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 name, purpose, and description of general activities?

☐ Affiliation
  o 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
  o Does the club outline enrollment requirements for the program and league?
  o Does the club clarify if there are league (National Governing Body eligibility requirements (i.e. GPA, good standing, full-time)?

☐ Dues
  o 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?
  o Does the club outline a system for verifying the dues are collected from the individual members such as issuing receipts
  o Does the club state an approved player packet is required to be on file before dues are accepted?
  o 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
  o Does the club include an anti-hazing, harassment, discrimination, and sexual misconduct statements?
  o Does the club include additional conduct procedures to address individual member behavior and potential removal?

☐ Officer Roles
  o Does the club identify officer positions, responsibilities, and term length?

☐ Officer Elections
  o Does the club identify when officer nominations will be submitted, when officer elections will be held, and the vote needed for election?
  o Does the club identify an officer removal procedure and the process of an emergency vote?

☐ Coaching
  o Does the club identify coach role, responsibilities, behavior, and potential removal procedures?

☐ Revisions
  o Does the club outline process for confirming changes to by-laws and the vote requirement?

☐ Dissolution
  o 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?