

Sun God Archery at UC San Diego

Sun God Archery Policies and Procedures | SG004

Title: The Constitution of Sun God Archery at UC San Diego



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Constitution of Sun God Archery at UC San Diego

Registered Student Organization of the University of California, San Diego

We, the members of Sun God Archery at UC San Diego, subscribing to the regulations and policies of the University of California, San Diego, establish this Constitution to govern matters within our organization.

Article I Name

This organization shall be registered as Sun God Archery at UC San Diego (hereinafter “SGA”).

Article II Purpose

SGA is organized exclusively for charitable, educational, and to foster the growth of amateur sports in the form of archery, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under 501(c)3 of the Internal Revenue Code, or the corresponding section of any future federal tax code.

SGA aims to develop a community of athletes who learn and practice life and leadership skills through the sport of archery.

Sun God Archery at UC San Diego is affiliated with a recognized governing body within the United States, with which Sun God Archery at UC San Diego will renew membership annually.

Article III Nonprofit Statement

Sun God Archery at UC San Diego is a non-profit student organization

Article IV Membership

The group will not have according to California State Law; membership will not be restricted on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran.

Section 1. Membership Classes

The following classes of membership are permitted:

- I. **Club Members** – Any UC San Diego student may be an active member in good standing provided that they satisfy the following requirements:
 - A. has agreed to abide by Sun God Archery at UC San Diego’s Constitution, Membership Contract, Member Code of Conduct, and Range Safety Rules by completion of a membership application
 - B. has registered for the quarter under an archery course provided by the UC San Diego Recreation Department
 - C. has paid membership dues for the current quarter.
- II. **Affiliate Members** – Any alumni, faculty, staff member at the main campus, or community member may be an Affiliate Member in good standing provided that they satisfy the above requirements.
 - A. Affiliate Members may participate in Club activities, but do not have any voting privileges.

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- B. JOAD Members may participate in Club activities, but are affiliate members and do not have any voting privileges.

Section 2. Member Requirements

No Club or Affiliate Member shall be required to compete; neither shall there be any limitation on Club or Affiliate Members who wish to compete, with the following exceptions:

- I. For collegiate competitions or competitions with a collegiate division, only UC San Diego students in good standing with a cumulative GPA of 2.0 or greater (3.0 for graduate students), and actively pursuing a degree, enrolled full time as defined by UC San Diego (a minimum of 12 units per quarter), shall be allowed to participate in the collegiate division.
- II. Those with Full-Time Reduced Course Load are eligible to compete with less than 12 units per quarter, but they must submit all of their documentation with the UC San Diego Registrar before the deadline to submit the eligibility paperwork for the competitive team to the registrar.
- III. In the event of limitations of any kind on the number of club representatives who may attend a competition, qualifiers will be held at least one month in advance.

Section 3. Membership Suspensions and Removal

- I. For conduct tending to bring the group into disrepute or which obstructs the carrying out of the activities of the group, the Board of Officers may terminate the membership of any member, or suspend the membership for a specified time, and may impose conditions precedent to the lifting of the suspension.
 - A. With approval by seven-ninths (7/9) of the Board of Officers, temporary membership suspension is effective immediately until the next Board of Officers meeting, at which the motion shall be officially reviewed.
 - B. A SGA Coach or any SGA Officer may terminate the membership of any member, active immediately, for violation of archery safety protocol that places members, coaches, spectators or other archers at risk for injury.
- II. Prior to bringing a motion to terminate or suspend a membership before the Board of Officers, the President or Vice President is responsible for immediately notifying the individual(s) involved with at least three (3) days' notice that such action will be considered at the next meeting of the Board of Officers. The individual will be advised that they have the right to attend the meeting and present their version of the facts.
 - A. The Board of Officers meeting shall take place at a time and location with reasonable accommodation that the individual(s) involved may attend.
 - B. A membership terminated for safety protocol violation can only be appealed if two (2) other members as witnesses cannot be produced to support the motion.
- III. Any decision by the Board of Officers to terminate or suspend membership for a set period of time requires a three-quarters (3/4) majority vote of the Club Membership in good standing. Two-thirds (6/9) of the Board of Officers must be present at the meeting. Such a vote shall be taken by secret ballot with the Social Chair acting as scrutineer. Any such termination or suspension is subject to appeal by the member at the next General Body Meeting.
 - A. Club membership votes to terminate or suspend membership shall follow the same guidelines and requirements as those outlined in IV.5.II, IV.5.III.A, IV.5.IV, and IV.5.V.
- IV. Club and Affiliate members who have their membership suspended or terminated shall not attend practice, utilize membership benefits, or participate in UC San Diego Archery Team and SGA programs, including the interim period before the club membership votes.
 - A. A member of the Board of Officers who has their SGA membership suspended or terminated in addition to losing member privileges, shall not hold their position, or vote on the Board of Officers.

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- B. A member of a Committee who has their SGA membership suspended or terminated shall be removed from the committee immediately.
 - C. Club members who have their membership suspended or terminated may still vote in the club membership vote to determine whether their membership shall be suspended or terminated.
 - 1. Until their membership is reinstated, they are ineligible to vote in any other club membership vote or election.
- V. Once the votes have been counted following Article IV.6.VII, the suspended individual(s) must be notified immediately of the outcome of the Club Member vote.
 - A. In the event that less than three-quarters (3/4) of the Club Membership in good standing voted to not suspend or terminate the individual(s), the individual shall be notified and have their membership reinstated immediately with all of the SGA membership rights and privileges.
 - B. In the event that three-quarters (3/4) or more of the Club Membership voted to suspend or terminate the individual(s), the individual(s) shall be notified immediately of the result.
- VI. Suspension and Termination timeframes
 - A. In the event membership is suspended, the individual(s) shall be told the duration of the suspension including the date at which they are eligible to become a SGA member.
 - B. The Board of Officers shall establish the suspension period through a five-ninths (5/9) simple majority vote of the Board.
 - 1. The maximum period for SGA Member Suspension is one (1) calendar year.
 - C. The suspension period shall be provided as part of the club member vote.
 - 1. In the event the Club Member Vote approves the suspension, the suspension period may not be changed afterwards without another Club Member Vote with three-quarter (3/4) majority approval of the change.
 - D. At the end of the suspension, the individual may rejoin the club and shall have full membership privileges.
 - E. SGA Membership termination is permanent and may only be reversed by filing an appeal and approval of the appeal by a three-quarter (3/4) club membership vote.

