



UTAH VALLEY UNIVERSITY

Policies and Procedures

Proposed Policy Number and Title: 532 University Student Groups		
Current Policy Number and Title: 532 University Student Groups		
Approval Process*		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary	<input type="checkbox"/> Compliance Change
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Revision—Limited Scope <input type="checkbox"/> Deletion	<input type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Revision—Limited Scope	<input type="checkbox"/> New <input type="checkbox"/> Revision—Limited Scope <input type="checkbox"/> Deletion
*See UVU Policy 101 <i>Policy Governing Policies</i> for process details.		

Draft Number and Date:	<u>Stage 3 Regular, July 22, 2025</u>
President's Council Sponsor:	<u>Michelle Kearns</u>
Policy Steward:	<u>Alexis Palmer</u>

POLICY APPROVAL PROCESS DATES		
REGULAR	TEMPORARY	COMPLIANCE
Drafting and Revision Entrance Date: <u>1/9/2025</u>	Drafting and Revision Entrance Date: <u>N/A</u>	President's Council Approval Approval Date: <u>N/A</u>
University Entities Review Entrance Date: <u>3/13/2025</u> Close Feedback: <u>5/8/2025</u>	Board of Trustees Review Entrance Date: <u>N/A</u> Approval Date: <u>N/A</u>	Board of Trustees Ratification Ratification Date: <u>N/A</u>
Board of Trustees Review Entrance Date: <u>8/14/2025</u> Approval Date: _____		



UTAH VALLEY UNIVERSITY

Policies and Procedures

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

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](#)

2.52.6 UVU Policy 161 *Freedom of Speech*

2.62.7 UVU Policy 221 *Dining Services*

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

2.82.9 UVU Policy 251 *Traveling on University Business*

2.92.10 UVU Policy 405 *Fleet Vehicles*

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



UTAH VALLEY UNIVERSITY

Policies and Procedures

19 [2.112.12](#) UVU Policy 428 *Graphic Standards, Signage, and Use of Institutional Logos and Seals*

20 [2.122.13](#) UVU Policy 511 *Student Fees*

21 [2.14](#) UVU Policy 704 *Minors on Campus and at University-Sponsored Events*

22 [2.15](#) *UVU Clubs Handbook*

23 [2.132.16](#) *UVU Competitive Sports Handbook*

3.0 DEFINITIONS

24 **3.1 Club mentor:** Any full time, exempt status university employee who assists a student club by
25 providing guidance, instruction, etc. related to the club purpose.

26 **3.2 Competitive sports teams:** Student-led, intercollegiate athletic teams that compete against
27 other universities and colleges. These teams are not regulated by the NCAA or NAIA. ~~and are~~
28 ~~competitive in nature.~~

29 **3.3 Department of Student Leadership and Involvement (SLI):** The university office
30 designated as the point of contact for registered student clubs and the Utah Valley University
31 Student Association (UVUSA). SLI facilitates the club registration process, provides
32 informational materials, and offers general programming on topics such as leadership
33 development.

34 ~~3.33.4~~ **Good standing:** ~~For purposes of this policy, uUniversity sStudent gGroups are in good~~
35 ~~standing if they Registration is maintained maintain their registration as identified by with the~~
36 ~~appropriate office and consistent adherence to campus policy and procedures. otherwise comply~~
37 ~~with the applicable policies and procedures contained in this policy.~~

38 ~~3.43.5~~ **Member(s):** Any person who has met the USO or club requirements for membership.

39 ~~3.53.6~~ **Registered student club (“club”):** A student group that has a common interest or goal
40 and complies with university-registered club requirements, as listed in section 4.3.

41 ~~3.63.7~~ **Student:** For the purposes of this policy, any person enrolled in at least one credit hour at
42 Utah Valley University during the current academic term.

43 ~~3.73.8~~ **Student governing association (SGA):** The student leaders of the Utah Valley University
44 Student Association (UVUSA) or student government who are duly elected or appointed to
45 positions in accordance with the constitution, bylaws, and statutes of the association.



UTAH VALLEY UNIVERSITY

Policies and Procedures

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.

3.83.10 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.

3.93.11 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.

~~**3.103.13 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.~~

4.0 POLICY

~~4.1 Student Governing Association~~ Utah Valley University Student Association

4.1.1 The student governing association (~~SGA~~) (~~SGA~~) of ~~the 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~~ ~~SGA~~ activities, including financial activities. ~~UVUSA~~ ~~The SGA~~ is subject to the policies, procedures, rules, and regulations governing the University.

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

4.1.4 ~~UVUSA~~ ~~The SGA~~ 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



UTAH VALLEY UNIVERSITY

Policies and Procedures

the official representatives of the student body and will represent student issues and concerns at all levels of university governance.

4.1.5 ~~UVUSA~~~~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.

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 ~~and constant~~ guidance of ~~the a~~ sponsoring university unit, which ~~must commit to supportings~~ and ~~providing direct responsibility is directly~~ [responsible](#) for the USO's mission and activities. This [support](#) may include but is not limited to ~~the use of 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.



UTAH VALLEY UNIVERSITY

Policies and Procedures

114 4.2.7 Financial Activity

115 4.2.7.1 The sponsoring university unit shall provide and oversee funding and financial activity,
116 as applicable, including allocation or termination of funds received through fundraising,
117 university revenues, and/or student fees.

