



**UtahState**  
**University**

**2024-2025**

**USUSA CLUBS HANDBOOK**

The information outlined in the USUSA Clubs Handbook is a guide to relevant USU policies and procedures. Failure to adhere to these policies could result in the suspension or termination of your club or organization.

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## COUNCIL OF USUSA CLUBS & ORGANIZATIONS



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## DEFINITIONS

**Utah State University Student Association (USUSA):** The Utah State University Student Association (USUSA) is an organization made by the students, for the students, because of students. Every student at USU is a member of the association and can actively participate in all activities, committees, clubs, events, and initiatives.

**USUSA Council of Clubs & Organizations:** This council is composed of the USUSA Clubs & Organizations Executive Director, USUSA Inclusion Director, USUSA Clubs Director, and the Communications Director. This council meets on a regular basis to review and approve USUSA Club registrations, re-registrations, and funding requests from USUSA.

**Recognized USUSA Club & Organization:** This is a registered and approved club by the USUSA Council of Clubs & Organizations. This also includes USUSA Clubs and Organizations who are in good standing with USUSA.

**Department Club or Organization:** Department club or organization is defined as a club that is not a registered USUSA Club & Organization, has an index number, and/or is advised by a USU employee as part of their roles and responsibilities in their position.

**Sponsored Activities/Events:** This term refers to activities and events where the members of their club and the club's advisor are accountable for the activity/event in the following ways: financially and physically.

**Club Meetings:** Club meetings do not require a club advisor to be present. These are typically organized meetings to coordinate, plan, etc.

**Funding Request:** This term refers to funding requests for USUSA Funding opportunities for USUSA Clubs & Organizations.

**National Affiliation:** Some USUSA Clubs & Organizations may be registered with a national organization. This includes (but is not limited to): religious and political organizations. USUSA Clubs & Organizations that are registered with a national organization will also adhere to policies and procedures with that organization. This could include marketing, membership, GPA requirements, etc.

## IMPORTANT DATES & DEADLINES

### **Deadlines Based on Tier Systems:**

USUSA clubs must send one representative to every mandatory meeting. Failure to be represented at one meeting will result in probation status of the club. When a club or organization is on probation, it will not be eligible for space or funding. If a club fails to be represented at a second mandatory meeting, the club will lose its status for the rest of the year.

USUSA clubs are required to attend Title IX training and UMAC training. Failure to attend will result in loss of USUSA Club status.

### **Club & Organization Registration Deadlines:**

Club registration and club re-registration for the academic year is available on an on-going basis and will be reviewed every other week.

### **Club & Organization Mandatory Meetings:**

USUSA presidents will represent every club with up-to-date information and comply by university policies by attending the following mandatory meetings:

- Thursday, September 5, 2024 | 4:00pm | TSC 229 Big Blue Room
  - University Marketing Training
- Friday, September 27, 2024 | 4:00 pm | TSC 229 Big Blue Room
  - Mandatory Title IX Training
- Thursday, October 3, 2024 | 4:00pm | TSC 229 Big Blue Room
  - Club Organization Training
- Thursday, November 7, 2024 | 4:00pm | TSC 229 Big Blue Room
  - Finance Training
- Thursday, December 5, 2024 | 4:00pm | TSC 229 Big Blue Room
  - Service Training
- Thursday, February 6, 2025 | 4:00pm | TSC 229 Big Blue Room
  - New Clubs and Organization Training
- Thursday, March 6, 2025 | 4:00pm | TSC 221 Aspen Room
  - Leadership Training
- Thursday, April 3, 2025 | 4:00pm | TSC 229 Big Blue Room
  - Closing Social

*\*If you are unable to attend the mandatory Title IX trainings, please coordinate with Spencer Bitner at [spencer.bitner@usu.edu](mailto:spencer.bitner@usu.edu) to attend other date options.*

## **Section: REGISTRATION**

### **Title: PURPOSE & OBJECTIVES**

We would like to welcome all club presidencies to USUSA Clubs and Organizations. Thank you for being a part of the larger community at Utah State University. You have the great opportunity of being part of Utah State University's push to increase student involvement.

Within USUSA, we encourage students involved with clubs to use their club as a gateway to opportunities both on campus and after graduation. We hope that USUSA can help you in your efforts to grow and improve each of your clubs and/or organizations. We endeavor to increase club memberships, as well as club quality as we strive to provide the best student-run clubs and organizations in the state.

We encourage you to be involved with the program as much as possible and to devote your time and efforts to providing a unique experience for all club members. We urge you to hold meetings, sponsor activities, participate in service projects and cultivate memorable experiences for not only yourself, but also your club members.

