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**WAKE FOREST**

**UNIVERSITY**

**CLUB SPORT UNION**

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Dear Club Sports Officers,

On behalf of Wake Forest University and the Club Sports Program, I would like to congratulate you on being selected as one of this year's officers. The Club Sports Union is dependent upon students such as yourself to step up and lead our club sport teams. I would like to encourage you to **start** the assignment, **persevere** no matter what the obstacle and **finish** this wonderful opportunity set before you. To assist in this venture, I would like to highlight a few things that will be necessary for success.

**Committed** - You must be one of the most committed members of the club. If attendance at practice, scheduling of matches, handling budgets etc. is not something that you are totally committed to take care of, you must hand the baton over to someone who is committed. Success will be directly proportional to the amount of commitment that you exhibit over this coming year. Be the kind of committed leader that will make your club's founding officers proud.

**Plan** - As an officer, you have a great opportunity to dream the dream. You can have home events, travel to other schools and possibly compete for regional and national awards. Do not be afraid to try something big.

Regardless of the venture, you need to plan. You need to look ahead and anticipate the tasks that need to happen in order for the event to go as planned. Look at your calendar, the university's calendar and your team's availability before going too far. If you need assistance in event planning, refer to this manual or stop by the Campus Recreation office for professional staff assistance.

**Communicate** - Good leaders are good communicators. Keep your team informed at all times. Let them know what is expected of them, what your goals are, when practices will be, when road trips will take place, etc. Whether it is email, voice mail or talks at practice, you must let them know what is going on.

Good communication always begins with relationship. Take the time to get to know all your club members. If they feel that they are welcome and appreciated, good lines of communication will be maintained throughout the year.

**Be Motivated** - You must set the tone in this area. You must always be upbeat, positive and enthusiastic. Do not expect the club to be excited about the club if you are not one of the most motivated members. Never let your guard down in this area. Your enthusiasm will be contagious if you stay with it.

Thanks again for your willingness to become involved with the club sports program. I truly believe that if you follow the guidelines in this manual and seek advice often, you will have an outstanding experience. Your effort will then be appreciated by those who preceded you as well as those who will follow in your footsteps. Enjoy the friendships, savor the victories and fully take advantage of this leadership opportunity set before you.

Good luck and have a great year.

Max Floyd, Director of Campus Recreation

# CLUB SPORT UNION

The Club Sport Union's purpose is to serve the needs of Wake Forest University's club sports. The Union deals with various issues that our clubs face, including membership recruiting, competition, financial concerns, etc. Taking an active part in Campus Recreation, Club Sport Union also contributes to the Student Activities Fair in the fall, Campus Connections Day in the spring, Campus Recreation Day, and Campus Day for incoming freshmen in the spring as well as other campus wide events.

Club Sport Union's membership includes all officers of Wake Forest's club sports that are officially recognized and voted in to the Union by members of the Club Sport Union. **Meetings are held once a month on a Thursday, at 8:30 p.m. in Reynolds Gym room 209. Attendance is mandatory!**

Election of the Union's officers will be based on a majority vote of all active members. Each club will have one vote but may nominate more than one club officer for a given position. Officers for the Union will be elected as needed on a year to year basis. Officers will be installed in the spring of the previous year that they serve.

# CLUB SPORTS

## CLUB SPORT OBJECTIVES

The Club Sport program at Wake Forest University maintains several objectives in order to ensure success for each club and its member.

1. To provide opportunities for instruction and competition in a wide range of recreational activities for students and other campus community members.
2. To provide an avenue for developing camaraderie in the campus community through common interests.
3. To secure facilities and equipment usage for club sports.
4. To develop student leadership skills by providing opportunities for organization and problem-solving.

## CLUB SPORT REQUIREMENTS

All club sports must fulfill the following requirements:

Membership: All current Wake Forest University students, faculty, and staff are eligible to participate in club sports.

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*"A pessimist sees the difficulty in every opportunity; an optimist sees the opportunity in every difficulty."*

- Winston Churchill

- Nondiscrimination:** Participation of club sports is based on Wake Forest University's non-discrimination policy. Membership will not be based on race, religion, national origin, age, sex, veteran status, handicapped status, disability, or sexual orientation.
- Interest:** In order for a club sport to be active, at least 10 individuals must be active members of the club.
- Organization & Leadership:** All officers of clubs must demonstrate organization and good leadership of their club.
- Safety:** The safety of a club sport's members must remain a top priority. Officers and club members must be aware of safety procedures in the case of accidents or injury (see "Safety and Liability").
- Insurance:** All members of every club must have a signed insurance waiver on file in the Club Sport Union office in order to participate.
- Travel:** In the event that a club travels, a travel form must be completed and submitted to the Club Sport Union advisor or president at least 24 hours previous to travel.
- Club Sport Union:** All club sports must maintain a membership within the Club Sport Union. **Clubs must have representation at every meeting—although club officers should be at Union meetings, any member representing the club is sufficient.** If a club cannot send representation, the club must notify the Director of Club Sports with a worthy explanation in order to be excused. Upon one unexcused absence at Union meetings, the club must give the Union \$25 of club money. Each absence after that will lead to a suspension of all campus privileges (use of facilities included) until the club's officers meet with the Director of Campus Recreation to discuss information missed at the meeting and the club sport's lack of representation.
- Good Standing:** For a club to be considered in good union standing a club must fill the following requirements....  
1) Each club's officers must read, understand, and adhere to all information given in the Club Sport Union handbook. **All clubs are responsible for the content of the handbook.** 2) The club must have at least one officer or

member of the club present at every Club Sports Meeting. 3) Every club must provide insurance waivers for every club member participating that year and an updated roster each semester to the Union. 4) All travel forms for each club will be submitted 24 hours in advance of any travel. 5) In the spring clubs must submit a list of officers with contact information for the upcoming fall semester. 6) Each club will also designate one person to maintain a club website. Any club that does not adhere to these requirements will not be considered in good union standing.

**Rule Violations:** If a club violates any Club Sport Union conduct or facility rules, the Union will decide on a punishment for the club. Punishments may include fines, change in Union status, change in club status, and restricted use of facilities.

