



UTAH VALLEY UNIVERSITY

Policies and Procedures

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POLICY TITLE	University Student Groups	Policy Number	532
Section	Student Affairs	Approval Date	September 3, 2025
Subsection	Student Clubs and UVUSA	Effective Date	September 3, 2025
Responsible Office	Office of the Vice President of Student Affairs	Last Review	September 3, 2025

1.0 PURPOSE

1.1 The purpose of this policy is to establish the categories, registration processes, privileges, and responsibilities for university student groups. The policy delineates between the student governing association (SGA); university student organizations or USOs (groups that are a part of a university college, school, institute, center, or department); competitive sports teams; and registered student clubs. In addition, this policy establishes the requirements and limitations for using the University's name and other trademarks, providing mandatory trainings, scheduling, and managing funding.

2.0 REFERENCES

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

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

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

2.4 Utah Board of Higher Education Policy R262 *Student Safety*

2.5 Utah Board of Higher Education Resolution on Freedom of Expression

2.6 UVU Policy 161 *Freedom of Speech*

2.7 UVU Policy 221 *Dining Service*

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

2.9 UVU Policy 251 *Traveling on University Business*

2.10 UVU Policy 405 *Fleet Vehicles*

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



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

2.13 UVU Policy 511 *Student Fees*

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

2.15 UVU Clubs Handbook

2.16 UVU Competitive Sports Handbook

3.0 DEFINITIONS

3.1 Club mentor: Any full time, exempt status university employee who assists a student club by providing guidance, instruction, etc. related to the club purpose.

3.2 Competitive sports teams: Student-led, intercollegiate athletic teams that compete against other universities and colleges. These teams are not regulated by the NCAA or NAIA.

3.3 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, and offers general programming on topics such as leadership development.

3.4 Good standing: For purposes of this policy, university student groups are in good standing if they maintain their registration with the appropriate office and otherwise comply with the applicable policies and procedures contained in this policy.

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

3.6 Registered student club (“club”): A student group that has a common interest or goal and complies with university-registered club requirements, as listed in section 4.3.

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.

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 groups: A term used to describe a cohort of students participating in a shared experience including student governing association, university student organization, clubs, and competitive sports teams.



3.10 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.

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

3.12 USO advisor: Any university employee who oversees and mentors a university student organization as part of their paid job responsibilities and has the guidance and 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 compensation, faculty reassignment or release time, or similar.

4.0 POLICY

4.1 Utah Valley University Student Association

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

4.1.2 The University exercises general oversight through the Department of Student Leadership and Involvement (SLI) over all UVUSA activities, including financial activities. UVUSA is subject to the policies, procedures, rules, and regulations governing the University.

4.1.3 UVUSA may adopt internal procedures, including a constitution, bylaws, student statutes, and other student legislative acts. Any internal procedures adopted by UVUSA must be consistent with applicable law, university policies and procedures, the Utah Board of Higher Education requirements, and must generally serve the best interests of the student body.

4.1.4 UVUSA may establish positions for officers to be elected or appointed to student council, which is the governing body of UVUSA. Student council officers will serve as the official representatives of the student body and will represent student issues and concerns at all levels of university governance.

4.1.5 UVUSA 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.



4.2 University Student Organizations (USO)

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

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

4.2.3 Each USO member shall be provided university trainings coordinated through SLI in accordance with Utah Code § 53B-28-401.

4.2.4 Each USO shall annually catalog its information with SLI to ensure accurate and accessible contact information and student involvement opportunity information is available to the general student body.

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

4.2.6 Sponsoring University Units

4.2.6.1 Each USO shall operate under the direct guidance of a sponsoring university unit, which supports and is directly responsible for the USO's mission and activities. This support may include but is not limited to providing a designated office or workspace, access to university unit funding, risk assessment and management, determination of qualifications and responsibilities of members, and the selection of USO officers or leaders.

4.2.6.2 The sponsoring university unit shall have the authority to establish, maintain, transfer, or dissolve the USO.

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

4.2.7 Financial Activity

4.2.7.1 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.

4.2.7.2 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.

