

# UTAH VALLEY UNIVERSITY

## Policies and Procedures

<b>POLICY TITLE</b>	University Student Groups	<b>Policy Number</b>	532
<b>Section</b>	Student Affairs	<b>Approval Date</b>	August 25, 2022
<b>Subsection</b>	Student Clubs and UVUSA	<b>Effective Date</b>	August 25, 2022
<b>Responsible Office</b>	Office of the Vice President of Student Affairs		

### 1.0 PURPOSE

**1.1** The purpose of this policy is to establish the categories, registration processes, privileges, and responsibilities for university student groups. It delineates between student groups considered to be the student governing association (SGA); a part of a university college, school, institute, center, or department (university student organizations [USO]); and those that operate as a registered student club. In addition, this policy establishes the requirements and limitations for use of the University's name and other trademarks, scheduling, mandatory trainings, and funding.

**1.2** Nothing in this policy shall be interpreted to deny the rights of individuals protected by the US Constitution, including their protected rights to freedom of speech and association, including as set forth in UVU Policy 161 *Freedom of Speech*.

### 2.0 REFERENCES

**2.1** Utah Code 20A-7 et seq. *Election Code*

**2.2** Utah Code 20A-11-1202 et seq. *Political Activities of Public Entities Act*

**2.3** Utah Code 53B-28-401 et seq. *Campus Safety*

**2.4** UVU Policy 161 *Freedom of Speech*

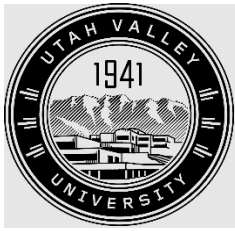
**2.5** UVU Policy 221 *Dining Services*

**2.6** UVU Policy 231 *Fundraising Authority, Responsibility, and Coordination*

**2.7** UVU Policy 251 *Traveling on University Business*

**2.8** UVU Policy 425 *Event Scheduling and Authorizing the Use of University Facilities*

**2.9** UVU Policy 428 *Graphic Standards, Signage, and Use of Institutional Logos and Seals*



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2.10 UVU Policy 511 *Student Fees*

2.11 UVU Policy 704 *Minors on Campus and at University-Sponsored Events*

### 3.0 DEFINITIONS

**3.1 Club mentor:** Any full time, exempt status university employee that assists a student club by providing guidance, instruction, etc. related to the club purpose. Club Mentors are considered volunteers and are not eligible to receive any additional compensation for their mentoring activities, either directly or indirectly, in any form whether financial, faculty release of time, leave, or similar. Club advisory or mentorship cannot be included in an employee's job description or responsibilities.

**3.2 Department of Student Leadership and Involvement (SLI):** The university office designated as the point of contact for registered student clubs and the Utah Valley University Student Association (UVUSA). SLI facilitates the club registration process, provides informational materials to inquiring students, and offers general programming on topics such as leadership development.

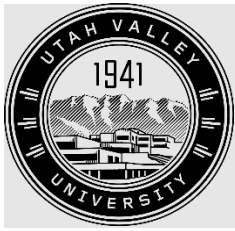
**3.3 Member(s):** Any person who has met the USO or club requirements for membership.

**3.4 Proposed initiative:** An initiative proposed in an application filed under Utah State Code Section 20A-7-202 or 20A-7-502.

**3.5 Proposed referendum:** A referendum proposed in an application filed under Utah State Code 20A-7-302 or 20A-7-602.

**3.6 Registered student club ("club"):** A student group with a common interest or goal that complies with university-registered club requirements, including but not limited to having a lawful purpose, registering the club with the Department of Student Leadership and Involvement (SLI), having a club constitution, having at least six members (75 percent of whom are currently enrolled UVU students), having a president who is a currently enrolled full-time UVU student, and establishing and assessing dues. Registered student clubs are at a minimum funded by member dues and additional funding from the Utah Valley University Student Association (UVUSA).

**3.7 Student:** For the purposes of this policy, any person enrolled in at least one credit hour at Utah Valley University during the current academic term. During the time frame between spring and fall semesters, a person enrolled in at least one credit hour for the upcoming fall semester shall be considered a student for the purposes of this policy.



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**3.8 Student governing association (SGA):** The student leaders of the Utah Valley University Student Association (UVUSA) or student government who are duly elected or appointed to positions in accordance with the constitution, bylaws, and statutes of the association.

