



Club Sport: _____

Date Submitted: _____

Club Executive Board:

Table with 4 columns: Positions, Name, Phone #, WCU E-mail. Rows include *President, *Vice President, and *Treasurer.

*Required: Only the president, vice president and treasurer will go on the club sport contact list. Clubs may have other officer positions if they choose (ex: Secretary, Social Media Coordinator, Alumni Relations Coordinator, etc).

- All new Club Sports will not receive allocated funding from Campus Recreation and Wellness until the following year once they present at a Budget Hearing.

The following items must be submitted to the Assistant Director of Sport Programs for review:

- New Club Sport Application
2. New Club Sport Petition
3. Budget Preparation Sheet
4. Supplemental Questions
5. Club Constitution and Bylaws

Upon acceptance into the Club Sports program, all clubs will be required to submit the following:

- Coach Form (required only if you will have a coach)
2. Proof of registration as a Registered Student Organization via Engage

Campus Recreation and Wellness and the Assistant Director of Sport Programs reserves the right to refuse acceptance into the club sports program if consensus is reached that the necessary resources (facilities, competitions, administrative, student support, and financials) are not available.



Club Sport: _____

Requirements:

A proposed club must prove that they have interest and support from the WCU student body. Obtain signatures from currently enrolled WCU students who have a legitimate interest in being a full-time member if the club were approved by Campus Recreation and Wellness.

- For team sports, obtain at least 150% of a team’s starting roster (ex: Baseball has a starting roster of 9. At least 14 signatures must be obtained.)
- For individual/doubles sports (ex: swimming, tennis, cross country, etc.), at least 15 signatures must be obtained.
- The more signatures obtained, the more the interest is validated. Signatures from students graduating that semester will not accepted.

Name: _____ WCU Email: _____ Yr: ___ Signature: _____

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Name: _____ WCU Email: _____ Yr: ___ Signature: _____

Name: _____ WCU Email: _____ Yr: ___ Signature: _____

Name: _____ WCU Email: _____ Yr: ___ Signature: _____



Club Sport: _____

A major aspect of operating a club sport is understanding how to manage a budget. This may include, but is not limited to, collecting member dues, hosting fundraisers, and receiving donations, as well as paying association dues, competition registrations, and buying equipment, uniforms and apparel. Fill in the projected information below, to the best of your knowledge.

Revenue

Member Dues (\$) : _____ X # of Members : _____ = Revenue 1 (\$) : _____

\$ Raised per Fundraiser : _____ X # of Fundraisers : _____ = Revenue 2 (\$) : _____

Total Donations (\$) : _____ = Revenue 3 (\$) : _____

Revenue 1 + Revenue 2 + Revenue 3 = Total Revenue (\$) : _____

Expenses

Total Uniform Cost (\$) : _____

Total Equipment Cost (\$) : _____

Total Competition Registration Cost (\$) : _____ (A club typically attends 3-6 comps.)

Total Lodging Cost (\$) : _____ (Clubs may not exceed hotel room or Air BnB capacities.)

Other Major Operating Costs (\$) : _____ Explain : _____

Total Expenses from Above (\$) : _____

If total expenses exceed total revenue, the club is not financially operable.

Helpful Hints

- Research what league/conference your club will participate in, and then contact that league/conference for costs.
- What schools offer the same club sport, and then contact them to ask how they raise and spend each year.
- Most club sport teams fundraise under \$1,000 each year, so be realistic on how much you will fundraise.



Club Sport: _____

(Type your answers in the spaces provided.)

1. Description of the sport.
2. Provide a list of state/regional/national/collegiate leagues, meets or tournaments your organization is able to compete in. List other local/regional college or universities your club can compete against.
3. Does your sport have a national governing body or association? If yes, what is it and what are the associated dues/fees to join?
4. Describe the risk(s) involved with this activity/sport.
5. What are the equipment and uniform needs? What are the associated costs?
6. How will Western Carolina University, and the student body benefit from having your organization on campus?
7. List and describe 2-3 goals of your organization.

