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**CLUBS**

UTAH VALLEY UNIVERSITY



# IMPORTANT DATES & DEADLINES

## 2022-2023 ANNUAL REGISTRATION DEADLINE

### Fall Semester

September 18, 2022 | 11:45pm | Fall Registration with merit money

September 25, 2022 | 11:45pm | New Club Registration with merit money

October 31, 2022 | 11:45pm | Final deadline without merit money

### Spring Semester

February 12, 2023 | 11:45pm | Mid Annual Report/Spring Registration with merit money

February 19, 2023 | 11:45pm | New Club Registration with merit money

March 20, 2023 | 11:45pm | Final deadline without merit money

## CLUB RUSH

### Fall Semester

Event: September 14 & 15, 2022 | 10:00am-2:00pm | Courtyard

Registration Deadline: September 7, 2022 | 11:45pm

### Spring Semester

Event: February 8 & 9, 2023 | 10:00am-2:00pm | Ballroom & Commons

Registration Deadline: February 1, 2023 | 11:45pm

The club registration must be completed by the deadline to receive \$100 in registration funds from the Clubs Office and to participate in the Club Rush or the semester in which they are registering.

## CLUBS LEADERSHIP RETREAT – CLUB LEADERSHIP

### Fall Semester

Event: August 18, 2022 | 10:00am-2:00pm | SC 206A/B/C

Registration Deadline: August 14, 2022 | 11:45pm

### Spring Semester

Event: January 21, 2023 | 10:00am-12:00pm | Center Stage

Registration Deadline: January 16, 2023 | 11:45pm

## CLUBS MLK SERVICE WEEK –

January 17-20, 2023 | Service Projects | Contact the Clubs Office for details

January 20, 2023 | MLK Service Lunch | 11:30am-1:30pm | Center Stage

## CLUBS CLOSING CELEBRATION – CLUB LEADERS & MEMBERS ARE INVITED

April 20, 2023 | 6:30pm-7:30pm | Ragan Theater

# IMPORTANT DATES & DEADLINES CONTINUED

## INTER-CLUB COUNCIL MEETINGS - FOR CLUB PRESIDENTS OR ICC REPRESENTATIVES

(Two sessions available each month, only required to attend one session per month)

### Fall Semester

Tuesday, September 6, 10:00am, SL 114/Teams  
OR Wednesday, September 7, 1:00pm, SL 114/Teams

Tuesday, October 4, 10:00am, SL 114/Teams  
OR Wednesday, October 5, 1:00pm, SL 114/Teams

Tuesday, November 1, 10:00am, SL 114/Teams  
OR Wednesday, November 2, 1:00pm, SL 114/Teams

Tuesday, December 6, 10:00am, SL 114/Teams  
OR Wednesday December 7, 1:00pm, SL 114/Teams

### Spring Semester

Tuesday, January 10, 10:00am, SL 114/Teams  
OR Wednesday, January 11, 1:00pm, SL 114/Teams

Tuesday, January 31, 10:00am, SL 114/Teams  
OR Wednesday, February 1, 1:00pm, SL 114/Teams

Tuesday, February 28, 10:00am, SL 114/Teams \*  
OR Wednesday, March 1, 1:00pm, SL 114/Teams\*

Tuesday, April 4, 10:00am, SL 114/Teams  
OR Wednesday, April 5, 1:00pm, SL 114/Teams

**GRANT PROGRAM PRESENTATION SCHEDULE:** Applications are due by 11:45 pm on the Wednesday **BEFORE** the hearing dates. The GRANT PROGRAM meetings are from 1:30-3:00pm and can be in-person or on Teams.

### Fall Semester

#### September 28

- Attended ICC meetings Spring Semester 2022
- Service project occurred between January 1 - June 30
- Application deadline – September 21

#### November 9

- Attended ICC meetings Fall Semester 2022
- Service project occurred between July 1 - October 31
- Application deadline – November 2

#### December 7

- Attended ICC meetings Fall Semester 2022
- Service project occurred between August 1 - November 30
- Application deadline – November 30

### Spring Semester

#### January 25

- Attended ICC meetings Fall Semester 2022
- Service project occurred between December 1 - January 15
- Application deadline – January 18

#### March 29

- Attended ICC meetings Spring Semester 2023
- Service project occurred between January 1 - March 15
- Application deadline – March 22

#### April 26

- Attended ICC meetings Spring Semester 2023
- Service project occurred between January 1 - April 15
- Application deadline – April 19

\* Denotes Meet the Candidates event for ICC Presidential Candidates.

*\*\*Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, genetic information, or other bases protected by applicable federal, state, or local law, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services.*

# UTAH VALLEY UNIVERSITY HANDBOOK FOR CLUBS

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# SECTION: REGISTRATION

## TITLE: UNIVERSITY PURPOSE & OBJECTIVES

Clubs connects students to Utah Valley University in a unique way. Participation in a club reflects each student's individual interest, hobby, professional aspirations, and/or academic desires while allowing the students to be involved on the level that they are most comfortable.

Housed within the Department of Student Leadership and Involvement, the Clubs Office works with over 100 clubs on campus providing opportunities that complement the classroom experience by promoting student involvement, enhancing leadership skills, and preparing students to take on active societal roles within their communities. Many clubs receive University, local, and national recognition. Students are encouraged to join an existing club or start new club. Clubs are a great way to connect with other people on campus and explore individual passions.

Clubs are categorized into the following areas:

**Academic:** A club with an educational purpose, often seeking to share information related to a specific topic or field of interest. These clubs prepare club members for the professional workforce or schooling beyond their bachelor's degrees and can often be aligned with classes and/or departments already offered at UVU.

**Athletic & Recreational:** A non-competitive sports team or group that provides students a chance to engage in their favorite athletic/recreational activity with others.

**Ethnic & Cultural:** A club that typically holds meetings or events to promote diversity/inclusivity and help others understand different cultures. Even though these clubs offer support to specific groups on campus, club membership is not limited to any particular racial, ethnic, or cultural population.

**Performing Arts & Media:** A club that performs, practices, and/or creates as a form of communication and expression.

**Service:** A club that places emphasis on contribution to UVU, the community, or world through active service and volunteerism.

**Social:** A clubs that seeks to find commonality by sharing unique hobbies, interests, or skills with others.

**Social Awareness & Political:** A club that desires to provide a place for members to discuss topics of interest relevant to them, serve as a support group, or advance social and political interests that affect UVU and/or the community as a whole.

**World View:** A club that serves as a safe haven and place of comfort for students who share similar beliefs, ideologies, and worldviews or who are exploring new aspects of religion and spirituality.

Utah Valley University defines a **"Club"** as:

A student-led group with a common interest or goal with at least six members where 75% of the members are currently enrolled UVU students that complies with university registered club requirements, including but not limited to having a lawful purpose, registering the club, having a club constitution, having a president who is a full-time UVU student, etc. Registered student clubs are at a minimum funded by club fundraisers and merit money and additional funding allocated by Inter-Club Executive Board.

Utah Valley University defines an **"Organization"** as:

A student group sponsored and ran by an on-campus department/unit. Leadership selection and monetary resources are solely provided by the department and not by the UVU Clubs Office.

Please refer to Policy 532 for additional information regarding student clubs and organizations.

\*\*The UVU Clubs Office connects student clubs to campus organizations but beyond that, has no jurisdiction. If you are a "club" wanting to become an "organization," a campus department will need to facilitate its creation and accept sole responsibility for the elements of the student group. Please see page 11 to learn more.

# SECTION: REGISTRATION

## TITLE: REQUIREMENTS & EXPECTATIONS

**General Requirements:** To register a new club or re-register an existing club, the following requirements need to be met.

- Membership must be open to all UVU students.
- Each club must have at least six (6) members.
- At least 75% of the club members must be enrolled as UVU students.
- At least one officer must be the primary contact for the club on the Campus Groups portal. Their name and email address will be visible to the general student body.
  - The names, UV ID numbers, phone numbers, and email addresses of the club's officers are required by the University as a condition for registration or access to university funds or enjoyment of university privileges.
  - Membership lists may remain confidential from view, depending on the user's setting, to the public but may be requested by the Clubs Office for participation verification.
- All campus financial accounts will be housed at UVU through the Clubs Office. Off campus bank accounts in any form are not permitted.
- The club must have a zero or positive balance in their club's UVU financial account (re-registering clubs only).
- A club constitution must be provided.

**Club Constitution Requirements:** Each club is required to provide a constitution. A constitution is a document outlining how the club will function. A constitution writing guide is available on page 54 and 57 for your reference. Each club's constitution must contain the following:

- Mission/Purpose of the club
- President and club officer requirements
- Leadership election/selection process
- Leadership removal/vacancy process
- By-laws describing how the club functions
- Club dues, if charged and amount
- UVU Non-Discrimination Policy

### **Club Requirements:**

- Each club will complete one (1) service or civic engagement activity per semester to uphold their registered status (See pages 26-27).
  - Clubs that do not complete their service or civic engagement project will only be eligible for 50% of the registration merit money the following semester.
- Clubs registered in the fall, need to submit a MID ANNUAL REPORT, at the start of the spring semester to maintain their registered status (See page 17).

## SECTION: REGISTRATION

### TITLE: REQUIREMENTS & EXPECTATIONS CONTINUED

#### **Club Expectations:**

- One representative from each club must attend the monthly ICC meetings.
  - Clubs that do not have a representative at 3 of the 4 ICC meetings each semester are not eligible for merit money through Grant Program.
- Regularly check and respond to email/communication from the Clubs Office.

#### **Club President Requirements:**

- A currently enrolled full-time UVU student (Undergraduate: 12 credit hours or more/Graduate: 9 credit hours or more, not including LDS institute courses).
- Maintain a 2.5 cumulative GPA.
- In good standing with the University (financially, academically, conduct, etc.).

#### **Club Officer Requirements:**

- A currently enrolled UVU student, either full or part time.
- In good standing with the University (financially, academically, conduct, etc.).

#### **Club President and Officer Expectations:**

- Reply to emails and other correspondence from the Clubs Office and/or Student Involvement and Leadership.
- Update the Clubs Office when the club has a change in leadership between registration and/or the mid-annual report.
- Adhere to all campus policies and policies and procedures in the Clubs Handbook for the current academic year.

Following the completion and submission of the CLUB REGISTRATION form, the information will be reviewed by the ICC Executive Board for approval. Please be aware that if a club, organization, or department/unit is already in existence that holds a duplicate mission and purpose, the registration will be denied, and students will be encouraged to become involved with the already existing student group.

If your club is denied and you would like to appeal the denial, please contact the Clubs Manager ([clubs@uvu.edu](mailto:clubs@uvu.edu)) in writing stating why you're appealing. This appeal will then be passed on to the Director of Student Leadership and Involvement for a decision to be made regarding your club.

## SECTION: REGISTRATION

### TITLE: REGISTERING A STUDENT CLUB

**Club Registration:** All clubs must register with the Clubs Office before they can be active on campus. Clubs that plan to be active the entire academic year must complete the registration form before November 1st and submit the Mid-Annual Report by February 12.

Fall Registration: July 1 - October 31

Fall Registration Merit Money deadline: September 18

Fall New Club Registration Merit Money deadline: September 25

Spring Registration: November 29 - March 20

Spring Registration Merit Money deadline: February 12

Spring New Club Registration Merit Money deadline: February 19

#### **REGISTRATION INTRUCTIONS:**

**Re-register Existing Club:** Existing clubs must register each academic year, even if no changes have been made from your last registration.

- Click the "Forms" button on the Clubs website, [uvu.edu/clubs](http://uvu.edu/clubs).
- Press the "2022-2023 ANNUAL REGISTRATION form" button.
- Complete the CLUB REGISTRATION form.
- If applicable, the club must resolve any outstanding debts to any and all businesses or campus departments prior to the registering or re-registering of the club.

**New Club:** After visiting the Clubs Office website ([uvu.edu/clubs](http://uvu.edu/clubs)) if you do not see a club you are interested in joining, start your own club!