**3.9 University student organization (USO):** A student group that is led, organized, or sponsored, and overseen by a university unit, considered integral to the mission and purpose of the university unit, and inherently linked to the University. Student membership must consist entirely of currently enrolled students.

**3.10 University unit:** An official college, school, institute, center, office, or department of Utah Valley University.

**3.11 USO advisor:** Any university employee who oversees and mentors a university student organization as part of their paid job responsibilities and has the guidance/support of the university unit to do so. USO advisors are not eligible for additional compensation for their advising activities, either directly or indirectly, in any form whether financial, faculty reassignment or release time, or similar.

### 4.0 POLICY

#### 4.1 Student Governing Association

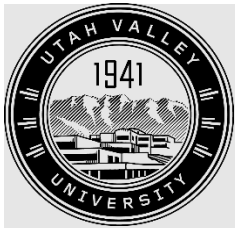
**4.1.1** The student governing association (SGA) of the University is the Utah Valley University Student Association (UVUSA), consisting of only currently enrolled students of the University.

**4.1.2** The SGA may adopt internal procedures, including a constitution, bylaws, student statutes, and other student legislative acts. Any internal procedures adopted by the SGA must be consistent with applicable law, Utah Valley University policies and procedures, the Utah System of Higher Education requirements, and must generally serve the best interests of the student body.

**4.1.3** The SGA may establish appointed or elected student government officer positions to serve as members of the student council. The student council serves as the governing body of UVUSA.

**4.1.4** Student council officers will serve as the official representatives of the student body of Utah Valley University, including underrepresented student demographics, and will represent student issues and concerns at all levels of university decision making.

**4.1.5** The SGA shall participate in the determination and allocation of student fees in accordance with UVU Policy 511 *Student Fees* by assessing current fee use, reviewing recommendations and requests, and finalizing a recommendation to President's Council.



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**4.1.6** The University exercises general oversight through SLI over all SGA activities, including financial activities. In addition, the SGA is subject to the policies, procedures, rules, and regulations governing the University.

### **4.2 University Student Organizations (USO)**

**4.2.1** The sponsoring university unit shall have the authority to establish, maintain, transfer, or dissolve the university student organization (USO).

**4.2.2** Each USO shall operate under the direct and constant guidance of the sponsoring university unit, which must commit to supporting and providing direct responsibility for the USO's mission and activities. This may include but is not limited to use of a designated office or workspace, access to university unit funding, risk assessment/management, determination of qualifications and responsibilities of members, and the selection of USO officers or leaders.

**4.2.3** The sponsoring university unit shall assign an advisor. University units are encouraged to consider student feedback and employee performance when making the assignment.

**4.2.4** Each USO shall comply with all applicable policies, procedures, restrictions, controls, guidelines, and expectations established by the University.

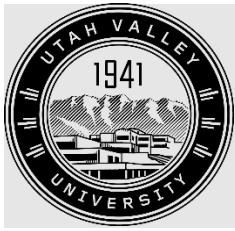
**4.2.5** Participation by minors in any USO-sponsored activities must follow the requirements of UVU Policy 704 *Minors on Campus and at University-Sponsored Events*.

**4.2.6** Each USO member shall be provided university trainings coordinated through the Student Development and Well-Being Division, in accordance with Utah Code 53B-28-401.

**4.2.7** Each USO shall annually catalog its information with the Student Development and Well-Being Division to ensure accurate and accessible contact and student involvement opportunity information is available to the general student body.

**4.2.8** In accordance with Utah Code 20A-11-1202, USOs are prohibited from using university resources (including but not limited to funds, supplies, email accounts, webpages, etc.) for political purposes (attempting to influence votes for or against candidates for elected government office or elected judiciary; to advocate for or against a proposed initiative, proposed referendum, referendum, a proposed bond, a bond, or any ballot proposition; or to solicit a campaign contribution).

