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**CLUBS**

UTAH VALLEY UNIVERSITY

# INTER-CLUB EXECUTIVE COUNCIL



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# IMPORTANT DATES & DEADLINES

## 2017-2018 ANNUAL CHARTER FORM DEADLINE

September 8<sup>th</sup>, 2017 | 11:45pm | [uvu.edu/clubs](http://uvu.edu/clubs)>>>Club Forms>>>Charter Form

The Charter Form must be completed by the deadline to receive \$100 in charter funds from the Clubs Office and to participate in Club Rush on September 13<sup>th</sup>-14<sup>th</sup>, 2017.

**\*If the club is chartering during the Spring 2018 semester the deadline is January 12<sup>th</sup>, 2017.**

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

April 19<sup>th</sup>, 2018 | 6:30pm-9pm | Grande Ballroom

## CLUB RUSH

**Fall**                      September 13<sup>th</sup> & 14<sup>th</sup>, 2017 10am-2pm, SLWC Plaza  
**Spring**                     January 17<sup>th</sup> & 18<sup>th</sup>, 2018 10am-2pm, Grande Ballroom

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

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

### Fall Semester

Tuesday, September 5, 2pm, SL 114  
OR Wednesday, September 6, 12pm, SL 114

Tuesday, October 3, 2pm, SL 114 OR  
Wednesday, October 4, 12pm, SL 114

Tuesday, November 7, 2pm, SL 114  
OR Wednesday, November 8, 12pm, SL 114

Tuesday, December 5, 2pm, SL 114  
OR Wednesday December 6, 12pm, SL 114

### Spring Semester

Tuesday, January 9, 2pm, SL 114  
OR Wednesday, January 10, 12pm, SL 114

Tuesday, February 27, 2pm, SL 114  
OR Wednesday, February 28, 12pm, SL 114

NO ICC IN MARCH-Club Ambassador  
Training on March 27<sup>th</sup>, 2018 in SL 122

Tuesday, April 3, 2pm, SL 114 OR  
Wednesday, April 4, 12pm, SL 114

## CLUB FUNDING HEARINGS

Additional Club Funding is available through the Clubs Office. Applications are due the Friday BEFORE the first Thursday of the month (unless there is a conflict with Clubs Office sponsored events) by 11:45pm. The following requirements must be completed the semester in which the club is applying to be eligible to receive the additional funding. Additional information and application are available at: [uvu.edu/clubs](http://uvu.edu/clubs).

### Eligibility Requirements:

- Currently Chartered for the 2017-2018 academic year.
- Actively attending ICC Meetings (75% attendance is required for the semester in which the club is applying. Failure to attend 3 of the 4 meetings for the semester will result in the retraction of awarded funds.).
- Complete a service project.
- Complete a fundraiser.
- Have a positive balance or zero-dollar amount in the club account.
- Complete the Additional Club Funding Application available at: [uvu.edu/clubs](http://uvu.edu/clubs)>>Club Forms

All funding hearings will be held in the Clubs Conference Room, SL 122F.

**Fall Semester: October 5<sup>th</sup>, November 2<sup>nd</sup>, December 7<sup>th</sup>**

**Spring Semester: January 11<sup>th</sup>, February 1<sup>st</sup>, March 1<sup>st</sup>, April 5<sup>th</sup>**

*\*\*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

UVU Clubs connects students to Utah Valley University in a unique way which reflects each student's individual interest and academic desires. UVU Clubs is a branch within the Utah Valley University Student Association (UVUSA), and works with over 100 active clubs on campus. Many clubs are very active and receive University, local, and national recognition.

Clubs are categorized into the following areas:

- **Academic & Political:** A scholastic club with an educational purpose, often seeking to share information related to the specific topic or field of interest. These clubs often align with classes or departments already offered at UVU.
- **Athletic & Recreational:** A non-competitive sport 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 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 cultural group.
- **Performing Arts & Media:** A club that performs, practices, and/or creates as a form of communication and expression.
- **Pre-Professional:** A club with the purpose of preparing club members for the professional workforce or school beyond their bachelor's degrees.
- **Religious:** A faith-based 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.
- **Service:** A club that places emphasis on benefiting the school, community, or world through active service, emphasis on personal growth, and leadership.
- **Social:** A club that seeks to find commonality by sharing unique hobbies, interests, or skills with others.
- **Social Awareness:** 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 interests that affect UVU and/or the community as a whole.