- Click the "Club Registration" button under "Start a Club" on the Clubs website, [uvu.edu/clubs](http://uvu.edu/clubs).
- Complete the CLUB REGISTRATION form.
- If applicable, the club must resolve any outstanding debts to any and all businesses or campus departments prior to the registering or re-registering of the club.

## SECTION: REGISTRATION

### TITLE: BECOMING AN ORGANIZATION

If a club is interested in becoming an organization, which is a student group sponsored and run by an on-campus department/unit, please adhere to the following guidelines below.

The department/unit will assume sole responsibility for the functions of the student group. This includes but is not limited to finances, campus scheduling, risk and liability with events/activities, oversight of meetings, selection of student leadership positions, etc.

- You must work closely with both the Clubs Office and the on-campus department/unit who will be sponsoring the student group.
- Please contact the Clubs Office ([clubs@uvu.edu](mailto:clubs@uvu.edu)) to receive the CLUB TO ORGANIZATION form.
- The club and department/unit must provide the necessary information for the form such as contact information, explanation as to why the student club should be transitioned to a department/unit, gain a series of approvals, etc.
- Once the form has been filled out entirely, it will be reviewed by the Clubs Office and a new banner index will be requested to support the functions of the student organization. If the sponsoring department/unit already has a banner index, please notify the Clubs Office.
- Our office will then transfer the remaining funds from the club account to the new index that has been provided for the student organization.

## SECTION: REGISTRATION

### TITLE: REGISTERING GREEK LIFE ON CAMPUS

If registering Greek Life on campus, the following requirements must be fulfilled. In order to maintain the registration status of a social fraternity or sorority on campus, each group will need to register every year through the Clubs Office.

- Complete the CLUB REGISTRATION form.
- Provide the Clubs Office with a letter stating that the chapter is in good standing with the organization's national office.
- Unless unchanged, the chapter must submit the following documents to the UVU Clubs Office:
  - Risk Management or Risk Reduction Policy
  - Anti-Hazing Policy
  - Drug & Alcohol Policy
  - Chapter By-laws or Constitution

Failure to comply with the rules above could result in a probationary period and/or discontinuation with the program.

## SECTION: REGISTRATION

### TITLE: MENTOR RESPONSIBILITY

A club presidency has the option to select a Club Mentor, however, it is no longer a requirement to have a club advisor. A Club Mentor is someone who will support, offer advice, and give help when asked or needed. Club Mentors are to be selected by the student officers of the club.

Please understand that the purpose of a mentor is to help develop leadership skills and build community connections for the student club you are assigned and **NOT** to govern or run the club. The mentor is not permitted to schedule events, make purchases, or other functions facilitated by the Clubs Office.

As a mentor, you must complete and submit the CLUB MENTOR ACKNOWLEDGMENT form, located at [uvu.edu/clubs](http://uvu.edu/clubs) >> Club Forms, annually when the club re-registers or a new club is formed. This form is required to verify your supervisor is aware and approves of you mentoring a club and notifies our office of additional support and resources for the club. The minimum requirements and expectations for the involvement of a club mentor are as follows:

#### **Mentor Requirements:**

- You must complete the CLUB MENTOR ACKNOWLEDGMENT form when the club submits their annual registration.
- You must be a full-time exempt employee.
- Your employment at UVU should always be your priority and come first before any involvement with a club.
- Your immediate supervisor must approve you being a club mentor. They will receive an email notifying them of your participation as a club mentor.

#### **Mentor Expectations:**

- A club mentor must be willing to comply with the UVU Clubs Handbook and Procedures.
- A club mentor must be willing to allow the students to organize and run the club, and be willing to instead mentor and advise, as explained above.
- A club mentor does not have any oversight of the finances including the management of the club's budget (index account), purchase approvals, club funds, travel costs, or other financial forms.
- A club mentor should not be planning club events or meetings, schedule facilities, or collect dues for the club.
- If you become aware of violations by the club or its members of the UVU Clubs Handbook of Procedures, the UVU Student Code, UVU's Title IX/Sexual Misconduct Policy (UVU Policy 162), UVU's Discrimination Policy (UVU Policy 165), or any financial concerns, please notify the Clubs Office of such concerns immediately.

## SECTION: REGISTRATION

### TITLE: NAMING YOUR CLUB

When creating a name for your club, it should explain the club's purpose. In addition, to protect the club's first amendment rights the club can only use Utah Valley University, Utah Valley, or UVU as a location of the club and it will need to comply with the following rules and guidelines:

1. If you desire to use Utah Valley University, Utah Valley, or UVU in your club's name, you may **ONLY** use it to express the geographical location of the club:

**Prohibited Example: Utah Valley University Twilight Fan Club**

**Approved Example: Twilight Fan Club at Utah Valley University**

2. The club's name should not infringe the copyright of another organization, unless the organization holding the name has given permission for the name to be used:

**Prohibited Example: Harry Potter Club at UVU**

**Approved Example: Harry Potter Fan Club at UVU**

3. Social media handles and name on the account must follow the same guidelines:

**Prohibited Example: @UVUOneDirectionFanClub**

**Approved Example: @OneDirectionFanClubUVU**

Clubs that do not comply with these naming requirements online will need to provide their username and passwords to the university Marketing Communication director per UVU Policy 112. The director will be able to edit or delete posts that do not meet the University's messaging guideline.

4. The club's email address must follow the same guidelines:

**Prohibited Example: UVUOneDirectionFanClub@gmail.com**

**Approved Example: OneDirectionFanClubUVU@gmail.com**

#### Things to know:

- A new club may not duplicate the name of an existing UVU club, organization or department or choose a name that is similar or closely related. By doing so, this could create confusion or conflict among members on campus.
- The name of the club must be in good taste.
- The Clubs Office reserves the right to deny the name of any club.
- If a club becomes an organization and is run and governed by a department cannot have "club" in their name.

## SECTION: REGISTRATION

### TITLE: BENEFITS & PRIVILEGES OF REGISTERING A CLUB

After completing the registration process, the following benefits and privileges on campus are granted to an approved and registered student club. These benefits should not be looked upon as rights or entitlements. You are responsible for being courteous to other clubs, organizations, and departments on and off campus:

- Use of campus facilities free of charge, including table reservations, with the exception of the UCCU Events Center.
- Individual club Campus Groups portal, which provides the club with resources including forms, a place to store files, mass messaging, public calendaring, leadership tracking, etc.
- UVU Banner Index Account (Campus Financial System)
  - Off-campus bank accounts are **NOT** permitted. All funds must be housed on campus. **NO EXCEPTIONS.**
  - The Banner index account houses the revenue and expenses for your club.
- Ability to hold fundraisers, events, service projects, etc. on campus with use of campus facilities.
- Ability to publicize on campus with the use of the resources provided by the Clubs Office, on campus bulletin boards, fliers, posters, banners, A-frames, yard signs, and digital signage.
  - A resource provided by the Clubs Office is the Clubs Publicity Room, which is housed in SL 122. The publicity room is stocked with computers, printer, copy machine, paper, laminator, writing utensils, paint, balloons, string, paper cutter, scissors, etc.
- Access to merit money opportunities throughout the year to earn additional funds for club operating costs.
- Access to credit card machines, sanitation kits, and contactless payments.
- Qualification for the University Tax-Exempt status.
- Participation in Club Rush (both fall and spring semesters).
- Access to the services and benefits offered by on campus organizations such as the LEAD Program, the Center for Social Impact, Utah Valley University Student Association (UVUSA), etc.

Any and all benefits and privileges offered to registered clubs may be removed from a club at any time due to misconduct and failure to comply with policy and/or procedures.

## SECTION: FUNDING

### TITLE: CLUB ACCOUNTS & CLUB DUES

**Club Financial Accounts:** All registered clubs will be assigned and must use their UVU Banner Index Account (UVU's financial system). **OFF-CAMPUS FINANCIAL ACCOUNTS ARE NOT PERMITTED.**

Things to know:

- A club's Banner Index Account will be provided by the Clubs Office.
- Clubs should track their expenses and deposits. Some debits can take several weeks to post in a club's Banner Index so it is beneficial to keep your own record, so you have a real time accounting of the club's finances.
  - The Clubs Office can provide a Budget Tracking sheet to help clubs manage their funds.
- Clubs with a negative balance in their account, will not be allowed to make purchases.

**Club Dues:** Club membership dues provide the necessary funds for club sustainability. The money should be used to purchase supplies for club meetings, events, activities, and/or pay fees or registration costs.

Things to know:

- The club leadership should determine the amount that will sustain the club for the year. The amount decided upon must be included in the annual registration and club constitution. In addition, members who pay club dues are more likely to participate in the club because of the investment they have made.
- Clubs are not required to charge club membership dues, but it is highly encouraged.

**Paying Dues:** All members paying their dues **MUST** pay in the Clubs Office, SL 122, or online at [uvu.edu/clubs](http://uvu.edu/clubs) and click on " Club Dues".

Things to know:

- To reduce risk of liability and accusations of theft, club officers, members, and mentors are **NOT** allowed to collect club dues. Each member **MUST** pay their own dues.

To Make Payments in the Clubs Office:

- Go to the UVU Clubs Office, SL 122.
- Provide your contact info, the club's name, and amount.
- A receipt will be given to you via email, text, or in person.

To Make Payments Online:

- Go to [uvu.edu/clubs](http://uvu.edu/clubs)
- Select "CLUB DUES"
- Login to [my.uvu.edu](http://my.uvu.edu)
- Select club and enter in card information

## SECTION: FUNDING

### TITLE: CLUB ACCOUNTS & CLUB DUES CONTINUED

**Collection of Funds:** All money collected (fundraisers, donations, etc.) is required to be deposited through the Clubs Office in SL 122.

#### Things to know:

- All money raised from events, such as admissions and ancillary sales, must be taxed due to the sales tax law, which is 7.25%. When depositing money from fundraisers at the office, please be aware of this policy and factor it out of your budget when tracking it.

## SECTION: FUNDING

### TITLE: FUNDING SOURCES

Clubs registered and approved by the ICC Executive Board for the current academic year can earn several different types of funding from the Clubs Office. These funds include:

**Club Registration Funds\*\*:** These funds are provided by the Clubs Office to assist in basic start up and functioning expenses.

#### Fall Semester:

- **If a club is registering for a second, third, etc. consecutive year:**
  - The amount of \$100 will be awarded to each club who has submitted their annual registration by the **Sunday after Club Rush** for fall semester.
    - If a club does not complete a service or civic engagement activity during the last semester, they were active, they will receive half of the awarded amount.
- **If a club is registering for the first time:**
  - The amount of \$100 will be awarded to the club who has submitted their annual registration by the **fifth Sunday following the start of fall semester**.

#### Spring Semester:

- **If a returning club does not register for fall semester but registers for spring semester:**
  - The amount of \$100 will be awarded to each club who has submitted their annual registration by the **Sunday after Club Rush** for spring semester.
    - If a club does not complete a service or civic engagement activity during the last semester, they were active, they will receive half of the awarded amount.
- **If a club is registering for the first time:**
  - The amount of \$100 will be awarded to the club who has submitted their annual registration by the **sixth Sunday following the start of spring semester**.

## SECTION: FUNDING

### TITLE: FUNDING SOURCES CONTINUED

**Mid Annual Report Funds\*\*:** Funds awarded for completion of the MID ANNUAL REPORT. This form is submitted during spring semester to keep the club registration current and to help our office further support the efforts of your club.

- If a club submits a MID ANNUAL REPORT by the **Sunday after Club Rush** for spring semester, they will be awarded the amount of \$100.
  - If a club does not complete a service or civic engagement activity during the last semester, they were active, they will receive half of the awarded amount.
- The club will also be registered for spring Club Rush via the MID ANNUAL REPORT and will not need to complete the CLUB RUSH REGISTRATION form.

**Club Rush Funds:** Club Rush is a two-day event that happens at the beginning of the fall and spring semesters and is an opportunity for clubs to promote themselves and recruit new members.