Section 4. Membership Suspension or Termination Appeals

- I. SGA Member(s) who have their membership suspended or terminated may submit an appeal in writing to reverse the suspension early or reverse their membership termination to the Board of Officers.
- II. The appeal shall include, but is not limited to, outlining the event that led to their suspension or termination, what they have learned from it, and how they are taking ownership through corrective actions.
- III. Once an appeal has been filed, the SGA Board of Officers shall review the appeal during the next Board of Officers meeting and vote to accept the appeal or reject the appeal by a (5/9) simple majority.
 - A. In the event the Board of Officers accepts the appeal, the Board of Officers shall hold a Club Membership Vote of all active eligible Club Members in a timely manner to approve the appeal.
 - B. The appeal shall pass by a three-quarter (3/4) Club Member vote of approval.
- IV. In the event an appeal is accepted and approved by the Club Membership vote, the individual shall be informed immediately and may rejoin the club with full membership privileges.
- V. Individuals may only appeal their own suspension or ban and may only do so at most once per month.

Article V Meetings

Section 1. Field Supervision and Practice

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- I. In addition to the normal UC San Diego Recreation archery classes, regular practices will be held weekly throughout the academic year. A minimum of one (1) certified coach or instructor, employed by the UC San Diego Recreation Department, will supervise each practice.
- II. **Field Supervisor Requirements** – Anytime the club is holding official practice, the following requirements must be met:
 - A. Holds a current, active USA Archery Level-2 Instructor Certification or higher.
 - B. Holds a current, active SGA Tier 1-Instructor Certification or higher.
 - C. Currently employed by UC San Diego Recreation and has completed First Aid Training.
 - D. A current officer or future SGA Officer.
- III. **Field Supervision** – The archery range must be supervised at all times there is archery occurring on the field.
 - A. In the event that an officer cannot supervise practice, the Head Coach, as well as the official assistant coaches who were previously officers, are allowed to supervise, as long as they are all still employed by UC San Diego Recreation.
 - B. The person supervising cannot be the same person who is teaching the UC San Diego Archery Recreation classes on the field.
 - C. If there is no supervisor available to supervise the field, practice must be cancelled.
- IV. **Field Times** – UC San Diego Recreation allows SGA to practice anytime there is a UC San Diego Archery Recreation Class being taught at the designated UC San Diego Sports Facility for archery. Additional practice times may be added even if there are no UC San Diego Archery Recreation classes happening if UC San Diego Recreation authorizes the practice and reserves the field with UC San Diego Sports Facilities.
- V. **Club Members** – Any club member with active membership is allowed to attend any club hours that are supervised throughout the year. At the beginning of each quarter, there shall be a grace period to give members time to meet the requirements of active membership. That period shall be established by the Board of Officers prior to the start of each quarter.
- VI. **Practice Cancellation** – In the event that practice must be cancelled due to weather or availability of supervisors, all club members should be notified by any appropriate means of communication including but not limited to email, social media, or phone.
- VII. The President shall be responsible for collaborating with UC San Diego Recreation Department quarterly to schedule practice times and shall announce each quarter's schedule to the Club Members.

Section 2. General Body Meetings

- I. Aside from regular practices, at least one (1) General Body Meeting shall be held per quarter during the academic year.
- II. The Social Chair shall be responsible for notifying and reminding members of upcoming meetings by any appropriate and reasonable means of communication including but not limited to email, social media, or phone.

Section 3. Officer Meetings

- I. Aside from practices and the General Body meetings, Officers shall have a Board of Officers meeting at least once (1) per month throughout the calendar year.
- II. Meeting minutes shall be taken by the President or Vice-President presiding over the meeting. The minutes shall be maintained in club records and available to club members who wish to review them.
- III. During Board of Officer meetings, each Officer has one (1) vote when voting to make decisions.
- IV. All decisions made by the Board of Officers must be agreed upon by at least a simple (5/9) majority vote.
- V. Officers are allowed to abstain from voting.
- VI. In the event that an Officer or Officers cannot attend the Board of Officers meeting, the Officer shall be informed of the vote, and given 24 hours to submit their vote. If the Officer(s) do not submit their vote, their vote shall be marked as abstain.

