. A nominated person must accept the nomination to be put on the ballot. Following nominations, the second round will commence. Members will fill out written ballots using the names of the nominees. Once all ballots are turned in, the secretary will tally the vote and announce the results.

Section 7.2 Tie Breaking

In the result of a tie, the ballot will be recast. If the tie is continued, the club officers will vote amongst themselves to determine the outcome of the election.

Section 7.3 Intermediate Elections

If for some reason an officer is removed or chooses to leave office, an election will be held immediately to fill the position using the election process described in section 7.1 of the club's Bylaws.

ARTICLE VIII

OFFICER MEETINGS

Section 8.1 Regularly Scheduled Meetings

Officers will meet monthly during practice to discuss club activities, upcoming team competitions, finances, and other relevant issues. The goal of these meetings will be to keep officers informed and up to date. During the meeting the club treasurer will be expected to give an account of the clubs financial status. The club secretary will take notes and provide a written account of the meeting. These meetings are generally brief and semi structured.

Section 8.2 Annual Meetings

Officers will meet annually on several occasions. The first occasion will occur when the Team members are establishing their schedule of events. The second occasion will be to kick off the yearly fundraiser. The third occasion will be club elections held in the spring.

Section 8.3 Unscheduled Meetings

Officer meetings may occur at any time to deal with pressing matters. Each officer reserves the authority to call on other officers to attend an unscheduled meeting.

ARTIVLE IX

FUNDRAISING & SPONSORSHIPS

Section 9.1 Fundraisers

All fundraising projects must first be approved by the Club Sports Coordinator. All club merchandise must bear the Penn State Archery club logo depicted in Appendix A and also must contain the Club Sports Logo in some unspecified location. All donations and proceeds from merchandise sales will be deposited directly by the Treasurer into the club's OUD account. The Archery Club does not have the authority to actively solicit monetary donations; prior permission from the Office of Club sports is required.

Section 9.2 Fundraiser Supervisor

A supervisor will be appointed to organize and run fundraising projects. The supervisor will distribute and collect all order forms, as well coordinate between the club's officers and the manufacturer of the merchandise. The fundraiser supervisor will meet collectively with the officers to decide on the design of all merchandise. The supervisor will then be responsible for ordering, receiving, and distributing the merchandise.

Section 9.3 Sponsorship

The Penn State Archery club has the authority to seek outside sponsorship. However all sponsorships must be approved by the Club Sports Coordinator and a majority vote of the officers before finalization. Club merchandise and other promotional materials may reflect sponsorships, including names, logos, and graphics.

ARTICLE X

AMMENDMENTS TO THE BYLAWS

Section 10.1 General Assembly Meeting

A General Assembly Meeting will be held annually in December to discuss changes to the clubs Bylaws, at which time any club member who is a Penn State student may petition a change to the Bylaws. After all petitions have been heard, the officers will meet, discuss, and vote on changes. Changes to the bylaws require a majority vote from the officers to be put into effect. When and if changes are made, the secretary will update the Bylaws accordingly.

APPENDIX A: LOGOS



Official Logo of the Penn State Archery Club
(note: Lion Head Emblem is a Registered Trademark of the Pennsylvania State University)



Alternate Version of Penn State Archery Club Logo



Official Logo of Penn State Club Sports
(note: The logo depicted above is a Registered Trademark of Penn State Club Sports)

APPENDIX B: Range Rules & Regulations

Range Rules & Regulations

1. ALL ARCHERS MUST BE AT LEAST 18 YEARS OF AGE AND HAVE SIGNED A LIABILITY WAIVER.
2. THE RANGEMASTER AND AT LEAST ONE SAFETY OFFICER MUST BE PRESENT AT ALL TIMES.
3. ARM GUARDS MUST BE WORN AT ALL TIMES.
4. SECURE ALL LOOSE CLOTHING ARTICLES, INCLUDING LONG HAIR.
5. DO NOT PROCEED DOWN RANGE UNTIL IT HAS BEEN DESIGNATED CLEAR. THE RANGEMASTER WILL ASK IF THE RANGE IS CLEAR, ARCHERS WILL REPLY BY SAYING "CLEAR." AT THAT TIME ALL MAY PROCEED DOWN RANGE.
6. CROSS RANGE FIRING IS PROHIBITED UNLESS OTHERWISE APPROVED BY THE RANGEMASTER.
7. USE OF BROAD HEADS IS STRICTLY PROHIBITED. ONLY PRACTICE TIPS ARE PERMITTED AT THE RANGE.
8. LEAVE THE RANGE AS YOU FOUND IT. DISPOSE OF SPENT TARGETS, SWEEP THE FLOOR, AND RETURN ALL EQUIPMENT TO ITS PROPER STORAGE AREA.
9. WHEN LEAVING THE RANGE LOCK ALL DOORS AND TURN OFF ALL LIGHTS. RETURN KEY TO THE FRONT DESK.
10. HORSE PLAY WILL NOT BE TOLERATED.