118 4.2.7.2 All financial activity of the USO must be conducted through an account within the
119 University's financial system and be managed by a university employee, unless otherwise
120 authorized by President's Council. The USO may not establish any bank or other financial
121 accounts outside of the University.

122 4.2.7.3 The USO shall use the University's tax identification number and charitable status.

123 4.2.7.4 The USO may collect funds by means of membership dues, donations, gifts, revenue, and
124 additional funding provided through student fees as allocated, in accordance with UVU Policy
125 511 *Student Fees*. When raising funds, the USO shall comply with UVU Policy 231 *Fundraising*
126 *Authority, Responsibility, and Coordination*, have written permission from the sponsoring
127 university unit, and coordinate with a designated major gift officer.

128 4.2.8 Privileges

129 4.2.8.1 USOs will be granted the following privileges:

130 1) Using university facilities, depending on availability. An employee of the sponsoring
131 university unit must authorize and submit the scheduling of facilities, which must adhere to
132 UVU Policy 425 *Event Scheduling and Authorizing the Use of University Facilities* and any
133 associated guidelines.

134 2) Hosting programming for the general student body in accordance with the USO's mission
135 and purpose.

136 3) Using designated campus spaces to publicize the USO and its events.

137 4) Using the University's name and trademarks in accordance with UVU ~~policy~~[Policy 136](#) and
138 any associated guidelines.

139 5) Having a university email address and website housed within the sponsoring university unit's
140 website.

141 6) Providing food and beverage at USO-sponsored events, activities, and meetings in
142 accordance with UVU Policy 221 *Dining Services* and associated guidelines.



UTAH VALLEY UNIVERSITY

Policies and Procedures

- 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.

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 5.3.4.2 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.

4.3.5 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 ~~of in~~ any form, whether financial, faculty reassignment or release time, or similar ~~benefit in exchange for or in recognition for 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 ~~from 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 youth-minor participant to have permission to participate from a parent or guardian.



UTAH VALLEY UNIVERSITY

Policies and Procedures

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 ~~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.

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 4.64.8.3.

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 contracting potential donors or an 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.



UTAH VALLEY UNIVERSITY

Policies and Procedures

210 **4.3.11.6** Clubs cannot use UVU funds for travel.

211 **4.3.12 Privileges**

212 **4.3.12.1** Registered clubs in good standing with SLI will be granted certain privileges:

213 1) Using university facilities, depending on availability. A staff member of SLI must authorize
214 and schedule all facilities and must adhere to UVU Policy 425 *Event Scheduling and*
215 *Authorizing the Use of University Facilities* and any associated guidelines.

216 2) Hosting events for the general student body consistent with the club's mission and purpose

217 3) Using designated campus spaces to publicize the club and its events.

218 ~~4) Providing food and beverage at club-sponsored events, activities, and meetings in accordance~~
219 ~~with UVU Policy 221 *Dining Services* and any associated guidelines.~~

220 ~~4)~~

221 ~~4.4.5) Applying for funding from SLI by UVUSA the student governing association (SGA). In~~
222 ~~the case that UVUSA+SGA funds are awarded, the University does not assume control or~~
223 ~~responsibility for the club, nor does it endorse the club.~~

224 **4.5.4.4 Competitive Sports Teams**

225 ~~4.5.14.4.1~~ Competitive sport teams ("teams") shall be created by students, for students; be run by
226 students with a common interest to compete; and require minimal support of the University. The
227 Department of Recreation and Wellness will provide any necessary oversight.

228 ~~4.5.24.4.2~~ A team shall comply with policies, procedures, and expectations established by the
229 University.

230 ~~4.5.34.4.3~~ Each team member shall be provided university trainings coordinated through
231 Recreation and Wellness in accordance with Utah Code 53B-28-401.

232 ~~4.5.44.4.4~~ Each team shall register annually with Recreation and Wellness by providing the
233 required information outlined under section 5.~~41.2~~ of this policy.

234 ~~4.5.54.4.5~~ The registration of a team with Recreation and Wellness does not imply the
235 University's support for the purpose, philosophy, activity, or events of the team, nor does it mean
236 that the team has been granted status as an entity or agent of the state of Utah or UVU.

237 ~~4.5.64.4.6~~ By granting access to the resources described in section 4.4.11 or other wises, the
238 University does not assume control or responsibility for the team's activities, nor does it endorse



UTAH VALLEY UNIVERSITY

Policies and Procedures

239 the opinions, purpose, etc., of individual team. Team activities and operations will remain
240 independent and distinct from the University.

241 [4.5.74.4.7](#) Volunteers who work with the competitive sport team do not have decision-making
242 authority, as the students are responsible for team functions.

243 [4.5.84.4.8](#) To maintain legal ~~separation and liabilities distinctions~~ between teams and the
244 University, all teams shall be restricted by specific controls and guidelines when using the
245 University's name and trademarks as identified in [4.6.4.4.7.4.1](#).

246 [4.5.94.4.9](#) Team Membership

247 [4.5.9.14.4.9.1](#) Team members oversee the selection of team officers or leaders, as outlined in the
248 team constitution provided at the time of registration. Team members, officers, and leaders
249 cannot be financially compensated for their involvement with the student group.

250 [4.5.9.24.4.9.2](#) Team officers or leaders may select and invite volunteers to assist in team
251 operations. All volunteers must complete a *Volunteer Acknowledgement Form* provided by
252 Recreation and Wellness.

