**2024-2025 CONSTITUTION OF GVSU RIFLE & PISTOL CLUB**

**INTRODUCTION**

We, the members of the GVSU Rifle & Pistol Club, to promote responsible firearm safety, enhance marksmanship skills, and foster a sense of community among members, do hereby establish this Constitution. We aim to honor the rich tradition of shooting sports while encouraging personal growth and teamwork among our members. Let this Constitution serve as the guiding framework for our club's operations, ensuring a safe and enjoyable experience for all.

**ARTICLE I: NAMES**

The official name of this organization shall be the Rifle & Pistol Club of Grand Valley State University, hereafter referred to as the “GVSU Rifle & Pistol Club” or “club.”

**ARTICLE II: PURPOSE**

The mission of the GVSU Rifle & Pistol Club is to provide all students with the opportunity to participate in shooting sports, with an emphasis on Olympic style competition, including three-position smallbore rifle, international air rifle, and air pistol.

**ARTICLE III: MEMBERSHIP**

1. Affiliation with Governing Body
   1. The GVSU Rifle & Pistol Club is an affiliated club with the National Rifle Association (Club ID U96444).
   2. The GVSU Rifle & Pistol Club maintains relationships with the following additional national and regional organizations:
      1. American Smallbore Shooting Association (ASSA)
      2. Civilian Marksmanship Program (CMP)
      3. Michigan Rifle and Pistol Association (MRPA)
      4. Mid-State Rifle League
      5. National Rifle League (historically known as the "Vermont Winter Postal League")
      6. Orion National Air Pistol League
      7. Southeast Michigan Northern Ohio (SEMNO) Snow Country English Match Series
      8. USA Shooting (USAS)
      9. Western Intercollegiate Rifle Conference (WIRC)
2. University Oversight
   1. All clubs operate as University Affiliated Organizations and are held accountable to university policy under the student code.
   2. Clubs can be subject to disciplinary action even when individual members are not.
   3. Hazing is strictly forbidden and will result in investigation whenever allegations are made to Club Sports or the Office of Student Conduct and Conflict Resolution.
3. Individual General Membership
   1. GVSU Rifle & Pistol Club membership runs annually from August 15th – August 14th.
   2. The GVSU Rifle & Pistol Club accepts new members year-round.
   3. Any student that wishes to be a member of GVSU Rifle & Pistol Club must pay, in full, all dues owed to the club to be eligible to participate with the club.
   4. Qualifications/Responsibilities of General Members:
      1. Eligibility
         1. All members must be currently enrolled GVSU Students with a minimum of 1 credit for each semester.
         2. The eligibility rules set by governing bodies supersede and may limit member participation in some situations.
         3. The GVSU Rifle & Pistol Club does not hold tryouts for membership.
         4. The GVSU Rifle & Pistol Club does not require prior experience as a prerequisite.
         5. GVSU Students who are prohibited from possessing firearms due to court order, criminal conviction, or other reason are not eligible for membership in the GVSU Rifle & Pistol Club.
      2. Members affiliated with GVSU Rifle & Pistol Club are required to always adhere to the Grand Valley State University student code.
      3. Members of the GVSU Rifle & Pistol Club are expected to regularly attend practices, competitions, and other sanctioned club activities.
      4. Members are expected to actively participate in all fundraising activities engaged in by the club.
      5. Members must adhere to the rules for safe gun handling.
   5. Cancelation of Membership
      1. Members of the GVSU Rifle & Pistol Club may rescind their membership by providing written notice to the Club President.
      2. Members who rescind their membership will not be entitled to a refund of their dues.
   6. Disciplinary Regulation
      1. At the discretion of the Head Coach, members of the GVSU Rifle & Pistol Club who compromise the safety or well-being of other members, including, but not limited to, careless or reckless handling of firearms, may be subject to disciplinary action, up to, and including, cancelation of membership.
      2. At the discretion of the Executive Board, members of the GVSU Rifle & Pistol Club who exhibit conduct deemed detrimental to the team, including, but not limited to, failing to adhere to club policies and guidelines, theft, showing disrespect or hostility towards teammates, staff, or opponents, may be subject to disciplinary action, up to, and including, cancelation of membership.
      3. Members of the GVSU Rifle & Pistol Club who fail to abide by the Grand Valley State University student code may be subject of a referral to the Office of Student Conduct and Conflict Resolution.
      4. Members whose membership has been cancelled for cause will not be entitled to a refund of their dues.
      5. Members whose membership has been cancelled for cause may reapply for membership on, or after, the August 15th following cancellation. Acceptance of membership must have unanimous support from the Executive Board and Head Coach.
      6. At the discretion of the Executive Board, members who through a careless or reckless act damage or destroy, lose, or steal GVSU Rifle & Pistol Club equipment, or any equipment leased to GVSU Rifle & Pistol Club, may be required to pay for the repair or replacement of such equipment. Membership shall be suspended until the repair or replacement fee has been collected by the Financial Officer.
4. The GVSU Rifle & Pistol Club shall not discriminate against anyone based on race, color, sex or sexual preference, handicap, national origin, or religious affiliation or belief.