- Clubs wanting to participate in Club Rush must complete the CLUB RUSH REGISTRATION form by the **Wednesday before Club Rush**.
- The amount of \$100 will be given to each registered club who participates in Club Rush for four (4) hours each day. The Clubs Office will record attendance every hour each day, which will determine if the club receives \$100 for participating. This will automatically be awarded to each eligible club.

**One-on-One Ambassador Meeting Funds:** One-on-one meetings with the club's ambassador builds connection to the Clubs Office, teaches clubs about resources, and allows time of the club to ask questions.

- Email or send a Teams message to your club ambassador with the date and time you would like to meet.
- Once the meeting has concluded, your ambassador will complete a one-on-one meeting form reviewed by the Clubs Managers.
- Each club participating will receive \$25 for per meeting up to two (2) meetings a semester.
- Funds will be deposited once a month.

\*\*Funds will not be requested for allocation to the club account until the registration deadline has passed. Please allow one month for the collection of information, submission to the UVU Business Office, and transferring of money to happen.

# SECTION: FUNDING

## TITLE: FUNDRAISING & DONATIONS

There are several ways clubs can receive money beyond funding sources provided from the Clubs Office. Clubs at UVU are encouraged to plan and implement fundraisers to meet the needs and functions of their club for the year. Additionally, clubs have the right to ask for donations from a friend, family member, community member, or off-campus businesses to help with club costs.

**Fundraising:** Because of limited campus funds, club fundraisers provide the club with necessary money for goals and initiatives. When planning a fundraiser, to prevent campus or legal violations there are a few steps that must occur before the club will be permitted to hold their event.

Things to know:

- Fundraisers can be held on campus if they are not in direct competition with the Bookstore or Dining Services.
  - The selling of baked goods is not permitted on campus.
- Avoid fundraisers where you are required to pay high costs upfront. These situations can have a monetarily negative effect on your club's finance account.
- Clubs selling items (i.e.: shirts, admission tickets, food, etc.) will need to charge 7.25% in sales tax to the purchaser or it will come out of the club's total sales when the Clubs Office deposits the money into the club account.
- If your club receives money or goods from a business because of work, advertising, etc. it is considered an in-kind donation and not a fundraiser.

**Donations:** A donation is defined as funds given to the club without any exchange of service, goods, etc. An example of this would be a friend, family, or community member contributing any financial amount to the club without receiving anything in return. There are several types of donations. Please see the varying type and specific instruction below.

Type:	Things to Know:
<b>Business Donations:</b> When a club asks a business to give them money for a club event, service project, or purchase.	<ul style="list-style-type: none"> <li>• Get approval before you ask a person or business for a donation to ensure they are not already affiliated with UVU and that they are not already a large donor for the university.               <ul style="list-style-type: none"> <li>○ Some businesses are only allowed to give to an organization once a year.</li> </ul> </li> <li>• When you receive a donation, the check must be made out to the UVU Foundation along with the Gift Transmittal/Donation form.</li> </ul>
<b>General Donation:</b> Clubs can direct donors to the Clubs Office website where they can make a one-time or perpetual donation to the club using their credit or bank card.	<ul style="list-style-type: none"> <li>• Clubs can send donors to the Clubs donation page any time.               <ul style="list-style-type: none"> <li>○ Donors can select 'Other' and type in the club's name.</li> </ul> </li> <li>• Donors can make a one-time donation or a perpetual donation.</li> </ul>
<b>UVU Crowdfunding:</b> When a club is raising money for a specific purpose and over a sustained period of time, using the UVU Crowdfunding site could help clubs reach their goals.	<ul style="list-style-type: none"> <li>• Crowdfunding is only allowed through UVU's site.</li> </ul>

## SECTION: FUNDING

### TITLE: FUNDRAISING & DONATIONS CONTINUED

**Club Fundraiser and Donation Form:** The CLUB FUNDRAISING & DONATION form is found on the Clubs Office website: [uvu.edu/clubs](http://uvu.edu/clubs) >> Club Forms. Completion of this form will ensure safety and compliance to campus policy and procedure.

The form must be submitted and approved through the Clubs Office before your fundraiser, or your club begins requesting donations. Once approval has been given you will receive detailed information on how to proceed with your fundraising event or donation drive.

#### Things to know:

- There are many layers of approval for both fundraising and soliciting donations. Submit your form a minimum of **3-4 weeks** in advance to ensure enough time for processing or your event may be declined.
- You can complete the following requests through the CLUB FUNDRAISING & DONATION form without submitting any additional request forms.
  - Schedule space on campus.
  - Receive approval of on-campus sales.
  - Request contactless payments or a credit card swiper.
- All funds received from the club's fundraiser or business donation must be taken to the Clubs Office and accompanied by the Gift Transmittal/Donation form to be deposited in the club's index.
- The club must fill out the Gift Transmittal Donation form for each donor, except when donations are made online through the donation payment portal or through the crowdfunding website. The form is found on the Clubs Office website: [uvu.edu/club](http://uvu.edu/club) >> Resources.
  - If paying with a check, all checks must be written to the UVU Foundation and not the club.
  - It is recommended that the club's name be included in the memo section on the check.
- Individual or business making a donation in a form other than monetary (clothing, promotional products, food, etc.), the Gift Transmittal Donation Form must still be filled out, along with an In-Kind Donation form.

#### **Fundraising Definitions:**

The UVU Clubs Office defines **“sponsorships”** as the following:

Sponsorships are defined as an exchange of services between the club and a business. An example of this would be a club receiving a monetary donation from a business and in exchange the business logo would be displayed on a t-shirt, jersey, or banner that would be visible at club events.

The UVU Clubs Office defines **“donations”** as the following:

A donation is defined as funds given to the club without any exchange of service, goods, etc. An example of this would be a friend, family, or community member contributing any financial amount to the club without receiving anything in return.

## SECTION: FUNDING

### TITLE: GRANT PROGRAM

A club may apply to request additional funds provided by the Clubs Office. These funds are to be used for club functioning costs, programs, events, or initiatives, etc. **These funds are limited and are awarded on a first come, first serve basis, therefore the following items MUST be completed by the dates in the Grant Program Presentation Schedule PRIOR to applying for these funds.**

Applications are due by 11:45 pm on the Wednesday **BEFORE** the hearing dates listed in the Grant Program Presentation Schedule (listed below). After the CLUB GRANT REQUEST form is submitted and received, the club will be contacted by the ICC President to schedule a time to present, between 1:30-3:00pm, on the GRANT PROGRAM meeting. Meetings can be in-person or on Teams.

#### Club Grant Program Requirements:

- Active club registered with the Clubs Office.
- Have a positive balance or zero-dollar amount in your club's UVU financial account.
- Attend 75% of the monthly ICC Meetings based on Grant Program Presentation Schedule.
  - The club is allowed one make-up meeting, per semester, if they notify their ambassador prior to the ICC Meeting.
- Completed a service or civic engagement project requirement for the semester you are applying OR have your service or civic engagement project planned and the form submitted.
  - Project must be completed before funds are transferred to the club's index.

#### Grant Program Presentation Schedule:

##### Fall Semester:

###### September 28

- Attended ICC meetings Spring Semester 2022
- Service project occurred between January 1 - June 30
- Application deadline – September 21

###### November 9

- Attended ICC meetings Fall Semester 2022
- Service project occurred between July 1 - October 31
- Application deadline – November 2

###### December 7

- Attended ICC meetings Fall Semester 2022
- Service project occurred between August 1 - November 30
- Application deadline – November 30

##### Spring Semester:

###### January 25

- Attended ICC meetings Fall Semester 2022
- Service project occurred between December 1 - January 15
- Application deadline – January 18

###### March 29

- Attended ICC meetings Spring Semester 2023
- Service project occurred between January 1 - March 15
- Application deadline – March 22

###### April 26

- Attended ICC meetings Spring Semester 2023
- Service project occurred between January 1 - April 15
- Application deadline – April 19

## SECTION: FUNDING

### TITLE: GRANT PROGRAM CONTINUED

**Club Grant Request Form:** The CLUB GRANT REQUEST form is available on the UVU Clubs website: [uvu.edu/clubs](http://uvu.edu/clubs) >> Club Forms.

Things to know:

- Funding applications are due by 11:45 pm on the Wednesday before the dates listed in the Grant Program Presentation Schedule.
- The Clubs Office cannot grant more than \$2,500 per Grant Program Presentation meeting.
- The full amount a club requests is not always granted due to high demand and limited funds.

**Preparing for the Grant Program Presentation:** You will be contacted to schedule a time to give a 5–7-minute presentation to the ICC Administrative Board. Here is the list of questions to cover in your presentation.

- What are you planning to use the money for? Give specifics.
- How will using this money be in line with the purpose of your club?
- How will these funds help your club?
- If you have done a service or civic engagement, what did you do?

The approval of CLUB GRANT REQUEST is at the discretion of the ICC Administrative Board and will be determined based on the completion of requirements and funds available for allocation. The ICC Administrative Board is composed of the ICC President, four (4) Club Ambassadors, the Clubs Manager, and one (1) Student at Large.

*\*\*Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, genetic information, or other bases protected by applicable federal, state, or local law, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services.*

## SECTION: PURCHASING

### TITLE: USE OF CLUB FUNDS

Clubs can use their funds to purchase food, club shirts, office supplies, printing, national dues, travel, and other things needed to run the club.

All purchases must be pre-approved through the Clubs Office and the club must have an official email approval before any purchase is made. Failure to do so will result in a violation. If multiple violations are received, the club will lose all purchasing privileges. There are no exceptions to this policy as it is based off campus policy and procedure dictated by federal and state law.

#### Things to know:

- A club cannot use club funds to purchase items for club activities, food purchases, etc. until they receive a final purchase approval email from the Clubs Office.
- It is important to plan in advance as, standard purchases from Dining Services, Copy Center, and pre-packaged food and drinks can take up to **three (3) weeks** to process, depending on the number of requests received.
- In addition, Executive level approvals for awards, prizes, items with club logos can take up to **four (4) weeks** for approval.
- Amazon purchases are made by the Clubs Office, using our Amazon Business Account.
- When purchasing items branded with any designs or logos, additional approvals will be requested from University Relations-Trademarks which may extend the approval process.

**Club Purchase Approval Request Form and Processing:** The CLUB PURCHASE APPROVAL REQUEST form can be found on the Clubs website: [uvu.edu/clubs](http://uvu.edu/clubs) >> Club Forms.

Please allow a minimum of **3 weeks** for the completion of processing. The best practice is submitting your request **four (4) to six (6) weeks** before you need to make your purchases.

- Complete and submit the CLUB PURCHASE APPROVAL REQUEST form.
  - Provide a detailed description of what you are purchasing, from where, and how much per item and total cost.
- The club will receive notifications, via Campus Groups, as the purchase approval workflow is approved or declined on the various levels.
- The club is NOT approved to purchase items until they received the final email stating the purchase is approved.
- After the final approval is received, additional instructions will be sent including when the club is scheduled to pick up the Clubs Office credit card, if applicable.

# SECTION: PURCHASING

## TITLE: PURCHASING FOOD

Before you place a food order with UVU Dining Services or purchase snacks and drinks at the store, there are a few steps that must occur to prevent university or legal violations.

### Things to know:

- A CLUB PURCHASE APPROVAL REQUEST form must be completed when purchasing food.
- Purchase approvals for catering, from Dining Services, should be submitted **3-4 weeks** before your event so that the catering order can be placed and confirmed **2-3 weeks** before your event and prevent any rush or late fees from Dining Services.
- Perishable food from off campus (i.e.: homemade, purchased from the grocery store, bought at a restaurant, etc.) is not allowed to be bought on-campus for any club event, meetings, practices, etc.
  - The only time it will be approved is when your event is off campus.
- Clubs can purchase individually packaged, single-served, non-perishable snack type items and Pepsi product drinks for on-campus events.