253 [4.5.9.34.4.9.3](#) Team membership is not open to those under the age of 18 who are not currently
254 enrolled UVU students. Participation ~~from of~~ minors in any team-sponsored activities must
255 follow the requirements in UVU Policy 704 *Minors on Campus and at University-Sponsored*
256 *Events*, which may require the ~~youth-minor~~ participant to have permission to participate from a
257 parent or guardian.

258 [4.5.9.44.4.9.4](#) Student involvement opportunity information, as well as the contact information
259 of team leaders, will be available on the campus website to ensure ample, accurate information is
260 available to the student body. Recreation and Wellness shall comply with laws governing
261 confidentiality of student records. Team leaders may request that their names and contact
262 information not be released to the public and be used only for communications from Recreation
263 and Wellness. See Policy 116 *Student Communications* for further guidelines.

264 [4.5.104.4.10](#) Fiduciary Responsibility

265 [4.5.10.14.4.10.1](#) A team may not use the university name in booking travel, contracting services,
266 submitting banking information, or fundraising. A team also may not use the university tax
267 identification number.

268 [4.5.10.24.4.10.2](#) A team may fundraise for their needs. Prior to contacting an organization for the
269 purpose of fundraising, the team must receive approval from the Student Affairs Development
270 Officer to determine if the organization may be contacted.



UTAH VALLEY UNIVERSITY

Policies and Procedures

~~4.5.10.34.4.10.3~~ Management of Recreation and Wellness-provided funds must be administered ~~funneled~~ 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.

~~4.5.10.44.4.10.4~~ 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.

~~4.5.11.4.4.11~~ Privileges

~~4.5.11.14.4.11.1~~ Registered teams in good standing with Recreation and Wellness will be granted certain privileges as outlined below:

~~4.5.11.24.4.11.2~~ Scheduling university facilities through Recreation and Wellness, and adhering ~~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.

~~4.6.4.5~~ Termination of Student Group Recognition

~~4.6.14.5.1~~ 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) ~~v~~Violation of university policy, procedure, and/or state or federal laws

2) ~~f~~Failure to abide by the rules, policies, or guidelines of the affiliated organization's national, regional, or other parent entity (if applicable)



UTAH VALLEY UNIVERSITY

Policies and Procedures

3) ~~c~~Change in university unit mission, purpose, functions, etc.

4) ~~i~~Insufficient funding

5) ~~l~~ack of necessary leadership or advising provided by the university unit

4.6.24.5.2 Registered Student Club

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

1) ~~v~~Violation ~~on of~~ng university policy, procedure, and/or state or federal laws

2) ~~f~~Failing to abide by the rules, policies, or guidelines of the affiliated organization's national, regional, or other parent entity (if applicable)

3) ~~f~~Failing to maintain annual registration through SLI

4) ~~f~~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) vViolation of university policy, procedure, and/or state or federal laws~~

~~2) fFailing to abide by the rules, policies, or guidelines of the affiliated organization's national, regional, or other parent entity (if applicable)~~

~~1)3) fFailing to maintain annual registration through Recreation and Wellness~~

~~2)4) fFailing to adhere to the expectations and responsibilities outlined by Recreation & Wellness~~

~~3) Violating university policy, procedure, and/or state or federal laws~~

~~4) Failing to abide by the rules, policies, or guidelines of the affiliated organization's national, regional, or other parent entity (if applicable)~~

4.74.6 Use of the University's Name and Trademarks

4.7.14.6.1 UVUSA ~~Student Government Association~~

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



UTAH VALLEY UNIVERSITY

Policies and Procedures

327 **4.7.24.6.2 University Student Organization**

328 **4.7.2.14.6.2.1** USOs may use the University's name and trademarks in accordance with
329 UVU policies and any associated guidelines.

330 **4.7.34.6.3 Registered Student Club**

331 **4.7.3.14.6.3.1** To protect and control the use of the University's marks, the following restrictions
332 apply:

- 333 1) Clubs are not permitted to use the University's name as part of their club name but are
334 permitted to use it as a location (e.g., Botany Club at UVU).
- 335 2) Clubs are not permitted to use the University's trademarked logos outside of the specific
336 controls and guidelines outlined in UVU policy and the University's brand style guide.
- 337 3) Clubs are permitted to create their own logo, but all unique club logos must be separate and
338 distinct from the University's and shall not mimic or be based in any way on registered UVU
339 trademarks.

340 **4.7.3.24.6.3.2** To indicate registration with the University, a generic club mark is available for
341 use as indicated in UVU policy and the University's brand style guide.

342 **4.7.3.34.6.3.3** The generic club mark does not constitute endorsement by the University of the
343 club's purpose, mission, or conduct, and any club using the mark should not consider or portray
344 itself as acting on behalf of UVU.

345 **4.7.44.6.4 Competitive Sports Teams**

346 **4.7.4.14.6.4.1** To protect and control the use of the University's marks, the following applies:

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

5.0 PROCEDURES

351 **5.1 Registration**

352 **5.1.1 University Student Organizations**



UTAH VALLEY UNIVERSITY

Policies and Procedures

5.1.1.1 Each university student organization (USO) shall complete the appropriated 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

2)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

1)

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 Harassment & Affirmative Action.

