

USUSA

UtahStateUniversity™
STUDENT ASSOCIATION

2020-2021

Statewide Campuses

CLUBS & ORGANIZATIONS HANDBOOK

Table of Contents

Contact Info.....3

Important Dates.....4

Welcome.....5

What Classifies a Club.....6

Register/Re-Registering a Club.....7

Club Constitution Sample.....8

Mission Statement Sample.....10

Privileges of a Club.....11

Branding & Marketing.....12

Bank Accounts & Credit Cards.....13

Fundraising.....14

Good Standing/Probation.....16

Responsibilities of Clubs.....17

Responsibilities of Advisors.....18

Clubs and Organizations Funding.....19

Club Request Funding Form..... 20

Club Funding Purchase Order Request..... 21

Frequently Asked Questions..... 22

Contact Information

Contact the local USUSA advisor on your campus or in your region if you have questions or concerns.

Brigham City & Tremonton

Lauri Merrill
Email: lauri.merrill@usu.edu
Phone: 435-919-1253

Blanding Campus

Jessica Roueche
Email: jessica.roueche@usu.edu
Phone: 435-678-8225

Kaysville Campus

Melissa Thomas
Email: melissa.thomas@usu.edu
Phone: 801-499-5120

Moab Campus

Samantha Campbell
Email: samantha.campbell@usu.edu
Phone: 435-797-5110

Southwest Region

Spencer Kohler
Email: spencer.kohler@usu.edu
Phone: 435-393-5122

Tooele Campus

Sonja Jensen
Email: sonja.jensen@usu.edu
Phone: 435-797-9950

Uintah Basin Region

Leslie Woodward
Email: leslie.woodward@usu.edu
Phone: 435-722-1782

Salt Lake Region and Orem Campus

Jana Beckstead
Email: jana.beckstead@usu.edu
Phone: 801-4230

USUSA 2020- 2021

Statewide Campuses President

Nathan Rawlings
Email: swcpresident.ususa@usu.edu
Phone: 801-702-7971

Important Dates

Purge Date: April 27, 2020

*must have clubs re-registered for next academic year or all information will be deleted from the website and organization will have to register as a new club.

Club Renewal: April 6-April 24, 2020

Welcome Clubs and Organizations

Welcome, club presidencies to the USUSA Statewide Campuses Clubs and Organizations, thank you for choosing to be a part of the larger community at Utah State University! USUSA Statewide Campuses officers are excited to bring the benefits and fulfillment that clubs and organizations can provide to all statewide campus students. It is our goal to promote student-run functions in an enjoyable and practical manner.

Student participation in extracurricular activities can lead to success in school, an enriched student experience, and opportunities to apply academic skills in diverse ways. Clubs should hold meetings, sponsor activities, facilitate community service, provide career interest opportunities, and cultivate memorable experiences for all club members. These different types of events can provide students with the values of teamwork, competition, diversity, and a sense of culture and community. USUSA hopes to increase student involvement, as well as club quality as we strive to provide the best student-run clubs and organizations in the state.

Club presidencies should be involved with the program as much as possible by devoting time and effort in order to provide a remarkable experience for all club members. Presidencies should aim to involve students from all corners of the region, including online students, to participate and enjoy the events provided by your club.

Thank you for your cooperation as we strive to make the Aggie experience even better.

Go Aggies!

USUSA Statewide Campuses Executive Council

What Classifies a Club?

A USUSA club or organization is a group of students who share a common interest and have gone through the formal approval process through USUSA. Only current USUSA clubs and organizations have the privilege to use university facilities and are granted access provided by USUSA Clubs & Organizations and the Student Involvement & Leadership Center. USUSA Clubs & Organizations take a role in the enhancement of a student's personal and professional growth. By getting involved, students have the opportunity to increase their leadership, citizenship, and service skills that also enhance USU and the community.