4.2.7.3 The USO shall use the University's tax identification number and charitable status.

4.2.7.4 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*. When raising funds, 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.

4.2.8 Privileges

4.2.8.1 USOs will be granted the following privileges:

- 1) Using 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) Hosting programming for the general student body in accordance with the USO's mission and purpose.
- 3) Using designated campus spaces to publicize the USO and its events.
- 4) Using the University's name and trademarks in accordance with UVU Policy 136 and any associated guidelines.
- 5) Having a university email address and website housed within the sponsoring university unit's website.
- 6) Providing food and beverage at USO-sponsored events, activities, and meetings in accordance with UVU Policy 221 *Dining Services* and associated guidelines.
- 7) 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*, Policy 405 *Fleet Vehicles*, and any associated guidelines.

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 SLI will provide any necessary oversight.



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4.3.2 A club shall comply with policies, procedures, and expectations established by the University.

4.3.3 Each club member shall be provided university trainings coordinated through the SLI in accordance with Utah Code § 53B-28-401.

4.3.4 Each club shall register annually with SLI by providing the required information outlined under section 5.3 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.

4.3.5 The 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 the club has been granted status as an entity or agent of the state of Utah or UVU.

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 volunteer club mentor. Club mentors do not have decision-making authority, as students are responsible for the club functions. 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 in any form, whether financial, faculty reassignment or release time, or similar benefit in exchange for or in recognition of 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 of 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 minor 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 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 Liability

4.3.10.1 By granting access to the resources listed in section 4.3.12 or others, the University does not assume control or responsibility for club activities, nor does it endorse the opinions, purpose,



etc. of individual clubs. Club activities and operations will remain independent and distinct from the University.

4.3.10.2 The University will not assume any legal liability for any club activities.

4.3.10.3 Club mentors are not liable for the actions of the club members.

4.3.10.4 To maintain legal separation and liabilities between clubs and the University, all clubs shall be restricted by specific controls and guidelines when using the University's name and trademarks, as identified in section 4.6.

4.3.11 Fiduciary Responsibility

4.3.11.1 A club may not use the university's name in booking travel, contracting services, submitting banking information, or fundraising. A club also may not use the university tax identification numbers, including sales tax exempt numbers.

4.3.11.2 A club may fundraise for their needs. Prior to contacting potential donors or organizations for the purpose of fundraising, the club must receive approval from the Student Affairs Development Officer to determine whether the organization may be contacted.

4.3.11.3 A club may receive SLI provided funds in the form of grants and Management of SLI-provided funds must be administered through existing SLI accounts. The responsible collection and management of funds from dues, donations, sponsorships, and revenue-generated events are critical to the successful operation of the club. All such funds must be maintained in a commercial bank account under the name of the club. Club members are responsible for ethically managing club finances and maintaining all supporting documentation for purchases and revenues.

4.3.11.4 Registered clubs are not permitted to enter into any type of contractual relationship, such as vehicle or facility rental, in the name of UVU. All such contracts must be secured in the name of the club president or other club representative.

4.3.11.5 UVU will not arrange travel, lodging, transportation, or registration on behalf of a club.

4.3.11.6 Clubs cannot use UVU funds for travel.

4.3.12 Privileges

4.3.12.1 Registered clubs in good standing with SLI will be granted certain privileges:

- 1) using 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.



- 2) hosting events for the general student body consistent with the club's mission and purpose
- 3) using designated campus spaces to publicize the club and its events.
- 4) providing food and beverage at club-sponsored events, activities, and meetings in accordance with UVU Policy 221 *Dining Services* and any associated guidelines.
- 5) applying for funding from SLI by UVUSA. In the case that UVUSA funds are awarded, the University does not assume control or responsibility for the club, nor does it endorse the club.

4.4 Competitive Sports Teams

4.4.1 Competitive sport teams ("teams") shall be created by students, for students; be run by students with a common interest to compete; and require minimal support of the University. The Department of Recreation and Wellness will provide any necessary oversight.

4.4.2 A team shall comply with policies, procedures, and expectations established by the University.

4.4.3 Each team member shall be provided university trainings coordinated through Recreation and Wellness in accordance with Utah Code 53B-28-401.

