Kennesaw State University Club Sports
Club By-laws Checklist

Has your club included the items listed below in the by-laws?

☐ Club Philosophy
  o Does the club identify its purpose?
  o Does the club outline a description of general activities that will take place?
  o Does the club utilize inclusive language to promote a welcoming environment for membership?

☐ Membership
  o Does the club outline that all currently enrolled, degree seeking students are eligible to join?
  o Does club include the program academic requirements associated with joining?
  o Does the club clarify if there are league (National Governing Body) eligibility requirements (i.e. GPA, good standing, full-time)?
  o Does the club outline participation requirements associated with attending practices, meetings, and/or competitions?
  o Does the club outline if there are multiple competition teams within the club? Clubs are to refrain from using the word “try-out” as it implies there are cuts based off skill level.
  o Does the club outline how members receive equipment, uniforms, apparel, or any other related items as part of their membership?

☐ Dues
  o Does the club outline when dues are collected?
  o Does the club clarify if the dues are collected per semester or for the year?
  o Does the club outline the individual dues amount?
  o Does the club outline how the members will pay the dues and date to pay by?
  o Does the club identify a process if dues are not paid?
  o Does the club identify if refunds are issued for dues? Does the club clarify if it is a zero-refund policy or cited examples for potential refunds?
  o Does the club identify what the dues cover?
  o Does the club outline if there are additional fees for the members (i.e. individual membership to National Governing Body, USA Basketweaving)?
  o Does the outline what additional club operational expenses may be asked from members (i.e. competition travel expense, competition entry fees, equipment)?

☐ Codes of Conduct
  o Does the club include an anti-hazing statement?
  o Does the club include an anti-harassment statement?
  o Does the club include a discrimination clause?
  o Does the club include a sexual misconduct clause?
  o Does the club include a statement of prohibited use of alcohol/tobacco/drugs?
  o Does club outline additional team conduct rules for members to abide by?
  o Does the club outline a progressive penalty system for addressing individual member conduct?
  o Does club outline how members can communicate conduct issues within the club?
  o Does the club clarify how conduct will be addressed if it is concerning an officer?
Officer Roles
- Does the club provide descriptions of the required officer positions of President, Treasurer, and Safety Officer?
- Does the club identify other officers utilized for its operation management? Additional examples of this could be a Vice President, Secretary, Equipment Manager, and/or Social Chair. It is recommended to have at least four active officers identified and described roles.
- Does the club identify the meeting requirement and length of term for each listed officer?
- Does the club identify procedures for officers stepping down from their position?
- Does the club outline the procedures and requirements for officer removal?

Officer Elections
- Does the club identify how it will transition officers (i.e. vote, appointed)?
- Does the club outline when elections will be conducted (i.e. fall semester, spring semester)?
- Does the club outline how interested officers can apply to be nominated for voting?
- Does the club describe the eligibility requirements to run for an officer position?
- Does the club outline the platform in which the club will vote on the nominated officers (i.e. Groupme, in-person meeting)?
- Does the club identify what qualifies as a majority vote for the nominated officer to become elected?
- Does the club identify the minimum number of persons needed to validate the vote for election?
- Does the club clarify the requirements for an emergency vote or an appointment in an event an officer steps down or is removed?

Coaching
- Does the club identify if it has a coach role as part of its operation?
- Does the club describe the role of a coach?
- Does the club outline the program eligibility requirements for coaches (i.e. must be two years removed from participation, must complete coach-volunteer packet, etc)?
- Does the club identify the coach as a volunteer or with a payment? If a payment, does the club identify amount? Coaches that are paid will be from the club’s off-campus account and not from Club Sports.
- Does the club identify length of their coaching appointment?
- Does the club identify meeting or practice requirements for the coaches?
- Does the club outline what expenses coaches are subject to? (i.e. competition travel)
- Does the club clarify coaches are responsible for having its own insurance requirements?
- Does the club outline conduct expectations for coaches?
- Does the club outline procedures for a coach who steps down or is removed based off performance?
- Does the club outline procedures for a coach to be removed based off conduct?

Revisions
- Does the club outline any amended polices from the previous year’s by-laws?
- Does the club outline the vote requirement for amending previous stated by-laws?
- Does the club clarify when by-laws are reviewed for potential amendment?
- Does the club list the date of when the by-laws were last revised?

Dissolution
- Is there a description on the club’s plan if it dissolves and procedures for closing its off-campus account?
- Does the club include a statement of where the off-campus funds will be donated to? The approved options for donation are back to the Club Sports program or charity of the club’s choice.