

Basket Weaving Club By-laws

ARTICLE I. NAME

Article I, Section I.

The name of the organization shall be the Kennesaw State University Club Basket Weaving.

ARTICLE II. PURPOSE

Article II, Section I.

The purpose of this club is to encourage Basket Weaving and promote to all members of the Kennesaw State University community. The club will provide competitive clubs and facilities for competitive matches against other universities. The club will sponsor competitive events at home as well as trips to other colleges and universities.

ARTICLE III. Affiliation

Article III, Section I.

Kennesaw State University: **(This section needs to be included in the document written exactly as is with only the name of the organization inserted where applicable)**

- a. This organization is a Club Sport at Kennesaw State University, but is not part of the University itself.
- b. In all correspondence and publications, it may refer to itself as an organization at Kennesaw State University, but not as part of Kennesaw State University itself.
- c. Basket Weaving Club accepts full financial and production responsibility for all activities it sponsors.
- d. Basket Weaving Club agrees to abide by all pertinent Kennesaw State University policies and regulations, including the most current Club Sports Manual and Student Codes of Conduct. Where Kennesaw State University policies and regulations and those of Club Sports differ, the policies and regulations of Kennesaw State University will take precedence.
- e. Basket Weaving Club recognizes and understands that the University assumes no legal liability for the actions of the organization.

Article III, Section II.

The Basket Weaving Club is affiliated with USA Basket Weaving as its recognized National Governing Body.

ARTICLE IV. GENERAL MEMBERSHIP

Article IV, Section I. Participation

An active member of the club is defined as a current, degree-seeking, fee-paying student who adheres to all rules set forth in the club's bylaws. All registered members must complete the Club Sports player packet on www.imleagues.com to be an eligible club participant. Guests are not allowed at practice. Additionally, the league requires each participant to be full-time to be eligible for league play competition, this consists of being enrolled in at least 12 hours per semester of participation.

Article IV, Section II. Dues Eligibility

A qualified person becomes a member by paying their dues of _____ per semester. Dues cover a uniform, partial travel expenses, and fees for league competition. Each member is subject to pay additional fees throughout the year depending on the club's advancement in league competition play and University funding received. The member must be verified with an approved player packet before member dues are accepted. Dues must be paid before any member receives a uniform and approval to participate in league competition. Those who practice regularly must still be on file with a player packet and pay dues to be associated with the club.

Article IV, Section III. Dues Payment

Each member will pay the set amount of _____ per semester to play on the club. Dues are to be paid directly to the club. The dues will be deposited directly into the club's off-campus account. No payments to personal accounts are accepted. Once the member has paid dues, the club will issue the paying member a receipt and/or confirmation of payment. Members who have failed to pay dues by the first game of the semester or 4th week of the semester whichever comes first, may not participate in

competitions, practices, or other club sport sponsored events until the dues have been paid. Refunds will be given up until the first game participated, after that, no refunds will be given.

Article IV, Section V. Uniforms & Apparel

As outlined above, each member who pays the club dues will receive a club uniform and are personally responsible for it. If a member does not return a full uniform kit at the end of each semester, the member is responsible for the cost of replacing the missing item(s). The member will complete a check-out log confirming the uniform is to returned at the end of the spring semester. If the uniform is damaged, the club will assess the damage on a case-by-case basis. Uniforms are only to be worn during club affiliated competition.

Article IV, Section VI: Equal Opportunity

Reflecting the expectations set forth by the Kennesaw State University Handbook, the club shall not discriminate membership on the basis of race, ethnicity, religion, spirituality, gender, gender identity/expression, age, sexual orientation, ability, veteran status, socioeconomic status, or national origin.

The club also enforces zero-tolerance against any forms of the following:

- a) Hazing
- b) Harassment
- c) Sexual Misconduct

Additionally, club members are prohibited to possession and/or consumption of alcohol, illegal substances, and/or tobacco at any time during club activity. Furthermore, club members are to ensure images and messages listed online, sent via email, and posted on social media are a positive representation of the club and University.