**ARTICLE IV: EXECUTIVE BOARD**

GVSU Rifle & Pistol Club Executive Board will act as liaisons between the club and Club Sport Administration within the Recreation & Wellness department and Grand Valley State University. All officers will be elected by general club members, serve a one-year term, and be eligible for re-election. No member can hold more than one Executive Board position simultaneously.

1. President
   1. Qualifications
      1. Must be a current and active member of the GVSU Rifle & Pistol Club for a minimum of one semester.
      2. Demonstrated leadership skills through prior involvement in club activities or other organizational roles.
      3. Familiarity with the club's rules, policies, and objectives, as well as a strong understanding of firearm safety protocols.
      4. Excellent verbal and written communication abilities to effectively represent the club and facilitate discussions.
      5. A strong commitment to upholding firearm safety standards and promoting a culture of safety within the club.
      6. Ability to handle disputes and mediate conflicts among members in a fair and respectful manner.
      7. Willingness to dedicate time for meetings, events, and club activities throughout the term of office.
      8. A clear vision for the future of the club and a willingness to work towards its growth and development.
   2. Duties
      1. Serve as the Chief Executive Officer of the GVSU Rifle & Pistol Club.
      2. Serve as the liaison between the GVSU Rifle & Pistol Club and the Recreation & Wellness Department.
      3. Serve as the GVSU Rifle & Pistol Club trustee on the Grand Rapids Rifle & Pistol Club Executive Board, pending annual confirmation in accordance with the Grand Rapids Rifle & Pistol Club By-Laws.
      4. Communicate all Club Sport policies and procedures to all club members
      5. Seek approval for organization business (e.g., logo requests, large purchases, events, etc.).
      6. Responsible for completing and submitting required reports or forms.
      7. Attend the officer trainings.
      8. Responsible for attending and providing a club member at events (e.g., Live Eat RecFest, Campus Life Night, etc.).
      9. Responsible for managing the GVSU Rifle & Pistol Club e-mail account.
      10. The student code recognizes the club President as the main point of contact and respondent for all student conduct matters levied against the GVSU Rifle & Pistol Club.
2. Vice President
   1. Qualifications
      1. Must be a current and active member of the GVSU Rifle & Pistol Club for a minimum of one semester.
      2. Demonstrated leadership skills through prior involvement in club activities or other organizational roles.
      3. Familiarity with the club's rules, policies, and objectives, as well as a strong understanding of firearm safety protocols.
      4. Excellent verbal and written communication abilities to effectively represent the club and facilitate discussions.
      5. A strong commitment to upholding firearm safety standards and promoting a culture of safety within the club.
      6. Ability to handle disputes and mediate conflicts among members in a fair and respectful manner.
      7. Willingness to dedicate time for meetings, events, and club activities throughout the term of office.
      8. A clear vision for the future of the club and a willingness to work towards its growth and development.
   2. Duties
      1. Serve as the president in all duties as determined if the president is unable to do so.
      2. Assist the president in all duties as determined by the club.
      3. Assist with all travel planning and budgeting.
      4. Shall take an accurate written record of the meetings and furnish minutes to members, via email, within seven (7) days.
      5. Attend the officer trainings.
      6. Responsible for attending and providing a club member at events (e.g., Live Eat RecFest, Campus Life Night, etc.).
3. Financial Officer
   1. Qualifications
      1. Must be a current and active member of the GVSU Rifle & Pistol Club for a minimum of one semester.
      2. Demonstrated leadership skills through prior involvement in club activities or other organizational roles.
      3. Familiarity with the club's rules, policies, and objectives, as well as a strong understanding of firearm safety protocols.
      4. Excellent verbal and written communication abilities to effectively represent the club and facilitate discussions.
      5. A strong commitment to upholding firearm safety standards and promoting a culture of safety within the club.
      6. Ability to handle disputes and mediate conflicts among members in a fair and respectful manner.
      7. Willingness to dedicate time for meetings, events, and club activities throughout the term of office.
      8. A clear vision for the future of the club and a willingness to work towards its growth and development.
   2. Duties
      1. Keep accurate records of all club accounts and allocated funds.
      2. Responsible for submitting all budget requests and organizing the purchasing of equipment.
      3. Submit monthly off-campus account bank statements.
      4. Assist with selecting the annual dues amount.
      5. Attend the officer trainings.
      6. Responsible for attending and providing a club member at events (e.g., Live Eat RecFest, Campus Life Night, etc.).