4.4.4 Each team shall register annually with Recreation and Wellness by providing the required information outlined under section 5.4 of this policy.

4.4.5 The registration of a team with Recreation and Wellness does not imply the University's support for the purpose, philosophy, activity, or events of the team, nor does it mean that the team has been granted status as an entity or agent of the state of Utah or UVU.

4.4.6 By granting access to the resources described in section 4.4.11 or otherwise, the University does not assume control or responsibility for the team's activities, nor does it endorse the opinions, purpose, etc., of individual team. Team activities and operations will remain independent and distinct from the University.

4.4.7 Volunteers who work with the competitive sport team do not have decision-making authority, as the students are responsible for team functions.

4.4.8 To maintain legal distinctions between teams and the University, all teams shall be restricted by specific controls and guidelines when using the University's name and trademarks as identified in 4.6.4.



4.4.9 Team Membership

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

4.4.9.2 Team officers or leaders may select and invite volunteers to assist in team operations. All volunteers must complete a *Volunteer Acknowledgement Form* provided by Recreation and Wellness.

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

4.4.9.4 Student involvement opportunity information, as well as the contact information of team leaders, will be available on the campus website to ensure ample, accurate information is available to the student body. Recreation and Wellness shall comply with laws governing confidentiality of student records. Team leaders may request that their names and contact information not be released to the public and be used only for communications from Recreation and Wellness. See Policy 116 *Student Communications* for further guidelines.

4.4.10 Fiduciary Responsibility

4.4.10.1 A team may not use the university name in booking travel, contracting services, submitting banking information, or fundraising. A team also may not use the university tax identification number.

4.4.10.2 A team may fundraise for their needs. Prior to contacting an organization for the purpose of fundraising, the team must receive approval from the Student Affairs Development Officer to determine if the organization may be contacted.

4.4.10.3 Management of Recreation and Wellness-provided funds must be administered through a UVU account. Funds from dues, donations, sponsorships, and revenue-generated events should be maintained in a non-UVU bank account. Team members are responsible for the ethical management of team finances, as well as for maintaining all supporting documentation for purchases and revenues.

4.4.10.4 Registered teams are not permitted to enter into any type of contractual relationship, such as vehicle or facility rental, in the name of UVU. All such contracts must be secured in the name of the team president or other team representative. UVU will not arrange or pay for team travel, lodging, transportation, or registration.



4.4.11 Privileges

4.4.11.1 Registered teams in good standing with Recreation and Wellness will be granted certain privileges as outlined below:

4.4.11.2 Scheduling university facilities through Recreation and Wellness. Teams must adhere to UVU Policy 425 *Event Scheduling and Authorizing the Use of University Facilities* and any associated guidelines.

- 1) hosting events for the general student body in accordance and consistent with the team's mission and purpose.
- 2) using designated campus spaces to publicize the team and its events.
- 3) providing food and beverage at team-sponsored events, activities, and meetings, in accordance with UVU Policy 221 *Dining Services* and any associated guidelines.
- 4) applying for funding from Recreation and Wellness in accordance with associated bylaws. In the case that funds are awarded, the University does not assume control or responsibility for the team, nor does it endorse the team.

4.5 Termination of Student Group Recognition

4.5.1 University Student Organization

4.5.1.1 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) violation of university policy, procedure, and/or state or federal laws
- 2) failure to abide by the rules, policies, or guidelines of the affiliated organization's national, regional, or other parent entity (if applicable)
- 3) change in university unit mission, purpose, functions, etc.
- 4) insufficient funding
- 5) lack of necessary leadership or advising provided by the university unit

4.5.2 Registered Student Club

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



- 1) violation of university policy, procedure, and/or state or federal laws
- 2) failing to abide by the rules, policies, or guidelines of the affiliated organization's national, regional, or other parent entity (if applicable)
- 3) failing to maintain annual registration through SLI
- 4) failing to adhere to the expectations and responsibilities outlined by SLI

4.5.3 Competitive Sports Teams

4.5.3.1 Recognition as a competitive sport team may be withdrawn for the following reasons:

- 1) violation of university policy, procedure, and/or state or federal laws
- 2) failing to abide by the rules, policies, or guidelines of the affiliated organization's national, regional, or other parent entity (if applicable)
- 3) failing to maintain annual registration through Recreation and Wellness
- 4) failing to adhere to the expectations and responsibilities outlined by Recreation & Wellness

4.6 Use of the University's Name and Trademarks

4.6.1 UVUSA

4.6.1.1 UVUSA may use the University's name and trademarks in accordance with UVU policies and any associated guidelines.