**On Campus Restaurants or Catering Services:** Clubs can purchase food and beverages for their on-campus events through Dining Services and all on-campus restaurants such as Jamba Juice, Guru's, Chick-Fil-A, Costa Vida, Cup Bop, Aubergine Kitchen, Sodalicious, etc.

### Things to know:

- Some restrictions apply when placing catering orders with on campus restaurants.
  - Small events (less than 100 people)
    - You may work with any on-campus vendor if there are 100 people or less at your event.
  - Large events (more than 101)
    - If there will be 101 people or more, your club needs to place the catering order with Dining Service.

**Club Purchase Approval Request Form:** The CLUB PURCHASE APPROVAL REQUEST form is available on the UVU Clubs website: [uvu.edu/clubs](http://uvu.edu/clubs) >> Club Forms.

Please allow a minimum of **three (3) weeks** for the completion of processing. The best practice is submitting your request **four (4) to six (6) weeks** before you need to purchase/order food for your event.

- Complete and submit the CLUB PURCHASE APPROVAL REQUEST form.
  - Provide a detailed description of what you are purchasing, from where, and how much per item and total cost.

**Purchase Approval Email:** Once you have received approval to purchase your food items you can order from UVU Catering by visiting their website: [uvu.edu/catering](http://uvu.edu/catering) >> Order Form.

If you need to view the menu it is also found online: [uvu.edu/catering](http://uvu.edu/catering) >> Catering Menu

# SECTION: PURCHASING

## TITLE: PURCHASING CLUB SHIRTS

Before you submit a request for club shirts, it is important to be mindful of a few items to help things move as quickly as possible.

### Things to know:

- Clubs cannot order shirts directly from a vendor. It would be a violation of university policy. Please submit the CLUB PURCHASE APPROVAL REQUEST form to initiate the process.
- Club shirts can take **4-12 weeks**, from submission to delivery, depending on a few factors.
- You should have an idea of the type of shirts you would like to order and if possible, your design for it. The most common delays on shirts are due to lack of design ideas.
- The cost of shirts depends on the quantity. The smaller the quantity the higher the cost.
- The UVU Clubs Medallion must be placed on the shirt.

**Submitting the Club Purchase Approval Form:** The CLUB PURCHASE APPROVAL REQUEST form is available on the Clubs website: [uvu.edu/clubs](http://uvu.edu/clubs) >> Club Forms.

- Complete and submit the CLUB PURCHASE APPROVAL REQUEST form.
  - Provide the clubs office with a link or description of the type, color, sizes, and quantities of shirts you want ordered.
  - Attach the artwork and where the club logo and the UVU Clubs Medallion will be on the shirts.

### **What Happens After the Club Purchase Approval Request Form is Submitted and Processed:**

- Once the Clubs Office has a mockup and estimate from the vendor, the club will receive an email from the Clubs Office to review and approve.
- The club will need to send an approval via email to the Clubs Office or a request to change the design.
  - This step will continue until club gives final approval.
- Once a final approval is sent from the club, the Clubs Office will submit the approved mockup to the vendor and the vendor will begin production.
- The club will be notified when the shirts are available for pick up in the Clubs Office.

# SECTION: EVENTS

## TITLE: SCHEDULING

All club scheduling requests must be submitted through the Clubs Office, by completing the CLUB SCHEDULING REQUEST form found on the Clubs website, [uvu.edu/clubs](http://uvu.edu/clubs) >> Club Forms. Scheduling requests will not be processed otherwise.

### Things to know:

- Best practice is to submit your scheduling requests **four (4) to six (6) weeks** prior to your event day.
  - The request must be submitted at least **three (3) weeks** in advance.
- This form should be submitted for all event types: on-campus, off-campus, and virtual.
- A scheduling request form is required even if another program or department has scheduled the space.
- Some locations are in high demand and may not be available on your requested date.
- When you can, be flexible on dates and locations.
  - Clubs are allowed to schedule space across campus. Some locations, such as dance rooms, cannot be reserved until three (3) weeks after the semester has begun due to academic classes.
- Duplication of events and programs sponsored by any campus club, department, or organization will not be permitted.

**Submitting the Club Scheduling Request Form:** All events/meetings/etc. must be scheduled through the Clubs Office.

- The CLUB SCHEDULING REQUEST form must be submitted a minimum of **three (3) weeks** before the event.
  - Best practice is **four (4) to six (6) weeks**.
- When submitting the form provide a detailed description of your event/meeting/etc.
  - This information will be placed on the UVU app and online public calendar.
- Whenever possible, give multiple dates and locations for your event.
  - If you need to hold your practice, meeting, or event in a specific location, please let us know and include the reason why.
  - Provide a list of the needed set up or media necessary for the event, meeting, or activity including tables, chairs, tablecloths, A/V equipment, etc.

**What Happens After the Club Scheduling Request Form is Submitted:** Once you submit your request, you should continue to plan your event.

- Please allow 2-3 business days for the form to be processed.
  - This may take longer during peak times, like the beginning of each semester, weekends, or campus closures.
- If you do not see a comment, from the Clubs Office, on your request in four (4) business days, please email your club ambassador.
  - Be sure to check your email and the form often so you do not miss messages from the Clubs Office.
- If you are having food at the event, follow the guide on page 23.

## SECTION: EVENTS

### TITLE: SCHEDULING CONTINUED

#### What Happens After the Club Scheduling Request Form is Submitted Continued:

- After the request is processed and the venue is confirmed the with Events Services you will receive an email confirmation from the Clubs Office.
- Confirm that the location and details of the scheduled event are accurate. If they are not, please work with the Clubs Office to correct any mistakes made.

If canceling an event due to low attendance or unforeseen circumstances, please contact the Clubs Office ([clubs@uvu.edu](mailto:clubs@uvu.edu), 801-863-8618) at least 72 hours in advance.

#### Co-Sponsoring an Event with a Campus Department/Program:

- The Clubs Office must be notified about events co-sponsored by a club regardless of the department/program that the club is partnering with prior to submitting a scheduling request to Event Services.
  - This ensures events/meetings/etc. are for club use and purpose and prevents fraud or misuse of club privileges.
- The club should actively participate in the planning and execution of the event. Responsibilities should be split fairly to constitute a co-sponsorship.

## SECTION: EVENTS

### TITLE: SERVICE & CIVIC ENGAGEMENT

Clubs at UVU are required to complete a minimum of one (1) service project or civic engagement event per semester. This demonstrates civic engagement and fosters active citizenship, which aligns with the core values of the University and the Department of Student Leadership and Involvement.

The Clubs Office defines **“service”** as the following:

Service is work done by a person or group of people that benefits others. It is often done near the area where you live, so your own community reaps the benefits of your work. You do not get paid to perform community service but volunteer your time. The service activity cannot be required for a class or as an assignment.

The Clubs Office defines **“civic engagement”** as the following:

Attending/watching a workshop, speaker, film, or event to gain a deeper understanding of a social issue. An example is the UVU Diversity Dialogs. The civic engagement activity cannot be required for a class or as an assignment.

## SECTION: EVENTS

### TITLE: SERVICE & CIVIC ENGAGEMENT CONTINUED

#### Things to know:

- The club should have a minimum of 4-6 members present at the service activity.
- If a club does not complete a service or civic engagement activity during the last semester, they were active, they will receive half of the merit money awarded for annual Registration and/or Mid Annual Report.

When planning a service project or attending a civic engagement event, there are a few steps that should occur before the club will be permitted to hold their event to prevent university or legal violations.

**Submit the Club Service & Civic Engagement Approval Request Form:** The form is available on the Clubs website: [uvu.edu/clubs](http://uvu.edu/clubs) >> Club Forms. Please allow a minimum of **2-3 weeks** for the completion of processing.

- Complete the CLUB SERVICE & CIVIC ENGAGEMENT APPROVAL REQUEST form and provide the following details.
  - Date of the service or civic engagement activity.
  - Start and end time.
  - Detailed description of what you will do.
- If the service or civic engagement activity will be held on campus, you will need to include the following information. You will **NOT** need to complete the CLUB SCHEDULING REQUEST form.
  - Provide three (3) on campus locations for your service or civic engagement activity.
- If the service or civic engagement activity will require the use of club funds, you **WILL** need to the CLUB PURCHASE APPROVAL REQUEST form.

**Utilizing the Center for Social Impact:** The Center for Social Impact, located in SC 105, provides service opportunities clubs are welcome to participate in. These are projects/activities that are already planned and needing volunteers to participate in. They also provide resources in planning club service projects on and off campus. If you desire to work with the Center for Social Impact, check out their website or contact them directly:

[uvu.edu/socialimpact](http://uvu.edu/socialimpact)

[volunteer@uvu.edu](mailto:volunteer@uvu.edu)

801-863-8786

Duplication of events and programs sponsored by any campus club, department or organization will not be permitted.

## SECTION: EVENTS

### TITLE: SPONSORING AN OFF-CAMPUS GROUP

If an outside organization (i.e.: off campus group) has contacted a club to **CO-SPONSOR** an event, the following must be complied with:

Things to know:

- The event, group, or organization must fulfill the mission and purpose of the club stated by the club's constitution and registration.
- The club must be heavily involved with all aspects of the planning, publicity, and day of event including responsibility for any costs that may be associated with the event (entrance fees, event costs, etc.).
  - If assessing an entrance fee, an online payment must be set up through University Ticketing.
  - According to campus policy, any group who sponsors an event which has a registration fee is required to pay \$2.00 per registrant. A banner index code will be required to be provided. This fee covers the wear and tear of the classrooms, buildings, and fields. Please make sure to account for this cost when planning your event.
- If the club is not directly involved with the off-campus group in these aspects, they may not use the club's name or campus facilities provided through the registration of the club.
- If the event is on campus, only the club may submit the CLUB SCHEDULING REQUEST form, **NOT** the outside organization.

The Clubs Office holds the right to deny any off-campus group from co-sponsoring an event with a club due to the nature of the event. For more information contact the UVU Clubs Office located in SL 122, or at [clubs@uvu.edu](mailto:clubs@uvu.edu).

## SECTION: PUBLICITY

### TITLE: CLUBS PUBLICITY

The Clubs Office offers a variety of no cost and low-cost ways for clubs to promote and advertise their events, meetings, and activities. These items and services include:

- Designed Publicity
  - Club Design
  - Clubs Design Library
  - Custom graphic designs
- Digital Publicity
  - Digital Signage
  - Clubs social media
- Printed Publicity
  - Flyers
  - Posters
  - A-Frame Prints
  - Banners
  - Yard Signs
- Publicity Check-Outs
  - Tablecloths
  - Backdrops
  - Pop-up Banners
  - Directional A-Frames

**Club Publicity Request Form:** The CLUB PUBLICITY REQUEST form is needs to be completed if you need to request any of the items or services. The form is on the Clubs website: [uvu.edu/clubs](http://uvu.edu/clubs) >> Club Forms. This form should be submitted **6-8 weeks** before your event, especially if you are requesting customized graphic designs and logos.

By completing this form, the Clubs Office will complete the Campus Connection Adobe Sign for your printed publicity to be hung/posted on campus and send your Copy Center order for printing.

All club created publicity needs to meet the standards listed below.

- Pixilated or have low resolution cannot be used.
- Designs cannot contain copyrighted images or materials without consent.
- All graphics must be submitted as a JPEG or PNG.
- Graphics must be sized properly (See page 36).
- To be approved, all publicity must have the following.
  - Club Name
  - Name of Event
  - Date, Time, and Location of Event
  - UVU Clubs Medallion

# SECTION: PUBLICITY

## TITLE: DESIGNED PUBLICITY

Both digital and printed publicity starts with a great graphic design. Graphic designs need to meet campus standard requirements before they can be used. Clubs should review the [UVU Style Guide](#) on the Clubs website: [uvu.edu/clubs](http://uvu.edu/clubs) >> Resources.