4) the completion of required trainings as identified in Utah Board of Higher Education Policy R262 Student Safety

5.1.2.2

5.2 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



UTAH VALLEY UNIVERSITY

Policies and Procedures

~~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.~~

~~5.2.1-15.1.2.2~~ 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.

~~5.2.25.1.3~~ Competitive Sport Teams

~~5.2.2-15.1.3.1~~ 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.~~

~~5.3 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 cCompletion of required trainings as identified in Utah Board of Higher Education Policy R262 Student Safety~~

~~5.3.1-15.1.3.2~~ All applications must be submitted to the Competitive Sports Office.

~~5.4~~ Transition from Club to USO

~~5.4.1 For a club to become a USO, a university unit must agree to assume the responsibility and oversight of the functions of the student group. This includes but is not limited to the group's finances; campus scheduling; risk and liability of events, meetings, and activities; selection of student officers; and so forth.~~

~~5.4.2 To fully transition a club to a USO, complete the Club to Organization Form available through SLI by providing the necessary department contact information, an explanation as to why the club should be transitioned to a USO, and the appropriate department and executive-level approvals.~~

~~5.4.3 Upon receipt of the completed form, SLI will request an account number within the~~



UTAH VALLEY UNIVERSITY

Policies and Procedures

~~University's financial system for the newly formed USO and transfer any remaining funds from the respective club account into the new USO account.~~

~~5.4.4 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.~~

5.55.2 Transition from Competitive Sport Team to USO

~~5.5.15.2.1~~ 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.

~~5.5.2 To fully transition a team to a USO within Recreation and Wellness, the team needs~~

~~1) ongoing funding for university staffing, operations, equipment and facilities~~

~~2) allocation of space and facilities it can use approval from the appropriate department and executive level leadership~~

POLICY HISTORY

Date of Last Formal Review: Click here to enter a date.

Due Date of Next Review: Click here to enter a date.

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
	Revised policy approved.	



UTAH VALLEY UNIVERSITY

Policies and Procedures

POLICY TITLE	University Student Groups	Policy Number	532
Section	Student Affairs	Approval Date	
Subsection	Student Clubs and UVUSA	Effective Date	
Responsible Office	Office of the Vice President of Student Affairs		
1.0 PURPOSE			

1.2 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.

1.3 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

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

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

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

2.172.20 UVU Policy 161 *Freedom of Speech*

2.182.21 UVU Policy 221 *Dining Services*

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

2.202.23 UVU Policy 251 *Traveling on University Business*

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

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

2.232.26 UVU Policy 511 *Student Fees*



UTAH VALLEY UNIVERSITY

Policies and Procedures

450 [2.242.27](#) ~~UVU Policy 704 Minors on Campus and at University-Sponsored Events~~

3.0 DEFINITIONS

451 [3.113.14](#) **Club mentor:** Any full-time, exempt status university employee that assists a student
452 club by providing guidance, instruction, etc. related to the club purpose. Club Mentors are
453 considered volunteers and are not eligible to receive any additional compensation for their
454 mentoring activities, either directly or indirectly, in any form whether financial, faculty release of
455 time, leave, or similar. Club advisory or mentorship cannot be included in an employee's job
456 description or responsibilities.

457 [3.123.15](#) **Department of Student Leadership and Involvement (SLI):** The university office
458 designated as the point of contact for registered student clubs and the Utah Valley University
459 Student Association (UVUSA). SLI facilitates the club registration process, provides
460 informational materials to inquiring students, and offers general programming on topics such as
461 leadership development.

462 [3.133.16](#) **Member(s):** Any person who has met the USO or club requirements for membership.

463 [3.143.17](#) **Proposed initiative:** An initiative proposed in an application filed under Utah State
464 Code Section 20A-7-202 or 20A-7-502.

465 [3.153.18](#) **Proposed referendum:** A referendum proposed in an application filed under Utah
466 State Code 20A-7-302 or 20A-7-602.

467 [3.163.19](#) **Registered student club ("club"):** A student group with a common interest or goal
468 that complies with university-registered club requirements, including but not limited to having a
469 lawful purpose, registering the club with the Department of Student Leadership and Involvement
470 (SLI), having a club constitution, having at least six members (75 percent of whom are currently
471 enrolled UVU students), having a president who is a currently enrolled full-time UVU student,
472 and establishing and assessing dues. Registered student clubs are at a minimum funded by
473 member dues and additional funding from the Utah Valley University Student Association
474 (UVUSA).

475 [3.173.20](#) **Student:** For the purposes of this policy, any person enrolled in at least one credit hour
476 at Utah Valley University during the current academic term. During the time frame between
477 spring and fall semesters, a person enrolled in at least one credit hour for the upcoming fall
478 semester shall be considered a student for the purposes of this policy.

479 [3.183.21](#) **Student governing association (SGA):** The student leaders of the Utah Valley
480 University Student Association (UVUSA) or student government who are duly elected or
481 appointed to positions in accordance with the constitution, bylaws, and statutes of the
482 association.



UTAH VALLEY UNIVERSITY

Policies and Procedures

3.193.22 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.

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

3.213.24 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

4.84.7 Student Governing Association

4.8.14.7.1 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.

4.8.24.7.2 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.

4.8.34.7.3 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.

4.8.44.7.4 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.

4.8.54.7.5 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.

4.8.64.7.6 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.