USUSA Club vs. Department Club

USUSA Clubs & Organizations: A group of students with a common interest coming together to participate in an activity (such as a sport, hobby or academics). The club is initiated and run by students with the assistance of a volunteer advisor. This handbook gives order to USUSA Statewide Campuses Clubs and Organizations

Department Club: A student group that is sponsored and ran by an on-campus department. Indicators that a club may be a departmental club are: the advisor advises the club as part of their job description, the club receives funding from an on-campus department, or the club has an index number/P-Card. If any of these apply to a club, it will not be accepted as a USUSA club.

If you have any questions about the definition of your club, please contact the USUSA advisor on your campus or in your region via e-mail or phone. You can also contact the Statewide Campuses President with any questions or concerns as well.

Registering and Re-Registering Clubs

All USUSA Clubs and Organizations must register via the online form through the USUSA website. Upon meeting eligibility requirements and receiving approval by the USUSA Clubs Council, the club or organization will then be granted the privileges of USUSA Clubs and Organizations.

Registration:

A student club or organization must file the following information to qualify as a USUSA club:

1. Register at: involvement.usu.edu/clubs/index
2. Look on website to ensure the club you want to start, or something very close to it does not already exist.
3. Club president MUST be a current USU student.
4. Name of the Organization (must begin with USUSA).
5. Names and A#'s of at least 5 club members that are current USU students.
6. Purpose and brief description of organization.
7. Current mission statement.
8. Club or organization must submit a typed constitution following the outlined guidelines for writing a constitution (see page 8).

Re-Registering:

Existing clubs or organizations must complete a re-registration form provided by the division of Student Affairs. This form will be sent out to club presidents prior to the re-registration period. This can be done any time during the month of April before the purge date. All information will be deleted for clubs who choose not to re-register after the month of April. All clubs that wish to re-register must also review the upcoming school years Clubs and Organizations manual each year and comply with all guidelines.

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. In order to be officially registered with USUSA Clubs and Organizations, you must include this information in your constitution. You may want to delete certain sections and add others to your constitution.

Articles and sections that have an * beside them are required.

Constitution of (Club 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 or voting membership must be registered students of Utah State University).

*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 University 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 USUSA 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 and safe environment.”

Privileges of USUSA Clubs

By being a part of USUSA Clubs & Organizations, there are many privileges that are given to students. We encourage each club to utilize these resources and don't hesitate to ask questions when needed. The university has given you many opportunities to showcase your club, might as well use them! Statewide Campuses Executive Council's role is to approve the clubs but doesn't give the clubs additional responsibilities.

Privileges include:

1. The right to participate in activities such as;
2. The opportunity to receive funding from USUSA Clubs and Organizations from the campus/region that the club is based out of. (see page 13).
3. The use of campus facilities for club purposes, as spaces are available. Contact the USUSA advisor for steps to reserving a space for your club to hold a meeting or an activity.
4. The use of USUSA PR & MARKETING, such as designs, advertising, marketing, printing and social media outlets. (see page 12)

Branding & Marketing

ALL clubs are required to use a University approved logo. Clubs must submit all design requests through the USUSA PR & Marketing. Clubs are not to use any association of the Utah State name or logos on any advertising unless it is approved through the proper channels first. Each club must have a logo for the website.

For branding or marketing of your club and/or organization, the following resources are available:

1. The Utah Statesman
2. Aggie Radio
3. All Social Media Requests
4. Graphic Design Requests

All clubs should be aware and adhere to the visual identity program for Utah State University.

- a. No Athletics logos will be used (Bull, U-State, HURD, etc.)
- b. All prints, clothing, etc. must be done by a USU Licensed vendor only.

Any club or organization may utilize the services and materials of USUSA PR and Marketing free of charge. Please allow adequate time for the designing and printing of your requested artwork. All projects need a minimum of 6 full weeks to be completed.

**Clubs and organizations will not be allowed to submit a PR & Marketing request until they have been approved as a club by the USUSA club committee.*

Bank Account & Credit Card Use

Where to bank?

Clubs can bank anywhere they desire. USUSA does not provide accounts for clubs. They can help you understand what kind of account to setup to ensure your financial success.

