



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

<b>Proposed Policy Number and Title:</b> <b>532 University Student Groups</b>		
<b>Current Policy Number and Title:</b> 532 University Student Groups		
<b>Approval Process*</b>		
<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.		

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<b>President's Council Sponsor:</b>	<u>Michelle Kearns</u>
<b>Policy Steward:</b>	<u>Alexis Palmer</u>

POLICY APPROVAL PROCESS DATES		
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<b>Board of Trustees Review</b> Entrance Date: _____ Approval Date: _____		



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

### 1.0 PURPOSE

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

~~1.21.1~~ Nothing in this policy shall be interpreted to deny the rights of individuals protected by the U.S. Constitution, including their protected rights to freedom of speech and association. (See, including as set forth in UVU Policy 161 Freedom of Speech.)

### 2.0 REFERENCES

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

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

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

2.4 UVU Policy 161 Freedom of Speech

2.5 UVU Policy 221 Dining Services

2.6 UVU Policy 231 Fundraising Authority, Responsibility, and Coordination

2.7 UVU Policy 251 Traveling on University Business

2.7.2.8 UVU Policy 405 Fleet Vehicles



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- 21 [~~2.82.9~~](#) UVU Policy 425 *Event Scheduling and Authorizing the Use of University Facilities*
- 22 [~~2.92.10~~](#) UVU Policy 428 *Graphic Standards, Signage, and Use of Institutional Logos and Seals*
- 23 [~~2.102.11~~](#) UVU Policy 511 *Student Fees*
- 24 [~~2.112.12~~](#) UVU Policy 704 *Minors on Campus and at University-Sponsored Events*

### 3.0 DEFINITIONS

- 25 **3.1 Club mentor:** Any full time, exempt status university employee ~~that who~~ assists a student  
26 club by providing guidance, instruction, etc. related to the club purpose. ~~Club mentors must be~~  
27 ~~appointed by the student leadership of the club. Club m~~Mentors are considered volunteers and  
28 ~~are not eligible to receive any additional compensation for their mentoring activities, either~~  
29 ~~directly or indirectly, in any form. This includes whether financial compensation, faculty release~~  
30 ~~of time, leave, or similar. Club advisory or mentorship cannot be included in an employee's job~~  
31 ~~description or responsibilities.~~
- 32 **3.2 Competitive sSports:** ~~Competitive Sports are s~~Student-led, intercollegiate athletic teams that  
33 compete against other universities and colleges. These teams are not regulated by the NCAA or  
34 NAIA and are competitive in nature.
- 35 **3.3 Department of Student Leadership and Involvement (SLI):** The university office  
36 designated as the point of contact for registered student clubs and the Utah Valley University  
37 Student Association (UVUSA). SLI facilitates the club registration process, provides  
38 informational materials ~~to inquiring students~~, and offers general programming on topics such as  
39 leadership development.
- 40 **3.4 Member(s):** Any person who has met the USO or club requirements for membership.
- 41 ~~**3.5 Proposed initiative:** An initiative proposed in an application filed under Utah State Code~~  
42 ~~Section § 20A-7-202 or 20A-7-502.~~
- 43 ~~**3.6 Proposed referendum:** A referendum proposed in an application filed under Utah State~~  
44 ~~Code § 20A-7-302 or 20A-7-602.~~
- 45 **3.73.5 Registered student club ("club"):** A student group ~~that has with~~ a common interest or  
46 goal ~~that and~~ complies with university-registered club requirements, ~~as listed in section 4.3X.~~  
47 ~~These requirements, includeing but are not limited to having a lawful purpose, registering the~~  
48 ~~club with the Department of Student Leadership and Involvement (SLI), having a club~~  
49 ~~constitution, having at least six members (75% percent of whom are currently enrolled UVU~~  
50 ~~students), having a president who is a currently enrolled full-time UVU student, and establishing~~  
51 ~~and assessing dues. Registered student clubs may receive grants through the Clubs office, which is~~  
52 ~~funded through student fees.~~



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

**3.93.7 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.

**3.103.8 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.

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

**3.123.10 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 Student Governing Association

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

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

**4.1.24.1.3** 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, and the Utah System Board of Higher Education requirements, and must generally serve the best interests of the student body.

**4.1.3** ~~The SGA may establish~~ positions for officers to be elected or appointed to or elected



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~~student government officer positions to serve as members of the student council. The student council, which serves as~~ the governing body of UVUSA.