Utah Valley University defines a “**Club**” as:

A student group with a common interest or goal, with at least six members where 75 percent of the members are currently enrolled UVU students that complies with university chartered club requirements, including but not limited to having a lawful purpose, chartering the club, having a club constitution, having a president who is a full time UVU student and who meets other requirements, and establishing and assessing dues. Chartered student clubs are at a minimum funded by member dues and additional funding from UVUSA.

Utah Valley University defines an “**Organization**” as:

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

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 that group. Please see page 8 to learn how.

## SECTION: REGISTRATION

### TITLE: CHARTERING OF A STUDENT CLUB

#### BECOMING A RECOGNIZED AND CHARTERED CLUB:

The following must occur prior to the recognition as an official club:

1. Your club must charter (register) with the UVU Clubs Office by completing the ANNUAL CHARTER FORM, which is found at [uvu.edu/clubs](http://uvu.edu/clubs) under the “Club Forms” tab.
2. Each club is required to provide a constitution stating the club mission, purpose, leadership election process, and functionality. A Constitution Writing Guide is available on page 38 for your reference.
3. Each club must consist of a minimum of six (6) members. 75% of the members must be currently enrolled UVU students. Names, UV ID number, phone number, and email address are to be provided upon chartering. Student clubs shall have the right to keep membership lists confidential and solely for their own use. The names and addresses of officers are required by the University as a condition for registration or access to university funds or enjoyment of university privileges.
4. The president of the club must be a currently enrolled FULL-TIME UVU STUDENT (12 credit hours or more, not including LDS institute courses) and must maintain a 2.5 cumulative GPA.
5. All campus financial accounts will be housed in the Clubs Office. The club must have a zero or positive balance in their campus financial account if re-chartering. For additional information regarding the campus financial system, refer to the Club Financial Accounts & Use of Funds section of this manual on page 18.
6. If applicable, the club must resolve any outstanding debts to any and all businesses or campus departments prior to the chartering or re-chartering of the club.
7. Collection of club dues must be handled through the UVU Clubs Office. No students will be allowed to collect dues.
8. Each club will need to complete one (1) service project per semester to uphold their chartered status. See page 15 for instructions regarding service projects and their approval.
9. During spring semester, each club will be required to submit a Mid-Annual Report, which is found at [www.uvu.edu/clubs](http://www.uvu.edu/clubs) under the “Club Forms” tab. This form provides information our office needs to further support the club. Merit money will be awarded to the clubs who turn it in by a specific date.

As the club president, it is your responsibility for reading through this handbook of policies and procedures to better understand how to best serve your club and to further be educated on campus policy. In addition, it is important to follow proper cash handling and to ensure that whenever food is being served, Catering and Dining Services is involved. Cash handling training will be provided at an Inter Club Council Meeting. To learn more about Catering and Dining Services requirements, please refer to page 17 in this handbook.

Following the completion and submission of the Annual Club Charter Form, the information will be reviewed by the ICC Executive Council. Please be aware that if a club, organization, or department is already in existence that holds a duplicate mission and purpose, the charter 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 appeal in writing to Kaela Lunt ([kaela.lunt@uvu.edu](mailto:kaela.lunt@uvu.edu)) stating why you're appealing. This appeal will then be passed on to the Dean of Students for a decision to be made in regards to your club.

**SECTION:       REGISTRATION**  
**TITLE:           BECOMING AN ORGANIZATION**

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

The department 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, meetings, and activities, selection of student leadership positions, etc.

1. You must work closely with both the Clubs Office and the on-campus department who will be sponsoring the student group.
2. Please contact Kaela Lunt ([kaela.lunt@uvu.edu](mailto:kaela.lunt@uvu.edu)) to receive the Club to Organization Form.
3. The club and department 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, gain a series of approvals, etc.
4. Once the form has been filled out entirely, it will be reviewed by the Clubs Office in which a new banner index will be requested to support the functions of the student organization. If the sponsoring department already has a banner index, please notify the Clubs Office.
5. 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:           CHARTERING OF GREEK LIFE ON**  
**CAMPUS**

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

1. Complete the ANNUAL CHARTER FORM.
2. Provide the Clubs Office with a letter stating that the chapter is in good standing with the organization's national office.
3. Unless unchanged, the chapter must submit the following to the UVU Clubs Office:
  - A copy of its Risk Management or Risk Reduction Policy
  - A copy of its Anti-Hazing Policy
  - A copy of its Drug & Alcohol Policy
  - A copy of its 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 facilitate the student club you are assigned to, not to govern or run the club.