Article IV, Section VII: Individual Member Conduct

If the club's officers identifies and/or receives a report of conduct issues by another member or fellow officer, the process outlined in this section will be used for resolving the issue. Officers are held to the same standard of individual member conduct. An officer will be subject to removal if reported or observed of conduct issues. This may include, but not limited to any action against another member or actions that are presented as negative image to the club.

Steps involved for bylaws infractions are:

- a) The club's officers will warn the accused member and/or fellow officer of the infraction.
- b) The warning will be issued to the accused member and/or fellow officer via email from the club's email address.
- c) Once a warning has been issued and another incident occurs, the member and/or fellow officer will meet with all officers to discuss the infraction.
- d) If another incident occurs following the warning and meeting, the member and/or fellow officer is subject to be removed from the club. If one action is deemed significantly egregious by a member and/or fellow officer, this individual is subject to be removed based off the one offense.
- e) The removal of the accused member/fellow officer will be confirmed by a 3/4 vote of regular membership.
- f) If the member is removed, the club officers will report the removal incident to the Club Sports Staff from its club email address.
- g)

Each member and officer will sign a member conduct form issued by the club officers verifying the understanding of the individual club conduct procedures.

ARTICLE V. OFFICER ROLES

Article V, Section I. Election Process

The club's officer positions include President, Vice President, and Treasurer. At all times, there is to be an active President and Treasurer. All officers will convene before the semester to assign officer responsibilities. Officers will be elected at the end of the Spring Semester for a term of one year.

Article V, Section II. Voting

There must be at least one-third regular membership present for the elections to be held. It is the responsibility of the club's officers to ensure that there is at least one eligible candidate nominated for each officer position. Nominations are to be submitted to the

moderator at least one business day in advance of the election meeting. During the elections meeting, if a candidate is not elected for an officer position, the candidate may be nominated for another officer position. The members shall be informed of nominating procedures at least one week before the election. All officers must be enrolled, fee-paying students. If an officer graduates or no longer can fulfill the duties of office, an election is held for just that office.

The elections will be conducted as follows: A current officer scheduled to graduate, who has not been nominated for an shall be appointed as the Moderator, in advance, by the club's officers. The club is reminded that only members of the club may vote for offices. The voting is done by secret ballot, on an office-by-office basis. Before the vote, the duties of the officer are read. Each candidate may be questioned by any club member. The Moderator shall then distribute one ballot to each eligible voter and oversee the subsequent collection and counting. If no candidate receives more than 50% of the vote, a runoff election will be held between the two candidates who received the most votes. In the event of more than one tie, the current club's officers shall vote by secret ballot to determine the winner. Current officers shall assist in the transition to the new officers.

If an officer steps down, the club must hold an emergency vote confirming a replacement approved by 3/4 vote of regular membership.

Article V, Section III. Duties of Officers

All officers are responsible for the activities and operations of the club. At least one Officer shall attend each individual club meeting. If an officer cannot attend at least 75% of the meetings, that officer is subject to removal. The club's officers may not vote special privileges to itself. Any member may ask to be on the agenda and present an issue to the club's officers. Listed below are the individual responsibilities per officer role.

President

The Club President will be responsible for completing the most important elements of running the club. These duties may include, but are not limited to the following:

- **Manual:** Ensure all club officers follow the Club Sports requirements and procedures as presented in the Club Sports manual and will pass all pertinent information in the manual on to club members.
- **Elections:** This officer (when outgoing) will oversee the elections of the future President, Treasure, and Vice-President.
- **Transition Process:** This officer is responsible for informing the incoming President and other officers of the duties and responsibilities, as well as the routines and guidelines for club operations.
- **Execute Club Meetings:** This officer will call for and administer any meetings discussing club business.
- **Communication Etiquette:** This officer is to ensure the club adheres to a professional and courteous communication etiquette when addressing Club Sports Staff. Please allow a response of two business days from the Club Sports Staff on individual club requests.
- **Disciplinary Problems:** This officer will work with the Club Sports Staff to resolve any conflicts or handle any disciplinary matters or complaints regarding the club's behavior both on campus and throughout the entire duration of a club trip.
- **First Aid Kit:** This officer and the designated Safety Officer must ensure that the first aid kit is on-site at all team events. The President/Safety Officer must also ensure that the first aid kit is fully stocked at all times.