Importantly, USUSA Clubs and Organizations are different from departmental clubs. On the one hand, a USUSA Club or Organization (hereinafter referred to as clubs) is a group of students with a common interest coming together to participate in an activity (such as a sport, hobby, or academics). The clubs are initiated and run by students and is categorized into a tier system. USUSA Clubs & Organizations are separated into three tiers based on the level of risk inherent in the club activities. Based on the tier level, the club or organization may require additional oversight by the university, such as requiring an advisor. On the other hand, a Department Club is a student group that is sponsored and run by an on-campus department. Indicators that a club may be a departmental club include: the advisor advises the club as part of their job description as written by their department, the club receives funding from an on-campus department, or the club has an index number/P-card, or the club is run by faculty or staff, rather than by students. Departmental Clubs will not be provided USUSA Club & Organization status, and the benefits associated with that status.

**Please check with your club advisor if your club is considered a departmental club as you will not qualify as a USUSA Club unless special permission has been granted**

For additional information about club tiers, please see club tier levels on page 7.

## Section: REGISTRATION

### Title: TIER SYSTEM

All USUSA Clubs and Organizations must determine what tier system they fall under prior to completing the online registration form. This is a great way to establish both the needs and the expectations of your club. Clubs with activities deemed higher risk will be in a higher tier, while clubs with fewer needs and lower risks will be in a lower tier. Please use the risk matrix on page 8 to determine what risk level your club activities may fall under. You can view the chart and descriptions below to learn about club requirements based on the tier your club falls under. You can also refer to page 10 to adequately equate yourself with the benefits provided through each tier.

Keep in mind, the *USUSA Council of Clubs & Organizations* can change your tier based on risks, activity level, and needs.

#### Tier Levels & Requirements:

	<b>Tier I</b>	<b>Tier II</b>	<b>Tier III</b>
<b>Definitions</b>	This includes all low-risk level clubs with no advisor	This includes all low through medium-risk level clubs with advisors	This includes all high-risk level clubs must have an advisor
<b>Risk Level</b>	Low-risk activities	Medium-risk activities	High-risk activities
<b>Club Advisor</b>	No, club does not have an advisor	Yes, has a club advisor	Yes, has a club advisor
<b>Tier Requirements</b>	<ul style="list-style-type: none"> <li>• Establish a club constitution</li> <li>• Minimum of five club members</li> <li>• Register as a club with USUSA</li> <li>• Club President must attend Title IX training</li> <li>• Club President must attend the monthly USUSA Club &amp; Organization meetings</li> <li>• Maintain current member roster on the club's MyUSU group</li> </ul>	<ul style="list-style-type: none"> <li>• Advisor required and must be a full-time USU employee</li> <li>• Register as a club with USUSA</li> <li>• Minimum of five club members</li> <li>• Club President must attend Title IX training</li> <li>• Club President must attend the monthly USUSA Club &amp; Organization meetings</li> <li>• Maintain current member roster on the club's MyUSU group</li> <li>• Must work with USUSA, club advisor, and risk management to approve any medium-risk level activities hosted by the club</li> </ul>	<ul style="list-style-type: none"> <li>• Advisor required and must be a full-time USU employee</li> <li>• Register as a club with USUSA</li> <li>• Minimum of five club members</li> <li>• Club President must attend Title IX training</li> <li>• Club President must attend the monthly USUSA Club &amp; Organization meetings</li> <li>• Maintain current member roster on the club's MyUSU group</li> <li>• Must work with USUSA, club advisor, and risk management to approve any high-risk level activities hosted by the club</li> </ul>

## Section: REGISTRATION

### Title: CLUB RISK LEVELS

USUSA Clubs & Organizations must determine the level of risk their activities fall under. Additional university oversight may be required with activities that are at the medium-risk or high-risk level. The risk level of club activities will determine the tier of the club.

The USUSA Clubs & Organization Council will assess all clubs during the registration process and throughout the academic year to verify club risk exposure. Clubs that meet medium to high-risk criteria may be asked to modify their focus or be required to meet additional guidelines to be a registered club/organization with the University.

Risk Level	Definition:	Activities:
High Risk (Tier III)	Organizations should consider whether they should eliminate or modify activities to a lower risk level.	Activities may result in death or cause severe injury, major property damage, significant financial loss, and or/result in negative publicity for the club or university.
Medium Risk (Tier II)	Contains some level of risk that is unlikely to occur. Organizations should consider what can be done to manage the risk to prevent any negative outcome.	Activities may cause minor injury, illness, property damage, financial loss, and/or could result in negative publicity or the club or university.
Low Risk (Tier I)	Contains minimal risk and are unlikely to occur. Organizations can proceed with these activities as planned.	Activities present minimal threat to safety, health, and well-being of the participants.