As a mentor, we recommend that you complete and submit the MENTOR ACKNOWLEDGMENT FORM located at [uvu.edu/clubs](http://uvu.edu/clubs) under the "Forms" tab. This form is for our office to know who has agreed to mentor and support the club, in addition to being a resource for us. The minimum expectations for the involvement of a club mentor are as follows:

- 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.
- You must be willing to comply with the UVU Clubs Handbook and Procedures.
- You must be willing to allow the students to organize and run the club, and be willing to instead mentor and advise, as explained above.
- The club mentor is not responsible for managing the club account, purchase approvals, club funds, travel costs, or other financial forms. Nor is it your responsibility to plan events or meetings, to schedule facilities or to collect dues for the club.
- You must complete and sign the acknowledgment form.
- 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 UVU Clubs Office of such concerns immediately.
- No mentors will be the banner index manager on club accounts.

**SECTION:     REGISTRATION**  
**TITLE:        NAMING YOUR CLUB**

When creating a name for your club it seems pretty simple and should explain the club's prerogative, but there are a few rules and guidelines that each should follow:

1. If you desire to use Utah Valley University in your club name, you may only use it to express the geographical location of the club:

Prohibited Example: Utah Valley University Twilight Club

Approved Example: Twilight 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 Book Club at UVU

3. 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.
4. The name of the club must be in good taste.

The UVU Clubs Office reserves the right to deny the name of any club.

## SECTION: REGISTRATION

### TITLE: BENEFITS AND PRIVILEGES OF CHARTERING A CLUB

After completing the chartering (registration) process, the following benefits and privileges on campus are granted to student clubs. 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 the campus facilities free of charge, including table reservations, with the exception of the UCCU Events Center.
- Individual Club OrgSync page, which provides the club with resources, including mass messaging, mass texting, public calendaring, leadership tracking, e-Portfolios, etc.
- UVU Banner Index Account-Campus Financial System
  - No off campus bank accounts are permitted. All funds must be housed on campus. NO EXCEPTIONS.
  - The banner index account is what houses all of 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 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, a printer, a copy machine, paper, writing utensils, paint, balloons, string, paper cutter, etc.
- Access to merit money opportunities throughout the year to earn additional funds for club functioning costs.
- 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 Center for the Advancement of Leadership, the Volunteer and Service Learning Center, Utah Valley University Student Association (UVUSA), etc.

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

## SECTION:     EVENTS

### TITLE:         SCHEDULING

All club scheduling requests must be submitted through the UVU Clubs Office website, [uvu.edu/clubs](http://uvu.edu/clubs). Scheduling requests will not be processed otherwise.

When scheduling an event on campus for your club you will need to complete the following:

1. Complete the SCHEDULING REQUEST FORM found on the Clubs website, [uvu.edu/clubs](http://uvu.edu/clubs) under the “Forms” tab. This form must be completed at least two (2) weeks in advance.
  - a. Following the submission of the request, it will be processed through our office and the campus schedulers. This ensures that the events, meetings, and/or activities are for club use and purposes. It also prevents fraud or misuse of club privileges.
  - b. Please allow 48 business hours for the form to be processed. This may take some time to get done due to the high volume of requests, weekends, or office closures.
2. Wait for the scheduling confirmation email from the Clubs Office.
  - a. Prior to receiving the email confirmation, it is recommended that the submitter checks their email regularly in case further clarification is needed to schedule the location.
3. While waiting for the confirmation it is recommended to continue the planning of the meetings, event, or activity.
4. If food will be involved at your event, please see page 17.
5. Provide a list of the needed set up or media necessary for the event, meeting, or activity to Clay Allred ([clay.allred@uvu.edu](mailto:clay.allred@uvu.edu), 801.863.8869) or Beka Grulich ([beka.grulich@uvu.edu](mailto:beka.grulich@uvu.edu), 801-863-8835) at least 72 hours prior to its scheduled date.
6. Confirm the location and details of the clubs scheduled event with the Clubs Office at least 72 hours in advance.

Duplication of events and programs sponsored by any campus club, department or organization will not be permitted, therefore the Clubs Office must be informed of the event or activity taking place.

If tabling, please fill out the scheduling request form. If wanting to receive merit money for tabling, please see page 21 to learn how.

## SECTION:      EVENTS

### TITLE:         FUNDRAISING

UVU Clubs are encouraged to plan and implement fundraisers to raise funds for the needs and functions of the student group for the year. Because of limited campus funds, club fundraisers are encouraged to provide the club with necessary monies for goals and initiatives that will ensure future sustainability of the student group.

When planning a fundraiser, there are a few steps that must occur before the club will be permitted to actually hold the event to ensure the prevention of campus or legal violations. All of the forms stated here can be found at [uvu.edu/clubs](http://uvu.edu/clubs). Please allow a minimum of 2 weeks for the completion of processing.