Can we rent credit card machines from the university?

No. If you have an event where you are charging money you will need to use cash, check, or purchase your own smart phone credit card reader. USUSA will not provide a cash box.

What will we need to do?

This depends on where you go to create your account. Here is an example of a process one club went through:

1. Apply online for an EIN (for help, contact the Student Involvement office).
2. Compile the following documents and information:
 1. Club constitution
 2. Club information such as: Official name, EIN number, Officer's names and contact information, Advisor's name and contact information, number of current club members, etc.
3. Meet with bank or credit union
 1. It will take about an hour
 2. 2-3 Officers need to be there to act as signers/account owners
 3. Each officer will need their driver's license and SS#
 4. Bring all the documentation and information listed above
 5. You'll need \$100 to deposit in the account at the time of opening it
4. After obtaining a bank account:
 1. The account signers will need to be updated each year as officers change
 2. The representative for the EIN# (whoever applied for it online) will also need to be changed each year through the IRS as officers change. You can do that by calling or writing the IRS.
 3. Club receipts and a log of all purchases should be kept to make taxes as easy to file as possible!
 4. The bank account is not non-profit and you will pay taxes on all purchases and for the account
 5. If you want to apply for funding and are accepted you can use the USUSA P-Card, which is tax-exempt
5. Additional Information:
 1. You may need to fill out a form called TC-161 for the State of Utah for taxes. You can find the form here: <http://tax.utah.gov/forms/current/tc-161.pdf>

Club Fundraising

What defines Student Organization fundraising?

Any event where the student organization intends to raise additional funds through solicitation (funds and/or items), charging admission to a fundraising event, or selling products or services. This excludes collecting membership fees or dues. This includes fundraisers that may benefit the student organization, other charitable group or an individual.

Can my Student Organization fundraise?

Only student organizations that have been pre-approved by completing the [Application to Raise Funds](http://www.usu.edu/advancement/studentfundraise) (<http://www.usu.edu/advancement/studentfundraise>) at least ten business days prior to the day of the fundraiser will be allowed to fundraise.

How will I know if the Fundraiser has been approved?

Applicants can expect a response via email within five business days of submitting a completed application.

If the fundraiser has been approved, the response will include instructions pertinent to your fundraiser.

If the fundraiser is not approved, the student organization is not allowed to hold the fundraiser. Appeals to this decision must be directed to the Student Affairs Development Officer Michael Bowen 435-797-5719 or Michael.bowen@usu.edu.

My Fundraiser has been approved, is there anything else I need to know?

Fundraisers for USUSA Clubs, Fraternities or Sororities

- Must clearly identify itself when raising funds and make it clear the fundraiser is not raising funds for USU nor give the impression the donation is tax-deductible
- Must not use the university's tax exempt status in organizing or operating the fundraiser

What are some fundraising options?

1. Collecting donations at meetings and events.
2. Charging admission to scheduled events such as speakers, conferences, films, tournaments, dinners and dances.

3. Conducting sales at approved events or at Student Center outdoor tables.
4. Soliciting donations via letter/email campaign. The solicitation must be clear that the donations are not for USU or give the impression they are tax- deductible.
5. USUSA, Fraternities and Sororities may solicit donations from family, friends and alumni under the following criteria:
 - a. Your organization must possess an internal list of contacts. USU will not provide a list or database of alumni, friends or family.
 - b. The list of contacts must be vetted through the USU Advancement Office to determine potential conflicts with other USU fundraising priorities.
6. Raffles – The State of Utah defines raffles as a “lottery”. Therefore, raffles are considered gambling in the State of Utah and as such, organizations cannot hold raffles.

Good Standing/Probation

To be in good standing as a club, a member of your club presidency will be required to complete an online training that goes through rules and policies on club activity. If this is not done the club will not be approved to operate as a USUSA organization.

Any violation will lead to the consequences above. RCEC has the discretion to revoke a club if rules are violated.

Please note- the misuse or mishandling of allotted funding will result in the immediate termination of your club. Please refer to page 13.