#### How do I know what level of risk my club is?

1. List all risk concerns for your club, its members, and the activities planned
2. Identify risks associated with each activity (see *Types of Risks* below)
3. Use the matrix (see *Table 1* below) to determine the level of risk of club activities before applying any risk management and prevention strategies
4. Develop methods to manage potential risks
5. Consider modifying or eliminating activities that have unreasonable risk associated with them.

#### Types of Risks

There are five types of risks to consider when assessing what level of risk your club may fall under. This includes (but is not limited to):

- **Physical:** Bodily injuries that occur from participation in an activity
- **Reputation:** Incidents that may lead to defamation or portray a bad image of the individual members, the club or organization, or the University as a whole.
  - Example: media, alumni, family, donors, community members
- **Emotional:** Incidents that alienate or harm the feelings of members of the community



- **Financial:** Occurrences that negatively impact the fiscal stability of the organization
- **Facilities:** Include both the safety of the facilities used for your members/participants and the maintenance of the facilities used by your members/participants

**Table 1. Example of Identifying Risk Severity Matrix:**

NAME OF EVENT: <i>Outdoor Event</i>		SERIOUSNESS	PROBABILITY	METHOD TO MANAGE RISKS**
LIST SPECIAL ACTIVITIES	ASSOCIATED RISKS*			
1. <b>BB Gun Shooting</b>	1. <b>Accident Injury</b>	1. II	1. B	<b>1. Proper one on one Instruction/Supervision</b> <b>2. One on one Instruction/Participation Vendor certified supervision</b> <b>3. One on One Instruction/Supervision</b> <b>4. Restricting use to Advisor/Organization not participants. Provide orientation for use limitations and routes. Use vendor ATV's instead of personal units.</b>
2. <b>Climbing Wall</b>	2. <b>Accident Injury</b>	2. II	2. B	
3. <b>Archery</b>	3. <b>Accident Injury</b>	3. II	3. B	
4. <b>ATV's</b>	4. <b>Accident Injury</b>	4. II	4. B	

\* Possible risks include: medical emergencies, food poisoning/allergic reactions, damage to University reputation, damage to University property and/or facilities, accidents, injury, and/or death.  
 \*\*Methods to manage risks may include: purchasing special event liability insurance, arranging for security through TSU PD, traveling with an advisor, rotating drivers, etc.

SERIOUSNESS OF RISK
I – May result in death.
II – May cause severe injury, major property damage, significant financial loss, and/or result in negative publicity for the organization and/or institution.
III – May cause minor injury, illness, property damage, financial loss, and/or could result in negative publicity for the organization and/or institution.
IV – Hazard presents a minimal threat to safety, health, and well-being of participants.

Seriousness	Probability			
	A	B	C	D
I				
II				
III				
IV				

PROBABILITY
A – Likely to occur immediately or in a short period of time, expected to occur frequently.
B – Probably will come in time
C – May occur in time.
D – Unlikely to occur.

**Table 2. Example of Risk Mitigation Plan:**

**USUSA Club & Organization Risk Management Mitigation Plan**

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

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

List of Activity	Associated Risks	Seriousness	Probability	Method to Manage Risks

**Identifying Risk Security Matrix**

*\*If the club's risk level changes throughout the academic year, you are required to contact the USUSA Council of Clubs & Organizations at [clubs.ususa@usu.edu](mailto:clubs.ususa@usu.edu) of these changes. You must also submit a risk mitigation plan for medium-risk and high-risk level activities.*

## Section: REGISTRATION

### Title: BENEFITS & PRIVILEGES OF USUSA CLUBS

Each tier system has different expectations, policies, and resources available to them. The tier levels are based on risk levels and the level of oversight the university has based on the risk levels determined by the club activities and needs. Below are the benefits and privileges based on the tier system as a USUSA Club & Organization. Keep in mind, all benefits and privileges offered to recognize USUSA clubs may be removed from a club at any time due to misconduct or failure to comply with policy and/or procedures.