UTAH VALLEY UNIVERSITY

Policies and Procedures

515 **4.9.4.8 University Student Organizations (USO)**

516 **4.9.14.8.1** ~~The sponsoring university unit shall have the authority to establish, maintain, transfer,~~
517 ~~or dissolve the university student organization (USO).~~

518 **4.9.24.8.2** ~~Each USO shall operate under the direct and constant guidance of the sponsoring~~
519 ~~university unit, which must commit to supporting and providing direct responsibility for the~~
520 ~~USO's mission and activities. This may include but is not limited to use of a designated office or~~
521 ~~workspace, access to university unit funding, risk assessment/management, determination of~~
522 ~~qualifications and responsibilities of members, and the selection of USO officers or leaders.~~

523 **4.9.34.8.3** ~~The sponsoring university unit shall assign an advisor. University units are~~
524 ~~encouraged to consider student feedback and employee performance when making the~~
525 ~~assignment.~~

526 **4.9.44.8.4** ~~Each USO shall comply with all applicable policies, procedures, restrictions, controls,~~
527 ~~guidelines, and expectations established by the University.~~

528 **4.9.54.8.5** ~~Participation by minors in any USO-sponsored activities must follow the requirements~~
529 ~~of UVU Policy 704 *Minors on Campus and at University-Sponsored Events*.~~

530 **4.9.64.8.6** ~~Each USO member shall be provided university trainings coordinated through the~~
531 ~~Student Development and Well-Being Division, in accordance with Utah Code 53B-28-401.~~

532 **4.9.74.8.7** ~~Each USO shall annually catalog its information with the Student Development and~~
533 ~~Well-Being Division to ensure accurate and accessible contact and student involvement~~
534 ~~opportunity information is available to the general student body.~~

535 **4.9.84.8.8** ~~In accordance with Utah Code 20A-11-1202, USOs are prohibited from using~~
536 ~~university resources (including but not limited to funds, supplies, email accounts, webpages, etc.)~~
537 ~~for political purposes (attempting to influence votes for or against candidates for elected~~
538 ~~government office or elected judiciary; to advocate for or against a proposed initiative, proposed~~
539 ~~referendum, referendum, a proposed bond, a bond, or any ballot proposition; or to solicit a~~
540 ~~campaign contribution).~~

541 **4.9.94.8.9** ~~The sponsoring university unit shall provide and oversee funding and financial~~
542 ~~activity, as applicable, including allocation or termination of funds received through fundraising,~~
543 ~~university revenues, and/or student fees. Furthermore, the university unit must adhere to the~~
544 ~~following regarding the USO's financial activity:~~

545 ~~1) All financial activity of the USO must be conducted through an account within the~~
546 ~~University's financial system and be managed by a university employee, unless otherwise~~
547 ~~authorized by President's Council. The USO may not establish any bank or other financial~~
548 ~~accounts outside of the University~~



UTAH VALLEY UNIVERSITY

Policies and Procedures

- 549 ~~2) The USO shall use the University's tax identification number and charitable status in~~
550 ~~accordance with university practices.~~
- 551 ~~3) In accordance with university policies, the USO may collect funds by means of membership~~
552 ~~dues, donations, gifts, revenue, and additional funding provided through student fees as~~
553 ~~allocated, in accordance with UVU Policy 511 *Student Fees*.~~
- 554 ~~4) The USO shall comply with UVU Policy 231 *Fundraising Authority, Responsibility, and*~~
555 ~~*Coordination*, have written permission from the sponsoring university unit, and coordinate with a~~
556 ~~designated major gift officer when raising funds.~~
- 557 4.9.104.8.10 ~~USOs will be granted the following privileges:~~
- 558 ~~1) The privilege to use university facilities depending on availability. An employee of the~~
559 ~~sponsoring university unit must authorize and submit the scheduling of facilities, which must~~
560 ~~adhere to UVU Policy 425 *Event Scheduling and Authorizing the Use of University Facilities*~~
561 ~~and any associated guidelines.~~
- 562 ~~2) The privilege of hosting programming for the general student body in accordance with the~~
563 ~~USO's mission and purpose.~~
- 564 ~~3) The privilege to use designated campus spaces for publicity of the USO and its events in~~
565 ~~accordance with all applicable policies and guidelines.~~
- 566 ~~4) The privilege to use the University's name and trademarks in accordance with UVU Policy~~
567 ~~428 *Graphic Standards, Signage, and Use of Institutional Logos and Seals* and any associated~~
568 ~~guidelines.~~
- 569 ~~5) The privilege of a university email address and website housed within the sponsoring~~
570 ~~university unit's website.~~
- 571 ~~6) The privilege of providing food and beverage at USO-sponsored events, activities, and~~
572 ~~meetings in accordance with UVU Policy 221 *Dining Services* and associated guidelines.~~
- 573 ~~7) The privilege of participating in university travel in accordance with the USO's mission and~~
574 ~~purpose. All travel, including the use of fleet vehicles, must be done in accordance with UVU~~
575 ~~Policy 251 *Traveling on University Business* and any associated guidelines.~~



UTAH VALLEY UNIVERSITY

Policies and Procedures

4.104.9 Registered Student Clubs

4.10.14.9.1 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.

4.10.24.9.2 Each club shall register annually with SLI by providing the required information outlined under section 5.3.2 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.

4.10.34.9.3 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.

4.10.44.9.4 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.

4.10.54.9.5 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.

4.10.64.9.6 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.

