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Important Dates

**Purge Date:** September 26\textsuperscript{th}
*Must have club re-registered or all information will be deleted from the website*

**Clubs & Organizations Meetings** *(All meetings will be held at 6 PM in the TSC Auditorium):*

- October 23
- November 20
- January 22
- February 19
- March 19
- April 16

**Club Fair:** January 7\textsuperscript{th}
Welcome Clubs & Organizations

First off, we would like to welcome all club presidencies to Clubs & Organizations and we appreciate your willingness to attend. We would like to thank you for being a part of the grand infrastructure of Utah State University. By being a part of Clubs & Organizations you will bring a unique and diverse aspect to the atmosphere of student involvement, which makes Utah State Aggies different than every other University.

As a Clubs & Organizations council our vision is to ensure that every student involved with a club is using that club as a gateway to become more involved with the University as a whole. Utah State University is an institution that prides itself on student involvement, which is why we urge you to utilize this aspect of the University more fully. We hope that by being involved with a club, you will be the difference, whether it is in your own lives or the lives of your peers.

We encourage you to be as involved with the program as much as possible to maximize your college experience as a student. By effectively holding meetings, activities, co-sponsoring events, participating in service projects and cultivating memorable experiences for members within your group, it will establish a name for your club to become a representation of this grand institution.

As a Clubs & Organizations program, we have a new vision backed up with innovative ideas that we plan to implement into our organization. In saying this, we thank you for your cooperation and help as we improve Clubs & Organizations to implement our vision to more successfully unify the clubs and organizations on campus.

Go Aggies!

Clubs & Organizations Council
What Classifies a Club?

A club or an organization is a group of students who share a common interest and have gone through the formal approval process through the Student Involvement & Leadership Center. Only currently chartered clubs and organizations have the privilege to use university facilities and are granted access provided by Clubs & Organizations and the Student Involvement & Leadership Center. Clubs & Organizations should be formed for the purpose of social, educational, and leadership development. Clubs & Organizations take a role in the enhancement of a student’s personal and professional growth.

There are two key indicators to let you know if you are a departmental club such as:

1. If you are recognized as a department club by your department.
   OR

2. If your advisors have listed in his/her job description that they are the advisor of “X” club.

Our new policy is that if you are a departmental club, you cannot be a Clubs & Organizations club as well. You must choose one or the other.

There are certain circumstances that are unique, for example: Let’s say the PR Club is based out of CHASS and they don’t have a PR Club advisor that is listed in their job description. They are doing an excellent job representing CHASS and because of this the Dean decides to give them a donation of $250, which is not considered funding by Clubs & Organizations. So the PR Club is still a Student Involvement club because there is not a department advisor and the money was given as a donation, not a funding. Even though this is the case they still need to maintain good standing by Student Involvement standards for them to still be eligible for funding through Student Involvement & Leadership Center.

There are a couple of other circumstances regarding this subject, if you have any questions about this, please let us know via email or come visit us in TSC 342 or TSC 326.
Registering or Re-registering Clubs

Every student club or organization should register with the Student Involvement & Leadership Center. The application process is online. Upon meeting eligibility requirements and receiving approval by the Diversity & Organizations VP, the club or organization will be registered. Any questions should be directed to the Clubs & Organizations director at morgan.matthew@hotmail.com.

Registration:
A student organization must file the following information with the Student Involvement & Leadership Center to qualify as a club:
1. Look on the website http://www.usu.edu/ususa/clubsandorgs/ to make sure that the club that you want to start, or something very close to it, does not ALREADY exist.
2. Find a USU faculty or staff member to be your advisor. An advisor is REQUIRED to start a new club.
3. Name of the Organization.
4. Name, titles of officers and at least 5 club members.
5. Purpose and brief description of organization.
7. Club or organization must submit a typed constitution following the outlined guidelines for writing a constitution.

Existing Clubs: Existing clubs or organizations must resubmit an application to the Student Involvement & Leadership Center for each new school year. Applications are available online or in TSC 326. We prefer that you renew online. Clubs must also review the Clubs & Organizations manual and comply to all guidelines as described in the current policies. Registration shall be valid from the date of approval to the end of the succeeding spring semester.
Clubs Constitution Sample

The following outline and questions are designed to help you write a constitution for your organization. The constitution should contain statements concerning aspects of the organization and the way the club is maintained. Items that are subject to frequent revision should be included in your by-laws. Required sections are underlined. In order to be officially registered with Clubs & Organizations, you must include this information in your constitution. You may want to delete certain sections and add others to your constitution.

Constitution of (Name)

Article I - Name, Purpose and General Statements
Section 1: What is exact title of organization?
Section 2: Nonprofit status of organization (must operate as nonprofit).
Section 3: How does one maintain Clubs & Organizations membership in good standing? (Clubs are subject to all policies and procedures as outlined by USUSA and the Utah State University Student Code).
Section 4: What is (are) the purpose(s)?