#### **Tier I Club Benefits Include:**

- Full access to USUSA PR & Marketing
- MyUSU Group for Club
- Club promotion at *Day on the Quad*

#### **Tier I Clubs Do Not Qualify for:**

- Seeking donations under Utah State University's tax ID
- Reserving space on campus
- Club funding through USUSA
- Travel sponsored by USU

#### **Tier II Club Benefits Include:**

- Full access to USUSA PR & Marketing
- MyUSU Group for Club
- Club promotion at *Day on the Quad*
- Club fundraising on-campus
- Funding requests to USUSA up to \$500
- Reserving space on campus for free or at discounted rates
- Hosting on-campus events

#### **Tier II Clubs Do Not Qualify for:**

- Seeking donations under Utah State University's tax ID
- Travel sponsored by USU

#### **Tier III Club Benefits Include:**

- Full access to USUSA PR & Marketing
- MyUSU Group for Club
- Club promotion at *Day on the Quad*
- Club fundraising on-campus
- Funding requests to USUSA up to \$500
- Reserving space on campus for free or at discounted rates
- Hosting on-campus events

#### **Tier III Clubs Do Not Qualify for:**

- Seeking donations under Utah State University's tax ID
- Travel sponsored by USU

**Section: REGISTRATION****Title: REGISTERING A USUSA CLUB**

The following steps are necessary for a club to qualify for recognition as an official USUSA Club:

1. Your club must register with USU Student Association by completing the annual registration form online, which is found at [involvement.usu.edu](https://involvement.usu.edu) under the “Clubs” tab or on MyUSU under Club Registration Widget <https://my.usu.edu/dashboard>
2. Each club is required to provide a constitution stating the club mission, purpose, leadership election process, and functionality. A sample constitution is available in the appendix on page 20.
3. Determine if your club is a USUSA club or a department club. Refer to page five for definitions.
4. Determine the club tier classification. Refer to page seven for tier definitions.
5. The president of the club must be a current USU student.
6. Each USUSA Club must have a minimum of five members. Names, USU A-number, phone number, and email addresses are to be provided upon registering. Student clubs must maintain a current roster of club members contact information.
7. Tier II and Tier III clubs are required to have a club advisor. Advisors must be a full-time employee at Utah State University. Tier I clubs are not required to have a club advisor, however due to that reason, Tier I clubs cannot reserve space on campus as it requires advisor supervision.

Following completion and submission of the online USUSA Clubs & Organizations registration form, the information will be reviewed by the Council of Clubs and Organizations. If your club is denied and you would like to appeal the denial, please appeal in writing to the Clubs Advisor at [spencer.bitner@usu.edu](mailto:spencer.bitner@usu.edu) stating why you are appealing.

## **Section: REGISTRATION**

### **Title: CLUB RESPONSIBILITIES**

#### **USUSA Club Presidents:**

As a club president, it is your responsibility to read through this handbook of policies and procedures to better understand how to best serve your club and to be further educated on relevant University policies and procedures. Club Presidents are responsible for the following:

1. Submit the club constitution upon registering for the club with USUSA.
2. Attend required training sessions and meetings based on tier system. Please refer to page four for important dates and deadlines.
3. Attend one mandatory Title IX training. Please refer to page four for available training dates.
4. Maintain an updated roster of club members with contact information. Club members must be current USU students.
5. Recruit a club advisor for Tier II and III level clubs. You must communicate club functions with the club advisor regularly.
6. Adhere to all risk management policies and procedures. Please refer to page 7 for club activity and event risk mitigation protocols.

#### **USUSA Club Advisors:**

The club presidency will recruit a full-time university employee to volunteer as an advisor for the academic year. A club advisor is someone who will support, offer advice, and give help when asked or needed. The minimum expectations for a USUSA Club Advisor are as follows:

1. An advisor must be a current, full-time USU employee for clubs in Tier II and III.
2. An advisor must comply with USUSA Clubs Handbook of Policies and Procedures, the USU Student Code of Conduct, USU's Title IX/Sexual Misconduct Policy, USU's Discrimination Policy, and any risk management concerns.
3. Advisors for clubs in Tier II and Tier III are required to attend all events scheduled on campus. Advisors in Tier III are required to attend all club events on or off-campus. See page four for definitions.

#### **USUSA Club must:**

1. Adhere to all university rules and regulations and the USUSA Club's Handbook.
2. Comply with club's own constitution or constitution of any affiliated national organizations.
3. Avoid any breach of law or university policies and codes, or any public or private act that brings discredit to the university.
4. Avoid activities that pose undue risk to the safety of individuals, or which create liability for the club and the university.
5. Recognize club responsibility for the actions of its members if the actions are related to the activities of the club.

## **Section: REGISTRATION**

### **Title: NAMING YOUR CLUB**

When creating a name for your USUSA Club, it should explain the club's purpose and comply with the following rules and guidelines:

1. If you desire to register as a USUSA Club, the acronym "USUSA" will be included in the front of the club's name.
2. A new club may not duplicate the name of an existing USUSA Club, organization, or department club, or select a name that is similar. This helps prevent any confusion or conflict among members on campus. Please refer to [involvement.usu.edu](http://involvement.usu.edu) under the "Clubs" tab and "Join A Club" tab.
3. The name of the club should avoid inappropriate terminology in the name.