**4.2.9** The sponsoring university unit shall provide and oversee funding and financial activity, as applicable, including allocation or termination of funds received through fundraising, university revenues, and/or student fees. Furthermore, the university unit must adhere to the following regarding the USO's financial activity:

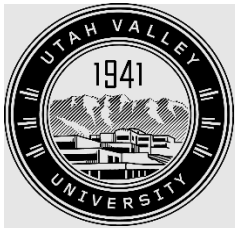


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- 1) All financial activity of the USO must be conducted through an account within the University's financial system and be managed by a university employee, unless otherwise authorized by President's Council. The USO may not establish any bank or other financial accounts outside of the University
- 2) The USO shall use the University's tax identification number and charitable status in accordance with university practices.
- 3) In accordance with university policies, the USO may collect funds by means of membership dues, donations, gifts, revenue, and additional funding provided through student fees as allocated, in accordance with UVU Policy 511 *Student Fees*.
- 4) The USO shall comply with UVU Policy 231 *Fundraising Authority, Responsibility, and Coordination*, have written permission from the sponsoring university unit, and coordinate with a designated major gift officer when raising funds.

### **4.2.10** USOs will be granted the following privileges:

- 1) The privilege to use university facilities depending on availability. An employee of the sponsoring university unit must authorize and submit the scheduling of facilities, which must adhere to UVU Policy 425 *Event Scheduling and Authorizing the Use of University Facilities* and any associated guidelines.
- 2) The privilege of hosting programming for the general student body in accordance with the USO's mission and purpose.
- 3) The privilege to use designated campus spaces for publicity of the USO and its events in accordance with all applicable policies and guidelines.
- 4) The privilege to use the University's name and trademarks in accordance with UVU Policy 428 *Graphic Standards, Signage, and Use of Institutional Logos and Seals* and any associated guidelines.
- 5) The privilege of a university email address and website housed within the sponsoring university unit's website.
- 6) The privilege of providing food and beverage at USO-sponsored events, activities, and meetings in accordance with UVU Policy 221 *Dining Services* and associated guidelines.
- 7) The privilege of participating in university travel in accordance with the USO's mission and purpose. All travel, including the use of fleet vehicles, must be done in accordance with UVU Policy 251 *Traveling on University Business* and any associated guidelines.



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### 4.3 Registered Student Clubs

**4.3.1** Registered student clubs shall be created by students, for students; be run by students with a common interest, hobby, or goal; and require minimal support of the University. The Department of Student Leadership and Involvement (SLI) will provide any necessary oversight.

**4.3.2** Each club shall register annually with SLI by providing the required information outlined under section 5.1.2 of this policy. SLI will not approve the registration of any club with the same or similar purpose as an existing club, USO, or university unit.

**4.3.3** Registration of a club with SLI does not imply the University's support for the purpose, philosophy, activity, or events of the club, nor does it mean that the club has been granted status as an entity or agent of the state of Utah or of Utah Valley University.

**4.3.4** The University will not assume any legal liability for any club activities. While a university employee may serve in a mentorship capacity, it is presumed that participants of legal adult age are adults and, therefore, make and are accountable for their decisions and behaviors as individuals and as members of the club.

**4.3.5** To maintain legal separation and liabilities between clubs and the University, all clubs shall be restricted by specific controls and guidelines when utilizing the University's name and trademarks.

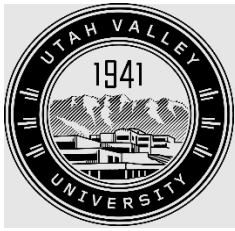
**4.3.6** Club members oversee the selection of club officers or leaders as outlined in the club constitution provided at the time of registration. Club members, officers, and leaders cannot be financially compensated for their involvement with the student group.

**4.3.7** Club officers or leaders may select and invite a full-time exempt status campus employee to serve as a club mentor. All mentors must complete a *Mentor Acknowledgement Form* provided by SLI. Immediate supervisors must approve the employee's involvement as a club mentor and accept the responsibility to address any job performance concerns with the employee. Club mentors are not eligible for compensation either directly or indirectly of any form whether financial, faculty reassignment or release time, or similar for their service with a club. Club advisory or mentorship cannot be included in an employee's job description.

**4.3.8** Club membership is not open to those under the age of 18 who are not currently enrolled UVU students. Participation from minors in any club-sponsored activities must follow the requirements in UVU Policy 704 *Minors on Campus and at University-Sponsored Events*, which may require the youth participant to have permission to participate from a parent or guardian.

**4.3.9** Student involvement opportunity information, as well as contact information of club leaders, will be available on the campus website to ensure ample and accurate information is available to the student body. SLI shall comply with laws governing confidentiality of student





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records. Club leaders may request that their names and contact information not be released to the public and be used only for communications from SLI.

