

USUSA

UtahStateUniversity™
STUDENT ASSOCIATION

2017-2018

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

Funding.....13

Bank Accounts & Credit Cards.....14

Fundraising.....15-16

Good Standing/Probation.....17

Responsibilities of Clubs.....18

Responsibilities of Advisors.....19

Frequently Asked Questions.....20

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Important Dates

Purge Date: April 5, 2017

*must have clubs re-registered for next academic year or all information will be deleted from the website.

Clubs & Organizations Meetings: (All meetings will be held at 4:00 PM in the TSC Auditorium)

- September 7, 2017
- October 19, 2017
- November 16, 2017
- January 25, 2018
- February 8, 2018
- March 29, 2018

Day on the Quad: Wednesday, August 30, 2017

Club Rush (Fall): September 14, 2017 (10:00-2:00)

Club Rush (Spring): January 10, 2018 (10:00-2:00)

Club Social & Renewal: April 5, 2018 (4:00-5:00)

Welcome Clubs & Organizations

We would like to welcome all club presidencies to USUSA clubs and organizations. Thank you for being a part of the grand infrastructure of Utah State University. You have the great opportunity of being part of Utah State University's push to increase student involvement.

Within USUSA, our vision is to ensure that every student involved with a club is using that club as a gateway to opportunity both on campus and after graduation. We hope that USUSA can help you in your efforts to grow and better each of your clubs or organizations. Our goal is 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 as involved with the program as much as possible and to devote your time and efforts into 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 your club members as well.

We have a clear goal backed up with innovative ideas that we plan to implement into USUSA Clubs and Organizations this year. We look forward to the new changes and hope that you like them as well. In saying this, we thank you for your cooperation and help as we strive to make the Aggie experience even better!

Go Aggies!

USUSA Clubs and Organizations 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 chartered 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. Students meet new people, and are doing what they love.

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 ran by students with the assistance of a volunteer advisor.

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

If you have any questions about the definition of your club, please contact us via e-mail or come visit us in TSC 342 or TSC 326.

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: ususa.usu.edu/clubs
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. Find a USU full time faculty or staff member to be your advisor. An advisor is REQUIRED to start a new club. (see page 17 for advisor responsibilities).
5. Name of the Organization (must begin with USUSA).
6. Names and A#'s of at least 5 club members that are current USU students.
7. Purpose and brief description of organization.
8. Current mission statement.
9. Club or organization must submit a typed constitution following the outlined guidelines for writing a constitution (see page 8).

Renewing:

Existing clubs or organizations must attend the club social and renewal meeting held on April 5, 2018 in a location to be determined. The club renewal form will only be available at the meeting. All information will be deleted for un-renewed clubs on that date. Renewing clubs must also review the 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. Required sections are underlined. 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.

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!

Privileges include:

1. The right to participate in activities such as; Day on the Quad, Welcome Back Week, Club Rush, Homecoming Week activities, Festival of Trees, and more.
2. The opportunity to receive funding from USUSA Clubs and Organizations up to \$500 (see page 13).
3. 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 (2) WEEKS IN ADVANCE. If you are having an activity in the TSC, you will need your club advisor present.
 - a. With the use of the TSC being free of charge, there is no outside food 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).
4. The use of USUSA PR & MARKETING, such as designs, advertising, marketing, printing and social media outlets. (see page 12)
5. The use of wire banners is 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 (2) WEEKS BEFORE the day they want to hang the banner, which must be within two weeks of the event.
6. The use of info tables (4 feet) are free of charge. Same rules apply as wire banners. Please make arrangements with Suzann Miller in the TSC 326.

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. Social Media Requests- contact Kengo or Spencer (contact info found on page three)
4. Graphic Design Requests- contact Kengo or Spencer (contact info found on page three)
5. Wire Banners- Suzann Miller, TSC 326
6. Yard Signs- contact Spencer (contact info page 3)
7. Design Room- The USUSA Design Room is available for clubs or organizations creating a wire banner for the 1st floor of the TSC. Wire space must be reserved prior to using the resources in the Design Room. USUSA PR and Marketing will provide the colored butcher paper and special markers. You are expected to return all materials to their designated area and clean the room promptly after finishing your project. This room is available for use Monday-Friday 8:00 am-4:30 pm.
*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 TSC 1st Floor- Suzann Miller, TSC 326

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.*

Clubs & Organizations Funding

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

To start your funding process:

1. Download the Club Funding request form on ususa.usu.edu under "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!
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. In addition, we will continue utilizing the P-card form of funding. Once you receive notice of your approved award, a representative from your club or organization will need to set up an appointment with Sophia May (435-797-2912) in TSC 326 to be P-card trained. Checks cannot be written to a club or organization.
5. After you have been trained, and are ready to use the P-card, you will have 24 hours to purchase the items you need up to the approved amount. You will only have one 24 hour period to use the P-card.

Bank Account & Credit Card Use

Where to bank?

Clubs can bank anywhere they desire. USUSA does not provide accounts for clubs. Many clubs have had success with Zions Bank and USU Credit Union. They will help you know 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 do cash, check, or purchase your own square reader. USUSA will not provide change for cash boxes.

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 attend the USUSA Clubs and Organizations meetings that are held monthly. If none of the club leaders can attend the meeting, you must get in contact with the Organization & Campus Diversity Vice President BEFORE the meeting to make other arrangements. We will do our best to accommodate everyone, but we ask that you make an effort to be at each meeting, as all dates and times are already posted.

Being absent from one monthly meeting will place your club on probation and will:

1. Forego the opportunity to receive USUSA club funding
2. Remove the ability to schedule club or organization events at the USUSA free of cost price.

Being absent from two monthly meetings, the club or organization will no longer be recognized through USUSA.

In addition, each spring all clubs and organization must renew their membership. If you do not renew by the purge date (April 5, 2018) the club or organization will be deleted from the system, which means you will be required to reapply to be a club. 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. Appoint a full time 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 of 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 USUSA Clubs & Organizations meetings held each month. Attendance is required to receive all benefits and funding.
9. Must continually supply the USUSA 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 full time 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 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.

*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 page 11.
2. How do I reserve a wire banner? Refer to Privileges of a Club on page 11.
3. Can I do fundraisers? Yes! See page 15-16.
4. 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.
5. How do I renew a club? Refer to Register/Re-registering Clubs on page 7.
6. When does a club presidency have to be re-elected? The club presidency must be re-elected by the last USUSA Clubs & Organizations meeting on April 5th.
7. How do I apply for USUSA Club funding? By filling out the form on the ususa.usu.edu website. Requests need to be submitted at least 4-6 weeks before the money is needed.
8. How long does it take to get my club approved? Our club council meets every week to approve clubs. Depending on the club and what they do, the process can take anywhere from 2 to 6 weeks.
9. How do I join a club? Log in to USUSA website and search the available communities. When you find the club you want to be a part of, contact the club president. You will be able to view the presidents contact information and information about the club there.
10. How do I use the USUSA PR & Marketing team? Refer to Branding & Marketing on page 12.
11. Can my advisor be a student worker on campus? No. Advisors must be a full time staff or faculty member. This is a voluntary position and cannot be part of their everyday job description.
12. What are the responsibilities of an advisor? Refer to Responsibilities of Advisors on page 19.
13. 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.