**\*If your club has a national affiliation, or is a political or religious club, all printed marketing materials must be approved by the University Marketing & Communications (UMAC) department. You may be required to use the national logo for your organization or write in "student chapter" in marketing materials.**

## Section: REGISTRATION

### Title: BRANDING & MARKETING

All clubs are required to use appropriate and approved club logos and a university mark in any advertising. Each club president will take a mandatory training by the University Marketing & Communications department. To serve as a continued guide, the following guidelines must be met regarding club promotion, marketing, or representation.

1. Clubs are not to use any association of the Utah State name or logos, such as “USU”, “Aggies”, “Utah State University”, the bull logo, etc.
2. All prints, clothing, etc. must be produced by a USU Licensed vendor only and must be approved through University Marketing and Communications prior to print.
3. Any recognized USUSA club may utilize the services and materials of USUSA PR and Marketing free of charge. However, printed marketing materials will require payment from your club. 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. You can find the form on the involvement.usu.edu website.

#### Marketing Processes:

	<b>Marketing (flyers, etc.)</b>	<b>Digital Signage</b>	<b>Swag (t-shirts, etc.)</b>
<b>Step 1</b>	Follow University Brand Standards at <a href="http://usu.edu/brand/standards">usu.edu/brand/standards</a>	Follow University Brand Standards at <a href="http://usu.edu/brand/standards">usu.edu/brand/standards</a>	Follow University Brand Standards at <a href="http://usu.edu/brand/standards">usu.edu/brand/standards</a>
<b>Step 2</b>	Upload design at <a href="http://usu.edu/artworkapproval">usu.edu/artworkapproval</a>	Upload design at <a href="http://usu.edu/digitalsignage">usu.edu/digitalsignage</a>	Upload design at <a href="http://usu.edu/artworkapproval">usu.edu/artworkapproval</a>
<b>Step 3</b>	Request a space to advertise in the TSC at <a href="http://tsc.usu.edu">tsc.usu.edu</a>	Request a space to advertise in the TSC at <a href="http://tsc.usu.edu">tsc.usu.edu</a>	Send approved design to PDP or Badger Screen Printing

#### Club Logos:

USUSA Clubs & Organizations are allowed to create club logos in all marketing designs. Logos cannot utilize University trademarks such as Big Blue (USU’s Mascot) or the A-Tower in the logo design. Clubs that are part of a nationally recognized organization or chapter are encouraged to use that logo and must include “student chapter” on printed materials.

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

**Section: REGISTRATION****Title: BRANDING & MARKETING (Cont'd)****Digital Media Guidelines**

All club marketing materials must adhere to university standards, including [Social Media Guidelines](#) and [YouTube Guidelines](#). Those guidelines recommend reaching out to [social@usu.edu](mailto:social@usu.edu) for permission and support in creating new social media channels.

**Inclusive and Accessible Content Requirements**

All content posted on YouTube channels must meet [University Video and Audio Accessibility Standards](#) which requires all videos to be captioned. More information and support on captioning your videos can be found on the [USU Accessibility Caption page](#).

**Advertising in the Taggart Student Center (TSC)**

There are many advertising options available in the TSC. All advertising should be requested on the TSC website, [tsc.usu.edu](http://tsc.usu.edu) and by clicking on “Advertising & Tabling” or by visiting <https://www.usu.edu/tsc/request-forms/index>. Advertising options include Indoor/Outdoor Banners, Poster/Flyers, Tabling, and Digital Signage. For any questions or concern, please reach out to the TSC Operations Staff Assistant at 435-797-1724 or email at [tscoperations@usu.edu](mailto:tscoperations@usu.edu).

**Advertising in Other Campus Locations**

It is your responsibility to adhere to different building policies and procedures related to marketing and advertising in those specific locations. Please contact the appropriate scheduling office for their policies.