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Article VI Officers

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

Section 1. Officer Positions and Responsibilities

- I. There shall be a Board of Officers, composed of nine (9) Officers and the Faculty Advisor, which shall be charged with the daily management of the organization and shall consist of the following elected positions and their respective responsibilities:
- II. President
 - A. The President is charged with the general management and supervision of all Sun God Archery at UC San Diego affairs, operations, and activities, and is responsible for overseeing Officers' duties, communicating with the Advisor and Coach(es) on a regular basis, recruitment of new members, and presiding over General Body Meetings.
 - B. The President serves as the primary representative and signatory, and shall maintain all the records of eligibility, club membership, and appropriate paperwork in relation to USA Archery, UC San Diego Recreation Department, and other Collegiate Archery Programs.
 - C. Due to the relationship between the President and their role as director of the Club under USA Archery, the President is responsible for submitting GPA verification to UC San Diego Recreation for the registrar and then submitting the signed document to USA Archery.
 - D. The President is responsible for keeping appropriate records and updated minutes of all General Body Meetings and Board of Officers meetings.
 - E. The President shall coordinate with UC San Diego Recreation and provide a list of instructors teaching each recreation class every quarter.
 - F. The President shall support the activities of the Board of Officers by sharing information regarding SGA's standards, norms, and procedures, mentoring Officers to develop critical leadership skills, and providing strategic direction and ensuring that all activities are aligned with SGA's mission, vision, and values.
- III. Vice-President
 - A. The Vice-President shall take the place of the President upon their absence, inability, resignation, or removal.
 - B. The Vice-President shall share the President's responsibilities in the management of all Sun God Archery at UC San Diego affairs, operations, and activities.
 - C. The Vice-President is responsible for maintaining the records of active membership every quarter, ensuring that the members participating in activities on the field during practice or during SGA events have full, active membership. This includes, but is not limited to sending reminders to maintain full membership, and removing those from the field who do not have full, active membership.
 - D. They are responsible for searching for new avenues of funding that SGA can explore.
 - E. The Vice-President is charged with cultivating and sustaining the SGA Family Program with the Social Chair to ensure the Family Program maintains a healthy culture, sorting Club Members into families, and hosting family events.
- IV. Social Chair
 - A. The Social Chair is responsible for the organization of social events to support the development of the SGA Community and bring together the SGA members. This shall include, but is not limited to, designing new events or activities, creating event budgets, purchasing necessary materials, managing the distribution of advertisements and announcements regarding these events,

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running the event the day of, gathering feedback regarding the event, and reviewing ways to improve events with the Board of Officers.

- B. The Social Chair shall work with the Vice-President to manage the SGA Family Program and provide support in helping families develop.
- C. The Social Chair is responsible for organizing the annual End of the Year Banquet at the end of Spring Quarter.

V. Treasurer

- A. The Treasurer shall maintain full and accurate accounts of all receipts and disbursements and shall receive and deposit all monies in the name and to the credit of the group in a bank or banks as may be designated by the Board of Officers.
- B. The Treasurer shall disburse the funds of the organization under the direction of the Board of Officers and shall ensure that all disbursements to be made by the group are signed by two (2) members of the Board of Officers.
- C. They shall present an account of the transactions and financial position of the group at the regular meetings, and in addition provide monthly budgeting reports.
- D. In the event of large club events and competitions, the Treasurer is responsible for applying for and distributing appropriate funding under the direction of the Board of Officers.
- E. The Treasurer shall uphold good and ethical financial practices, and maintain standardized processes for managing all aspects of SGA's finances.
- F. The Treasurer shall file the appropriate necessary financial documents with government agencies.

VI. Facilities Manager

- A. The Facilities Manager shall maintain the organization, status, and inventory of all club facilities and equipment.
- B. They are responsible for educating SGA Members on different aspects of equipment, updating equipment recommendation guides, and with the SGA Coaches, advising SGA Members on the appropriate equipment to purchase to fit their needs.
- C. The Facilities Manager shall oversee the purchase of equipment and the usage of vendor discounts by the SGA Members.
- D. The Facilities Manager shall maintain vendor discounts by communicating with vendors to receive updated catalogs and pricing, and work to obtain improved discounts and/or new discounts.
- E. The Facilities Manager is responsible for applying for any necessary equipment grants and updating the Board of Officers of any necessary maintenance and disbursements, shall oversee the proper donation of unnecessary equipment to a charitable organization that supports archery, and the safe and appropriate disposal of any equipment deemed unsafe for use.
- F. The Facilities Manager shall maintain all club equipment including, but not limited to fletching and pointing arrows, fixing nock points, replacing arrow rests, ordering replacement armguards, finger tabs, and bow stringers, removing damaged equipment, replacing pop-up tents when necessary, and replacing bale cores.
- G. The Facilities Manager shall maintain club storage facilities by improving organization, searching for better storage options, and under the direction of the Board of Officers, purchasing the necessary materials to improve storage.
- H. The Facilities Manager is responsible for assisting in the organization and overseeing of club practices and workouts.

VII. Team Captains (2)

- A. Requirements
 - 1. In addition to the requirements for a Club Member to be elected as a SGA Officer, Team Captains must meet the following requirements
 - a) Must have competed in one indoor and one outdoor competitive event with one of those being a national event.

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- b) Hold a current USA Archery Level 2 Instructor Certification (or higher) during the period they are in office
 - c) Must plan to compete during the competitive year they are in office.
 - B. The Team Captains shall manage all aspects of the competitive team within the club.
 - C. The Team Captains shall maintain records of eligibility, determine the minimum qualifying score for Club Members to join the team and compete representing the club, prepare team members for competitions in training and procedural education, and lead the team through competitions including competition preparations and announcing an itinerary.
 - D. The Team Captains shall arrange travel and lodging, including vehicle and lodging assignments.
 - E. The team captains shall communicate with the competing team members to best meet travel needs and requests, and communicate with the President and Treasurer to track the status of funding and reimbursement.
 - F. The Team Captains shall ensure that all competitors represent Sun God Archery at UC San Diego and the UC San Diego Competitive Archery team in a professional manner and uphold the values and principles of the club, team, and the university.
 - G. Team Captains shall work with the Head Coach to establish a strategic plan for the team's success as well as Key Performance Indicators (KPIs) to measure success, and annual performance goals.
- VIII. Director of External Affairs
 - A. The Director of External Affairs is responsible for coordinating community outreach activities, building and maintaining relationships with outside organizations or corporations to create sponsorship opportunities for SGA, and organizing a minimum of one (1) fundraiser per quarter.
 - B. The Director of External Affairs shall manage club advertisements to build publicity.
 - C. They shall develop more efficient and effective ways for marketing and publicizing the club to other organizations and groups within the university and in the surrounding San Diego community.
- IX. Director of Information Technologies
 - A. The Director of IT shall maintain and update SGA information systems including, but not limited to the Website, Gmail and Google Drive, Discord, and MailChimp.
 - B. The Director of IT is responsible for sending out club announcements from MailChimp to club members or potential club members, and organizing the registration of club hosted tournaments.
 - C. The Director of IT shall help the club create content for use in advertising and apparel (i.e. using Adobe illustrator to create flyers for welcome week or create the design for the Team Jersey).
 - D. The Director of IT is responsible for maintaining and updating the club's social media by regularly posting updates and adding content.
 - E. The Director of IT is charged with the duty of the club's historian, maintaining and updating the record of the Competitive Team's awards and score records, a record of each person on the Board of Officers and their positions, and the goals that the Board of Officers sets forth to achieve each year with details about how those goals are worked towards or achieved.