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

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

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

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

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

~~Each USO shall operate under the direct and constant guidance of the sponsoring university unit, which must commit to supporting and providing direct responsibility for the USO's mission and activities. This may include but is not limited to the use of a designated office or workspace, access to university unit funding, risk assessment/management, determination of qualifications and responsibilities of members, and the selection of USO officers or leaders. The sponsoring university unit shall have the authority to establish, maintain, transfer, or dissolve the university student organization (USO).~~

### ~~4.2.2~~

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

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

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

**4.2.6.2.3** Each USO member shall be provided university trainings coordinated through ~~Student Leadership and Involvement SLI,~~ in accordance with Utah Code § 53B-28-401. ~~Student Leadership and Involvement will send a list of USOs to Risk Management and Compliance, who will then oversee the appropriate trainings.~~



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123 4.2.74.2.4 Each USO shall annually catalog its information with Student Leadership and  
124 Involvement SLI to ensure accurate and accessible contact and student involvement opportunity  
125 information is available to the general student body.

126 4.2.5 In accordance with and defined by Utah Code § 20A-11-1202, USOs are prohibited from  
127 using university resources (including but not limited to funds, supplies, email accounts,  
128 webpages, ~~etc.~~) for political purposes. These purposes may include ~~(~~ attempting to influence  
129 votes for or against candidates for elected government office or elected judiciary; ~~to~~ advocate for  
130 or against a proposed initiative, proposed referendum, referendum, ~~a~~ proposed bond, ~~a~~ bond, or  
131 any ballot proposition; or ~~to~~ solicit a campaign contribution~~)~~.

#### 132 4.2.6 Sponsoring University Units

133 4.2.6.1 Each USO shall operate under the direct and constant guidance of the sponsoring  
134 university unit, which must commit to supporting and providing direct responsibility for the  
135 USO's mission and activities. This may include but is not limited to the use of a designated  
136 office or workspace, access to university unit funding, risk assessment and management,  
137 determination of qualifications and responsibilities of members, and the selection of USO  
138 officers or leaders.

139 4.2.6.2 The sponsoring university unit shall have the authority to establish, maintain, transfer, or  
140 dissolve the university student organization (USO).

141 4.2.84.2.6.3 The sponsoring university unit shall assign an advisor. University units are  
142 encouraged to consider student feedback and employee performance when making the  
143 assignment.

#### 144 4.2.7 Financial Activity

145 4.2.94.2.7.1 The sponsoring university unit shall provide and oversee funding and financial  
146 activity, as applicable, including allocation or termination of funds received through fundraising,  
147 university revenues, and/or student fees. ~~Furthermore, the university unit must adhere to the~~  
148 ~~following regarding the USO's financial activity and all university policies and procedures:~~

149 4.2.104.2.7.2 All financial activity of the USO must be conducted through an account within the  
150 University's financial system and be managed by a university employee, unless otherwise  
151 authorized by President's Council. The USO may not establish any bank or other financial  
152 accounts outside of the University.

153 4.2.10.1 The USO shall use the University's tax identification number and charitable status, ~~in~~  
154 ~~accordance with university practices and policies.~~

#### 155 4.2.7.3





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1) ~~In accordance with university policies,~~ The USO may collect funds by means of membership dues, donations, gifts, revenue, and additional funding provided through student fees as allocated, in accordance with UVU Policy 511 *Student Fees*.

2) ~~4.2.7.4 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 ~~when raising funds~~.

#### 4.2.8 Privileges

~~4.2.114.2.8.1~~ USOs will be granted the following privileges:

- 1) ~~The privilege to Use~~ university facilities, depending on availability. An employee of the sponsoring university unit must authorize and submit the scheduling of facilities, which must adhere to UVU Policy 425 *Event Scheduling and Authorizing the Use of University Facilities* and any associated guidelines.
- 2) ~~The privilege of hosting~~ Hosting programming for the general student body in accordance with the USO's mission and purpose.
- 3) ~~The privilege to use~~ designated campus spaces to publicize the USO and its events. ~~s for publicity of the USO and its events in accordance with all applicable policies and guidelines.~~
- 4) ~~The privilege to use~~ the University's name and trademarks in accordance with UVU Policy 428 *Graphic Standards, Signage, and Use of Institutional Logos and Seals* policy and any associated guidelines.
- 5) ~~The privilege of Having~~ a university email address and website housed within the sponsoring university unit's website.
- 6) ~~The privilege of providing~~ food and beverage at USO-sponsored events, activities, and meetings in accordance with UVU Policy 221 *Dining Services* and associated guidelines.
- 7) ~~The privilege of participating~~ in university travel in accordance with the USO's mission and purpose. All travel, including the use of fleet vehicles, must be done in accordance with UVU Policy 251 *Traveling on University Business*, Policy 405 Fleet Vehicles, and any associated guidelines.