**Club Design:** Clubs can create their own graphic designs to promote their events.

### Things to know:

- Designs that are pixelated or have low resolution cannot be used.
- Designs cannot contain copyrighted images or materials without consent.
- The file must be submitted as a JPEG or PNG, no other formats will be accepted.
- All publicity must have the following in order to be approved.
  - Club Name
  - Name of Event
  - Date, Time, and Location of Event
  - UVU Clubs Medallion

**Clubs Design Library:** Clubs can select one of thirty (30) designs made specifically for UVU clubs by the Student Leadership and Involvement department graphic designers. The design library can be found on the Clubs website: [uvu.edu/clubs](http://uvu.edu/clubs) >> Resources.

### Things to know:

- Anticipate a one week turn-around time.
- Designs selected multiple times will be retired to keep library fresh.

**Custom Graphic Designs:** Clubs can utilize the Student Leadership and Involvement department graphic designers to create unique designs for your event or to use as a club logo.

### Things to know:

- Custom designs and logos take **6-8 weeks**, from submission to delivery.
- Clubs will be given a timeline of completion of their project or logo.
  - You are responsible to keep the timeline by responding to emails quickly.
- Club logos must be approved by Trademarks and will be handled by the graphic designers as part of the design process.

# SECTION: PUBLICITY

## TITLE: DIGITAL PUBLICITY

**Digital Publicity:** Digital Publicity is a great way to get your club's information out both on and off campus.

**Campus Groups Events & Online Calendar:** The Clubs Office automatically adds approved club meetings, practices, and activities to the events on Campus Groups (involvement database system) and UVU's Student Life public online calendar.

Things to know:

- Submit your club logo or designed publicity to add to your event.

**Digital Signage:** Digital graphics for any event, meeting, service project, or fundraiser are broadcasted to digital displays throughout campus. All Digital Signage runs for **14 calendar days**.

Things to know:

- Each club can display **four (4)** advertisements through Digital Signage each semester.
  - The Clubs Office can only have 10 Digital Signage advertisements running at a time.
- Only club sponsored events and/or activities, open to the entire student body, are permitted to be advertised using digital signage.
  - Private club events or meetings will not be approved to run on Digital Signage.
- Designs that are pixelated or have low resolution cannot be used.
- The file must be submitted as a JPEG or PNG, no other formats will be accepted.
  - Transparent backgrounds will show up as white.
  - For vertical, it must be 1080x1920 pixels.
  - For horizontal, it must be 1920x1080 pixels.
  - A graphic will only display for 10-15 seconds at a time, so the signage should reflect this time constraint.
- All Digital Signage must have the following in order to be approved.
  - Club Name
  - Name of Event
  - Date, Time, and Location of Event
  - UVU Clubs Medallion

**UVU Campus Policy 161:**

“University websites and digital signage are reserved for university organizations for university speech. However, 10 digital signage slots shall be reserved for registered student clubs to advertise meetings, fundraisers, service projects, or other events that are open to the entire student body. Registered student clubs must submit their signage to the UVU Clubs Office and comply with the digital signage procedures included in the UVU Clubs Handbook. The UVU Clubs Office shall post digital signage that complies with such procedures on a first come, first-serve basis, up to the 10-slot limit. The UVU Clubs digital signage procedures shall be viewpoint neutral and shall not violate this policy.”

## SECTION: PUBLICITY

### TITLE: DIGITAL PUBLICITY CONTINUED

**Social Media:** Clubs can have their event added to the Clubs Office Instagram story or post, Facebook events, and Twitter feed. You can also tag @UVUClubs in a post, or we can set up an Instagram take-over.

**Instagram Take-Overs:** A club will have access to the Clubs Instagram account for 24 hours.

Things to know:

- In the 24-hours you can post about your club.
  - The purpose of your club
  - Events your club is hosting
  - Introduce your club members
- The Clubs Office will be monitoring all content that is posted, if there is anything inappropriate posted it will be taken down and we will log you out of the account.
  - With UVU being an inclusive campus please do not post things that would be considered demeaning, threatening, or vulgar.
- After 24 hours you will need to log out of the Instagram account.

## SECTION: PUBLICITY

### TITLE: PRINTED PUBLICITY

**Printed Publicity:** The Clubs Office has some low cost and no cost printed publicity options to promote your club activities and events across campus. All printed publicity is approved and ordered through the **CLUB PUBLICITY REQUEST** form.

Things to know:

- All printed publicity must include the following.
  - UVU Clubs Medallion
  - Name of sponsoring club
  - Name of event, activity, project, etc.
  - Date, time, and location
- Signs can **ONLY** be posted and hung after they have been reviewed by Campus Connection. This process takes a minimum of 24 hours to allow for processing. There are **NO EXCEPTIONS** to this rule.
- Printed publicity not removed after the event will result in a \$25 charge from Campus Connection.
- Tape of any kind may not be used to hang signage.

**The following are locations that signs are NOT permitted to be hung:**

- Painted walls, concrete pillars, concrete walls, or carpeted walls
- Woodwork of any kind
- Office windows, unless permission is obtained from the office
- Bathroom stalls, mirrors, windows, doors, or doorways, this includes glass, metal, or wood
- Machinery of any kind, (vending machines, drink machines, bank machines, etc.)
- Department bulletin boards, unless permission is obtained from the department

## SECTION: PUBLICITY

### TITLE: PRINTED PUBLICITY CONTINUED

**A-Frames Prints:** Double-sided plastic boards that holds 24"x36" laminated signs. They are placed outdoors by Campus Connection or used the day of your event as directional signs.

Things to know:

- All printed publicity must include the UVU Clubs Medallion.
- A-Frames can be placed outside for **two (2) weeks**.
- Only **two (2)** A-Frames per event are permitted.
- Indoor directional signs can only be in place an hour before and during your event.
- There is **no printing cost**, when event is open to the entire student body, and you use the CLUB PUBLICITY REQUEST form.

**Banners:** Printed paper 21"x60" event banners that hang from the hallway ceiling in various locations throughout campus.

Things to know:

- Banners can hang for **two (2) weeks**.
- Only **two (2)** banners per event.
- Clubs must hang banners in an available location and take them down after the 14 days or the day after the event, whichever is sooner.
  - Clubs can be fined \$25, by Campus Connection, if they do not remove their banners promptly.
- There is **no printing cost**, when event is open to the entire student body, and you use the CLUB PUBLICITY REQUEST form.
- All printed publicity must include the UVU Clubs Medallion.

**Flyers:** Standard flyers are quarter sheets, 4.25"x5.5", with event details that are passed out in hallways. The average cost for 250 flyers printed in the Copy Center is \$16.76.

Things to know:

- All printed publicity must include the UVU Clubs Medallion.
- No more than two flyers for any event may be posted on any single bulletin board or kiosk.

**Posters:** Event posters, 11"x17", can be hung in designated spaces throughout campus. The average cost for 25 posters printed in the Copy Center is \$13.75.

Things to know:

- All printed publicity must include the UVU Clubs Medallion.
- Maximum limit to be distributed on campus: 50 for one month or 25 for two months.
- No more than two signs for any event may be posted on any single bulletin board or kiosk.
- Tape of any kind may not be used to hang signage.
- Please refer to page 32, for a list of where printed publicity cannot be hung.

## SECTION: PUBLICITY

### TITLE: PRINTED PUBLICITY CONTINUED

**Yard Signs:** Double-sided corrugated plastic signs displaying horizontal 17”x11” event posters. They are placed outdoors by Campus Connection. The average cost for 38 horizontal posters printed for 19 yard-signs is \$20.09 from the Copy Center.

Things to know:

- All printed publicity must include the UVU Clubs Medallion.
- Signs can ONLY be posted after they have been reviewed by Campus Connection. This process takes a minimum of 24 hours to allow for processing. There are NO EXCEPTIONS to this rule.
- Campus Connection will place yard signs outside around campus and return them to their location, for pick-up, after 14 days.

Any non-commercial sign, notice, poster, or banner posted on UVU’s campus MUST HAVE the Clubs Office logo included on it and if not, the club must obtain a stamp from the Clubs Office with our logo on it to add to all materials. After ensuring the Clubs Office logo is included on all materials, the club must obtain a visible expiration date sticker from Campus Connection. This will include a date of when the sign, notice, poster, or banner needs to be removed, generally not to exceed 14 calendar days from the date of posting. Signs hung without approval will be removed and disposed of. **\*\*CAMPUS CONNECTION CAN ONLY APPROVE IF IT HAS A CLUBS OFFICE LOGO ON IT.**

## SECTION: PUBLICITY

### TITLE: PUBLICITY CHECK-OUTS

**Publicity Check-Outs:** The Clubs Office has publicity items clubs can use at their events and activities. There is no cost the use these items. Items need to be returned after your event.

Things to know:

- Do not use the tablecloths for tables with food or drinks.
- Some Publicity Check-Outs are included in the Publicity Packages (See page 35).
- Items can also be check-out through the CLUB PUBLICITY REQUEST form, in the al a carte menu.

	<i>Description</i>	<i>Duration</i>	<i>Quantity</i>
<i>Tablecloth</i>	Clubs Office logo tablecloths for banquet length tables. These are for check-in tables or tabling in the hallway.	24 hours	10
<i>Large Backdrop</i>	Double-sided 10’ backdrop with Clubs Office & Do More of What You Love logos.	24 hours	1
<i>Free-Standing Banner</i>	Do More of What You Love vertical pop-up banners.	24 hours	3
<i>A-Frame</i>	Used a directional signage the day on the event, inside the building.	24 hours	12

# SECTION: PUBLICITY

## TITLE: PUBLICITY PACKAGES

**Publicity Packages:** The Clubs Office offers four (4) packages and an a la carte menu based on the size of your club's event. Your ambassador will assist you throughout the publicity process to help with the success of your event.

<i>Publicity Options</i>	<i>Platinum Package</i>	<i>Gold Package</i>	<i>Silver Package</i>	<i>Bronze Package</i>
	Large Events Open to the Student Body & Community	Smaller Events Open to the Student Body	Club/Department Events or Meetings	Meetings/Practices
	Over 200 People	125-200 People	50-125 People	5-35 People
	~\$52-\$65	~\$32-\$45	~\$12-\$25	No Cost
<b>Designed Publicity</b>				
<i>Club's Own Design</i>	X	X	X	X
<i>Clubs Designs Library</i>	X	X	X	X
<i>Graphic Designers</i>	X	X		
<b>Digital Publicity</b>				
<i>Campus Groups Events &amp; Online Calendar</i>	X	X	X	X
<i>Digital Signage</i>	X	X	X	X
<i>Social Media</i>	X	X	X	X
<b>Printed Publicity</b>				
<i>A-Frames (2 w/ 4 prints)</i>	X	X		
<i>Banners (2)</i>	X			
<i>Flyers (250)</i>	X			
<i>Posters (25)</i>	X	X	X	
<i>Yard Signs (19 w/ 38 prints)</i>	X	X		
<b>Publicity Check-Outs</b>				
<i>Directional A-Frame</i>	X	X		
<i>Other Check-outs</i>	X	X		

SECTION: PUBLICITY  
TITLE: TEMPLATES

**PUBLICITY TEMPLATES**

**PRINT**  
CMYK Mode

- Banner: 42"x60"
- Flyer: 4.25" x 5.5"
- Trifold: 3.7" x 8.5"
- Yard Sign: 17"x11"
- Poster: 11"x17"
- A Frame: 24"x36"

**DIGITAL**  
RGB Mode

- Digital Signage (DS) Banner: 5760 px X 1080 px
- DS Horizontal: 1920 px X 1080 px
- Instagram: 900 px X 900 px
- FB Cover: 828 px X 465 px
- FB Ad: 764 px X 295 px
- DS Vertical: 1920 px X 1080 px

**ANY SPECIAL SIZE REQUESTS SHOULD HAVE THE DIMENSIONS IN THE BRIEF.**

## SECTION: PUBLICITY

### TITLE: SIDEWALK CHALK

If your club is interested in using temporary sidewalk chalk to advertise for an event, activity or meeting, the club must adhere to the following rules and guidelines:

#### **Approval**

No official approval is needed. Temporary sidewalk chalk is permitted as long as the club event, activity or meeting is being held on-campus. No off-campus events are allowed to be advertised with sidewalk chalk on-campus. The message must include the club's name, event name, date, time, and location.