**Officers:** Club Sport Union officers will be elected by the members of the Union. Election of the Union's officers will be based on a majority vote of all active members. Each club will have one vote but may nominate more than one club officer for a given position. Officers for the Union will be elected as needed on a year to year basis. Officers will be installed in the spring of the previous year that they serve.

**Votes:** In the event the Club Sport Union needs to make a group decision, the election of an officer, or the admittance of a club to the Union, each club will have only one vote.

**New clubs:** A perspective club must request to be on the agenda of the next Club Sport Union meeting in writing to the Union president. The perspective club's president will make a verbal request to the Club Sport Union for membership to the voting body. The vote may take place at the meeting, or at a subsequent meeting or via email. Acceptance by the Union is granted by a simple majority vote.

**Declining Clubs:** If any club begins to show steady decrease in participation, student leadership, and general interest, the Union president and advisor will investigate the decline to ascertain the possible causes and whether the problem is a temporary condition. If it is determined that a club is no longer meeting the needs for acceptance as a Club Sport, termination of current active status may be appropriate.

CSU Services: The Club Sport Union provides a variety of services to all sport clubs within the Union including but not limited to practice and game facilities, financial support and equipment when needed, fundraising opportunities, promotion of club activities on campus, club support, and a website.

Website: Each club will be given access to a university website. Each club will provide a designated person to maintain the website and provide current information on the site. This person will be required to attend a mandatory training session at the beginning of each academic year. Websites will be used in accordance with all University rules and regulations.

## A GUIDE FOR SUCCESSFUL CLUBS

### ENROLLING MEMBERS

At the beginning of the fall semester, recruiting new members and encouraging participation of old members becomes a priority for most club sports. The following are several ways in which a club may promote membership:

- ✓ Publicize the club's informational meetings and practices around campus.
- ✓ Have club representatives present information to interested students at the Student Activities Fair in early September.
- ✓ Email and encourage old members to participate in club activities and to help in the recruitment of new members.
- ✓ Direct an information meeting for interested students regarding practice, competition, dues, etc.
- ✓ Set a precedence of organization and leadership within the club.

### PUBLICITY

There are several means with which to publicize your club's meetings, practices, and events. Announcements should include such information as club contacts and details of meetings/practices/events (date, time, location). The following are only a few of the ways a club may notify the campus about club information:

- ✓ Posting fliers. (Please see "Posting Fliers Around Campus" below).
- ✓ Old Gold and Black (Campus Newspaper)
- ✓ Radio stations (WAKE, WFDD)
- ✓ Wake TV
- ✓ Student Events Calendar on WIN

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*"Action springs not from thought, but from a readiness for responsibility."*  
- Dietrich Bonhoeffer

## POSTING FLIERS AROUND CAMPUS

Posting fliers around campus is one of the best ways to inform students about your club. Fliers may have information on club contacts, meeting times, etc. There are a few rules that all clubs and organizations must abide by (these can also be found in the Student Handbook):

- ✓ Fliers *can* be posted on bulletin boards, stone, brick, concrete, and natural wood surfaces.
- ✓ Fliers *cannot* be posted on trees, sidewalks, iron railings, lamp posts, painted surfaces, glass doors and windows, Wait Chapel, and outside the entrances to Reynolda Hall, Tribble Hall, the library, and the Benson Center.
- ✓ Masking tape, “scotch” tape, thumbtacks, or staples can be used to hang items.
- ✓ Duct tape *cannot* be used to hang fliers.
- ✓ On a side note, chalking is prohibited in all areas *except* for the sidewalk between the Magnolia Court and the Benson Center patio.

The Benson Center has its own posting policy. Rules are as follows:

- ✓ Notices *cannot* be posted on the interior walls/pillars or the exterior walls/brickwork of the Benson Center.
- ✓ Notice *can* be posted on the 2<sup>nd</sup> floor exterior archway (facing Tribble Hall).
- ✓ Clubs may use the bulletin boards on the 2<sup>nd</sup> floor.
- ✓ Clubs may request an easel for display in the building.

## MAKING COPIES, FLYERS, POSTERS AND MORE

The Copy Center, located on the second of the Benson University Center, is a convenient location for copying and/or faxing materials and acts as a campus Kinko’s. They are open Monday-Thursday 8:30 a.m. - 9 p.m., Friday 8:30 a.m. -7 p.m., Saturday 2 p.m.-6 p.m., and Sunday 1 p.m.- 8 p.m. The Copy Center provides an array of services in addition to copies and faxes and allows you to charge copying fees to the club’s Wake Forest account. The Copy Center may be reached via phone at 758-6074. In addition, the Copy Center will allow you to email documents to be printed by using [copies@wfu.edu](mailto:copies@wfu.edu).

In the Benson University Center’s 335 office large paper for posters may be purchased and banners may made. You may also charge these services to your club’s Wake Forest account. This office may be contacted via phone at 758-4869.

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*"Obstacles are those frightful things you see when you take your eyes off your goal."*  
-Henry Ford

### **SCHEDULING PRACTICES AND MEETINGS**

Club sport officers should contact the Director of Club Sports to submit practice times and locations. In order to secure the desired location and time, contact the appropriate person in charge of that specific facility as early as possible (preferably at the end of the previous semester). (See “Meetings and Practices”).

### **CLUB SPORT UNION MEETINGS**

It is the officers’ duties to represent his or her club at the Club Sport Union meetings. Attendance is mandatory for at least one officer of each club sport. (For Attendance Policy see “Club Sports”)

### **INSURANCE WAIVERS**

At the first Club Sport Union meeting of each semester, officers will be given copies of the University’s Release and Assumption of Risk form (Appendix A). These signed forms are required for all club participants, returning and new members, and must be submitted to the Director of Club Sports as soon as possible.

### **CLUB ROSTERS**

A current roster of each club must also be submitted to the Director of Club Sports and Club Sports Union at the start of each semester. Rosters should include names and contact information of each member.

### **DUES**

Some clubs may require dues from all members. These are set at the discretion and needs of each club. There are no dues, however, that the Club Sport Union requires.