**4.3.10** A club shall comply with policies, procedures, and expectations established by the University in addition to the protocols outlined in the *SLI Clubs Handbook*.

**4.3.11** Each club member shall be provided university trainings coordinated through the Student Development and Well-Being Division in accordance with Utah Code 53B-28-401.

**4.3.12** Club financial activity shall be overseen by SLI including allocation or termination of funds received through fundraising, university revenues, and/or student fees. Furthermore, the Club must adhere to the following regarding financial activity:

1) All financial activity of the club must be conducted through an account within the University's financial system and be managed by a university employee staffed in SLI unless otherwise authorized by President's Council. The club may not establish any bank or other financial accounts outside of the University.

2) The club shall appropriately use the University's tax identification number and charitable status in accordance with university practices.

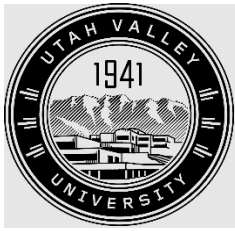
3) Club funds may be collected by means of membership fees, donations, gifts, revenue, and additional funding provided through student fees as allocated, in accordance with UVU Policy 511 *Student Fees*.

4) A club shall comply with UVU Policy 231 *Fundraising Authority, Responsibility, and Coordination*, coordinate with a designated major gift officer, and have written permission from SLI when raising funds.

**4.3.13** Registered clubs in good standing with SLI will be granted certain privileges as outlined below. By granting access to the following resources or others, the University does not assume control or responsibility for the club's activities, nor does it endorse the opinions, purpose, etc. of individual clubs. Club activities and operations will remain independent and distinct from the University.

1) The privilege to use university facilities depending on availability. A staff member of SLI must authorize and schedule all facilities and must adhere to UVU Policy 425 *Event Scheduling and Authorizing the Use of University Facilities* and any associated guidelines. Duplication of events and programs sponsored by another club or university unit will not be permitted.

2) The privilege of hosting programming for the general student body in accordance and consistent with the club's mission and purpose.



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- 3) The privilege to use designated campus spaces for publicity of the club and its events, as outlined by SLI in the *Clubs Handbook*.
- 4) The privilege of providing food and beverage at club-sponsored events, activities, and meetings, in accordance with UVU Policy 221 *Dining Services* and any associated guidelines.
- 5) The privilege of participating in campus travel in accordance with the club's mission and purpose. All travel, including the use of fleet vehicles, must be done in accordance with UVU Policy 251 *Traveling on University Business* and any associated guidelines.
- 6) The privilege of having one voting representative participate as a member of the Inter-Club Council General Assembly housed within SLI.
- 7) The privilege to apply for funding from the Inter-Club Council Executive Board funded by the student governing association (SGA) in accordance with the Inter-Club Council constitution and bylaws as outlined in the *SLI Clubs Handbook*. In the case that SGA funds are awarded, the University does not assume control or responsibility for the club, nor does it endorse the club. Club activities and operations will remain independent and distinct from the University.

### **4.4 Termination of Student Group Recognition**

#### **4.4.1 University Student Organization**

**4.4.1.1** Termination of a USO is at the discretion of the executive-level administrator of the sponsoring university unit. Consideration for termination may include any of the following reasons:

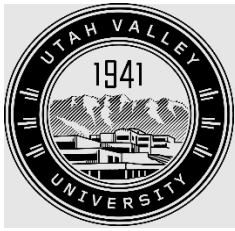
- 1) Violating university policy, procedure, and/or state or federal laws.
- 2) Change in university unit mission, purpose, functions, etc.
- 3) Insufficient funding.
- 4) Lack of necessary leadership or advising provided by the university unit.
- 5) Minimal student participation based on the university unit's benchmarked practices.
- 6) Failure to abide by the rules, policies, or guidelines of the affiliated organization's national, regional, or other parent entity (if applicable).

#### **4.4.2 Registered Student Club**

**4.4.2.1** Recognition as a club may be withdrawn for the following reasons:

- 1) Failing to maintain its annual registration through SLI.