#### **Cost**

There is no fee for drawing signage with chalk, but individuals or organizations that fail to comply with the location restrictions may be fined any additional cost needed for the removal of the sidewalk chalk.

#### **Size/Number**

There is no size or number requirement. You're welcome to advertise with chalk in whatever size and without a limit to the number of times it can appear on-campus as long as the location requirements are met.

#### **Time Frame**

These messages must be on the ground, and they must be removed by the end of the day of the event.

#### **Location(s)**

Messages written in sidewalk chalk may be drawn on sidewalks located in the Pope Science Courtyard and the Student Life Wellness Center Plaza but are not permitted on any permanent standing structures. They must be on the ground.

Messages or slogans of any kind may not be painted, hung, or otherwise written on trees, buildings, windows, sidewalks, grounds fountains, walls or other structures or surfaces, or on the personal property of others.

## SECTION: TRAVEL

### TITLE: OFF-CAMPUS TRAVELING

Clubs may encounter a time where they will be traveling in-state or out-of-state. To ensure the club members' safety, the club must follow the Clubs Office procedures.

#### Things of know:

- Request must be submitted **four (4) weeks** before travel date.
- All club travel needs to be approved by the Clubs Office prior to the travel.
  - This includes travel paid by another campus department or organization.

**Travel Authorization Request Form:** The TRAVEL AUTHORIZATION REEQUEST form is on the Clubs website: [uvu.edu/clubs](http://uvu.edu/clubs) >> Club Forms.

- Submit the TRAVEL AUTHORIZATION REQUEST form.
- Provide details on the type of expenses and the costs.
- Attach a list of students of those traveling and their UVU IDs.
- Upload an agenda or itinerary.

**Travel Approval:** Once your club's travel request is approved, the Clubs Manager will email an ACTIVITY PARTICIPATION AGREEMENT and TRAVEL AGREEMENT for each member traveling to review. In addition, all those traveling will be required to attend a travel meeting with the Manager prior to departure.

- All members traveling are expected to bring their completed forms to the scheduled travel meeting with the Clubs Manager, prior to the trip.
  - During this meeting, each member traveling from the club must review, their initialed and signed a travel agreement, which affirms each individual is committed to adhering to the departmental expectations for travel.

**Paying for Travel:** Enough funding must be available in the club account to cover the expenses associated with traveling. When traveling, the club may use the Clubs Manager's UVU credit card designated for travel to pay for conference registration fees, hotel costs, flights, and rental cars. During the trip, the club will have to pay for all other expenses such as gas, food, entertainment, and other miscellaneous items directly and submit receipts for reimbursement.

- After the club has returned from traveling, all receipts must be submitted to the Clubs Office within 10 days. Please keep in mind that all receipts must be itemized, and that no alcohol can be purchased.

## SECTION: TRAVEL

### TITLE: OFF-CAMPUS TRAVELING CONTINUED

**Fleet Services:** If vehicles are required for travel, please contact Fleet Services (801-863-8720) as soon as you know you will be traveling and needing vehicles. This is to ensure proper use of the vehicles are maintained, campus policies are followed, and it helps our office to be aware of it.

# SECTION: SAFETY

## TITLE: RISK MANAGEMENT

**High Risk Activities:** For liability reasons, Utah Valley University does not permit high risk activities (hang gliding, outdoor survival courses, advanced mountain climbing, or hot air ballooning) to be held on Utah Valley University land or to be sponsored by university departments and groups. Individuals wishing to organize such activities on their own may do so but are not permitted to use the Utah Valley University name with publicity or when dealing with vendors, participants, or others.

Groups must consult with appropriate departments when large, unusual, or potentially risky events are planned. In organizing such events, the event planner from the club may be assuming responsibility for the safety of participants and might be held personally liable in case of accidents.

All participants must have individual primary insurance. However, there are circumstances where a student organized event may assume more risk and may be required to purchase insurance or certain waivers for such events.

Potential situations considered high risk include:

- Large commercial events, such as concerts, fairs, and large-scale athletic events.
- Events that have off-campus co-sponsors. Such events must be insured either by the student club or the co-sponsor, preferably by the off-campus sponsor.
- Outdoor events (inclement weather can stop the event, but not the costs associated with the event).
- Any student organization-sponsored trip/outing.
- Physical activities such as trampolines, mud volleyball, jumping, flipping, etc.

**Activity Participation Agreement Forms:** Clubs with inherent risk, need to submit forms annually. Waivers may be obtained from the UVU Clubs Office ([clubs@uvu.edu](mailto:clubs@uvu.edu)) or by going to the UVU Office of Risk Management website: [uvu.edu/riskmanagement/forms](http://uvu.edu/riskmanagement/forms) >> Activity Forms >> Risk Waiver for Adults - ACTIVITY PARTICIPATION AGREEMENT.

Things of know:

- Each member must fill out an ACTIVITY PARTICIPATION AGREEMENT each year they participate with the club (i.e., Hip-Hop Club, Aikido Club, Climbing Club, etc.) where any kind of risk is involved.
- Any other organization or club who will assume any risk with their activities, must also complete a risk management waiver before holding any events/activities.
- These forms need to be turned into the Clubs Office.
  - The Clubs Office will forward the signed documents to the Office of Risk Management.
  - If your club has any questions pertaining to Risk Management, please call 801-863-8245 or email [riskmanagement@uvu.edu](mailto:riskmanagement@uvu.edu).

# SECTION: SAFETY

## TITLE: PUBLIC SAFETY

### Fire Safety:

- Site plans for outdoor events need to be set up to ensure fire department access and compliance with related code requirements.
- Specially built structures in or outside the venue (tents, props, stages, or other large equipment) must be approved.
- Use of electrical equipment and generators. Use of smoke generator must be pre-approved for limited use due to the false alarms they can cause on the automatic smoke detection systems.

Special decorations, equipment, etc. must be inspected prior to the event to ensure they meet the flame-retardant requirements. Clearance around exits and fire protection equipment and open fires, cooking booths or barbecues must also be inspected.

Campus Fire Marshal  
Justin Sprague  
(801) 863-8021  
[Justin.sprague@uvu.edu](mailto:Justin.sprague@uvu.edu)

Plans must be submitted to the Fire Marshal **seven (7) days** in advance. Inspection requests must occur three days in advance.

### On-Campus Police:

Contact Public Safety (801-863-5555) at least **four (4) weeks** in advance for events that meet any of the following:

- Expected attendance of more than 250 people
- Will be advertised off campus via ads, flyers, or invitations
- Involves parking for off-campus visitors
- Involves special circumstances or support, such as delivery trucks, high-profile speakers/artists

Additional security for events may incur additional fees and costs.

## SECTION: CAMPUS POLICIES

### TITLE: CRITICAL POLICIES

#### **Alcohol:**

First, it is important for student leaders to know and follow the University's policy on alcohol and controlled substances. Specifically, it is the policy of Utah Valley University to maintain a drug-free workplace and campus. The unlawful manufacture, distribution, dispensation, possession and/or use of controlled substances or the unlawful possession, use or distribution of alcohol is prohibited on the Utah Valley University campus, in the workplace or as a part of any of the University's activities.

The workplace and campus are presumed to include all Utah Valley University premises where the activities of the University are conducted. Violation of this policy may result in disciplinary sanctions up to and including terminations of employment or expulsion of students. Violations may also be referred to the appropriate authorities for prosecution. Second, student group leaders should be aware of any alcohol policy that relates to their group activities.

#### **Hazing:**

Hazing is prohibited by state law and University policy.

A student assumes the responsibility to conduct himself/herself in an appropriate manner. Categories of misconduct that are not considered responsible behavior include, but are not limited to the following:

- Failure to respect the right of every person to be secure and protected from fear, threats, intimidation, harassment, hazing and/or physical harm caused by the activities of groups or individuals.
- Sexual assault, harassment, or any other unwelcome verbal or physical sexual activity, including the support or assistance of such activities.

There will be consequences to any club and/or students found to have violated hazing laws or University policy. Sanctions may include loss of its status as a recognized student club. In addition, individuals alleged to have engaged or participated in hazing or committed any hazing act may be referred to the Student Conduct Office or Campus Police for disciplinary action.

## SECTION: CRITICAL POLICIES

### TITLE: CRITICAL POLICIES CONTINUED

#### **Lotteries, Raffles and Free Drawings:**

The distribution of prizes or gifts by chance where money is exchanged is against university policy and state law, and therefore prohibited. Drawings cannot be held as fundraising events. However, free drawings may be held if:

- All persons who request a ticket are accommodated; and
- Participants are not required to donate money to obtain a ticket for the drawing; and
- Clear instruction as to whether or not the ticket holder needs to be present in order to win.

#### **Noise:**

Since Utah Valley University is a residential community, everyone has a responsibility to moderate noise. University policies on noise are based upon local ordinances. Current guidelines include:

- Amplified sound is not permitted during class hours in areas that could disturb classes
- It shall be unlawful for any person to maliciously or willfully disturb the peace and quiet of another by loud or unusual noise or by tumultuous conduct or by threatening or yelling in a manner likely to incite another to violence
- All entertainment activities in or adjacent to residential zones with sounds that unreasonably disturbs or interferes with the peace, comfort or repose of the owners must be curtailed between the hours of 10:30 p.m. and 7:00 a.m. -City of Orem Criminal Offenses 9-2-9, Ord. No. 661
- For indoor events, only open windows and doors that face away from neighbors who are likely to be disturbed
- Distribute a flyer beforehand to neighbors likely to be disturbed with the date and time of the event and a phone number and contact person whom neighbors can call before calling the police

#### **Copyright:**

A copyright is the set of exclusive legal rights that authors have to protect how their work is used. These rights include copying, distributing, or performing any part of another's work or intellectual property. An author's rights begin when a work is created and considered copyrighted even without a copyright mark. All clubs must adhere to the copyright law. Activities which bring copyright law into play would include showing a movie, producing a play, playing audio recordings, or reprinting pieces from published works, including photographs. Generally, you must secure permission from the author or publisher before presenting copyrighted material; however, there are several educational exceptions. Please contact the Clubs Office for assistance in determining whether permission is necessary and how to seek it.

# SECTION: APPENDIX

## TITLE: ICC CONSTITUTION

**CONSTITUTION OF UVU CLUBS:  
THE INTER-CLUB COUNCIL OF UTAH VALLEY UNIVERSITY**  
*Ratified March 5, 2021*

### **ARTICLE I – PURPOSE**

#### *SECTION I – NAME*

The name of this organization shall be “Inter-Club Council,” hereafter referred to as ICC.

#### *SECTION II – PURPOSE*

- A. To serve as the body to coordinate and implement the approved policies with chartered student clubs as established by the Clubs Office and administration of Utah Valley University (UVU).
- B. To further the cultural, academic, and social experience of students attending UVU through registered student clubs in conjunction with the administration of UVU.
- C. To allocate funding to clubs in order to fulfill their objectives.
- D. To assist clubs with all responsibilities needed to provide events for the UVU student population.

#### *SECTION III – CLUB RIGHTS*

- A. Any member of a registered, active club will be guaranteed the following:
  - 1. The right to schedule the Student Center and other campus facilities free of charge pending venue availability.
  - 2. The right to have one voting representative at all ICC General Assembly meetings.
  - 3. The right to run for the elected position of ICC President and/or apply for an appointed ICC Club Ambassador position.
  - 4. The right to use funds in their respective accounts after receiving appropriate approvals.
  - 5. The right to plan and organize club events that pertain to their respective club mission and purpose.

## **ARTICLE II – ORGANIZATION**

### *SECTION I – GOVERNING BODIES*

- A. The Inter-Club Council will be comprised of the ICC Executive Board, the General Assembly, and the ICC Administrative Board.