## **SAFETY AND LIABILITY**

Safety should be the highest priority for club leaders. Here’s how club sport organizers should maintain a safe environment:

- ✓ For insurance reasons, all club members must sign the Release and Assumption of Risk forms (provided by the Club Sport Director). This insurance waiver places legal responsibility on club members for their actions within the club.
- ✓ In cases of inclement weather, club presidents and officers should use personal discretion and good judgment in determining the club’s activity. Some rain or moisture, for example, may still be conducive to

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*“Nothing great was ever achieved without enthusiasm.”*  
-Ralph Waldo Emerson

athletic competition and involvement. However, if the fields start feeling slick and possibly dangerous, club leaders should be responsible in ending practice or competition early. This serves two purposes—to **maintain a safe level of participation for all club members, and to maintain the good condition of the playing fields.**

- ✓ The Club Sport Director may also use his or her discretion in canceling a club's practices and events.
- ✓ Some first aid supplies can be found in the Campus Recreation Office. Clubs should also maintain their own supply of first-aid material for minor injuries.
- ✓ Clubs should ensure that members have enough water/fluids to prevent dehydration and injury.

In the event of injury, the following procedures should be followed:

1. Determine the nature and extent of the injury.
2. If the injury requires minor first aid, a qualified individual should provide first aid on the spot. The club member injured should contact Student Health Services if the injury does not heal.
3. If the injury is minor, but still requires medical attention, the student should be taken to Student Health Services. Both Wake Forest students and visitors on the campus may receive urgent care.
4. If the injury is serious or if the student has been unconscious, emergency personnel should be contacted. Campus Police (on-campus, extension 911; from off-campus, 758-5591) or Student Health Services (758-5218) should be immediately contacted. The Winston-Salem Police department may also be reached at (336) 773-7700.
5. Each injury, regardless of its severity, must be reported to the Director of Club Sports.

## MEETINGS AND PRACTICES

Meetings may take place in the following locations around campus:

- ✓ Benson Center - Contact the Administrative Coordinator in the Benson Center Office
- ✓ Reynolds Gym classrooms - Contact the Director of Campus Recreation
- ✓ Various classrooms - Contact the Departmental Chairs

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*"The difference between a boss and a leader: a boss says, 'Go!' - a leader says, 'Let's go!'"*  
-E. M. Kelly

Indoor Practices may be arranged in the following locations\*:

- ✓ Reynolds Gymnasiums
- ✓ Multipurpose Rooms
- ✓ Swimming Pool

Outdoor Practices may be arranged in the following locations\*:

- ✓ Watertower Field
- ✓ Davis Field
- ✓ Poteat Field
- ✓ Reynolda Gardens Field
- ✓ Kentner Stadium
- ✓ Tennis Courts

\*For practice locations, contact the Director of Campus Recreation.

## **OFFICERS, COACHES, AND FACULTY ADVISORS**

### **SELECTION OF OFFICERS AND FACULTY ADVISORS**

- ✓ The officer positions of each club will depend on your club's specific needs. Some clubs will need as much as a President, Vice President, Treasurer, Web Designer, Public Relations, and various team Captains, while some clubs will need as little as President, Vice President, and Treasurer.
- ✓ Selection of your officers will depend on the club's constitution. A club's officers should have copies of the constitution, which are also on file with the Office of Student Development and with Club Sports Union. These can be accessed by contacting Student Development or the president of the Club Sports Union.
- ✓ All constitutions should be updated and kept current to the functions of the club.
- ✓ Each club is required to have an advisor, in order to help club leaders with organization of the club's functions and events. Advisors can be selected based on a specific professor's interest in the sport. Approval will depend on the club's constitution.

### **OFFICER DUTIES**

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*"Be a yardstick of quality. Some people aren't used to an environment where excellence is expected."*

-Stephen Jobs

Since each club's needs are different, the specified duties of officers will depend on each club's constitution. Some basic duties of all officers include the following:

- ✓ Organizational duties of the club (practices, competitions/games, travel, hosting tournaments, etc.)
- ✓ Attendance of Club Sport Union meetings
- ✓ Frequent contact with Director of Campus Recreation and President of CSU
- ✓ Each club will follow the needs of Student Government and complete any appropriate forms. For example, presidential evaluations and other such forms to remain in good standing with the Office of Student Development and Student Government.
- ✓ SBAC Budget proposals in the fall
- ✓ Management of club finances
- ✓ Responsibility as a consistent and respectable leader and team player

### COACHES

All coaches, whether associated with the University or not, must abide by the policies and procedures of the Club Sport Union and Wake Forest University. It is the responsibility of each club sport for securing the services of a coach, and the Director of Club Sports must approve each coach and instructor. Although a coach may be responsible for teaching the sport to all club sport members, it should be kept in mind that all decisions regarding club organization and activity should be made by student club members. It is crucial to maintain the club sport program's emphasis on *student* leadership and development.

## COMPETITION AND EVENTS

Competition is encouraged for Wake Forest's club sport community. Clubs may compete against other schools as well as against community teams and clubs. All clubs must submit a schedule of events (exhibition and competitive) to the Director of Campus Recreation. The Director of Campus Recreation may use his or her discretion in authorizing any events.

### OFFICIALS

The requirements of a club sport event's officiating will depend on the rules of the league or association to which the club belongs. If acceptable, the club may request the names of trained intramural sports officials from the Director of Campus Recreation. If necessary, the club may contact the North Carolina High

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*"Leadership is not wielding authority—it's empowering people."*  
-Becky Brodin

School Athletic Association’s (NCHSAA) Official’s Program at (919)962-7747 in order to contact and book officials at specific classification levels.

### OFF-CAMPUS EVENTS

For events requiring travel to and from competition and events, club members should do the following:

- ✓ Plan early for the event—know date, time, and location as early as possible.
- ✓ Complete and submit the Club Sports Union travel form at least 24 hours in advance of the off-campus event. If club events/practices occur off-campus regularly at a specific location the officers may make arrangement for one travel form to be completed for this regular event.
- ✓ If the club must withdraw from the event, notify the host as soon as possible.
- ✓ Contact van rental companies to reserve the appropriate vehicles if necessary. Be sure to adhere to all of the regulations of the rental company.
- ✓ Keep track of mileage and money spent on food, drinks, lodging, etc. for possible reimbursement. Make sure to save receipts for any purchases made.
- ✓ Maintain a safe travel, competition, and lodging environment for the club.
- ✓ Uphold all University standards for good sportsmanship and appreciation.