4.10.74.9.7 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.

4.10.84.9.8 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.

4.10.94.9.9 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



UTAH VALLEY UNIVERSITY

Policies and Procedures

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

613 ~~4.10.104.9.10~~ A club shall comply with policies, procedures, and expectations established by the
614 University in addition to the protocols outlined in the *SLI Clubs Handbook*.

615 ~~4.10.114.9.11~~ Each club member shall be provided university trainings coordinated through the
616 Student Development and Well-Being Division in accordance with Utah Code 53B-28-401.

617 ~~4.10.124.9.12~~ Club financial activity shall be overseen by SLI including allocation or
618 termination of funds received through fundraising, university revenues, and/or student fees.
619 Furthermore, the Club must adhere to the following regarding financial activity:

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

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

626 3) Club funds may be collected by means of membership fees, donations, gifts, revenue, and
627 additional funding provided through student fees as allocated, in accordance with UVU Policy
628 *511 Student Fees*.

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

632 ~~4.10.134.9.13~~ Registered clubs in good standing with SLI will be granted certain privileges as
633 outlined below. By granting access to the following resources or others, the University does not
634 assume control or responsibility for the club's activities, nor does it endorse the opinions,
635 purpose, etc. of individual clubs. Club activities and operations will remain independent and
636 distinct from the University.

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

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



UTAH VALLEY UNIVERSITY

Policies and Procedures

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.

4.11.14.10 Termination of Student Group Recognition

4.11.14.10.1 University Student Organization

4.11.1.14.10.1.1 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).

4.11.24.10.2 Registered Student Club

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

1) Failing to maintain its annual registration through SLI.



UTAH VALLEY UNIVERSITY

Policies and Procedures

672 2) Failure to adhere to the expectations and responsibilities outlined by SLI in the *Clubs*
673 *Handbook*.

674 3) Violating university policy, procedure, and/or state or federal laws.

675 4) Failure to abide by the rules, policies, or guidelines of the affiliated organization's national,
676 regional, or other parent entity (if applicable).

677 **4.124.11 Use of the University's Name and Trademarks**

678 **4.12.14.11.1 University Student Organization**

679 **4.12.1.14.11.1.1** USOs may use the University's name and trademarks as used by their
680 sponsoring university unit.

681 **4.12.24.11.2 Registered Student Club**

682 **4.12.2.14.11.2.1** To protect and control the use of the University's marks, the following
683 restrictions apply:

684 1) Clubs are not permitted to use the University's name as part of their club name.

685 2) Clubs are not permitted to use the University's trademarked logos outside of the specific
686 controls and guidelines outlined in Policy 428 *Graphic Standards, Signage, and Use of*
687 *Institutional Logos and Seals* and the University's brand style guide.

688 3) Clubs are permitted to create their own logo, but all unique club logos must be separate and
689 distinct from the University and shall not mimic or be based in any way on registered Utah
690 Valley University trademarks.

691 **4.12.2.24.11.2.2** To indicate registration with the University, a generic club mark is available for
692 use as indicated in Policy 428 *Graphic Standards, Signage, and Use of Institutional Logos and*
693 *Seals* and the University's brand style guide.

694 **4.12.2.34.11.2.3** The generic club mark does not constitute endorsement by the University of the
695 club's purpose, mission, or conduct, and any club using the mark should not consider or portray
696 itself as acting on behalf of Utah Valley University.

5.0 PROCEDURES

697 **5.65.3 Registration**

698 **5.6.15.3.1 University Student Organizations**



UTAH VALLEY UNIVERSITY

Policies and Procedures

699 ~~5.6.1.15.3.1.1~~ Each university student organization (USO) shall complete the *Annual Catalog*
700 *Form* provided by the Student Development and Well-Being Division.

701 ~~5.6.1.25.3.1.2~~ The USO shall provide the following to ensure accuracy of university information:

702 1) Name of the USO and the sponsoring university unit.

703 2) Name and university contact information of the USO's advisor.

704 ~~5.6.1.35.3.1.3~~ Upon receipt, the catalog information will be sent by the Student Development
705 and Well-Being Division to the executive level administrator of the sponsoring university unit
706 for verification.

707 ~~5.6.1.45.3.1.4~~ After university unit verification, the USO's name and contact information will be
708 published on the student involvement website housed within the Student Development and Well-
709 Being Division website.

710 ~~5.6.25.3.2~~ Registered Student Clubs

711 ~~5.6.2.15.3.2.1~~ Each club shall complete the *Annual Registration Form* provided by SLI.

712 ~~5.6.2.25.3.2.2~~ For purposes of registration, at a minimum, the club shall provide the following
713 information:

714 1) Name of the club.

715 2) Name, UVID, and contact information for at least six members (at least 75 percent of whom
716 are currently enrolled UVU students), one of whom is identified as the club president (and is a
717 currently enrolled full-time UVU student).

718 3) Constitution or charter that clearly communicates the purpose of the club; provides a method
719 of selecting and removing the officers of the club; defines the qualifications and responsibilities
720 for membership; outlines the process for amending the constitution; and includes a statement that
721 acknowledges that the club will abide by the non-discrimination policies of the University.

722 ~~5.6.2.35.3.2.3~~ Electronic notification of registration status will be sent by SLI to the listed club
723 officer(s) after the required steps are completed and information is processed and confirmed.