### *SECTION II – ICC EXECUTIVE BOARD*

- A. The following will comprise the ICC Executive Board:
  - 1. ICC President
  - 2. Club Ambassador
  - 3. Club Ambassador
  - 4. Club Ambassador
  - 5. Club Ambassador
  - 6. Club Ambassador
  - 7. Club Ambassador
  - 8. Club Ambassador
  - 9. Club Ambassador
- B. Requirements while serving as a member of the ICC Executive Board are as follows:
  - 1. Must be currently enrolled in and successfully complete a minimum of 12 credits hours per semester; and maintain a minimum semester grade point average (GPA) of 2.5.
  - 2. Attendance at scheduled meetings, open office hours, and activities for which the board member has responsibility shall be required.
  - 3. Abide by the Department of Student Leadership and Involvement Requirements form along with the Behavioral Agreement and Student Code of Conduct.

### *SECTION III – INTER-CLUB COUNCIL PRESIDENT*

- A. The Inter-Club Council shall be chaired by the ICC President.
- B. The ICC President will be elected by the General Assembly of the ICC.
- C. To file as a candidate, the following requirements must be met:
  - 1. Be nominated and/or sponsored by a club by submitting a signed statement from a club. The statement must be signed by a club representative other than the candidate themselves.
  - 2. Be an active member of a club for at least one (1) semester prior to the election.

*SECTION III – INTER-CLUB COUNCIL PRESIDENT CONTINUED*

3. Possess a minimum cumulative GPA of 3.0 at time of declared candidacy and maintain a 2.5 minimum GPA each semester while holding the position.
  - i. Candidates with a cumulative grade point average between 2.75-2.99 may be subject to additional requirements. See the ICC Presidential Election packet for specific requirements.
- D. The election of the ICC President will be overseen by the ICC Executive Board and conducted in accordance with the rules set forth in the ICC Elections Packet. Any changes to the Elections Packet must receive a two-thirds vote from the ICC Executive Board.
- E. The term of office for the ICC President shall be one full year, beginning the day of spring graduation.

*SECTION IV – CLUB AMBASSADORS*

- A. Club Ambassadors shall be appointed through an application process overseen by the newly elected ICC President and Clubs Manager. Any changes to the Application Packet must receive a two-thirds vote from the ICC Executive Board.
- B. To be an eligible applicant, the following requirements must be met:
  1. Be nominated and/or sponsored by a club by submitting a signed statement from a club. The statement must be signed by a club representative other than the candidate themselves. This statement is recommended, but not required.
  2. Possess a minimum cumulative grade point average (GPA) of 3.0 at time of declared candidacy and maintain a 2.5 minimum GPA each semester while holding the position.
    - i. Candidates with a cumulative grade point average between 2.75-2.99 may be subject to additional requirements. See the Club Ambassador application for specific requirements.
  3. Be a member of a registered and active club for at least one (1) semester prior to application is recommended, but not required.
- C. All Club Ambassadors shall retain the powers associated with being a member of the ICC Executive Board as outlined in Article II, Section V.

#### *SECTION IV – CLUB AMBASSADORS CONTINUED*

- D. Club Ambassadors shall be assigned to work with specific registered clubs based on the following club categories. Assignments will be made by the ICC President no later than July 1 of the term of office.
  - 1. Academic
  - 2. Athletic and Recreational
  - 3. Ethnic and Cultural
  - 4. Performing Arts and Media
  - 5. Political and Social Awareness
  - 6. Worldview
  - 7. Social
  - 8. Service
- E. The term of office for the Club Ambassadors shall be one full year, beginning the day of spring graduation.

#### *SECTION V – ICC EXECUTIVE BOARD POWERS*

- A. Two-thirds of the ICC Executive Board must be present to take any action. There will be no votes by proxy. The ICC Executive Board will retain the following powers in the ICC:
  - 1. To serve as the governing body of the ICC.
  - 2. To amend the ICC rules and policies as stipulated in Article VI, Section I.
  - 3. To represent and be the voice of clubs at Utah Valley University.
  - 4. To approve or deny the annual registration of any clubs.
  - 5. To declare clubs inactive as stipulated in Article V, Section I.
  - 6. To remove inactive clubs from the General Assembly as stipulated in Article V, Section II.
- B. The ICC Executive Board may modify this constitution in accordance to changes with Utah Valley University policy and procedures or federal and state law. All changes or additions must be in direct correlation to institutional or departmental changes and must be ratified by General Assembly in the next general or special election.

#### *SECTION VI – GENERAL ASSEMBLY*

- A. The General Assembly will consist of all the representatives from currently registered clubs.
- B. Only one representative from each registered club may have a vote in the General Assembly.
- C. A club may appoint a member of their club to act as their ICC Representative at General Assembly meetings. If no club member has been appointed, the Club President is the assumed ICC Representative.
- D. The ICC Executive Council coordinate and manage the General Assembly meetings.

*SECTION VII – GENERAL ASSEMBLY POWERS*

- A. The General Assembly will retain the following powers in ICC:
  - 1. To recall any ICC Representative in accordance with Article III, Section I.
  - 2. To vote in the general election of the ICC President.
  - 3. To approve any constitutional amendments taken by the ICC Executive Board that require the approval of the General Assembly.

*SECTION VIII – ICC ADMINISTRATIVE BOARD*

- A. The ICC Administrative Board shall be comprised of the following voting members:
  - 1. ICC President
  - 2. Club Ambassador
  - 3. Club Ambassador
  - 4. Club Ambassador
  - 5. Club Ambassador
  - 6. Student at Large
  - 7. Clubs Manager
- B. The Clubs Manager, or assigned staff member, must be present for any action to be taken by the ICC Administrative Board.
- C. If the ICC President cannot be present, one (1) of the eight (8) Club Ambassadors who are not already present may attend and vote in their place. If a Club Ambassador cannot be present, a representative from one (1) of the clubs they oversee may attend and vote in their place.

*SECTION IX – ICC ADMINISTRATIVE BOARD POWERS*

- A. The ICC Administrative Board will retain the following powers:
  - a. To interpret this constitution with the approval of the ICC President.
  - b. To allocate money designated by the Department of Student Leadership and Involvement to active and registered clubs.
  - c. Ensure all procedures are conducted in accordance with the Clubs Handbook.

**ARTICLE III – RESERVED POWERS**

*SECTION I – RECALL*

- A. Clubs shall have the right to recall any member, members, or decision of the ICC in accordance with the following procedures:
  - a. The reasons for recalling individuals must be based up performance of their duties as an officer and/or constitutional violations.
  - b. Gather a petition bearing signatures of a majority of the voting members of the General Assembly.

*B. SECTION I – RECALL CONTINUED*

- a. Post the reasons for recall and the time and location of an open forum to discuss these reasons for such actions.
- b. List the reasons and related information in the school newspaper at least one (1) week prior to voting.
- C. Two-thirds vote of the General Assembly is required for the recall of a member, members, or action made by the ICC.

*SECTION II – IMPEACHMENT*

- A. Impeachment proceeding against any ICC Executive Board member may be initiated by any member of the General Assembly with a two-thirds vote of the General Assembly.
- B. Impeachment hearings will be conducted by the Clubs Manager within two (2) weeks of the impeachment request.
  - a. The Clubs Manager will schedule the hearing within the two (2) week period inviting all members of the General Assembly to attend.
  - b. During the hearing those that have initiated the impeachment of an ICC Executive Board member will have the opportunity to present their reasons for impeachment to the General Assembly.
  - c. ICC Executive Board members in question will have the opportunity to respond to the reasoning presented.
  - d. The Clubs Manager will render a recommendation to the General Assembly determining whether or not the ICC Constitution has been violated.
- C. Final impeachment decisions must be carried by a three-fourths vote of the General Assembly.

*SECTION III – DISMISSAL*

- A. Failure to comply with the requirements as stated in this constitution shall result in dismissal of the ICC Executive Board member, ICC Presidential candidate, or Club Ambassador applicant.
- B. Dismissals shall be conducted by the Clubs Manager.
- C. All appeals will be reviewed by the Director of Student Leadership and Involvement.

*SECTION IV – VACANCIES*

- A. A vacancy in the ICC President position shall be filled by a current Club Ambassador per the following process:
  - 1. The Clubs Manager will determine and announce the date of ICC Executive Board meeting in which nominations will be accepted and voting will take place.
  - 2. Only current Club Ambassadors in attendance will be permitted to vote. Proxy votes will not be permitted.
  - 3. Regardless of the reasoning for the position vacancy the outgoing ICC President will not be permitted to vote for their replacement.
  - 4. The ICC Executive Board will open for nominations until voting is closed by a simple majority vote.
  - 5. The ICC Executive Board will determine the length of time each nominee is permitted to speak regarding the nomination. The council may also determine a length of time for questions and answers of each nominee. All candidates will be allotted equal time.
  - 6. After each nominee has spoken, the ICC Executive Board will move to vote. Voting will be performed by secret ballot.
  - 7. In the case that more than two candidates are nominated, a vote will be held to narrow the candidate field to two nominees by having each board member vote for two candidates. The top two candidates will move on to a final vote.
  - 8. The candidate receiving a simple majority vote will be elected to the designated ICC President position.
- B. Vacancies in Club Ambassador positions will be filled according to the appointment process outlined in Article II, Section IV, Subsection A.

*SECTION V – IMPLIED POWERS*

- A. Final powers not specified herein are reserved, with discretion, to the ICC Executive Board.

**ARTICLE IV – CLUB REGISTRATION**

*SECTION I – MEMBERSHIP*

- A. Membership in all clubs is open to all regularly enrolled students and community members.
- B. There must no physical harassment or debasement of new or continuing members at any time.
- C. At least 75% of the membership in each registered club must be students currently enrolled at Utah Valley University.

## *SECTION II – OFFICERS*

- A. Officers must be students in good standing, defined as:
  - a. Not under disciplinary action by UVU.
  - b. Adhering to UVU policies, procedures, and departmental guidelines.
- B. The President of the club must be a full time UVU student, enrolled in a minimum of 12 credit hours per semester, excluding summer semester.
- C. Club mentors are not considered an officer of the club and are not required for registration. Mentors can be a community member or a full time exempt UVU employee selected by the club.

## *SECTION III – CLUB DUES*

- A. Club dues provide the necessary funding base for club sustainability but are not required to become a registered and active club.
- B. In the case that club dues are established club officers should determine the dollar amount charged to each participating member and include that amount on the annual registration form and individual club constitution as a condition of membership.
- C. All club dues must be collected by the Clubs Office. Collections of funds by club members is not permitted.

## *SECTION IV – REGISTRATION*

- A. The annual registration form housed within the Clubs Office must be completed to be eligible for consideration as a registered club at UVU.
- B. A club constitution must be submitted with the annual registration form outlining the processes and requirements of the club.

## *SECTION V – INACTIVE CLUB STATUS*

- A. A club will be considered inactive if:
  - a. It has failed to have a representative attend an ICC General Assembly meeting at least once a semester.
  - b. It has not completed a registration form and been approved by the ICC Executive Board.
  - c. The club account has a negative balance.
  - d. The club has not completed at least one (1) service project per semester, with the exception of summer semester.

## *SECTION V – INACTIVE CLUB STATUS CONTINUED*

- B. While a club is inactive:
  - a. It cannot use campus-wide facilities.
  - b. The club account will be frozen and expenditures from it may not be withdrawn without prior approval from the ICC Executive Board.
  - c. It cannot publicize on campus.
  - d. It cannot seek additional funding or merit money from the ICC Administrative Board.
- C. A club may regain active status with approval from the ICC Executive Board.

## *SECTION VI – REMOVAL OF INACTIVE CLUBS*

- A. Any club that is inactive for two consecutive semesters will be brought before the ICC Executive Board for review.
- B. Before any action may be taken regarding any club, the club president will receive notification from the ICC President.
- C. Two (2) weeks after notification is given to the club president, the ICC Executive Board may take any of the following actions:
  - a. Remove the club's name from the ICC records.
  - b. Transfer monies left in the club account into the general club funding account to be reallocated by the ICC Administrative Board.
  - c. Grant additional time to the club to reorganize and reactivate under the supervision of the Clubs Manager.