1. Forego the opportunity to receive USUSA club funding
2. Remove the ability to schedule club or organization events

In addition, each spring all clubs and organization must re-register their membership. If you do not re-register by the purge date (April 27th, 2020) the club or organization will no longer be recognized for the next academic year. We do this as a way to keep the USUSA clubs and organizations organized and the website up to date. Registration shall be valid from the date of approval to the end of the succeeding spring semester.

Responsibilities of Clubs

1. Adherence to all University rules and regulations.
2. Compliance with the club's own constitution; and when applicable, constitutions of affiliated national organizations.
3. Avoidance of any act of dishonesty, breach of law or university regulations, or any public or private act that brings discredit to the University.
4. Avoidance of activities that pose undue risk to the safety of individuals or which create liability for the club and the University.
5. Re-apply and update records with the Region Campus Executive counsel by the end of each spring semester.
6. Held accountable, as a club, for the actions of its members if the behavior is related to the activities of the club.
7. Must continually supply the USUSA Clubs & Organizations Council with updated information (i.e. changes in officers, members, and advisors).
8. Club presidencies must complete the required club and organizations training, annually.

Responsibilities of Advisors

All registered clubs are encouraged to have a full-time faculty or staff advisor, but it is not required. The club advisor can 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 the 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.

Clubs & Organizations Funding

In order to receive funding from USUSA Clubs & Organizations, there are certain requirements that must be met beforehand. This funding will vary in each campus or region.

To start your funding process:

1. Fill out the form on page 20 in this handbook and email it to the Statewide Campuses President.
2. Approval process can take anywhere from 2-4 weeks. Be sure to fill out the request at least 4-6 weeks **BEFORE** the money is needed. No reimbursements will be given!
3. You will be asked to show what your club or organization has done to try and raise money before requesting from USUSA and what you will be using the USUSA funds for. USUSA Club funding cannot for any reason be used for food or travel. USUSA Club funding should be used to help enhance your club or organization.
4. If funds are awarded
 - a. work with the USUSA Statewide Campuses vice president to purchase the items that are needed. An itemized transaction document will be required for desired purchases and can be found on page 21
 - b. Each awarded amount will depend on the resources on the campus/region that your club is located in.
5. Funding requests will be taken starting August 27th, 2019 and will end March 31st, 2020. Please take school holidays into consideration, as the committee is made up of students who will not be present to process your request during those times.
6. Misuse or mishandling of club funds or the P-Card will result in immediate termination of your club, and funds will need to be repaid to the Student Involvement office.

Club Funding Request Form

Name of Club _____

Club Region/Campus _____

Contact Information

- Your Name _____
- Your Phone Number _____
- Your email _____

What will your club do with the funds?

How will the USU Student Body Benefit?

What has your club done to raise funds?

If more space is needed please use the back of this sheet or answer these questions in an email to the Statewide Campuses President.

Frequently Asked Questions

1. **How do I reserve a room?** Contact your local USUSA advisor. Refer to contact list on page 3.
2. **Can I do fundraisers?** Yes! See page 15-16.
3. **Does USUSA Club funding pay for Travel?** No. However, any funds you raise personally or as a USUSA Club or Organization can be used for travel.
4. **How do I renew a club?** Refer to Register/Re-registering Clubs on page 7.
5. **When does a club presidency have to be re-elected?** By the annual renewal deadline each April.
6. **How do I apply for USUSA Club funding?** By filling out the form in this handbook. Requests need to be submitted at least 4-6 weeks before the money is needed.
7. **How long does it take to get my club approved?** Depending on the club and what they do, the process can take anywhere from 2 to 6 weeks.
8. **How do I use the USUSA PR & Marketing team?** Refer to Branding & Marketing on page 12.
9. **What are the responsibilities of an advisor?** Refer to Responsibilities of Advisors on page 19.
10. **What is the best way to go about submitting a funding request?** The more specific, the better. Have exact amounts already priced and know when and where you will be purchasing the items.