Seek out fundraising and community service projects for the club.

1. Risk Manager
   1. Qualifications
      1. Must be a current and active member of the GVSU Rifle & Pistol Club for a minimum of one semester.
      2. Demonstrated leadership skills through prior involvement in club activities or other organizational roles.
      3. Familiarity with the club's rules, policies, and objectives, as well as a strong understanding of firearm safety protocols.
      4. Excellent verbal and written communication abilities to effectively represent the club and facilitate discussions.
      5. A strong commitment to upholding firearm safety standards and promoting a culture of safety within the club.
      6. Ability to handle disputes and mediate conflicts among members in a fair and respectful manner.
      7. Willingness to dedicate time for meetings, events, and club activities throughout the term of office.
      8. A clear vision for the future of the club and a willingness to work towards its growth and development.
      9. Have CPR, First Aid, and AED certification, or be willing to obtain certification within a reasonable time.
      10. Complete Recreation & Wellness Department required travel authorization forms.
   2. Duties
      1. Check safety standards of club equipment.
      2. Ensure all club members are familiar with the club's emergency action plan.
      3. Know all facility emergency action plans.
      4. Know all facility safety rules and procedures.
      5. Attend the officer trainings.
      6. Responsible for attending and providing a club member at events (e.g., Live Eat RecFest, Campus Life Night, etc.).
2. Public Relations Manager
   1. Qualifications
      1. Must be a current and active member of the GVSU Rifle & Pistol Club for a minimum of one semester.
      2. Demonstrated leadership skills through prior involvement in club activities or other organizational roles.
      3. Familiarity with the club's rules, policies, and objectives, as well as a strong understanding of firearm safety protocols.
      4. Excellent verbal and written communication abilities to effectively represent the club and facilitate discussions.
      5. A strong commitment to upholding firearm safety standards and promoting a culture of safety within the club.
      6. Ability to handle disputes and mediate conflicts among members in a fair and respectful manner.
      7. Willingness to dedicate time for meetings, events, and club activities throughout the term of office.
      8. A clear vision for the future of the club and a willingness to work towards its growth and development.
   2. Duties
      1. Submit all event schedules, results, and press releases.
      2. Manage all social media pages.
      3. Use social media and marketing strategies to grow interest for the club.
      4. Attend the officer trainings.
      5. Responsible for attending and providing a club member at events (e.g., Live Eat RecFest, Campus Life Night, etc.).
      6. Promote the club in a positive light.

**Article V: Elections**

1. Elections for Executive Board members must occur annually, on, or before, April 15th.
2. Elections shall be held in-person. Notice to members must be given by the President, via email, at least 14 days prior to the election. Elections may be held in connection with a general membership meeting.

1. Candidates for the Executive Board must be nominated by two members of the GVSU Rifle & Pistol Club. The candidate must accept nomination to be considered for the position.
2. Election Process
   1. Voting will be anonymous and conducted by paper ballot.
   2. Candidates must be elected by a majority vote.
      1. If there is only one nominee, a vote must still occur to confirm the candidate.
      2. If there are two candidates, the candidate with the most votes will be elected. In the event of a tie, the Head Coach will provide the tie-breaking vote.
      3. If there are two or more candidates, the candidate with the lowest vote total will be eliminated. This process will continue until there are two candidates remaining. At that point, the process described above will apply.
   3. Separate elections will be held for each Executive Board position and be conducted in the following order:
      1. President
      2. Vice President
      3. Financial Officer
      4. Risk Manager
      5. Public Relations Manager
3. The term of office for all positions on the Executive Board will be from July 1st – June 31st.
4. Resignation
   1. A member of the Executive Board is required to give seven (7) days written notice to the President and Head Coach of intention to resign elected position. In the event the President intends to resign, notice must be given to the Vice-President and Head Coach.
5. Impeachment
   1. Any member of the GVSU Rifle Club may call for the impeachment of an Executive Board member.
   2. Grounds for impeachment must be for cause, including, but not limited to, exhibiting behavior which compromises the safety or well-being of other members, including, but not limited to, careless or reckless handling of firearms, conduct deemed detrimental to the team, including, but not limited to, failing to adhere to club policies and guidelines, theft, showing disrespect or hostility towards teammates, staff, or opponents.
   3. Notice for the call of impeachment must be provided, in writing, to all Executive Board members and the Head Coach.
   4. Upon receipt of a call for impeachment, the President must schedule a general membership meeting, in accordance with the provisions in Article VII.
   5. Voting will be anonymous and conducted by paper ballot.
   6. A two-thirds majority is required to impeach an Executive Board member.
   7. An impeached Executive Board member may retain membership in the GVSU Rifle & Pistol Club, provided they continue to meet the requirements for membership.
6. In the event a position is vacated prior June 31st, a special election must be held in accordance with the process detailed in this Article, with the following exception: If the President position is vacated, the Vice-President will assume the role of President in execution of the process detailed in this Article.