### EVENTS SPONSORED BY WAKE FOREST

For events sponsored by Wake Forest club sports, officers should maintain strict organization and plan as early as possible. Below is a checklist of suggested duties. Extra copies of this checklist may be found in Appendix B.

### Events Checklist

#### Several Weeks Prior to Event:

- Check University Calendar for conflicting events on campus.
- Review financial position of club—make sure that the club has enough funding for the event.
- See Director of Club Sports for approval.
- Set date, time, and location of event with the Director of Club Sports.
- Contact potential competitors and teams with information and invitations.
- Contact officials to set date, time, location, and payment.

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*“And though hard be the task, 'Keep a stiff upper lip'.”*  
- Phoebe Cary

- Contact Security and Facilities Management to discuss necessary services required for the event.
- Organize and schedule the use of necessary equipment for the day of the event, such as scoring machines, timers, field markers, goals, tables, chairs, water coolers, etc.
- Confirm that appropriate power supplies needed for the event are available and functional.
- Arrange housing for the opponent(s).
- Send driving directions to opponent(s).

**Week of the Event:**

- Organize any meals, snacks, and drinks for the club and opponent(s).
- Double-check on arrival of opponent(s), officials, and the necessary security.
- Publicize the event around campus! Use fliers, the *Old Gold and Black*, Student Events Calendar on WIN, web pages, etc. to spread the word.
- Obtain necessary payment for officials—see Director of Club Sports for petty cash.
- Line fields.

**Day of Event:**

- In the case of inclement weather, contact opponent as early as possible.
- Prepare location of event—set up gym, water coolers, etc.

**After the Event:**

- Clean the location of the event.
- Return borrowed equipment and supplies.
- Turn in necessary Expenditure forms and/or Travel & Entertainment forms to Financial and Accounting Services. Be sure to attach necessary receipts to all forms.

**SBAC BUDGETING**

Each fall, every chartered club sport and student organization must propose a budget for the following year’s funding. The Student Budget Advisory Committee (SBAC) is responsible for reviewing the clubs’ proposals and allocating funds appropriately. SBAC will contact club officers early in the fall semester with a schedule of meetings and important dates, and any updates on

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*“Great minds have always encountered violent opposition from mediocre minds.”*  
 -Albert Einstein

changes in the process. The SBAC guidelines may vary from year to year, so please be aware of the committee's current requirements. The following is a set of basic guidelines in the SBAC hearing process:

- ✓ SBAC first requires a Progress Report, which will inform the committee on each club's activities, accomplishments, and progress.
- ✓ Second, 10 copies of the club's budget proposal are to be submitted to the committee 24 hours before the club's hearing.
  - General Rules:
    - List all expenses
    - List all revenues (dues, fundraisers, etc.)
    - All expenses of the club that may not be funded by the University should also be listed at the end of the budget proposal. This allows the SBAC to know all possible expenses of the club.
  - The following items will *not* be funded by SBAC:
    - Bank fees
    - Entertainment
    - Gifts or grants
    - Speaker Fees (Funding for speakers is through the SBAC Special Events Fund.)
  - General Expenses:
    - PO Box, copies, University-owned club equipment
    - Payment of sports officials
    - Mileage will be funded at the University Policy at \$0.345 per mile.
    - Hotel rooms will be funded at half the cost of any room in the \$35-45 range.
    - Food costs of banquets and retreats
  - Decision Packages
    - Decisions Packages may be included with the budget proposal, and should be created in the event that a club would like to request money for non-annual items, such as uniforms, equipment, etc.
    - A club may include as many Decision Packages as necessary, but the club must rank the Packages in order of preference.
  - A sample budget proposal can be found in Appendix C.
- ✓ At the actual Budget Hearing, the club President and Treasurer will present the budget. The Committee's members will ask the club questions regarding the nature of expenses proposed, and how the club has spent the previous year's allocations.

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*"Be like a postage stamp. Stick to one thing until you get there."*  
- Josh Billings

- ✓ If a club is displeased with the initial allocated budget, the President and Treasurer may appeal to the Committee at a meeting set by SBAC. The club will reappear before the Committee and explain the appeal.

## CLUB FINANCES

### FINANCIAL AND ACCOUNTING SERVICES

Here are some key points for financial and accounting services:

- ✓ Only chartered club sports will receive funding from the University, and each will have an account number.
- ✓ The University's fiscal year runs from July 1 though June 30. Money left in the club account will then be cycled back into the University's funds.
- ✓ Once a month, a report stating activities of the club's account will be mailed out to each club's faculty advisor. The club President and Treasurer can also have access to this report by filling out the Monthly Report Request form.
- ✓ All requests for Finance and Accounting services will be completed within 5 business days of submission.
- ✓ If forms are not submitted correctly, forms will be sent back to the club. Requests will then be completed within 5 business days of resubmitting the corrected form.
- ✓ Sample forms for described services below can be found in Appendix D. Forms may also be downloaded from the Financial and Accounting Services web page at <http://www.wfu.edu/Administrative-offices/FAS/>

### APPROVAL

- ✓ Any club officer who has signed the required forms may approve financial service forms.
- ✓ For any purchase over \$250, the club's faculty advisor must approve the invoice, reimbursement, etc.
- ✓ For any purchase over \$1000, a Purchase Order must be made. Purchasing should be contacted for instructions and information.

### INVOICES

- ✓ To submit an invoice payment, the club's 10 digit account number (department and account number) and approval signature can be written on the original invoice from the vendor and submitted.
- ✓ A check for the purchase amount will then be sent to the vendor, and will be paid according to the due date on the invoice.