Section 2. Mandatory Appointments

The Board of Officers shall appoint by simple (5/9) majority vote:

- I. One (1) Faculty/Staff Advisor who shall be a member ex-officio with no voting privileges per University requirements.
- II. One (1) Head Coach, approved by the UC San Diego Recreation Department, who shall be a member ex-officio with no voting privileges.

Section 3. Officer Requirements

The requirements of all Officers are as follows:

- I. All Officers must be Club Members in good standing for the duration of their term.

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- A. In the event that an Officer does not have all Club Membership requirements met for the current quarter, they are unable to participate in any Board of Officer vote and their vote will be counted as “abstain.”
- II. Officers shall be UC San Diego students in good standing for the duration of their term.
 - A. If an Officer is no longer in good standing as a student (e.g. Academic Probation, Minimum Progress, Academic Disqualification, etc.) they no longer meet the eligibility requirements to be an Officer, are thus Disqualified and shall be removed from their position for the remainder of their term.
- III. Officers shall have a current Safesport Certification through USA Archery for the duration of their term.
 - A. Officers who do not have a current Safesport Certification shall be notified and have a grace period of at minimum two (2) weeks to complete their Safesport training, but no more than one (1) month.
 - B. In the event that after the grace period has passed and the Officer still does not have a current Safesport Certification, the Officer is subject to Officer Disqualification.
- IV. Officers are not required to compete.
- V. An individual must be an active Club Member for a minimum of one (1) full quarter before being eligible for election or appointment to an Officer position.

Section 4. Officer Terms

- I. The term of Office for each elected Board of Officers begins the Summer Session immediately following the Spring Quarter they were elected, and ends after Spring Quarter of the following academic year.
- II. If an Officer is impeached from their position, they are ineligible to run for an elected position and cannot be appointed to the Board of Officers.

Section 5. Officer Elections

- I. Fair and open Officer elections are critical to the stability, continuity, growth, and success of SGA. As such, every possible effort shall be made to hold a fair and unbiased election for the Board of Officers.
- II. All Club members in good standing are eligible to vote.
- III. Board of Officers elections shall occur annually during Spring Quarter.
- IV. In the event there are vacant Officer positions or Interim Officers on the Board of Officers, an Interim Board of Officers Election shall occur during Fall Quarter and follow the same format and requirements as an Officer Election.
- V. The Board of Officers shall open applications to Officer positions at minimum three (3) weeks prior to the Election GBM.
 - A. All active members who meet the eligibility requirements to be elected to the Board of Officers shall be notified at minimum upon the open of the Officer applications.
 - B. Officer applications shall be open and available for a minimum of two (2) weeks.
 - C. The Board of Officers shall provide any information relevant to the tasks and responsibilities for each Officer position and answer relevant questions from eligible members.
- VI. Elections shall be held with at least one (1) week notice to all active club members.
 - A. The notice shall include the date and time of the elections and shall be sent via electronic mail and official SGA social media to all active Club Members. When sent by electronic mail, the notice shall be deemed to be delivered upon its deposit in the transmission system.
 - B. The location of the Election Meeting shall be announced via electronic mail and official SGA social media to all active club members at least three (3) days before the Elections.
- VII. Officers shall be elected by a majority vote of the quorum. A quorum shall consist of a majority of the current Board of Officers and the Club Membership who have expressed a voting interest in the election, whether in person or online.

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- A. The current President will declare whether or not a quorum has been achieved at the election meeting.
 - 1. If a quorum is not achieved, the election meeting shall be postponed for another date in Spring Quarter.
 - 2. If a quorum at an election meeting is not achieved by the end of Week 9 of Spring Quarter, the current Board of Officers will appoint a Board of Officers for the following academic year, taking into consideration the Club Members who have already been nominated for elected office.
- VIII. Members who had full, active Club Membership during Winter Quarter of the current Academic Year, but are Affiliate Members for Spring Quarter (i.e. early graduation) are eligible to vote for Club Members nominated to be on the Board of Officers, however they must maintain full, active Affiliate Membership.
- IX. Voting shall be available online for those who cannot make the meeting and shall be given a period of at least 48 hours after the election meeting. The electronic vote must be through the scrutineer's private account so active club membership can be verified, and anonymity maintained for the voter. The electronic vote shall require the Club Member's name in order to verify full active membership during the voting Academic Quarter.
- X. Only Club Members who held a position on the Competitive Team any time during the current academic year are eligible to vote for the Team Captains.
 - A. Team Members who were removed or are currently suspended from the Team are not eligible to vote.