4.6.2 University Student Organization

4.6.2.1 USOs may use the University's name and trademarks in accordance with UVU policies and any associated guidelines.

4.6.3 Registered Student Club

4.6.3.1 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 but are permitted to use it as a location (e.g., Botany Club at UVU).
- 2) Clubs are not permitted to use the University's trademarked logos outside of the specific controls and guidelines outlined in UVU policy 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's and shall not mimic or be based in any way on registered UVU trademarks.

4.6.3.2 To indicate registration with the University, a generic club mark is available for use as indicated in UVU policy and the University's brand style guide.

4.6.3.3 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 UVU.

4.6.4 Competitive Sports Teams

4.6.4.1 To protect and control the use of the University's marks, the following applies:

- 1) Teams are not permitted to create their own logos.
- 2) Teams are permitted to use the University's trademarked logos as outlined in UVU policy and the University's brand style guide. Use must be approved by Recreation and Wellness and UVU Trademarks and Licensing.

5.0 PROCEDURES

5.1 Registration

5.1.1 University Student Organizations

5.1.1.1 Each university student organization (USO) shall complete the appropriate registration forms as determined by the SLI.

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

- 1) the name of the USO and the sponsoring university unit
- 2) the name and university contact information of the USO's advisor
- 3) the completion of required trainings as identified in Utah Board of Higher Education Policy R262 *Student Safety*

5.1.1.3 Upon receipt of the catalog information, SLI will send it to the executive-level administrator of the sponsoring university unit for verification.



5.1.1.4 After receiving verification of the USO's name and contact information, SLI shall publish the information on the student involvement website.

5.1.2 Student Clubs

5.1.2.1 For purposes of registration, a club shall provide the following information:

- 1) the name of the club
- 2) the name, UVID, and contact information for at least six club members (at least 75% of whom are currently enrolled UVU students). One of the members must be identified as the club president and be a currently enrolled full-time UVU student.
- 3) a 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 UVU Policy 165 Discrimination and Affirmative Action.
- 4) the completion of required trainings as identified in Utah Board of Higher Education Policy R262 *Student Safety*

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

5.1.3 Competitive Sport Teams

5.1.3.1 For purposes of registration, a competitive sports team shall provide the following information:

- 1) the name of the team
- 2) the name, UVID, and contact information for at least six team members. All the members must be currently enrolled UVU students, and three members must be identified as team officers.
- 3) a constitution or charter that clearly communicates the purpose of the team; provides a method of selecting and removing the officers of the team; defines the qualifications and responsibilities for membership; outlines the process for amending the constitution; and includes a statement that acknowledges that the team will abide by the non-discrimination policies of the University
- 4) the completion of required trainings as identified in Utah Board of Higher Education Policy R262 *Student Safety*



5.1.3.2 All applications must be submitted to the Competitive Sports Office.

5.2 Transition from Competitive Sport Team to USO

5.2.1 For a competitive sport to become a USO, Recreation and Wellness must be able to assume responsibility and oversight of the functions of the student group including but not limited to its finances; staffing; campus scheduling; risk and liability of events, meetings, and activities; selection of student officers; and so forth.

POLICY HISTORY		
Date of Last Formal Review: September 3, 2025		
Due Date of Next Review: September 3, 2030		
Date of Last Action	Action Taken	Authorizing Entity
June 14, 1993	Policy approved.	UVU Board of Trustees
August 25, 2022	Revised policy approved.	UVU Board of Trustees
September 3, 2025	Revised policy approved.	UVU Board of Trustees