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*"When you reach the end of your rope, tie a knot in it and hang on."*  
 -Thomas Jefferson

## REIMBURSEMENTS

- ✓ For reimbursement, an Expenditure Voucher or Travel & Entertainment Form must be completed, approved, and submitted. The appropriate receipts and documentation must also be included.
- ✓ Reimbursements may not be approved by the individual receiving the repayment.
- ✓ The individual receiving the reimbursement must also sign the form.
- ✓ For reimbursements under \$25, see the cashier in Financial Services to receive cash.

## PAYMENT TO INDIVIDUALS

- ✓ Please give Financial and Accounting Services the full name, Social Security number, and address of the individual to be paid. Include the 10-digit account number of your organization and state the purpose of payment.
- ✓ For students on payroll, payment should be made through payroll.
- ✓ All payments are taxable income.

## PETTY CASH SYSTEM

Many officials of our club sports games and matches require immediate payment. Due to the five-day waiting period that often accompanies transactions in Financial and Accounting Services, the Club Sport Union has developed a petty cash system. This will allow officials to be paid cash immediately. Here is how this system works:

- ✓ An officer of the club hosting the event must contact the Club Sports Director in advance. After the request for the amount of money is made, the Club Sports Director reserves the right to limit or reject the request, depending on circumstances.
- ✓ Upon receiving the petty cash from the Club Sport Director, the club's officer must sign and authorize the amount of money the club acquires.
- ✓ The official receiving the petty cash must sign the Receipt for Sports Officials. Once the receipt is complete with all information regarding the sports official and the club's account information, the form must be submitted to the Club Sport Director.
- ✓ The Club Sport Director must then submit the receipt to Financial and Accounting Services, and the amount will be automatically subtracted from the club's account.

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"What counts is not necessarily the size of the dog in the fight - it's the size of the fight in the dog."  
-Dwight D. Eisenhower

## DEPOSITING FUNDS INTO A UNIVERSITY ACCOUNT

When a club receives non-University funds, money can easily be deposited into the club's Wake Forest University account. To do so, clubs should bring their club's account number and collected funds to the Financial and Accounting Services window in Reynolda Hall.

## FUNDRAISING

All clubs reserve the right to raise funding for equipment, speakers, etc. Suggested fundraisers include auctions, car washes, candy sales, T-shirt sales, and tournaments. The Director of Club Sports should be contacted for approval of the fundraiser.

## CLUB EQUIPMENT AND UNIFORMS

Here are a few concerns dealing with club equipment:

- ✓ All equipment bought with money allocated by Wake Forest is property of the University.
- ✓ Uniforms can be bought with University money, but these must remain with the club upon a member's graduation or discontinued membership with the club.
- ✓ At the end of each year, an inventory of all club equipment must be made. This inventory must be kept by club officers and submitted to the Director of Club Sports.
- ✓ Storage of the club's equipment is the responsibility of the club. Lockers and shelves are available through Campus Recreation on a first-come-first-serve basis.
- ✓ Any loss, theft, or damage of club equipment or uniforms must be reported to the Director of Club Sports.
- ✓ Orders can be sent to Campus Recreation at PO Box 7455, Winston-Salem, NC 27109.

## STARTING A CLUB

Several different clubs are started each year, including academic interest clubs, hobby clubs, and club sports. Although a somewhat time-consuming process, founding a club on campus is a reasonable goal for a determined and organized leader. The founding members, once successful in attaining charter status for their club, can feel a sense of pride in adding to the Wake Forest community.

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*"I find that the harder I work, the more luck I seem to have."*  
-Thomas Jefferson



- ✓ The club will then meet with the Committee to discuss the budget. When the bill is to be voted on by the SG Legislature, a club representative must be present.
- ✓ The fall semester after getting the charter, a new club can then present a full budget to the SBAC. This process is the same as followed by all clubs, new and old.

## CLUB SPORTS AND INTRAMURAL SPORTS

During certain points during the fall and spring semesters, intramural sports matches may pose a conflict to club sports practices and events. Each club sport should discuss these potential conflicts with the Director of Club Sports when discussing scheduling.

In order to maintain fairness in intramural matches, the number of participating club sport members of that respective sport is restricted. An intramural team may have an unlimited number of club members, but the number competing at any one time (on the floor/court/etc.) must not exceed two.

## RESOURCES AVAILABLE TO CLUB SPORTS

- ✓ Long-distance phone services in Campus Recreation office
- ✓ First-aid kits, ice, and water coolers (Campus Recreation office)
- ✓ Web page design
  - Club Sports web page - includes contact information for all clubs (names, email addresses, phone numbers, and web page links to individual clubs' web pages). See [www.wfu.edu/athletic/intramural/sports.htm](http://www.wfu.edu/athletic/intramural/sports.htm)
  - Individual club sports pages serve as accessible information for other Wake Forest students as well as potential students. If you are interested in creating a page for your club, and do not have a web designer within the club, see the Director of Campus Recreation for the name of the Club Sports Web Designer.
  - Initial web page setup and web page updates are paid for by the Club Sport Union. For either task, the Club Sports Web Designer should be contacted.

★★

*"I am certainly not one of those who need to be prodded. In fact, if anything, I am the prod."*

*-Sir Winston Churchill*

## IMPORTANT PHONE NUMBERS

Benson University Center		4869
	Administrative Coordinator, Julie Reto	4414
Campus Calendar		4696
Campus Recreation	Director of Club Sports - Max Floyd	5838
	Fax	4336
Copy Center	2 <sup>nd</sup> floor Benson University Center	5251
Counseling Center		5273
Emergency	University Police	911
Facilities Management	24-hour customer service	4255
Financial and Accounting Services	Assistant to the Controller	5233
	Accounts Payable General Information	5690
	Accounts Payable Supervisor - Kim Wieters	5183
Health Educator		5937
<i>The Howler</i>		5289
Information Desk		5255
<i>Old Gold and Black</i>		5280
	Advertising Office	5279
Pool	After 5 pm and weekends	1967
Post Office	WFU	4449
Purchasing		5998
Security - Information		5591
Student Development	Director - Mike Ford	5921
Student Government		5293
Student Health Services		5218
Student Life		5226
Student Union		4869
Tennis Center		5634

\*\*All numbers use area code (336) and prefix 758.