Section 6. Procedures for Voting and Elections:

- I. Voting shall take place by secret ballot at the end of the election meeting. Club Members will be able to view their own votes after the conclusion of the election meeting. Any changes a Club Member wishes to make to their ballot must be made by signed request within 48 hours.
- II. A quorum of the current Board of Officers and the Club Membership who have expressed a voting interest shall be required for an election to be valid.
- III. Each voting member is allowed one (1) vote per position, per person (i.e. they cannot vote for the same person for multiple positions, nor can they vote for multiple individuals for the same position unless there are multiple positions for the same title).
- IV. Each Club Member who submits an Officer Application is allowed to mark three (3) positions they are interested in and rank those positions.
- V. If the Club Member does not receive their first-choice position, they are eligible for their second-choice position after a 25% deduction in the number of votes they received in total, and for the third choice position, a 33% reduction in the number of votes they received in total.
- VI. The Coach or Advisor does not have any authority in regards to the election, nor a vote, as per UC San Diego Recreation Department policies.
- VII. Once voting is closed, the scrutineer shall verify within 48 hours that all ballots are from Club Members in good standing and all ballots have been counted.

Section 7. Impeachment

- I. Any SGA Member or SGA Officer may make a motion to impeach a SGA Officer.
- II. SGA Officers may be removed from the Board of Officers by a two-thirds (2/3) majority vote of the active club membership in good standing.
 - A. Such a vote shall be taken by secret ballot with the Social Chair acting as scrutineer. In the case of voting upon the Social Chair's removal, the President will act as scrutineer.
 - B. If less than two-thirds (2/3) but more than one-half (1/2) of the Club Membership votes in favor of the termination, the UC San Diego Recreation Department shall act as tiebreaker.

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- C. In the event a motion is made to impeach a Team Captain, they may be removed from the Board of Officers by a two-thirds (2/3) majority vote of active team members in good standing.
- III. In the event that an officer is impeached from their position on the Board of Officers, they are no longer eligible to run for an elected position in the future.
- IV. In the event of an Officer's impeachment, the Board of Officers shall appoint an Interim Officer following Article IV.12. Interim Officers.
 - A. If an impeachment occurs within one (1) month prior to an Election GBM, that position shall be filled through the Election process rather than by appointment.

Section 8. Grounds for Impeachment

- I. The following are grounds for removal from the SGA Board of Officers:
 - A. Clear intent to violate and/or violation of the SGA Constitution
 - B. Clear intent to violate and/or violation of the SGA Code of Ethics
 - C. Clear intent to violate and/or violation of the Board of Officers Code of Conduct
 - D. Clear intent to violate and/or violation of Safesport
 - E. Repeatedly failing to disclose conflicts of interest or loyalties and/or using the position for personal gain, or for the gain of another person or organization
 - F. Failing to fulfill the duties of the position

Section 9. Officer Disqualification

- I. When an Officer is Disqualified, they shall be notified immediately in writing and shall be given no more than two (2) weeks before they are officially released from the Board of Officers.
- II. Officer Disqualification results in the position's vacancy and shall be filled by appointment of an Interim Officer following Article IV.12, or if it is within one (1) month of an Election, it shall be filled by Election.
- III. Disqualification only removes an Officer from their position for that term.
 - A. For Disqualification due to Academic Standing, If they restore their standing with the university and meet all of the other Officer Requirements, they are eligible to participate in the next election.
 - B. For Disqualification due to Safesport, if they complete and have an active Safeport Certification, and meet all of the other Officer Requirements, they are eligible to participate in the next election.

Section 10. Officer Resignation

- I. In the event that an officer wishes to resign from their position on the board, they shall submit a notice of at least two (2) weeks to the Board of Officers.
- II. Once the resignation has been submitted, the resigning officer is to continue performing their duties, they are to update relevant documentation, and train the officer who will replace them, if one has been appointed.
- III. After that two-week period is over, or on the resignation date given by the officer, the officer will be released from the Board of Officers.
- IV. Exceptions can be made in the case of personal emergencies or if the resigning officer is physically unable to fulfill their responsibilities. It is up to the discretion of the president and/or vice president to determine if the resignation should take place immediately.
- V. In the event of an Officer's resignation, the Board Of Officers shall appoint an Interim Officer following Article IV.12. Interim Officers.
 - A. If a resignation occurs within one (1) month prior to an Election GBM, that position shall be filled through the Election process rather than by appointment.

Section 11. Officer Vacancies

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In the event that a board position is not filled during the Spring Quarter Elections:

- I. The current and newly elected Board Of Officers shall appoint interim Officers from eligible active members to the vacant position(s).
- II. SGA will hold an election during the following academic year Fall Quarter to fill the position.
- III. The election shall follow the same procedures as a Board of Officers Election during Spring Quarter.
- IV. In the event that there are no suitable applicants, the President shall fill the Officer vacancy by appointment of a qualified active member following after a majority vote by the Board of Officers.