## Section: FUNDING

### Title: CLUB FUNDING SOURCES

Recognized USUSA clubs and organizations under Tier II and Tier III can request funding up to a maximum of \$500 for the academic year from the *USUSA Council of Clubs & Organizations* by completing the following steps:

1. Go to [involvement.usu.edu](http://involvement.usu.edu), Click “Student Clubs” then “Club Resources”.
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 for after-the-fact requests.
3. You may 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.
4. USUSA Club funding **cannot for any reason be used** for food, travel, prizes, or contracted speakers. USUSA Club funding should be used to help enhance your club or organization, and it is encouraged that you use funding on something that will benefit your club long-term rather than for one event or meeting. Purchases may be reviewed by Risk Management prior to approval.
  - a. **Examples of funds approved:** Any marketing materials (i.e. club shirts, posters, or flyers), club equipment or supplies, or costs associated with reserving space on or off campus.
5. Checks cannot be written to a club or organization by the University. Purchases must be done by Spencer Bitner or a member of the USUSA Clubs & Organizations council.
6. Funding requests will be taken starting August 28, 2024, and will end March 31, 2025. Please take school holidays into consideration, as the club council is made up of students who will not be present to process your request during those times.
7. Misuse or mishandling of club funds or the P-Card will result in immediate termination of your club status, and funds will need to be repaid to the Student Involvement office.



## **Section: FUNDING**

### **Title: 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 will be considered USUSA club fundraising. This excludes collecting membership fees or dues. This includes fundraisers that may benefit the student organization, other charitable groups, or an individual.

#### **Can my Student Organization fundraise?**

Only student organizations that have been pre-approved by completing the Application to Raise Funds (<https://www.usu.edu/advancement/give/clubfundraising>) 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 Senior Director of Advancement Services and the Student Affairs Financial Officer.

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

Fundraisers for USUSA Clubs & Organizations:

- 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.

## **Section: FUNDING**

### **Title: CLUB BANK ACCOUNTS**

All clubs must use off-campus banking systems to manage the finances of their club or organization. If the club already has a bank account established, please work with the previous club president or advisor to access the club's bank account.

The following information will serve as a guideline to help your club set up a bank account.

#### **Where to bank?**

Clubs can bank anywhere they desire. USUSA does not provide accounts for clubs. After shopping around for a bank or credit union that will work with you and fit your club's needs, ask the bank, or credit union to help you know what kind of account to set up 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 do cash, check, Venmo, or purchase your own square reader. USUSA will not provide change for cash registers.

#### **What will we need to do?**

This depends on where you go to create your account. Speaking directly to the bank about what you will need is the best route to take. USUSA does not provide anything for you to start a bank account, including but not limited to EIN numbers, tax exempt status, or letters indicating club status.

USU cannot provide guidance on how to complete federal tax forms, such as creating an EIN number.

## Section: SAFETY

### Title: EVENT RISK MANAGEMENT

Clubs and organizations have a variety of responsibilities during club-sponsored meetings, activities, and events. Whether these club functions occur on-campus or off-campus, certain events and activities will require pre-approval from the *USUSA Council of Clubs & Organization* and USU Risk Management.

The following scenarios will require contacting Spencer Bitner at [spencer.bitner@usu.edu](mailto:spencer.bitner@usu.edu) to establish a risk mitigation plan for your clubs:

- Any activities or events from medium-risk or high-risk USUSA Clubs & Organizations
- Activities or events where potential harm to an individual is increased. Some examples include outdoor recreation such as rappelling, hiking, canyoneering, etc.
- Any activity, event, or fundraiser where food is being sold to the public

The following scenarios **do not require** pre-approval from the *USUSA Council of Clubs & Organizations* and USU Risk Management.

- Regular club meetings (face-to-face or virtual)
- Food that is served to club members only at club meetings or activities
- Club travels off-campus
- Activities and events from low-risk level USUSA Clubs & Organizations

If you are unsure if your club activity or event should have a risk mitigation plan, please contact the Clubs & Organizations Executive Vice President at [clubsandorgs.ususa@usu.edu](mailto:clubsandorgs.ususa@usu.edu) or the Clubs Advisor, Spencer Bitner at [spencer.bitner@usu.edu](mailto:spencer.bitner@usu.edu)

See page four for club event and activity definitions.

**Section: CLUB EVENTS****Title: SCHEDULING SPACE ON CAMPUS**

Clubs & Organizations that have a club advisor are eligible to reserve space on campus for free or at a discounted rate. All reservations must be requested at least two weeks in advance. Please see the websites below to reserve the space needed on campus:

- **Taggart Student Center (TSC):**
  - **Website:** [scheduling.usu.edu](http://scheduling.usu.edu)
  
- **Aggie Rec Center (ARC):**
  - **Website:** [scheduling.usu.edu](http://scheduling.usu.edu)
  
- **Health, Fitness, & Recreation (HPER):**
  - **Website:** [scheduling.usu.edu](http://scheduling.usu.edu)

## **Section: CAMPUS POLICIES**

### **Title: CRITICAL POLICIES**

#### **Notice of Non-Discrimination**

Utah State University does not discriminate or tolerate discrimination, including harassment, based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity or expression, disability, status as a protected veteran, or any other status protected by University policy, Title IX, or any other federal, state, or local law. Utah State University provides equal employment and educational opportunities and does not tolerate any form of:

- Discrimination based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity or expression, disability, status as a protected veteran, or any other status protected by University policy, Title IX, or any other federal, state, or local law.
- Harassment, including sexual misconduct, based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity or expression, disability, status as a protected veteran, or any other status protected by University policy, Title IX, or any other federal, state, or local law.