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#### 4.3 Registered Student Clubs

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

4.3.2 [A club shall comply with policies, procedures, and expectations established by the University in addition to the protocols outlined in the SLI Clubs Handbook.](#)

4.3.3 [Each club member shall be provided university trainings coordinated through the Student Leadership & Involvement SLI Affairs in accordance with Utah Code § 53B-28-401.](#)

~~4.3.24.3.4~~ Each club shall register annually with SLI by providing the required information outlined under section 5.1.2 of this policy. SLI will not approve the registration of any club with the same or similar purpose as an existing club, USO, or university unit.

~~4.3.34.3.5~~ [The r](#)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 Uvu~~.

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

~~4.3.5~~ [To maintain legal separation and liabilities between clubs and the University, all clubs shall be restricted by specific controls and guidelines when utilizing the University's name and trademarks.](#)

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

4.3.7 Club officers or leaders may select and invite a full-time exempt status campus employee to serve as a [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 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.





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

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

#### 4.3.9

#### 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. ~~While a university employee may serve in a mentorship capacity, it is presumed that participants of legal adult age are adults and, therefore, make and are accountable for their decisions and behaviors as individuals and as members of the club.~~

4.3.10.3 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 4.8.3X.

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

~~4.3.11 Each club member shall be provided university trainings coordinated through the Student Affairs in accordance with Utah Code 53B-28-401.~~

~~1) \_\_\_\_\_~~

~~2) \_\_\_\_\_~~

~~3) \_\_\_\_\_~~

#### 4.3.11 Fiduciary Responsibility



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**4.3.124.3.11.1** A club may not use the university 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.

**4.3.134.3.11.2** A club may fundraise for their needs. Prior to contracting an organization for the purpose of fundraising, the club must receive approval from the Student Affairs Development Officer to determine whether the organization may be contacted.

**4.3.144.3.11.3** Management of ~~Student Leadership and Involvement SLI~~ provided funds must be administered through ~~a existing SL&I existing~~ 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 ~~should~~ must be maintained in a commercial bank account under the name of the club. Club members are responsible for ~~the~~ ethically managing ~~ement of~~ club finances and ~~as well as for~~ maintaining all supporting documentation for purchases and revenues.

**4.3.154.3.11.4** Registered clubs are not permitted to enter into any type of contractual relationship, such as vehicle or facility rental, in the name of ~~Utah Valley University~~ 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. Travel will not be facilitated by UVU.~~

**4.3.164.3.11.6** ~~Clubs cannot use UVU funds for travel. No UVU funds or grants from any source can be used for club travel.~~

### **4.3.174.3.12 Privileges**

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

- 1) ~~The privilege to u~~Use university facilities, depending on availability. A staff member of SLI must authorize and schedule all facilities and must adhere to UVU Policy 425 *Event Scheduling and Authorizing the Use of University Facilities* and any associated guidelines. ~~Duplication of events and programs sponsored by another club or university unit will not be permitted.~~
- 2) ~~The privilege of h~~Hosting ~~events programming~~ for the general student body ~~in accordance and~~ consistent with the club's mission and purpose.



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3) Using designated campus spaces to publicize the club and its events. The privilege to  
Using designated campus spaces for to publicize 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.

4)

4.4 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.

4.5 The privilege of having one voting representative participate as a member of the Inter-Club  
Council General Assembly housed within SLI.

5) 7.)The privilege to applying for funding from the Student Leadership and& Involvement  
SLI Inter-Club Council Executive Board funded by the student governing association (SGA)  
in accordance with 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.

#### 4.6.4.4 Competitive Sports

4.4.1 Competitive sport 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. in addition to the protocols outlined in the Competitive Sports Handbook.

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

#### 4.6.14.4.3

4.6.24.4.4 Each team shall register annually with Recreation and Wellness by providing the  
required information outlined under section 5.1.2 of this policy.