Section 12. Interim Officers

- I. The Board of Officers shall approve appointments of Interim Officers by simple majority vote.
- II. In the event both Team Captain positions are vacant, the Board of Officers shall appoint one Interim Team Captain position from eligible active membership by simple majority vote.
- III. In the event the second Team Captain position is vacant, the Board of Officers shall create a task force to nominate and appoint an Interim Team Captain.
 - A. The Board of Officers shall vet and nominate the members of the task force and approve each task force member (excluding the Team Captain) by simple majority vote.
 - B. The task force shall be made up of five (5) team members from the most recent competitive team, including the Team Captain, and no more than two (2) of the members of the task force shall be from the Board of Officers.
 - C. The task force shall include at minimum at least two (2) of the four (4) divisions, but if possible shall have representatives from each shooting division.
 - D. The other Team Captain shall lead the task force to identify and vet eligible and qualified active Team members and shall appoint an Interim Team Captain by four-fifths (4/5) majority vote of the task force.
 - E. In the event a member of the task force is nominated for the role of Interim Team Captain, they shall no longer be a member of the task force and another team member shall take their role.
- IV. Interim Officer(s) shall retain the same tasks, responsibilities, and powers of their appointed position.
- V. The Interim Officer(s) who are appointed to fill vacancies from the Spring Election shall begin their term with the newly elected Board of Officers at the start of Summer Quarter and continue through the end of Fall Quarter.
 - A. In the event an Interim Officer is not elected to their position during the Fall Election, they shall train the elected Officer through the remainder of their term until the end of Fall Quarter.
- VI. Interim Officer(s) shall meet the same Officer requirements as Elected Officers outlined in Article IV Section 3. Officer Requirements of the SGA Constitution.
- VII. Interim Officers appointed to fill vacancies as the result of resignations or impeachment shall begin their term immediately following the Officer Meeting during which the Board Of Officers voted and approved the Interim Officer's appointment.
 - A. In the event of a resignation or impeachment prior to Fall quarter, the Board of Officers shall hold a Fall Election to fill the appointed position and the Interim Officer's term shall end at the end of Fall Quarter.
 - B. In the event of a resignation or impeachment during or after the Fall Quarter Elections, the Interim Officer shall fill the appointed position through the remainder of the Board of Officer's term at the end of Spring Quarter.

Article VII Risk Management

Sun God Archery at UC San Diego is a registered student organization at the University of

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California, San Diego, but not part of the University itself. Sun God Archery at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

Section 1. Interactions with Minors or the Elderly

Sun God Archery at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via UC Learning <https://uclearning.ucsd.edu>. Sun God Archery at UC San Diego will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

Article VIII Committees

Section 1. Establishment of Committees

- I. The Board of Officers may establish committees and task forces, including subcommittees ("Committees") with the approval of the Committee's Charter by simple (5/9) Officer majority vote.
- II. The responsibilities and duties of the committee(s), task force(s), and/or subcommittee(s) shall be set forth when they are formed.
- III. Each committee, task force, and subcommittee may establish procedures as deemed reasonable and appropriate for conducting its business and affairs.

Section 2. Committee Authority

- I. There shall be no committee with the authority to govern Sun God Archery at UCSD.
- II. Committee management and oversight shall be assigned to a specific member of the Board of Officers who is then responsible for the actions and outcomes of the assigned committee and committee members.
- III. Committee assignments, including the approval of the Officer who shall be Committee Chair shall be established annually by the Board of Officers.

Section 3. Committee Member Selection

- I. Committee members shall be selected through public and open application to all active Club Members by the Officer who manages and oversees the committee.
- II. The Board of Officers have the right, but not an obligation, to approve the selected committee members by simple (5/9) majority vote.
 - A. If the Board of Officers does not decide to select committee members, the Officer assigned to oversee the committee shall select the committee members based upon a fair and equal application process.
- III. There shall be no more than five (5) individuals per committee, and shall only exceed five (5) individuals if necessary and appropriate and if approved by a simple (5/9) majority of the Board of Officers.

Section 4. Committee Member Terms

- I. Committee members' term will be from the date the Board of Officers approved their appointment to the committee until the end of the following Fall Quarter.
- II. Committee members shall not serve more than two consecutive terms.

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- A. If the committee member's initial term is less than two quarters of the academic year, the term shall not be a full term and the committee member shall be able to serve their full two consecutive terms.

Section 5. Committee Chair

- I. The Committee Chair is responsible for overseeing and coordinating the work of the committee members to ensure that the committee assignments are completed by the expected deadlines.
- II. The Chair, in addition to taking on assignment responsibilities, is responsible for educating committee members on SGA processes, standards, and procedures so all of the work of the committee is completed in compliance.
- III. The Chair shall establish a working culture which falls in line with SGA's mission and values, and act as a mentor to committee members to develop relevant leadership skills and support the growth of leaders within SGA.

Section 6. Committee Member Removal and Vacancies

- I. A committee position may be declared vacant upon a committee members' resignation, removal, incapacity, disability, or death.
- II. Committee members may resign by giving written notice to the Officer overseeing the committee.
 - A. Removal by resignation shall take effect at the time specified therein.
- III. A committee member may be removed by a two-thirds (6/9) majority vote of the Board of Officers on the recommendation of the Committee Chair or by a motion made by an Officer.
- IV. Resignation or removal from a committee shall not affect the rights or privileges of a SGA member.
- V. Any vacancy occurring in a committee shall be filled as set forth for the appointment of that committee.
 - A. A committee member appointed to fill a vacancy shall be appointed for the remainder of the committee's term.

Section 7. Committee Reports

- I. Each Committee Chair shall submit a full report of its activities upon request of the Board of Officers, but at minimum at least annually to the Board of Officers at least three (3) weeks before the end of the committee's term.

Section 8. Committee Compensation

- I. Committee members shall not receive compensation for their services as committee members, although the reasonable expenses incurred may be paid or reimbursed in accordance with SGA policies.

Section 9. Committee Dissolution

- I. The Committee Chair of the Committee or any SGA Officer may bring forth a resolution to dissolve a Committee.
- II. Committees may be dissolved with a two-thirds (6/9) majority vote of the Board of Officers

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Article IX Annual Audit

Section 1. Audit Purpose and Scope

At the end of each academic year by the end of Week 9 of Spring Quarter, the following items must be audited to prepare for the next year.

- I. Audits shall be made available to club members through the SGA website.
- II. All audits shall be performed by the current Board of Officers with the newly elected Board of Officers to help develop an understanding of the current state and affairs of the club.
- III. The audits shall be used to set realistic objectives and key results for the newly elected Board of Officers to work towards during their term.