724 ~~5.75.4~~ Transition from Club to USO

725 ~~5.7.15.4.1~~ For a club to become a USO, a university unit must agree to assume responsibility and
726 oversight of the functions of the student group including but not limited to its finances; campus
727 scheduling; risk and liability of events, meetings, and activities; selection of student officers; etc.

728 ~~5.7.25.4.2~~ The following steps must be taken to fully transition a club to a USO:



UTAH VALLEY UNIVERSITY

Policies and Procedures

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



POLICY 532 EXECUTIVE SUMMARY

Policy Number and Title: 532 University Student Groups

Date:	January 9, 2025
Sponsor:	Michelle Kearns
Steward(s):	Aleix Palmer
Policy Process:	Regular
Policy Action:	Revision
Policy Office Editor:	Miranda Christensen
Embedded Attorney:	James Duncan

Issues/Concerns (including fiscal, legal, and compliance impact):

In response to concerns over UVU's level of control over student clubs and competitive sports, General Counsel has advised Student Development and Well-Being to eliminate fiduciary oversight of clubs and competitive sports programs to reduce the University's liability in working with student groups. The greater level of control (as opposed to support, such as financial assistance, space, or mentoring) a university exercises over student groups, the more likely a court will find the university responsible for (1) the student group contracts entered into with apparent authority on behalf of the university, (2) injuries to students or third parties and damage to property connected to student group activities, and (3) acts of free speech, which could be construed as university speech that the university would not be authorized to express as a public institution (e.g., lobbying restrictions with the legislature).

Suggested Changes:

To address the concerns listed above, the following changes will be in the policy:

- Add a definition for competitive sports and language related to competitive sports that is similar to how the policy addresses UVUSA, clubs, and student organizations
- Add fiduciary responsibility language to the sections on clubs and competitive sports, including standards stating that clubs and competitive sports
 - cannot use UVU's name in booking travel, contracting services, banking information, or fundraising
 - cannot use the university tax identification number
 - may fundraise for their needs upon approval from the Student Affairs Director of Development prior to contacting potential organizations or donors
 - must manage and maintain funds in a commercial bank account under the name of the club or competitive sport



- must be responsible for ethically managing club/competitive sports' finances and maintaining all supporting documentation for purchases and revenues.

Note: We will be working closely with General Counsel because they helped us implement the above changes this past academic year. John Richards, Kedrick Black, Matt Chambers, Nicole Ferguson, and Peter VanderHeide were also involved in many meetings and assisted with developing the changes.

Requested Approval from President's Council: Entrance to Stage 1

Proposed Drafting Committee: Alexis Palmer, Marissa King (SL&I), Andrea Betts (Clubs), Sasha Smirnova (Rec & Wellness), Jake Myers (Competitive Sports), Keila Hermann (Student—Presidential Intern)

Target Date for Stage 1 Draft to Enter Stage 2: 3/13/2025

Target Date for Board of Trustees Review: N/A



UTAH VALLEY UNIVERSITY

Policies and Procedures

SUMMARY OF COMMENTS (STAGE 2)			
Policy Number and Title: 532 University Student Groups			
Sponsor:		Michelle Kearns	
Steward(s):		Alexis Palmer	
UVUSA	Academic Affairs	Faculty Senate	PACE
Date	Date	Date	Date
Presented: _____	Presented: _____	Presented: _____	Presented: _____

Note: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure) or is a substance comment (content, procedure, etc.)

Campus Entity	Policy Section	Editorial Comment	Substance Comment	Concern	Sponsor/Steward Response
Writing Committee/OGC	2.0		X	Missing resources that needed to be included.	Added additional references to UVU Clubs Handbook, UVU Competitive Sports Handbook, Utah Board of Higher Education Resolution on Freedom of Expression and Policy R262 <i>Student Safety</i> .
Writing Committee/OGC	3.2		X	Revise competitive sports to competitive sports team and reword to remove competitive in	Revised definition



UTAH VALLEY UNIVERSITY

Policies and Procedures

				nature and replace with teams that compete against other universities.	
Writing Committee/OGC	Overall		X	UVUSA and SGA are one in the same. Mention SGA as an alternative name and then use the preferred name of UVUSA throughout.	Clarified usage of Competitive Sports Teams, Utah Valley University Student Association (find and replaced SGA with UVUSA where applicable).
Writing Committee/OGC	Overall	X			Added a new definition for university student groups. Included minor edits with wording and sentence structure throughout the policy.
Writing Committee/OGC	4.6.4		X	Missing Trademarks and Licensing.	Added UVU Trademarks and Licensing.
Writing Committee/OGC	5.1		X	R262 policy requires certain trainings.	Added under registration completing the trainings as identified in R262 for University Student Organizations, Clubs, and Competitive Sports Teams.
Writing Committee/OGC	5.2		X	It is not up to a club if they should move to a student organization. If a university unit determines they want to implement a university student organization within their department they can do that.	Eliminated section on clubs transitioning to a university student organization.



