

# *Kennesaw State University Club Sports*

## Club By-laws Checklist

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

- Club Philosophy
  - Does the club identify its name, purpose, and description of general activities?
- Affiliation
  - Does the club include the required KSU affiliation clause? Also, does the club identify its National Governing Body (i.e. league) as part of this section?
- Membership
  - Does the club outline enrollment requirements for the program and league?
  - Does the club clarify if there are league (National Governing Body eligibility requirements (i.e. GPA, good standing, full-time)?
- Dues
  - Does the club outline the dues amount, what the dues cover, when dues are collected, how the dues are processed, and if refunds are issued?
  - Does the club outline a system for verifying the dues are collected from the individual members such as issuing receipts
  - Does the club state an approved player packet is required to be on file before dues are accepted?
  - Does the club outline if there are potential additional fees and/or operating expenses for the member not covered within the initial payment?
- Codes of Conduct
  - Does the club include an anti-hazing, harassment, discrimination, and sexual misconduct statements?
  - Does the club include additional conduct procedures to address individual member behavior and potential removal?
- Officer Roles
  - Does the club identify officer positions, responsibilities, and term length?
- Officer Elections
  - Does the club identify when officer nominations will be submitted, when officer elections will be held, and the vote needed for election?
  - Does the club identify an officer removal procedure and the process of an emergency vote?
- Coaching
  - Does the club identify coach role, responsibilities, behavior, and potential removal procedures?
- Revisions
  - Does the club outline process for confirming changes to by-laws and the vote requirement?
- Dissolution
  - Does the club include a statement confirming the off-campus funds will be donated to the Club Sports program or listed charity of the club's choice?