Section 2. Financial Audit

- IV. The treasurer shall compile the monthly financial statements to give an overview of the amount of revenue that was gained, any grants given to the club by the university or another organization(s), and the expenses the club paid.
- V. The audit shall begin from the month of June from the previous calendar year, include any costs that the club used funds for, and present the funds currently available to the club for the next year. The audit categorizes funds into groups to present an overview of areas that the club allocates and receives funds.
 - A. There shall be no less than eight-thousand USD (\$8,000.00) in the account at the end of each year.
 1. In the event that the club does not meet the minimum financial requirements, the board of officers is not authorized to spend any more funds from the account, and must hold enough fundraisers so that by the start of Fall Quarter the club has the minimum funds.
 2. Once the club meets those minimum funds, they can begin to authorize spending as long as they hold enough fundraisers through the year to again meet the minimum financial requirement.
 - B. The treasurer shall create the official cover letter presenting the new officers to Chase Bank in Price Center.

Section 3. Membership Audit

- I. The Vice-President shall review and compile the data regarding active members from the current Board of Officers' elected term, and in comparison to previous years to analyze the effect of the programs, initiatives, any changes, and strategic direction on club membership.
- II. The audit shall assess the membership numbers and verify with the financial audit that the dues match the number of members.
- III. The audit shall include analysis on the changes in membership retention from quarter to quarter and year to year. A request for feedback from membership shall be made to understand which events were successful and gather suggestions for changes in the future.

Section 4. Facilities and Equipment Audit

- I. All of the club equipment shall be inspected for any damage that would make it unsafe to use or would require replacement in the near future. That includes, but is not limited to: bow limbs, risers, strings,nock points, arrow rests, arrows, sights, quivers, arm guards, finger tabs, bale stands, and bales.
- II. The facilities shall be inspected, cleaned, and organized, and inventory shall be taken and compared to the beginning of that academic year. Any missing equipment shall be noted down, and replacements ordered to maintain the inventory for the new membership.
- III. The purchases made through club discounts shall be calculated, and then used to determine how much the SGA membership saved that year through our discounts.

Section 5. Instructor and Coach Audit

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- I. Each instructor shall be evaluated and during the course of the summer, must attend a minimum of three (3) hours of instructor and coaching sessions to review rules and policies on safety, and practice coaching techniques and skills.
- II. There shall be review of NTS and coaching in order to promote coaching consistency and help make the instructors and coaches more effective.
- III. The Head Coach shall submit an audit report to the Board on overall instructor and coach readiness.

Section 6. Team Audit

- I. The Team Captains shall review the number of team members who qualified, and the number of team members who attend each of the four main collegiate competitions.
- II. The Team Captains shall review the team's performance at competitions that year, whether the team met KPIs and other metrics to measure team success, and whether the team met the performance goals set.
- III. They shall use that as well as changes in the team (e.g. graduations, transfers, additional tournament performance) to project the growth of the team and performance of the upcoming year. Changes to the team's structure, procedures, or composition from the previous year should be compared and evaluated to determine whether to keep those changes.
- IV. The Team Captains shall also review the total costs of attending competition through the current year, along with how much team members paid, how much the team received in grant funds to support attending competition, and how much the team fundraised.

Article X Records

Section 1.

SGA shall keep as permanent records meetings of all minutes of the members and officers, the appropriate accounting records, a record of its members in a form that permits the preparation of a list of the names and contact information of the members in alphabetical order by membership class, of the audits completed each year, and a website for the dissemination of information to its members. The Constitution shall be available on its website.

Section 2.

The president shall keep a copy of the following records:

- A. The SGA Constitution
- B. The SGA Code of Ethics
- C. The SGA Strategic Plan
- D. Rules and Regulations adopted by SGA pertaining to the administration or the organization
- E. Signed SGA Board of Officer Code of Conduct Agreements for each current Officer
- F. All other documents or records required to be maintained by SGA under applicable law or regulation.

Article XI Indemnification

Section 1.

Sun God Archery at UC San Diego shall to the extent permitted by and in accordance with provisions of the Nonprofit Corporation Act, as amended and modified from time-to-time, (i) defend, indemnify and hold harmless each Officer of the Board from and against all claims, charges and expenses which they incur as a result of any action or lawsuit brought against such Officer arising out their performance of their duties with Sun God Archery and (ii) pay for or reimburse the expenses incurred by any such party in advance of the final disposition of such action or lawsuit.

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Article XII Counterterrorism and Due Diligence Policy

Section 1.

In furtherance of its exemption by contributions to other organizations, domestic or foreign, Sun God Archery at UC San Diego shall stipulate how the funds will be used and shall require the recipient to provide SGA with detailed records and financial proof of how the funds were utilized.

Section 2.

Although adherence and compliance with the US Department of the Treasury's publication the "Voluntary Best Practice for U.S. Based Charities" is not mandatory, SGA willfully and voluntarily recognizes and puts to practice these guidelines and suggestions to reduce, develop, reevaluate, and strengthen a risk-based approach to guard against the threat of diversion of charitable funds or exploitation of charitable activity by terrorist organizations and their support networks.

Section 3.

SGA shall comply and put into practice federal guidelines, suggestions, laws, and limitations set forth by pre-existing U.S. legal requirements related to combating terrorist financing, which include, but are not limited to, various sanction programs administered by the Office of Foreign Assets Control (OFAC) in regard to its foreign activities.

Article XIII Constitutional Amendments

Section 1.