## *SECTION VII – REORGANIZATION OF A CLUB*

- A. Any club that submits a registration form with the same purpose and/or mission statement will be considered a continuing club and not a new club.

## **ARTICLE V – MANUAL/HANDBOOK**

### *SECTION I – PROCEDURES AND REGULATIONS*

- A. A set of procedures, regulations, and guidelines will be established by the Department of Student Leadership and Involvement, Clubs Office, and the ICC Executive Board and compiled into a manual, known as the Utah Valley University Handbook for Clubs.
- B. The manual shall be distributed to club presidencies and members, posted on the UVU website, and available in the Clubs Office.
- C. Anything to be included in, added to, or deleted from the manual must be approved by a two-thirds vote of the ICC Executive Board.
- D. The manual is considered a by-law to this constitution.

**ARTICLE VII – AMENDMENT PROCEDURES**

*SECTION I – INITIATION*

- A. Amendments to this constitution may be initiated by a two-thirds vote of the ICC Executive Board or by a petition bearing the signature of ten (10) percent of the General Assembly.

*SECTION II – NOTIFICATION*

- A. A proposed amendment shall meet the following criteria before presented for a vote of the ICC General Assembly:
  - a. The proposed amendment shall be posted on the Clubs Office website at least five (5) days prior to voting and during the entire timeframe that voting is open.
  - b. The proposed amendment shall be discussed in at least one (1) open forum prior to voting.

*SECTION III – RATIFICATION*

- A. Amendments shall become part of this constitution upon a majority vote of the members of the General Assembly voting in a general or special election.

**ARTICLE VI – BY-LAWS**

*SECTION I – ESTABLISHMENT*

- A. A set of by-laws may be established by the ICC Executive Board. Anything to be included in, added to, or deleted from the by-laws must receive a two-thirds vote from the ICC Executive Council.
- B. The purpose and content of the by-laws shall be to define the mechanics of running the affairs of Clubs Program housed in the Department of Student Leadership and Involvement without conflicting with this constitution.

# SECTION: APPENDIX

## TITLE: FORMAL CONSTITUTION WRITING GUIDE

### Constitution of Club

#### Article I. Name

The name of this club shall be\_\_\_\_\_.

#### Article II. Purpose / Mission Statement

In this section, describe the purpose/purposes of your club.

#### Article III. Membership

In this section, describe the requirements to be a member of your club.

Please include:

- 75% of membership must be UVU students.
- Up to 25% of club membership does not have to be UVU students.
- How much it is to be a member of the club if your club charges dues.
- Describe the requirements for voting privileges ("who may vote") regarding being a member of a club.

#### Article IV. Organization

In this section, please describe the following:

- All Club Officers must be UVU students.
- The Club Officers title, responsibilities, and duties.
- The regularity of meetings and what happens during meetings.
- Method for obtaining and spending club's funds.
  - Ask yourselves who will regulate it and oversee it.

#### Article V. Elections

In this section, an appropriate procedure for elections should be described. This should include a specific date in which elections will be held, for example: "The second week of spring semester." It is also possible to grant a club officer, most likely the president, the right to call for elections at any time. However, in such a case, a deadline must be set for the election to be called. Furthermore, determine if a term of office shall exceed one calendar year or if elections shall be held every year.

#### Article VI. Qualification for Office

In this section, please include that the Club President must:

- Be a full-time student (12 credits or more).
- A minimum 2.5 GPA.
- In good standing with the University.

## **Article VI. Qualification for Office Continued**

In addition, include all other qualifications for each club officer. Ask yourselves how many officers will there be and what are the requirements to be a club officer?

## **Article VII. Removal from Office**

In this section, describe why an officer would be removed and what the procedure is to remove that specific officer.

## **Article VIII. By-Laws**

In this section, describe the by-laws, which are rules and procedures used by an organization to run its own meetings and affairs, which will be used by the club. By-laws do not need to be approved by the organization, however the procedure by which they are adopted (i.e., a 2/3 quorum vote) must be specified in the group's constitution. By-laws themselves are not a part of the constitution.

## **Article IX. Amendments**

In this section, describe how this constitution may be amended. Describe if amendments will happen by vote, in person, during a meeting, etc. This should require the approval of the club president, officers, club members, etc.

## **Article X. Ratification**

In this section, describe how this constitution shall become effective. Will it be upon a quorum vote of the group? (Usually about 2/3)

## **The following statement must be included at the end of every constitution:**

Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, citizenship, genetic information, or other basis protected by applicable law in employment, treatment, admission, access to educational programs and activities, or other University benefits or services. The following office has been designated to handle inquiries regarding non-discrimination: EOAA/Title IX – 801-863-5704 – 800 W University Pkwy, Orem, 84058, Suite BA 203.

# SECTION: APPENDIX

## TITLE: SIMPLE CONSTITUTION WRITING GUIDE

### Constitution of Club

#### Article I. Name

The name of this club shall be\_\_\_\_\_.

#### Article II. Purpose / Mission Statement

Include the purpose/purposes of your club.

#### Article III. Membership

Describe the requirements to be a member of your club. Please include:

- 75% of membership must be UVU students.
- Up to 25% of club membership does not have to be UVU students.
- If the club charges dues.

#### Article IV. Organization

In this section, please describe the following:

- All Club Officers must be UVU students.
- The Club Officers title, responsibilities, and duties.
- The regularity of meetings and what happens during meetings.

#### Article V. Qualification for Office

In this section, please include that the Club President must:

- Be a full-time student (12 credits or more).
- A minimum 2.5 GPA.
- In good standing with the University.

#### Article VI. Officer Election/Selection Process

In this section, please include how the President are elected or selected:

- Process of election/selection
- Removal from office
- Process is an officer steps-down

#### Article VII. By-Laws

Describe the by-laws, which are rules and procedures used by an organization.

#### Article VIII. Amendments

In this section, describe how this constitution may be amended and how it will happen.

#### Article IX. Ratification

In this section, describe how this constitution shall become effective.

**The following statement must be included at the end of every constitution:**

Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, citizenship, genetic information, or other basis protected by applicable law in employment, treatment, admission, access to educational programs and activities, or other University benefits or services. The following office has been designated to handle inquiries regarding non-discrimination: EOAA/Title IX – 801-863-5704 – 800 W University Pkwy, Orem, 84058, Suite BA 203.

# SECTION: APPENDIX

## TITLE: EXAMPLE MEETING AGENDA

### **BBQ Club Meeting Agenda September 15, 2016**

- Welcome
- Officer Report
- Upcoming BBQ:
  - Schedule Courtyard-
    - Who?
  - Order Food through UVU Dining Services-
    - What?
    - Who?
  - Publicity-
    - What are we going to do?
- Club Rush:
  - September 10-11 from 10am-2pm
  - Courtyard at UVU
  - Sign Up?
  - What do we need?
- Closing

## SECTION: APPENDIX

### TITLE: MEMBER RECRUITMENT AND RETENTION IDEAS

**How to Find Them:** There are several venues for club member recruitment. The following list includes some ideas:

- Ask friends and acquaintances.
- Set up tables in the hallways, at events and at orientation.
- Call last years' club members to see if they want to be involved again.
- Tell your club members to bring a friend to the next meeting.
- Set up a meeting with an on-campus department that has a similar mission.
- Ask the Clubs Office if you can do an Instagram take-over of their account.

**How to Motivate and Thank Them:** You have a responsibility to keep your club members involved and motivated. They must know and feel that they are making a significant contribution. You should help them see where their task fits into the big picture; help them see that their role is essential. Remember that all people are motivated by something...your job is to figure out what it is for each individual.

Make sure that:

- They have had adequate training and understand how to do their task.
- They have the given tools or resources needed to accomplish it.
- They have confidence in their ability to perform.
- They have a vision of how successful their program can be.
- They are given significant responsibility.
- They know they are a valuable part of making the program a success.

You should always be appreciative of the service that your volunteers are providing.

**How to Hold Them Accountable:**

- Clearly communicate expectations for your club members in specific terms.
- Make sure they are willing to abide by the set guidelines.
- Reiterate often your expectations if problems arise, you should remind them of their commitment to the expectations.
- Have stewardship meetings weekly to follow up with assignments and discuss learning experiences.

## SECTION: APPENDIX

### TITLE: MEMBER RECRUITMENT & RETENTION IDEAS CONTINUED

#### **Additional Club Member Recognition Tips:**

- Put an article about the volunteer in the UVU Review, their college alumni publication, and their business newsletter.
- Acquire special discount coupons from local movie theaters, restaurants, etc.
- Offer “Club Member of the Month” Awards.
- Use social media where tips and reminders for the club can be posted, as well as any recognition – maybe their pictures and list their accomplishments.
- Offer club members the chance to attend UVUSA trainings and retreats.
- Offer special training for club members wanting more responsibility.
- Offer free meals (provided through club funds) to club members where catering is part of services.
- Send personalized “Thank you for sharing your loved one with us” notes to parents, spouse, or children of the club member.
- Invite skilled club members to train other club members.
- Leave treats at the club member work site.
- Keep track of birthdays and send personalized notes.
- Write a letter to the club member’s place of employment, telling them of the good job the club member is doing.
- Put up a club member suggestion box
- Plan annual ceremonial occasions, luncheons, etc.
- Invite club members to staff meetings.
- Offer letters of recommendation when the volunteer is applying for employment.
- Plan a recognition edition of the campus newspaper.
- Invite key club members to work on your speaker’s bureau, community events, etc.
- Use a letter to the editor as a way of thanking the club member.
- Do not forget to honor and recognize your board or advisory council as volunteers.
- Take outstanding club members out to lunch one by one.
- Invite the club member’s spouse to recognition events.
- Have a club member reception where volunteers can come and bring their families to show them where they gave their time.
- Send a written thank you note after a volunteer has finished a big project.
- Encourage volunteers to apply for leadership positions when available.

# SECTION: APPENDIX

## TITLE: EVENT PLANNING CHECKLIST

### **Planning with a Purpose**

When the “Planning with a Purpose” model is used in programming, all phases of planning are simplified. The principles behind this model are that when utilized, it will keep all planning stages for the program focused on the original intention and vision. You will plan an event based on student needs rather than merely planning a fun event. This model is used to write a through proposal for your event.

The steps of the model are as follows:

#### **Answer the question: Who is this event for, what do we want to have happen?**

This is the beginning phase of your program vision. There will already be a vision for the program in general, your responsibility is to develop a vision for your program, this year. Another way to look at this is what do you want the students who attend your event to leave with?

#### **Delineate objectives.**

Your objectives will be your focal points for this program. Objectives are fairly general. Some examples: unity, involvement, safety, fun, awareness, and friendship.

#### **Determine your goals.**

Once your objectives are clear, you should set measurable and realistic goals according to your objectives. If safety is one of your objectives, a goal might be, “we will not have any injuries for which we are responsible during this event.”

#### **Implementation.**

This is the most vital part of your planning. The implementation portion of your proposal is extremely specific. If your entire committee were to disappear from the planet, anybody should be able to take this part of your proposal and run the program how you planned it to happen. This part includes places, times, advertising, catering, etc.

#### **Budget and Approval.**

You will be given a budget for your event. It is your responsibility to make your event happen within the set confines. The budget portion of your proposal is based on phone calls to companies (both on and off campus) for price estimates. The estimates should be nearly exact. The cost of each unit/hour, etc., and where the item will be purchased must be included. Create a list of ALL items needed for the event and publicity for the event, submit the Purchase Approval Request Form, and the UVU Clubs Office will process it on for the appropriate approvals.

#### **Evaluation.**

The evaluation portion of a proposal is the third part of the values-goals equation. Each goal that you have set will be mentioned in this part. This is an accountability report of your program and determines whether or not you met your goals. You should have a plan to evaluate your goals.