4.6.34.4.5 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. of Utah  
Valley University.



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4.4.6 By granting access to the following resources in section 4.4.11 or others, 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.

4.6.44.4.7 Volunteers who work with the competitive sport team do not have decision-making authority, as the students are responsible for team functions. The University will not assume any legal liability for any team activities. While a university employee may serve in a volunteer 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 team.

4.4.8 To maintain legal separation and liabilities between teams and the University, all teams shall be restricted by specific controls and guidelines when utilizing the University's name and trademarks as identified in 4.7.4.1.

4.6.5 By granting access to the following resources or others, 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.

#### 4.4.9 Team Membership

4.6.64.4.9.1 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.

4.6.74.4.9.2 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.

4.6.84.4.9.3 Team membership is not open to those under the age of 18 who are not currently enrolled UVU students. Participation from 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 youth participant to have permission to participate from a parent or guardian.

4.6.94.4.9.4 Student involvement opportunity information, as well as the contact information of team leaders, will be available on the campus website to ensure ample, ~~and~~ 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.



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~~4.6.10 A team shall comply with policies, procedures, and expectations established by the University in addition to the protocols outlined in the Competitive Sports Handbook.~~

~~4.6.11 Each team member shall be provided university trainings coordinated through Recreation & Wellness in accordance with Utah Code 53B-28-401.~~

#### 4.4.10 Fiduciary Responsibility

~~4.6.124.4.10.1~~ 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.

~~4.6.134.4.10.2~~ 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.

~~4.6.144.4.10.3~~ Management of Recreation and Wellness--provided funds must be funneled through a UVU account. ~~The responsible collection and management of ff~~unds from dues, donations, sponsorships, and revenue-generated events ~~are critical to the successful operation of the team. All such funds~~ 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.

~~4.6.154.4.10.4~~ Registered teams are not permitted to enter into any type of contractual relationship, such as vehicle or facility rental, in the name of UVUtah Valley University. All such contracts must be secured in the name of the team president or other team representative.

~~4.4.16 Travel will not be facilitated by UVU. UVU will not arrange travel, lodging, transportation, or registration.~~

#### 4.4.11 Privileges

~~4.6.164.4.11.1~~ Registered teams in good standing with Recreation and Wellness will be granted certain privileges as outlined below: ~~By granting access to the following resources or others, the University does not assume control or responsibility for the 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.~~

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





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- 2) ~~The privilege of hosting~~ events programming for the general student body in accordance and consistent with the team's mission and purpose.
- 3) ~~The privilege to use~~ designated campus spaces ~~for to~~ publicize of the team and its events, ~~as allowed by Recreation and Wellness.~~
- 4) ~~The privilege of providing~~ food and beverage at team-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 team'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) ~~5) The privilege to apply~~ for funding from Recreation and Wellness in accordance with associated bylaws as outlined in the Competitive Sports Handbook. In the case that funds are awarded, the University does not assume control or responsibility for the team, nor does it endorse the team. ~~Team activities and operations will remain independent and distinct from the University.~~

#### **4.74.5 Termination of Student Group Recognition**

##### **4.7.14.5.1 University Student Organization**

**4.7.1.14.5.1.1** 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) ~~Violations of~~ university policy, procedure, and/or state or federal laws  
—Failure to abide by the rules, policies, or guidelines of the affiliated organization's national, regional, or other parent entity (if applicable)
- 2)
- 2) 3) Change in university unit mission, purpose, functions, etc.
- 3) 4) Insufficient funding
- 4) 5) 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)~~





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#### **4.7.24.5.2 Registered Student Club**

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

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

#### **4.5.3 Competitive Sports**

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

- 1) Failing to maintain its annual registration through Recreation and Wellness
- 2) Failing to adhere to the expectations and responsibilities outlined by Recreation & Wellness ~~the Competitive Sports Handbook~~
- 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)
- 5) ~~Teams who lose their recognition as a competitive sports team within Recreation and Wellness may choose to apply for registration as a registered student organization (club) through the SLI office.~~

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

##### **4.6.1 Student Government Association**

**4.6.1.1** SGA's may use the University's name and trademarks in accordance with UVU Policy 428 and any associated guidelines.

##### **4.8.14.6.2 University Student Organization**



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436 ~~4.8.1.14.6.2.1~~ USOs may use the University's name and trademarks in accordance with  
437 UVU pPolicy- and any associated guidelines~~428. -as used they are used by their~~  
438 sponsoring university unit.