Retaliation for reporting incidents of discrimination or sexual misconduct or engaging in other forms of protected activity.

#### **Alcohol and Illegal Substances**

USUSA Clubs are prohibited from serving, promoting, possessing, consuming, selling, distributing, manufacturing, and/or storing alcoholic beverages or illegal substances at club-sponsored events, on or off campus.

#### **Hazing**

Hazing within or by student organizations is prohibited. Hazing is defined as:

- a. endangers the mental or physical health or safety of another; or
- b. produces mental or physical discomfort, embarrassment, harassment, or ridicule of another; or
- c. involves any brutality of a physical nature such as, but not limited to, paddling, whipping, beating, branding, calisthenics, creating excessive fatigue, bruising, electric shocking, causing physical and psychological shocks, placing of a harmful substance on the body, or exposure to the elements; or
- d. involves consumption of any food, alcoholic beverage, liquor, drug, or other substance or any other physical activity that endangers the mental or physical health and safety of an individual; or
- e. involves any activity that would subject the individual to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects another to extreme embarrassment, shame, or humiliation, or subjects the individual to the

**Section: CAMPUS POLICIES**  
**Title: CRITICAL POLICIES (Cont.)**

**Hazing (continued):**

- f. wearing of apparel which is conspicuous or not normally in good taste, engaging in public stunts and buffoonery, engaging in morally degrading or humiliating games; or
- g. involves defacing or destroying public or private property; or
- h. involves cruelty to any animal; and
  - i. is for the purpose of initiation, admission into, affiliation with, holding office in, or as a condition for continued membership in any organization; or
  - ii. if the actor knew that the victim is a member of or candidate for membership with a team or organization to which the actor belongs or did belong within the preceding two years.

**Club Status/Standing**

To be in good standing as a club, you must follow the guidelines as set on page 6 according to your club tier.

- A. Good Standing –Any USUSA Club & Organization that has met all deadlines, completed all requirements, and is free from misconduct. USUSA Clubs & Organizations in Good Standing are given all rights and privileges afforded them in this Clubs Handbook and the Student Code of Conduct.
- B. Warning - Any USUSA Club & Organization that has failed to meet deadlines or complete all requirements will be placed on Warning and will not lose rights or privileges. Placing a USUSA Club & Organization on Warning is an official administrative action taken by University staff.
- C. Probation – Any USUSA Club & Organization that has repeatedly failed to meet deadlines, complete requirements or has been found responsible for organizational misconduct will be placed on Probation. The applicable student governing body adjudicating the alleged violations shall outline the specific terms of Probation on a case-by-case basis in accordance with the requirements below. Probation shall last no less 12-weeks and no more than one full year. The 12-week period shall not include any semester breaks or summer semester.
  - a. At the conclusion of the Probation period the applicable student governing body shall meet to determine if the sanctions have been met and the USUSA Club & Organization will return to Good Standing. If the fraternity or sorority fails to meet the terms of their Probation, it may be extended/updated, or they may have their recognition suspended.

**Section: CAMPUS POLICIES****Title: CRITICAL POLICIES (Cont.)**

- D. Suspension of Recognition - A suspended USUSA Club & Organization shall lose all rights and privileges afforded them in this Club Handbook and the Student Code of Conduct. Suspension of Recognition means the USUSA Club & Organization cannot participate in any University function as a group. For all intents and purposes, a USUSA Club & Organization does not exist in the USU community during the term of their Suspension. The applicable student governing body adjudicating the alleged violations shall outline the specific terms of Suspension on a case-by-case basis in accordance with the requirements below.
- a. Suspension shall last no less than one full semester and no more than one full year.
- E. Loss of Recognition – For all intents and purposes, a USUSA Club & Organization who loses recognition does not exist at USU. If the applicable student governing body determines Loss of Recognition is warranted, they will work with the Office of the Vice President for Student Affairs to determine the length of time it will be in effect. At a minimum, Loss of Recognition shall last two years.

**Section: CLUB MEMBERSHIP**

**Title: ANNUAL RENEWAL**

All clubs and organizations must re-register their membership at the end of every academic year. If you do not re-register the club or organization by August 9<sup>th</sup>, 2024, the club will not be able to participate in some fall activities such as Day on the Quad. We do this 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 start of the succeeding Fall semester.