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- 2) Failure to adhere to the expectations and responsibilities outlined by SLI in the *Clubs Handbook*.
- 3) Violating university policy, procedure, and/or state or federal laws.
- 4) Failure to abide by the rules, policies, or guidelines of the affiliated organization's national, regional, or other parent entity (if applicable).

### **4.5 Use of the University's Name and Trademarks**

#### **4.5.1 University Student Organization**

**4.5.1.1** USOs may use the University's name and trademarks as used by their sponsoring university unit.

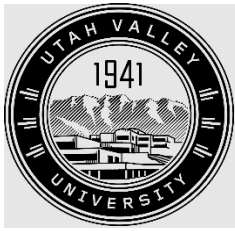
#### **4.5.2 Registered Student Club**

**4.5.2.1** To protect and control the use of the University's marks, the following restrictions apply:

- 1) Clubs are not permitted to use the University's name as part of their club name.
- 2) Clubs are not permitted to use the University's trademarked logos outside of the specific controls and guidelines outlined in Policy 428 *Graphic Standards, Signage, and Use of Institutional Logos and Seals* and the University's brand style guide.
- 3) Clubs are permitted to create their own logo, but all unique club logos must be separate and distinct from the University and shall not mimic or be based in any way on registered Utah Valley University trademarks.

**4.5.2.2** To indicate registration with the University, a generic club mark is available for use as indicated in Policy 428 *Graphic Standards, Signage, and Use of Institutional Logos and Seals* and the University's brand style guide.

**4.5.2.3** The generic club mark does not constitute endorsement by the University of the club's purpose, mission, or conduct, and any club using the mark should not consider or portray itself as acting on behalf of Utah Valley University



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### 5.0 PROCEDURES

#### 5.1 Registration

##### 5.1.1 University Student Organizations

**5.1.1.1** Each university student organization (USO) shall complete the *Annual Catalog Form* provided by the Student Development and Well-Being Division.

**5.1.1.2** The USO shall provide the following to ensure accuracy of university information:

- 1) Name of the USO and the sponsoring university unit.
- 2) Name and university contact information of the USO's advisor.

**5.1.1.3** Upon receipt, the catalog information will be sent by the Student Development and Well-Being Division to the executive-level administrator of the sponsoring university unit for verification.

**5.1.1.4** After university unit verification, the USO's name and contact information will be published on the student involvement website housed within the Student Development and Well-Being Division website.

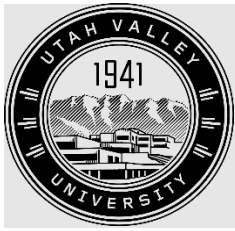
##### 5.1.2 Registered Student Clubs

**5.1.2.1** Each club shall complete the *Annual Registration Form* provided by SLI.

**5.1.2.2** For purposes of registration, at a minimum, the club shall provide the following information:

- 1) Name of the club.
- 2) Name, UVID, and contact information for at least six members (at least 75 percent of whom are currently enrolled UVU students), one of whom is identified as the club president (and is a currently enrolled full-time UVU student).
- 3) Constitution or charter that clearly communicates the purpose of the club; provides a method of selecting and removing the officers of the club; defines the qualifications and responsibilities for membership; outlines the process for amending the constitution; and includes a statement that acknowledges that the club will abide by the non-discrimination policies of the University.

**5.1.2.3** Electronic notification of registration status will be sent by SLI to the listed club officer(s) after the required steps are completed and information is processed and confirmed.



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### 5.2 Transition from Club to USO

**5.2.1** For a club to become a USO, a university unit must agree to assume responsibility and oversight of the functions of the student group including but not limited to its finances; campus scheduling; risk and liability of events, meetings, and activities; selection of student officers; etc.

**5.2.2** The following steps must be taken to fully transition a club to a USO:

- 1) Complete the *Club to Organization Form* available through SLI providing the necessary department contact information, explanation as to why the club should be transitioned to a USO, and the appropriate department and executive-level approvals.
- 2) Upon receipt of the completed form, SLI will request an account number within the University's financial system for the newly formed USO and transfer any remaining funds from the respective club account into the new USO account.
- 3) Following the completion of the form and transfer of funds, the club will no longer be a registered student group through SLI, and the sponsoring university unit will assume full responsibility of the USO.

POLICY HISTORY		
June 14, 1993	Policy approved.	UVU Board of Trustees
August 25, 2022	Revised policy approved.	UVU Board of Trustees