Treasure

Treasures will be responsible for completing most club financial operations. Treasures will follow all Club Sports procedures for spending money. These duties may include, but not limited to the following:

- **Budget Proposals:** This officer will work with the President to complete and submit a club budget proposal as part of the team packet at the beginning of the academic year.
- **Fundraising:** This officer will be responsible for all elements of fundraising for club.
- **Mail:** This officer is responsible for checking the club's mail for reimbursement check, registration payments, and/or bank statements.
- **Shipments:** This officer is responsible for directing all club mail and orders to the Owl's Nest. The mail and orders should be addressed to the club and not an individual name.
- **Bank Statement:** This officer is responsible for submitting the bank statement to the Club Sports Staff on the 15th of each month.
- **Dues:** This officer is responsible for receiving and tracking member dues.
- **Payments:** This officer is responsible for issuing payments for competition and associated fees.

Vice President/Secretary

This Officer will be responsible for all elements of organizing and planning club operations. These duties may include but are not limited to the following:

- **Field/Facility Requests:** This officer is responsible for arranging and coordinating the use of facilities for practices, competitions, and special events with Club Sports Staff.
- **Equipment Checkout:** This officer will be responsible for keeping track of inventory use.
- **Form Submissions:** This officer is responsible for Monday Notes, monthly roster submissions, and/or league roster forms.
- **Travel:** This officer is responsible for arranging and coordinating travel for competitions, and special events with Club Sports Staff.
- **Accommodations:** This officer is responsible for confirming accommodations including but not limited to lodging and rental vehicle requests.

ARTICLE VI. COACHING

Article VI, Section I. Coach Role and Responsibilities

It is not required for the club to have a coach. There is not a limit to the number of coaches. If the club elects to have one or more coach, the coach will need to be an approved volunteer through the Club Sports process. The interested coach or coaches will need to complete the coach-volunteer packet to be approved before attending practices. Additionally, the coach will need to be at least two years removed as a Club Sports participant to be an eligible coach. If the club elects to pay the coach or coaches it will be funded fully by the member dues. This will be voted on by the members on an annual basis.

The coach shall attend all practice sessions. If the coach of the club cannot attend practice sessions, the coach is responsible for providing sufficient and all equipment necessary to a member of the officer board, or other member deemed competent, to facilitate practice. The club is responsible for all of its travel expenses. Club dues and funding associated for travel covers the participating members only. Additionally, the coach must be responsible for its own personal insurance coverage.

Article VI, Section II. Coach Removal

In the event the club decides to remove a coach, an officer's meeting will be called forward to discuss and vote on the removal. For the removal to progress, a majority of the officers must vote for the removal. Then the rest of the club will partake in a team vote. If the majority of the club votes for the removal (excluding officers), then a meeting will be held with the coach and a decision will be made.

In the event, a club member or officer observes or experiences behavior concerns or issues from a coach, this should be reported immediately to the Club Sports Staff. Based off the reported information, the coach is subject for removal.

Article VII: Dissolution

Article VII, Section I.

In the event of the dissolution of the club, the President and Treasurer at the time of dissolution will choose to donate the club's remaining funds from its off-campus bank account to the March of Dimes-Atlanta charity. The off-campus account shall be closed and all access should be terminated.

ARTICLE VIII. Revisions

Article VIII, Section I.

The by-laws may be amended by a three-fourths vote of the club's officers, followed by a two-thirds vote of the general membership. Each club member will receive an updated copy of the by-laws each academic year via email.

Last revised: xx/xx/xxxx