UTAH VALLEY UNIVERSITY

Policies and Procedures

Writing Committee/OGC	5.1.2		X	Need to include Policy 165	Clarified that the referred policy on discrimination is Policy 165.
AAC	4.3.7		X	Add information about policy or process for disbanding the volunteer staff member (mentor)	We added this information to the club handbook rather than including in the policy and added the club handbook as a reference in section 3.0 of the policy.
PACE	Overall		X	<p>You mentioned the changes are largely from a legal perspective relating to control over / liability from clubs. However, on the one hand we say we are completely separate from Student Clubs (4.3.10.2), but on the other hand we say things like...</p> <ul style="list-style-type: none">• they have to follow the SLI rules (4.3.2),• they have to register not just once but annually (4.3.4),• cannot have minors who are not students as members (4.3.8),• have to get approval before they are allowed to fundraise (4.3.11.2),	The purpose is to remove fiduciary responsibility while creating the student experience. Clubs are critical to the student experience, so we are trying to limit some of the controls, such as fiduciary, which creates more liability, while maintaining other controls. It is not perfect but is what we can do in the constraints we have legally.



UTAH VALLEY UNIVERSITY

Policies and Procedures

				<ul style="list-style-type: none"> • must have a bank account to manage their funds (4.3.11.3) • have to take a training (4.4.2) <p>If the goal is to separate ourselves it doesn't feel like we have.</p>	
PACE	Overall and 4.3.11.2 and 4.4.10.2		X	<p>What legal right does UVU have to require clubs to obtain approval for fundraising, if clubs are not a part of UVU and their finances are required to be kept completely separate? It makes sense why UVU would want to be consulted before fundraising activities take place, but legally can we require this if they are truly a separate entity? Maybe specify that it is a requirement to be granted the privileges listed later in the document?</p>	<p>This is not a legal process but a department process requested by Institutional Advancement. We recognize they may not follow this process, but we are attempting to meet the needs of Institutional Advancement.</p>
PACE	Overall		X	<p>Why are clubs allowed to create their own logo but teams are not? Why are teams allowed to use the UVU logo but clubs are not? What is the differentiator / deciding factor?</p>	<p>Competitive sports teams are affiliated with associations/governing bodies and the associations require, for them to compete, to be affiliated with a university. Competitive sports teams need to align their branding standards set by marketing and licensing. They use</p>



UTAH VALLEY UNIVERSITY

Policies and Procedures

					UVU websites, emails, logos, name, etc. Clubs can create their own logo, but it cannot include UVU branding or names within their branding. The function of the club is not dependent on alignment with the university.
PACE	Formerly 1.2		X	Why is 1.2. struck through? Has freedom of speech been impacted somehow?	Policy 161 dictates the protection of clubs in section 4.3 and 4.7.5. Policy 161 is listed in the reference section of Policy 532. We also added the Utah Board of Higher Education Resolution on Freedom of Expression (Institutional Neutrality) to the reference section.
PACE	3.10, and 4.3.6, 4.3.7, and 4.4.9.1		X	How can we dictate that club members, mentors, etc. cannot be financial compensated, if we're not involved in their finances? If the group wants to collect dues and pay a stipend to the officers, for example, does UVU have the ability to prohibit that? Especially when the funds are not run through the University at all?	Technically, they could do this, and if that did happen they would no longer be registered as a club at UVU and would therefore lose the privileges outlined in the policy.
PACE	4.5.1.1 (3)		X	Specifically for point #3, the USO should have a method of appeal or transfer to another Sponsoring University Unit.	The university student organization is not a club or the student association and the decision is up to the department, not the students.



UTAH VALLEY UNIVERSITY

Policies and Procedures

PACE	4.2.8.1 (6) / 4.3.12.1 (4)	X		Worded strangely. Sounds like someone other than the USO / the club is paying for the food and beverage. Is it being paid for by UVU? If so, OK. If not, consider rewording. This doesn't seem like a "right."	Keeping the wording as is. It is ensuring clubs have the right to have food at their events as long as they are following Policy 221.
PACE	4.3.10	X		Confusing to have 4.3.10 reference 4.3.12 but be before it.	Numbering will stay the same as it is referencing a section.
Faculty Senate	1.1		X	Why eliminate the reference to freedom of speech?	Policy 161 dictates the protection of clubs in section 4.3 and 4.7.5. Policy 161 is listed in the reference section of Policy 532. We also added the Utah Board of Higher Education Resolution on Freedom of Expression (Institutional Neutrality) to the reference section.
UVUSA	Definitions		X	Make clear definitions on how each organization is distinguished to students	Added definition for university student groups



UTAH VALLEY UNIVERSITY
Policies and Procedures

Page 36 of 36

EQUITY ASSESSMENT COMMITTEE (EAC) FORM

Policy Number and Title: 532 University Student Groups

Sponsor: Michelle Kearns

Steward(s): Alexis Palmer

EAC Review: March 1, 2025

Owner Review: March 1, 2025

UVU Scope (Groups Impacted):

Adult learners

Age (40+)

Color

First-generation student status

Individuals with apparent or non-apparent disabilities

National origin and citizenship status

Pregnancy, pregnancy-related conditions

Race and ethnicity

Religion, spirituality, and worldviews

Sex, gender identity, and gender expression

Sexual orientation

Socioeconomic status

Veteran status (including uniformed military status)

Note: This form is for internal use only by the EAC and policy owners (sponsors, stewards, and coordinators). This form captures general equity concerns and those that impact the specific groups listed. This form will accompany the Stage 2 draft.

Section	Groups Impacted	General Equity	Equity Concern	Recommendation	Policy Owner Proposed Solution
4.6.1		X	What does it mean for a club to be in “good standing”? This should be clearly defined so all clubs are treated with fairness and impartiality		Added definition for good standing