Club re-registration is open, and will be reviewed on a rolling basis throughout the academic year.



## **Section: APPENDIX**

### **Title: USUSA CLUB CONSTITUTION**

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. 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.

#### **Clubs Constitution Sample**

##### Constitution of (Club Name)

#### Article I- Name, Purpose and General Statements

Section 1: What is the exact title of the 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 at 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 the 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:

#### **Sample Mission Statement**

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.

#### **Club Risk Mitigation Plan**

This section is to help mitigate (reduce) any risks associated with club activities or club programming. Use this section in the club constitution to include safety measures for the club, prevention strategies, and what processes the club will take to ensure member safety.

\*If your club requires a risk waiver (Tier II and Tier III), please attach it with this club constitution template. A risk waiver template is located on the Club Resource Webpage at [involvement.usu.edu](http://involvement.usu.edu).

**Section: APPENDIX****Title: MEMBER RECRUITMENT & RETENTION****Finding Prospective Members:**

There are many places on campus to recruit members for clubs, especially within the TSC. After you reserve a space for setting up a table, here are a few tips to help find or recruit club members:

- Connect with friends and acquaintances
- Contact last years' club members to see if they want to be involved again
- Tell your club members to bring a friend to the next meeting
- Find department organizations who share similar goals and set up a meeting to meet with a department employee or student

**Motivating & Thanking Members:**

You have a responsibility to keep your club members involved and motivated. Club members should know and feel that they are making a significant contribution. You should help them see where their task fits into the big picture; help them see that their role is essential. Remember that all people are motivated by something. Your job as club president is to figure out what it is for each club member. You can do this by ensuring club members have:

1. Have had adequate training and understand how to do their task.
2. Have the given tools or resources needed to accomplish it.
3. Have confidence in their ability to perform.
4. Have a vision of how successful their program can be.
5. They are given significant responsibility.

**How to Hold Them Accountable:**

1. Clearly communicate expectations for your club members and have a timeline.
2. Make sure they are willing to abide by the set guidelines.
3. Repeat your expectations if problems arise, you should remind them of their commitment to the expectations as a club member and their role.
4. Have club meetings weekly to follow up with assignments and discuss learning experiences.

## Section: APPENDIX

### Title: EVENT PLANNING CHECKLIST

If you are a Tier II or a Tier III club, you qualify to reserve space and host events on campus. Tier I clubs may hold meetings on campus in non-reservable space, such as open grass areas or eating areas. If you or your fellow club members are not familiar with planning an event on campus or need some direction on where to start, follow these directions and contact the Student Involvement and Leadership Center for tips on hosting a successful event.

Start by using these six questions and answers (The Six R's):

**REASON.** Why are you planning this event? Do you have a good REASON?

**RESOURCES.** How will you facilitate this event and what RESOURCES are available within your organization?

**RESERVE.** Where will it best take place? RESERVE the best space/venue for your event; learn venue specific policy

**RELEVANCE.** When is it? You will have Better RELEVANCE if you don't compete but collaborate with other organizations.

**REALISTIC.** Who is your audience? Know your scope and be REALISTIC to get maximum attendance and marketing.

**RESULTS.** What will measure your success? Have a clear view of what RESULTS determine the success of your event.

After assessing these questions, you will follow these procedures:

1. If the activity or event is medium-risk or high-risk, you must meet with Spencer Bitner ([spencer.bitner@usu.edu](mailto:spencer.bitner@usu.edu)) and USU Risk Management at least three weeks prior to the date of the activity or event.
2. Schedule a space for the event; it is your responsibility to know the policies of the location you have reserved. Event Services will be your primary contact for this in most cases. You can find their contact information at the beginning of this manual. Make sure to loop in Spencer Bitner so he can help you get approved for the space and help with other logistics.
2. Budget your finances and resources specifically and carefully; be sure to include the cost of food, marketing, rental, etc. Student Involvement does not pay for events unless club funding was approved before the planning process, so make sure the price of space rental, food, etc. is all considered.
3. Will it be open to the public? How many people are you expecting? Will there be food? Are you charging admission? These are all important questions to get you started.
4. If you plan on serving food, you most likely will need to go through USU Catering if you are hosting in the TSC. They can be scheduled through Event Services also. If you are planning on serving food you make, you will still need to contact Event Services in addition to the Bear River Health Department. Not only will you need food handlers' permits, but a temporary food permit as well. These get more expensive as you get closer to your event, so make sure you get that as soon as possible.
5. Any beverages (including water) sold or given out on-campus must be sponsored by Coca Cola products.