RELEASE AND ASSUMPTION OF RISK  
\_\_\_\_\_ CLUB

I, the undersigned, execute this Release and Assumption of Risk in consideration of certain assistance furnished to the \_\_\_\_\_ Club ("the Club") by Wake Forest University ("Wake Forest").

I understand that Wake Forest does not supervise or assume responsibility for the Club. Wake Forest furnishes some limited assistance to the Club, including use of its facilities, but the operation of the Club is the responsibility of its members.

I am aware that there are potential dangers and risks associated with participation in training, competition, travel and other Club activities. I understand that, no matter how well conditioned I might be, I could suffer bodily harm as a result of my participation in Club activities. Examples of the potential dangers and risks include minor injuries such as abrasions or cramps, major injuries such as broken bones, heat stroke or convulsions, and life-threatening injuries such as spine and neck injuries or heart failure. These examples are not intended to be all-inclusive, but merely to exhibit my awareness of the risks inherent in this activity. I also realize that I should consult a licensed physician concerning any limits to my participation in this activity; I will inform the Club of any limitations placed on me by my licensed physician.

I voluntarily assume these risks. I am eighteen years of age or older and am fully aware that participation in the Club is on a voluntary basis and is not mandatory and I will receive no academic credit for my participation in the Club.

I hereby release and hold harmless Wake Forest, its trustees, officers, employees and representatives from any liability or claim of liability, including liability for bodily injury or property damage arising out of or in connection with my participation in the Club, including related travel except such liability or claim of liability as may result from the gross negligence of Wake Forest. I recognize that this Release means I am giving up, among other things, rights to sue Wake Forest (including its entities, trustees, servants, employees, students, agents, independent contractors and officers), host facilities, event committees, event sponsors, any individual officiating at Club events or for injuries, damages or losses I may incur.

**I HAVE READ THIS ENTIRE RELEASE, I FULLY UNDERSTAND IT AND I AGREE TO BE LEGALLY BOUND BY IT.**

Signature: \_\_\_\_\_ (SEAL)

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

If student is under the age of eighteen, the student's parent or legal guardian must sign the attached indemnity provision.

Signature of Parent/Legal Guardian: \_\_\_\_\_ (SEAL)

Print name of student: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

# Travel Form

## General Info.

Club Name: \_\_\_\_\_

Dates of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Reason for Trip: \_\_\_\_\_

Means of Transportation: \_\_\_\_\_

Drivers: (Please list all.)

\_\_\_\_\_

\_\_\_\_\_

**Contact information:** (Fill out numbers that apply. At least one number must be provided and preferably two if cell phone is listed as one.)

Phone number of hotel: \_\_\_\_\_

Cell Phone Number that can be reached in case of emergency: \_\_\_\_\_

Tourney/Meet Contact Name: \_\_\_\_\_

Phone Number for Tourney/Meet Contact: \_\_\_\_\_

Other: \_\_\_\_\_

## Logistic Info.

Are all waivers of participants signed and on file in the Campus Recreation Office (yes/no)? \_\_\_\_\_

How are you funding this trip? \_\_\_\_\_

Club Officer signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: All trips must be approved by Max Floyd!

# Club Sport Union

## Budget Presentation 2002-2003

<b>Expenses</b>			
<b>Item</b>	<b>Description</b>		<b>Amount</b>
Activities Fair	23 tables @ \$15/table		345.00
General Office (Note 1)	Fax	\$ 144.00	
	Telephone	360.00	
	Xerox	300.00	
	Postage	90.00	894.00
Professional Printing	Club Sport/Intramural Handbook/Poster	1,000.00	
	Old Gold and Black (1 run - 1/2 page)	279.00	1,279.00
Field Supplies (Note 1)	Field Chalk	77.91	
	Paint	362.53	440.44
Web Design	updates of 23 clubs' pages (1 hour each) + creation of new club pages (2 hours*2 clubs) + updates to Club Sport Program web page (5 hours)		1,040.00
First Aid Supplies	23 kits @ \$10/kit		230.00
Repair Charges	On-campus hourly wages paid		100.00
National Tournament	Registration Fees		200.00
End of Year Banquet	Food (100 people @ \$5/head)		500.00
Awards	Officer of the Year, Club of the Year plaques (2 @ \$25/each)		50.00
Start-up Club fund	2 start-up clubs, \$500 each		1,000.00
Executive Committee Stipend	2 people (President and Vice President) @ \$200/month x 7 months		2,800.00
Campus Recreation Day	splitting cost with Intramural Sports		1,500.00
<b>Total Expenses</b>			<b>\$10,378.44</b>
<b>Revenues</b>			-
<b>Total SBAC Request</b>			<b>\$10,378</b>

Footnotes:

Note 1 - Amounts are based on the amount of the expenses from 2000-2001



**Wake Forest University  
Travel & Entertainment Voucher**

Full Name (Printed)	Home Address and Department							Date
No. Expense Item	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Date								
1. Breakfast (see back)								
2. Lunch (see back)								
3. Dinner (see back)								
4. Entertainment								
5. Air Fare								
6. Auto Rental								
7. Taxi, Shuttle, etc.								
8. Mileage								
9. Gas								
10. Parking, Tolls, etc.								
11. Hotel (excluding food/bev)								
12. Telephone								
13. Registration Fees								
14. Non-allowable Costs (see 7)								
15. Other (specify)								
16. Other (specify)								
17.								
18.								
19.								
20. Total								

Purpose of Trip (Be Specific): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Less Prepaid Expense:	
Airline	
Auto Rental	
Other (Describe)	
Advances	
Subtotal (21)	
Due University (Line 21-Line 20)	
Due Employee (Line 20-Line 21)	

Acct	Fund	Dept	Prj/Grt	Amount

I certify that the above charges are true, just, and were incurred for school related business, and no part of these expenditures have been or will be reimbursed by a third party, external organization, or individual."