Article II - Membership
Section 1: Who is eligible for membership? Are there special requirements or restrictions? (University policy requires there be no arbitrary exclusion on basis of race, creed, color, sex, national origin, or disability).
Section 2: Are there categories of membership? If so, what are they? (Policy requires two-thirds of voting membership must be registered students of Utah State.)
Section 3: How does one become a member?
Section 4: How does one maintain membership in good standing? Can a member be removed from the rolls of the organization, and for what cause, and by what process?

Article III - Officers
Section 1: How many officers are there? What are requirements to be an officer? (Policy requires that only students matriculated with Utah State may be officers. Upon request of the USUSA Executive Council this requirement may be waived for honorary and/or professional societies).
Section 2: What are the duties and general responsibilities of the officers?
Section 3: How are officers elected/appointed? When are they selected; take office? How long do they serve? Can they be removed from office? Under what circumstances and by what procedure?

Article IV - Committees
Section 1: What standing committees shall exist? What are the duties and responsibilities of these committees? Who serves on these committees?
Section 2: Special committees?

Article V - Meetings
Section 1: How many regular meetings are to be held? When? How are they called and who is responsible?
Section 2: How many for a quorum?
Section 3: How are decisions made? By simple majority?
Section 4: Special meetings? For special purposes only? Who may call them?

Article VI - Financial Matters
Section 1: The club shall not provide monetary gain, incidentally or otherwise, to its directors or membership except as payment for services rendered in the form of wages, salaries, or incentives.
Section 2: Should the organization dissolve leaving residual assets, how shall these be distributed? If not stated, who shall decide?

Article VII - By-Laws
Section 1: If there are to be provisions for by-laws, how are they to be established? Who prepares? How are they announced? Who can vote? Quorum needed? Majority vote?

Article VIII – Committees
Section 1: Who can propose? To whom are they submitted? Who reviews? How much notice must be given to members of upcoming vote? When do they take effect?
Section 2: Quorum? Vote needed to pass?

Date of Ratification:

Signatures of Officers/Witnesses:
Mission Statement Sample

The mission of the Four Square Club is to offer all USU students the opportunity to learn, experience and engage in the game of four square in a fun, safe environment.
Privileges of Clubs

By being a part of Clubs & Organizations there are many privileges that are given to students. Always remember to utilize these resources and don’t hesitate to ask questions when needed.

Privileges include:
1. The right to participate in such activities as Day on the Quad, Week of Welcome, Club Fair, Homecoming Week activities, Festival of Trees and A-Day.
2. The opportunity to receive funding from Clubs and Organizations.
3. Use of Utah State University’s name in association with your Club or Organization.
4. The use of TSC rooms are free of charge. In order to schedule a room, the club and/or organization must make arrangements with Suzann Miller in the Student Involvement & Leadership Center TSC 326 AT LEAST TWO WEEKS IN ADVANCE. If you are having an activity in the TSC you will need an advisor from the Student Involvement & Leadership Center present. If it is just a meeting, you do not need an advisor present.
5. The use of USUSA PR such as designs, advertising, marketing, printing and social media outlets.
6. The use of wire banners are free of charge. In order to schedule a wire, the club and/or organization must make arrangements with Suzann Miller in the Student Involvement & Leadership Center TSC 326 AT LEAST TWO WEEKS BEFORE the day they want to hang the banner, which must be within two weeks of the event.
7. The use of info tables (4 feet) are free of charge. Same rules apply as wire banners. Please make arrangements with Suzann Miller in TSC 326.
8. With the use of the TSC being free of charge, there is no outside food that is allowed into the TSC building. If you would like to have food at your event that is in the TSC, you must go through University Catering (TSC 232).
**Branding & Marketing**

For branding or marketing your club and/or organization, utilize these resources such as:

1. The Utah Statesman-statesmanoffice@aggiemail.usu.edu
2. Aggie Radio-aggieradio@usu.edu
3. Social Media Requests-
   http://www.usu.edu/ususa/prm/socialMediaRequest.cfm
4. Graphic Design Requests-
   http://www.usu.edu/ususa/prm/designRequest.cfm
5. Wire Banners-suzann.miller@usu.edu
6. Yard Signs-ususa.pr@usu.edu
7. Design Room: If you desire to use the Design room, please go to TSC to sign in and then you will be directed back to the room. Special markers are available for use upon request. You are expected to return all paints and materials to their designated spots and clean the area promptly after finishing your project.
   **USUSA reserves the right to deny any students, clubs, or organizations access to the design room if they do not respect these rules.**
8. Table on the 1st floor of the TSC-suzann.miller@usu.edu
9. **All clubs should be aware and adhere to the visual identity program for Utah State University.**
   a. No athletic logos (Bull, U-State, etc.)
   b. Licensed vendors only
   c. University trademarks, rules and regulations for detailed information:

Any club or organization may utilize the services and materials of USUSA Public Relations free of charge. Allow adequate time for the designing and printing of your requested artwork. Complex projects may require up to five weeks for total completion time – please plan accordingly!