- I. Any active Member may propose an amendment. An amendment must be proposed in writing to the Board of Officers, which will then place the item on the agenda for the next General Body Meeting. The required period of time between the proposal of an amendment and a final vote shall be not more than one month.
- II. The constitution may be amended by a vote of two-thirds (2/3) of a quorum of Club Membership interested in voting and in good standing. Club Members in good standing who are unable to attend the GBM shall be allowed to submit an electronic vote within 48 hours of the end of the meeting to vote.
- III. If a meeting concerning a constitutional amendment is to be held, seven (7) days prior notification announcing the proposed changes must be provided to all members.

Article XIV Dissolution

Section 1.

- I. Dissolution shall be decided with approval of three-quarter (3/4) vote of the active membership, two-thirds (6/9) of the elected Board of Officers, and the Faculty Advisor.
- II. Upon dissolution of the group, the assets which remain after payment of all costs, charges, and expenses which are properly incurred in the dissolution shall be distributed to a like group or non-profit organization. Any funds received from UC San Diego shall be returned.

For any points not covered in the Constitution, Sun God Archery at UC San Diego will use Robert's Rules of Order (latest edition) to conduct organizational matters.

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Adoption of Constitution

We, the undersigned, are the initial Board of Officers of Sun God Archery at UC San Diego and we consent to, and hereby do, adopt the foregoing Constitution, consisting of the five preceding pages, as the Constitution of Sun God Archery at UC San Diego.

Adopted and Approved by this Board of Officers on June 3, 2013.

Alina Zhu

Sun God Archery at UC San Diego | President

Albert Lee

Sun God Archery at UC San Diego | Vice President

Yunichel Joo

Sun God Archery at UC San Diego | Treasurer

Christopher Chu

Sun God Archery at UC San Diego | Equipment Manager

Tracy Chen

Sun God Archery at UC San Diego | Secretary

Constitutional Amendments

Amendment I Temporary Memberships

Section 1. Powers

- I. The Board of Officers, in times of emergency, may create temporary classes of SGA memberships in order for the organization to adapt to a changing or difficult environment.
- II. Officers shall maintain full active Club Membership and are not eligible to obtain Temporary Membership Classes.

Section 2. Temporary Member Privileges

- I. Temporary Membership Classes shall not be eligible for Club Member voting privileges.
- II. The remaining privileges and access to SGA Member benefits and programs shall be established by the Board of Officers and outlined in the SGA policy regarding the Temporary Membership Class.

Section 3. Temporary Membership Class Approval

- I. The Board of Officers shall create a policy outlining the structure, function, and privileges of a Temporary Membership Class, and vote to approve the Temporary Membership Class by two-thirds (6/9) majority of the Board of Officers.
- II. The Officers shall establish a clear start date for individuals to be eligible to obtain the approved Temporary Membership Class.

Section 4. Temporary Membership Class Duration and Extension

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- I. The maximum duration for a Temporary Membership Class is one (1) academic year (including summer quarter).
- II. At the end of that year, the Temporary Membership Class shall be dissolved.
 - A. The Board of Officers may approve by two-thirds (6/9) to extend a Temporary Membership Class by one (1) quarter.
 - B. In the event a Temporary Membership Class is required for a much longer duration, the Board of Officers shall put forward an amendment to the SGA Constitution to convert the Temporary Membership Class into a SGA Membership Class designated in Article III Section 1.

Section 5. Temporary Membership Class Dissolution

- I. In the event that the time of emergency has ended, the Board of Officers may dissolve a Temporary Membership Class by two-thirds (6/9) majority vote of approval.
 - A. The Board of Officers must notify all individuals holding the Temporary Membership Class of the approval for dissolution and provide seven (7) days for them to meet the requirements for full active Club or Affiliate Membership.

Section 6. Temporary Membership Suspensions

- I. Temporary Memberships shall follow the same procedures for suspension and terminations as outlined for SGA Members in Article III Sections 4 and 5.

Revision Record

Section 1. Record

Revision Number	Revision Date	Purpose	Reviser	Approved
1	27 Jun 2014	Remove Secretary position, replace with Social Chair	Alina Zhu	Yes
2	30 Jun 2015	Separate Team Captain roles, update voting procedures	Alina Zhu	Yes
3	3 Nov 2015	Add Article III Section 3 in regards to member suspension	Jason Tong	Yes
4	7 Jun 2016	Clarify Article V Section 1 on Field Supervision	Jason Tong	Yes
5	16 Jun 2016	Update Officer Terms to begin/end in June	Jason Tong	Yes
6	27 Jun 2016	Update Article III Section 1 for JOAD Membership	Jason Tong	Yes
7	9 Jul 2016	Update Article IV Section 1 with JOAD Program Director	Jason Tong	Yes
8	21 Apr 2017	Add Article IV Section 4, Section 6, Officer Resignation	Jason Tong	Yes
9	17 May 2017	Add Article VI, VII, VIII, IX and Adoption of Constitution	Jason Tong	Yes

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10	22 Apr 2018	Update Officer Roles, Add External Affairs Position	Jason Tong	Yes
11	24 Apr 2018	Clarify Article IV Section 3 on Voting Procedures	Jason Tong	Yes
12	6 May 2018	Document format standardization	Jason Tong	Yes
13	9 Dec 2018	Add Article V Committees, re-number following articles	Jason Tong	Yes
14	12 Apr 2021	Reformat ,Update correct pronouns, Update the mission, Membership suspension and termination sections, Officer Impeachment sections, Officer Disqualification section, Interim Officer section, add Amendment I: Temporary Memberships, Change webmaster title, minor spelling/grammar correction	Jason Tong	Yes
15	13 Oct 2023	Reformat, update to fit UC San Diego Student Org Policies, remove Tier 1 requirement for supervision, added officer requirement for opening sheds and starting or stopping practice	Owen Huang-DeBow	