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

Campus Phone Number \_\_\_\_\_

Print Name & Title \_\_\_\_\_

Choose one:  Employee  Student  Other

Audited by (Financial & Acct Services Only) \_\_\_\_\_ Date \_\_\_\_\_

See back for travel guidelines

**Travel Expense Voucher Guidelines**

1. Claims for reimbursement of travel must be made on forms approved by the controller. Forms must be signed by the head of the department to indicate that the trip was made on University business, and then submitted to the controller for payment within 15 days of the traveler's completion of each trip. Self-approval is not acceptable.
2. Describe each item to be reimbursed. Items described only as "miscellaneous" or "incidental" cannot be reimbursed. Enter the expenses in the appropriate category. Use the "other" category for items which do not belong under another heading.
3. Dated original receipts must be submitted with the Expense Report for:
  - All lodging expenses
  - Meal expenses, unless such expense does not exceed \$10 for breakfast, \$15 for lunch or \$25 for dinner, (meal expenses must be reasonable)
  - All purchased transportation expenses of \$25 or more, including air, train, and bus fares as well as car rental charges.
  - Registration fees that were not prepaid.
4. Expenses for entertainment must be accompanied by the names of the people entertained and their relationships to Wake Forest and the business purpose of entertainment. Use form below.
5. Examples of items which will be reimbursed include: automobile mileage at the Internal Revenue Service standard mileage rate, currently .345 cents per mile, plus tolls; train, plane or bus accommodations; meals and lodging; reasonable tips, and registration fees. Personal incidental expenses incurred while traveling, such as phone calls home, must be described and may not exceed \$5 per day.
6. Examples of personal travel expenses which will not be reimbursed include: incidental expenses such as personal recreation, movies, and snacks.
7. Federal grant guidelines define alcoholic beverages and first class travel as nonallowable costs. Travelers on grants will be reimbursed for those costs within the parameters of Wake Forest University travel policies.
8. Travelers certify to the University that the information contained in the form is accurate. Individuals must sign their own names.
9. See the Wake Forest travel policy for more detailed information.

**Explanation of Reimbursed Automobile Expense**

Explanation	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Auto Mileage Total</b>							

**Explanation of All Business Meals and Entertainment Expenses**

No.	Date	Place	Name of individual(s) and Relationship (occupation, title, etc.)	Business Purpose	Amount

## Receipt for Sports Officials

Sporting Event \_\_\_\_\_ Date \_\_\_\_\_

Official's name \_\_\_\_\_

Phone # \_\_\_\_\_ Social Security # \_\_\_\_\_

By signing this form, I confirm that I have performed my duties as sports official for this Wake Forest University sporting event for the amount of \$\_\_\_\_\_.

X \_\_\_\_\_

Club information: Club name \_\_\_\_\_

Club contact \_\_\_\_\_

Club WFU Account Number \_\_\_\_\_

## Events Checklist

### Several Weeks Prior to Event:

- Check University Calendar for conflicting events on campus.
- Review financial position of club—make sure that the club has enough funding for the event.
- See Director of Club Sports for approval.
- Set date, time, and location of event with the Director of Club Sports.
- Contact potential competitors and teams with information and invitations.
- Contact officials to set date, time, location, and payment.
- Contact Security and Facilities Management to discuss necessary services required for the event.
- Organize and schedule the use of necessary equipment for the day of the event, such as scoring machines, timers, field markers, goals, tables, chairs, water coolers, etc.
- Confirm that appropriate power supplies needed for the event are available and functional.
- Arrange housing for the opponent(s). Send driving directions to opponent(s).

### Week of the Event:

- Organize any meals, snacks, and drinks for the team or opponent.
- Double-check on arrival of opponent(s), officials, and the necessary security.
- Publicize the event around campus! Use fliers, the *Old Gold and Black*, University Calendar, web pages, etc.
- Obtain necessary payment for officials—see Director of Club Sports for petty cash.

### Day of Event:

- In the case of inclement weather, contact opponent as early as possible.
- Prepare location of event—line fields, setup gym, etc.

### After the Event:

- Clean the location of the event.
- Return borrowed equipment and supplies.
- Turn in necessary Reimbursement and Travel & Entertainment forms to Financial and Accounting Services.

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- Check University Calendar for conflicting events on campus.
- Review financial position of club—make sure that the club has enough funding for the event.
- See Director of Club Sports for approval.
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- Prepare location of event—line fields, setup gym, etc.

### After the Event:

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- Return borrowed equipment and supplies.
- Turn in necessary Reimbursement and Travel & Entertainment forms to Financial and Accounting Services.

# **WAKE FOREST UNIVERSITY FENCING CLUB CONSTITUTION**

## **PREAMBLE:**

The purpose of the Wake Forest University Fencing Club is to provide students with the opportunity to gain instruction in the sport of fencing and participate in the sport of fencing in a competitive environment.

## **ARTICLE I: NAME**

The name of this organization shall be Wake Forest University Fencing Club.

## **ARTICLE II: MEMBERSHIP**

Our organization is open to all Wake Forest University students based on the University's non-discrimination policy stated in the Wake Forest student handbook. Thus, membership will be without discrimination because of race, color, religion, national origin, age, sex, veteran status, handicapped status, disability, or sexual orientation.

## **ARTICLE III: OFFICERS**

**Section I:** The officers of the club will include President, Vice President, and Treasurer.

**Section II:** Anyone who is a club member is eligible to hold office, as long as he/she maintains a cumulative GPA of no less than 2.0.

**Section III:** The term of office will be one year (two semesters).

**Section IV:** Officer election will take place at the last meeting of the academic year (second semester). The election of officers will be based on a majority vote, in which all club members are eligible to participate.

**Section V:** Any vacancy of an officer position during the school year will be filled by election of the club members, in a majority vote.

## **ARTICLE IV: EXECUTIVE COMMITTEE**

**Section I:** The Executive Committee consists of the offices of President, Vice President, and Treasurer.

**Section II:** Officer election takes place at the last meeting of the school year, and will be based on a majority vote. All club members are eligible to vote.

**Section III:** The term of office is one year.

**Section IV:** Any vacancy of an officer position during the school year will be filled by election of the club members, in a majority vote.

## **ARTICLE V: MEETINGS**

Times and dates of meetings will be determined by the officers, whenever deemed necessary. All members will be notified in advance of these scheduled meetings.