In order to request art work, visit TSC 333 or TSC 326. Work order forms, basic instructions, and rules for the use of USUSA Design are posted. The office hours of the graphic artists are also available.
Clubs & Organizations Funding

In order to receive funding from Clubs & Organizations, there are certain requirements that must be met beforehand.

To start your funding process:

1. Go to http://www.usu.edu/ususa/clubsandorgs/funding.cfm to download the funding request form.

2. Fill out the form and email it back to us to schedule a time for a 10-minute presentation about your idea to the Clubs & Organizations funding committee.

3. Once the presentation process is finalized, we will then award an amount of funding to the club that the committee deems necessary.

4. In addition, we will continue utilizing the P-Card form of funding. Once you receive notice of your funding awarded by the committee, a representative will need to set up an appointment with Jessica Bishop in TSC 326. At your appointment she will give you further instructions on how to use the p-card and funding process. Please email the funding requests to usu.andrews@gmail.com.
**Good Standing/Probation**

To be in good standing as a club, you need to have renewed your club with the Organizations and Campus Diversity VP or the Clubs & Organizations Director by September 26th. If we haven’t heard from you by then or you have not renewed by that date, the club will be deleted from the system, which means you will be required to reapply to be a club. We are doing this as a way to reorganize the website and update it.

In addition, you will also be required to attend Clubs & Organizations meetings that are held monthly. Once your club has been renewed, being absent from one meeting will place your club on probation and forego the opportunity to receive funding for the academic year. If that same club misses a second meeting, we will delete you from the system and your club will not be able to reapply until the next academic school year.
Responsibilities of Clubs

1. Appoint a USU faculty or staff advisor. This is required.
2. Adherence to all University rules and regulations.
3. Compliance with the club’s own constitution; and when applicable, constitutions of affiliated national organizations.
4. Avoidance of any act of dishonesty, breach of law or university regulations, or any public or private act that brings discredit to the University.
5. Avoidance of activities that pose undue risk to the safety individuals or which create liability for the club and the University.
6. Re-apply and update records with the Student Involvement & Leadership Center by the end of each spring semester.
7. Held accountable, as a club, for the actions of its members if the behavior is related to the activities of the club.
8. Club must send a representative to all Clubs & Organizations meetings held the third Thursday of each month. Attendance is required to receive all benefits and funding.
9. Must continually supply the Clubs & Organizations Council with updated information (i.e. changes in officers, members, and advisors).
Responsibilities of Advisors

All registered clubs are required to have a faculty or staff advisor. The club advisor should provide a cornerstone upon which the organization can build. The advisor’s organizational experience helps student leaders in building and running an effective club. Student leaders can use the club advisors as a sounding board for ideas, as a reference, as a friend, and as a member of organization whose primary goal is to see that it is successful. The most critical part of the advisor’s job will be to provide continuity year after year to the club. This can be fostered by helping to ensure successful club officer transitions.

Advising an organization requires voluntary time by a staff/faculty member, outside his/her academic teaching load or normal working hours. Sponsorship enables staff faculty/ members to meet with students informally and advise them on social issues pertinent to their development.

An advisor must have knowledge about the University and its mission. It is important to be open to new ideas, listen to all sides of an issue, and be non-judgmental and flexible in problem-solving and decision making. It is important to remember that the advisor is there to guide but not direct. The membership sets the agenda and the advisor’s role is to help them to achieve their goals.

Becoming a club advisor can be very rewarding as you serve as a mentor for students. There are some mandatory responsibilities that come with this position.

*Note: The advisor must be in attendance at any event that is done under the club’s name.
Frequently Asked Questions

1. How do I reserve a room? Refer to Privileges of a Club on pg. 10 in this handbook.

2. How do I reserve a wire banner? Refer to Privileges of a Club on pg. 10 in this handbook.

3. Can I do fundraisers? Yes! You can also use funding to help you get started on the fundraiser.

4. Does Clubs & Organizations pay for Travel? No, however any funds you raise personally or as a Club & Organization can be used for travel.

5. How do I renew a club? Refer to Register/Re-registering clubs on pg. 7 in this handbook.

6. When does a club presidency have to be reelected? The Club Presidency must be reelected by the last Clubs & Organizations meeting on April 16, 2015.

7. Are Clubs & Organizations Meetings really worth attending? Yes, because the only way to receive funding is by attending meetings and missing two meetings we will no longer allow the club to be recognized through the university.