This guide outlines and describes the articles, sections and paragraphs that should be included in an organization's constitution.

All statements should be complete sentences. If a list is to be included, it should be included within a sentence. Constitutions should be organized in the following manner:

Article #: General Heading of article

Section #: Next Specific Heading

Article 1: Name

State the name of the organization.

Article 2: Purpose

Include a general statement regarding the goals and objectives of the organization.

Article 3: Membership

Section 1: Eligibility

State who is eligible for membership in the organization, male/female, etc. Keep in mind that all members must be fee-paying students at WCU

Section 2: Selection

If specific selection criteria exist, state them here. For example, members may be required to tryout for team prior to joining.

Section 3: Classes/types of membership

If there are different classes of membership, describe them here. Each class should be described in a separate paragraph. Organizations are not required to have different classes of membership. Some elect to include active and inactive, or student and faculty/staff.

Article 4: Offices

Section 1: Officer Responsibilities

List the offices included in the governance of the organization and give description of their duties and responsibilities.

Section 2: Nominations and elections

If officers are elected, include a sentence stating that they are elected.

Section 4: Eligibility

Describe specific officer eligibility here.

Section 5: Nomination procedures

Describe how candidates for offices are nominated. For example, candidates may be nominated by the executive council, a nominating committee, "from the floor" by the general membership, or by some combination of these.

Section 6: Election procedures

Describe how elections will be conducted and the margin of ballots cast in order to be elected. Elections may be conducted at a general meeting of the membership or by casting ballots during a pre-established time. Votes may be cast by a show of hands or by secret ballot. Margins required for election range from a majority of members present to 2/3 of the votes cast during a regularly scheduled meeting. If the vote required is a simple majority, make sure to define as 50% + 1 vote.

Section 6: Vacancies

Include a general statement regarding office vacancies. Describe the procedure for filling vacancies in offices. When vacancies occur, the president or the officers may appoint replacements or they may be elected by the officers or the general membership.

Section 7: Resignations

Describe what is required of an officer in order to resign from an office.

Section 8: Removal

Describe what circumstances may result in the removal of an officer from office as well as the procedure for such removal.

Article 5: Finance

If an organization requires funds to operate, their source, oversight, maintenance, and disbursement should be described here.

Section 1: Oversight

Typically, the treasurer is charged with the oversight of organizational funds. If so, be sure that such responsibilities are described in Article 4: Offices Section 1: Officer Responsibilities

Section 2: Source of funding

Indicate how funds will be accumulated. For example, some organizations elect to charge dues. Others rely upon fundraising efforts. Some rely on both. If dues are to be collected, state the amount and frequency here. Organizations may also wish to make provisions for members who join at different time during the year.

Section 3: Disbursement of funds

All requests for funding, whether through check or purchase order, must be approved by...etc.

Article 7: Rules of procedure

Section 1: Meetings

Indicate frequency, and, if appropriate, occurrences of meeting here. Organizations may meet monthly, semi-monthly [bi-monthly is once every 2 months], weekly, etc. Some organizations state that meetings will occur on specific days of the month, week, etc.

Section 2: Attendance

State specific attendance requirements/expectations here. If specific attendance requirements exist, be sure that record maintenance associated with attendance has been assigned in Article 4: Offices; Section 1: Officer Responsibilities.

Section 3 Quorum

A quorum is the minimum number of members required to be present at a meeting in order to conduct the business of the organization. It may be stated as a specific number [NOT RECOMMENDED] or a fraction or percentage of the active membership.

Section 4: Minutes

State any requirements for maintaining meeting minutes. It is recommended that all organizations make provisions for maintaining meeting minutes. If so stated, be sure that an associated responsibility/duty has been assigned in Article 4: Offices; Section 1: Officer Responsibilities.

Article 9: Amendments

Describe how this constitution may be amended. Indicate who may propose amendments, how such proposed amendments are reviewed, and how they are decided. Be sure to state the minimum voting requirements for passing a constitutional amendment.