## **ARTICLE VI: FINANCES**

**Section I:** The club's Treasurer will handle all funds in a responsible manner, with oversight by the President and Vice President.

- Section II:** Dues will be presented by the officers. A majority vote of members will approve the dues. Dues will be collected each semester.
- Section III:** Each member may ask to review the financial status of the club.
- Section IV:** In the event of dissolution of the club, any funds in the treasury will be placed on reserve with the Club Sports Office until the reestablishment of the club.

#### **ARTICLE VII: AMENDMENT**

Amendments to the Constitution will be proposed in front of club members at a meeting, and but shall be voted for at an announced meeting soon following. Amendments to the Constitution will require a two-thirds vote of the members present at the meeting, or by absentee ballot. All amendments must be approved by the faculty advisor and by the Student Life Committee.

#### **ARTICLE VIII: FACULTY ADVISOR**

- Section I:** Faculty advisors are appointed by a majority vote by the club members.
- Section 2:** The duration of the advisor's tenure is individually determined but is at least one academic year.
- Section 3:** The faculty advisor will be considered an honorary member. He or she is responsible to meet with the officers on a regular basis, attend as many club events as possible, and maintain the spirit of the club.

#### **ARTICLE IX: RATIFICATION**

Ratification of the Constitution will require the approval of the faculty advisor, the Student Appropriations and Charter Committee, Student Government Legislature, Student Life Committee, and recognition by the faculty of Wake Forest University. Ratification of the Constitution will require a two-thirds approval by the club members.

### **WAKE FOREST UNIVERSITY FENCING CLUB BY-LAWS**

- Membership:** Membership is granted to all students who have signed up and paid dues for the Wake Forest University Fencing Club. Members must attend at least one meeting each semester.
- Dues:** In order to be granted membership, dues must be paid each semester. Special arrangements can be made for any student with financial difficulty.
- Officers:** Every participating club member who has taken a keen enthusiasm for the club is eligible to become an officer. Officers are elected at the last meeting of the school year by a majority vote of all members present. Two-thirds of the club members constitute a quorum and must be present for voting to be official. The term for office is one school year. Any vacancies will be filled by a majority vote of club members.

**Duties:**

*President:* The President's responsibilities include the organization and planning of the club to ensure its success. He/she has the right to call meetings and delegate responsibilities deemed appropriate. The President presides over meetings in a manner in which to set example for the spirit of the team.

*Vice Pres.:* The Vice President's responsibilities include the assistance of the management of the club. He/she works under the example of the President, and helps out with any responsibilities given to him/her.

*Treasurer:* The treasurer is in charge of collecting dues and maintaining an organized record of financial concerns of the club. He/she will also make sure that club members are updated with the financial concerns of the club.

**Amendments:**

Amendments to the Constitution will be proposed in front of club members at a meeting, and but shall be voted for at an announced meeting soon following. Amendments will require a two-thirds vote of the members present at the meeting, or by absentee ballot. All amendments must be approved by the faculty advisor and by the Student Life Committee.

# Wake Forest University \_\_\_\_\_ Club Constitution

Template

## **PREAMBLE:**

The Mission Statement and goal of the club?

## **ARTICLE I. NAME**

The name of this organization shall be the \_\_\_\_\_.

## **ARTICLE II. MEMBERSHIP**

Our organization is open to all Wake Forest University students based on the University's non-discrimination policy in the Wake Forest student handbook. Thus, membership will be without discrimination because of race, color, religion, national origin, age, sex, veteran status, handicapped status, disability, or sexual orientation.

## **ARTICLE III. OFFICERS**

- Section I:** What offices will be represented?
- Section II:** Officer eligibility requirements?
- Section III:** How long is the office term?
- Section IV:** How are elections held?
- Section V:** How are vacancies handled?
- Section VI:** Additional sections?

## **ARTICLE IV. MEETINGS**

When will meetings be conducted and how will members be contacted?

## **ARTICLE V. FINANCES**

- Section I:** Who controls and monitors the finances of the Club?
- Section II:** When and how much will dues be collected?
- Section III:** Each member may ask to review the financial status of the club.
- Section IV:** In the event of dissolution of the club, any funds in the treasury will be placed on reserve with the Club Sports Office until the reestablishment of the club.

## **ARTICLE VI. AMENDMENT**

- Section I:** How can amendments to the constitution be made and what is the voting procedure?

## **ARTICLE VII. FACULTY ADVISOR**

- Section I:** Who and how will Faculty advisor be chosen?
- Section II:** The duration of the Faculty advisor's appointment?

## **ARTICLE VIII. RATIFICATION**

Ratification of the Constitution will require the approval of the faculty advisor, the Student Appropriations and Charter Committee, Student Government Legislature, Student Life Committee, and recognition by the faculty of Wake Forest University. Ratification of the Constitution will require a two-thirds approval by the club members.

**WAKE FOREST UNIVERSITY**  
**CLUB BY-LAWS**

---

- Membership:** What are the responsibilities and rights of the members?
- Dues:** Who is responsible for paying and collecting dues? How much?
- Officers:** Who is eligible to hold positions as officers? What are the voting procedures for determining these appointments?
- Duties:**
- President:* Responsibilities of the president?
  - Vice Pres.:* Vice President's responsibilities?
  - Treasurer:* Treasurer's responsibilities?
  - Web Des.:* Web-designer's responsibilities
  - Additional Offices:*
- Amendments:** How are amendments ratified?

## **Club Sports Union Club Roster**

Baseball  
Ballroom Dancing  
Crew  
Cycling  
Equestrian  
Fencing  
Field Hockey  
Men's Golf  
Women's Golf  
Ice Hockey  
Karate  
Kickboxing  
Men's Lacrosse  
Women's Lacrosse  
ORAC  
Rugby  
Graduate Rugby  
Running Club  
Men's Soccer  
Women's Soccer  
Softball  
Swimming  
Men's Tennis  
Women's Tennis  
Men's Ultimate Frisbee  
Women's Ultimate Frisbee  
Unified Rhythms  
Men's Volleyball  
Women's Volleyball  
Wrestling