**Article VI: Advisor & Coach**

1. Faculty/Staff Advisor Responsibilities
   1. The Advisor will make themselves available to officers and members, as requested.
   2. The Advisor attends functions of the club, as requested.
   3. The Advisor assists with the formulation and/or revision of the organization's constitution.
   4. The Advisor assists the club to plan activities, as requested.
   5. The Advisor works with the Executive Board to promote efficient and effective administration of the organization.
   6. If it is necessary for an advisor to resign their position as advisor, they shall notify in writing the Executive Board, Head Coach, and the Recreation & Wellness Department.
2. Coach Responsibilities
   1. The Recreation & Wellness Department shall be responsible for identifying a Head Coach.
   2. The Head Coach will be responsible for assembling the coaching staff, in accordance with established policies and procedures.
   3. At the discretion of the Head Coach, a club member may be selected to serve as Team Captain. Duties of the Team Captain will be at the discretion of the Head Coach.
   4. The coaching staff’s primary duties include:
      1. Providing adequate instruction and supervision to student-athletes during practices, training sessions, and other club events.
      2. Setting a practice and competition schedule.
      3. Selecting members for team competitions.
      4. Serving as the point of contact for all leagues, conferences, and member organizations.
   5. The coaching staff will serve as advisors to the Executive Board, helping to develop transferable skills among student leaders and ensure successful program operations.
   6. The coaching staff is expected to become familiar with program policies and resources as outlined by GVSU Club Sports and maintain all required certifications and trainings.
   7. At the Executive Board’s discretion, members of the coaching staff may have access to funds to make purchases on behalf of the Club (e.g. ammunition, targets, equipment, travel expenditures, match/league entry fees, etc.).
   8. At the Executive Board’s discretion, members of the coaching staff may assist in planning for club travel.
   9. The coaching staff may engage in the recruitment of prospective student-athletes.

**Article VII: Meetings**

1. The President will minimally schedule two general membership meetings annually. At least one meeting must be held during the Fall Semester and the Winter Semester. Meetings shall be held in-person. Notice to members must be given, via email, at least 14 days prior to the meeting.
2. The President will minimally schedule one Executive Board meeting per month during the Fall and Winter Semesters. Meetings shall be held in-person. Notice to members must be given, via email, at least 14 days prior to the meeting.
3. The President is required to establish an agenda prior to meetings and distribute, via email, at least 7 days prior to the meeting.
4. The Vice President is required to keep an accurate written record of the meetings and furnish minutes to members, via email, within seven (7) days.
5. If not otherwise addressed in this document, meetings shall default to Robert’s Rules of Order.

**Article VIII: Dues**

1. Members of the GVSU Rifle & Pistol Club are required to pay annual membership dues.
2. The Executive Board shall set the annual dues for the upcoming year no later than April 30th.
3. Members are required to pay annual dues prior to participating in their third club sanctioned event (e.g., practice, competition, meeting, etc.).
4. Dues shall be paid to the Financial Officer, via cash or check.
5. Dues shall entitle the member to use of Grand Rapids Rifle & Pistol Club during prescribed times, use of club owned equipment, ammunition, targets, coaching, and other benefits, at the discretion of the Executive Board.
6. Dues may not cover all expenses incurred by members during the year (e.g., individual entry fees, travel related expenses, etc.). Members will be expected to cover these expenses out of pocket.
7. Dues are nonrefundable and nontransferable.
8. GVSU Rifle & Pistol Club members shall procure an annual membership with Grand Rapids Rifle & Pistol Club. Members who fail to procure such a membership will be prohibited from using the facility.

**Article IX: Amendments**

The Constitution may only be amended by a quorum of two-thirds (2/3) vote of the Membership present at a regular Membership Meeting after such proposed amendment has been provided, via email, to each member with voting rights, at least 14 days prior to the meeting.

A quorum shall consist of three-fourths of the membership of the club membership.

**Article X: Dissolution**

Should the GVSU Rifle & Pistol Club cease to exist, all monies remaining in the off-campus account and all club owned equipment shall be donated to the Grand Rapid Rifle & Pistol Club Junior Program.

**Article XI: Additional Considerations**

The Executive Board is permitted to create policies or procedures to effectuate good order of the club.