#### 439 4.8.24.6.3 Registered Student Club

440 4.8.2.14.6.3.1 To protect and control the use of the University's marks, the following restrictions  
441 apply:

- 442 1) Clubs are not permitted to use the University's name as part of their club name but are  
443 permitted to use it as a location (e.g., Botany Club at UVU).
- 444 2) Clubs are not permitted to use the University's trademarked logos outside of the specific  
445 controls and guidelines outlined in Policy 428 Graphic Standards, Signage, and Use of  
446 Institutional Logos and SealsUVU policy and the University's brand style guide.
- 447 3) Clubs are permitted to create their own logo, but all unique club logos must be separate and  
448 distinct from the University's and shall not mimic or be based in any way on registered Utah  
449 Valley UniversityUVU trademarks.

450 4.8.2.24.6.3.2 To indicate registration with the University, a generic club mark is available for  
451 use as indicated in Policy 428 Graphic Standards, Signage, and Use of Institutional Logos  
452 and SealsUVU policy and the University's brand style guide.

453 4.8.2.34.6.3.3 -The generic club mark does not constitute endorsement by the University of the  
454 club's purpose, mission, or conduct, and any club using the mark should not consider or portray  
455 itself as acting on behalf of UVUUtah Valley University.

#### 456 4.8.34.6.4 Competitive Sports

457 4.8.3.14.6.4.1 To protect and control the use of the University's marks, the following applies:

458 ~~1) Teams may use the University's name and trademarks as approved by Recreation and~~  
459 ~~Wellness.~~

460 ~~2)1)~~ Teams are not permitted to create their own logos.

461 ~~3)2)~~ Teams are ~~not~~ permitted to use the University's trademarked logos as outside of the  
462 specific controls and guidelines outlined in Policy 428 Graphic Standards, Signage, and Use  
463 of Institutional Logos and SealsUVU policy and the University's brand style guide. Use  
464 must be approved by Recreation & Wellness.

## 5.0 PROCEDURES



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#### 5.1 Registration

##### 5.1.1 University Student Organizations

5.1.1.1 Each university student organization (USO) shall complete the appropriated registration forms as determined Annual Catalog Form provided by the Student Leadership and Involvement SLI.

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

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

5.1.1.3 Upon receipt of the catalog information, SLI will send the catalog information it will be sent by Student Leadership & Involvement to the executive-level administrator of the sponsoring university unit for verification.

5.1.1.4 After receiving university unit verification of, the USO's name and contact information, SLI will be published the information on the student involvement website housed within the Student Leadership & Involvement website.

##### 5.1.2 ~~Registered~~ Student Clubs

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

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

5.1.2.2 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 ~~Registered~~ Competitive Sport Teams



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

- 1) ~~the n~~Name of the team-
- 2) ~~the n~~Name, UVID, and contact information for at least six members. ~~(100 percent of whom areAll the members must be~~ currently enrolled UVU students, ~~and ),~~ three ~~members must be~~ identified ~~as~~ team officers.
- 3) ~~a c~~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

3)

~~4)5.1.3.2 All Provide~~ applications must be submitted to the Competitive Sports Office.

## 5.2 Transition from Club to USO

~~5.2.1~~ 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 ing but is not limited to ~~its the~~ group's finances; campus scheduling; risk and liability of events, meetings, and activities; selection of student officers; and so forth. etc.

### 5.2.1

~~5.2.2 The following steps must be taken t~~To fully transition a club to a USO, ÷

~~5.2.3 C~~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.

### 5.2.2

~~4)5.2.3~~ Upon receipt of the completed form, SLI will request an account number within the University's financial system for the newly formed USO and transfer any remaining funds from the respective club account into the new USO account.

5.2.4 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.

## 5.3 Transition from Competitive Sport Team to USO



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5.3.1 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, etc.

5.3.2 ~~The following must be needed to~~ To fully transition a team to a USO within Recreation and Wellness, the team needs:

- 1) ~~o~~ Ongoing funding for university staffing, operations, equipment and facilities.
- 2) ~~a~~ Allocation of space and facilities ~~to be used by the team~~ it can use.
- 3) ~~approval from the a~~ Appropriate department and executive-level leadership ~~approvals.~~
- 2)

POLICY HISTORY		
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
	Limited scope revisions approved.	UVU Board of Trustees