1. The Club is encouraged to complete the FUNDRAISING APPROVAL REQUEST FORM found at [uvu.edu/clubs](http://uvu.edu/clubs), stating the happenings of the event, and what they would like to do as their fundraiser. Completion of this form will ensure safety and compliance to campus policy and procedure, provide additional insight, and help identify potential resources. This must be approved through the UVU Clubs Office.
2. If the fundraiser will be held on campus, the SCHEDULING REQUEST FORM must be completed and confirmed through the campus schedulers.
3. If funds are being spent to hold the fundraiser, the PURCHASE APPROVAL REQUEST FORM must be completed and approved.
4. When looking to sell items or merchandise, the BOOKSTORE APPROVAL FORM will need to be completed and approved by Louise Bridge, Director-Bookstore, to ensure permission for no duplication of sales provided through the campus bookstore.
5. When looking to sell food, please contact the Clubs Office ([clubs@uvu.edu](mailto:clubs@uvu.edu)). The club will need work to closely with Catering Services to determine if it is possible to hold a food fundraiser.
6. The selling of baked goods is not permitted on campus.

After the completion of your fundraiser, all funds will need to be deposited into the club account through the UVU Clubs Office, SL 122. This must be completed within 24 hours

of the fundraiser or by the following Monday at 9am if the fundraiser was held over the weekend.

## SECTION:      EVENTS

### TITLE:           SERVICE PROJECTS

UVU Clubs are required to complete a minimum of one (1) service project per semester. This demonstrates civic engagement and fosters active citizenship.

When planning a service project there are a few steps that should occur before the club will be permitted to actually hold the event to ensure the prevention of university or legal violations. All of the forms stated here can be found at [uvu.edu/clubs](http://uvu.edu/clubs). Please allow a minimum of 2-3 weeks for the completion of processing.

1. Complete the SERVICE PROJECT APPROVAL FORM, stating the location of the event and the details of what will be happening for the project. Completion of this form will ensure safety and compliance to campus policy and procedure, provide additional insight, and help identify potential resources.
2. The club should have 6 members present at the service project and gain prior approval from the UVU Clubs Office.
3. If the service project will be held on campus, the SCHEDULING REQUEST FORM must be completed and confirmed through the campus schedulers before proceeding with the project.
4. If the service project will require the use of club funds, the PURCHASE APPROVAL REQUEST FORM will need to be completed and confirmed through the Clubs Office before proceeding with the project.

The Volunteer and Service Learning Center located in SC 105 provides service opportunities that clubs are welcome to participate in. They also provide resources in planning club service projects on and off campus. If you desire to work with the Service Center, please contact them below.

Volunteer & Service Learning Center  
SC 105  
[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, therefore the Clubs Office must be informed of the event or activity taking place.

## SECTION: EVENTS

### TITLE: SPONSORING AN OFF CAMPUS GROUP

In the event that an outside organization has contacted a club to **CO-SPONSOR** an event, the following must be complied with:

1. The event, group or organization must fulfill the mission and purpose of the club stated by the club's constitution and charter form.
2. 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).
  - a. If assessing an entrance fee, an online payment must be set up through UVU Campus Connection. Please contact the UVU Clubs Office to learn more.
3. If wanting to schedule space on campus, only the authorized club may submit scheduling requests, NOT the outside organization.
4. The off campus group must also be involved in the planning and implementation of the co-sponsored event.
5. 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 name or facilities provided through the registration of the club.\*\***

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: CATERING AND DINING SERVICES

### TITLE: PURCHASING FOOD

UVU Catering Services provides food and beverage needs for all events scheduled on campus. UVU Dining Services entails all on-campus restaurants such as Taco Bell, Jamba Juice, Guru's, Chic-Fil-A, Panda Express, Costa Vida, Subway, Pizza Hut, Cup Bop, Sodalicious, etc. This is for pick up, drop off or dine in only.

No off-campus food will be allowed to be brought on to campus. The only time it will be approved is for the following reasons:

1. UVU Catering Services can't accommodate your order.
2. UVU Dining Services (on-campus restaurants) can't accommodate your order.
3. Your event is off-campus.

**\*\*ALL FOOD ORDERED THROUGH CATERING SERVICES MUST BE DONE TWO WEEKS IN ADVANCE.**

The only items that are approved to be brought on to campus are individually packaged, single-served, non-perishable snack type items.

If you would like to order food for your event through UVU Catering Services, please contact email [catering@uvu.edu](mailto:catering@uvu.edu) or call 801-863-6940 to place your order. A purchase approval must be submitted prior to placing an order.

If you would like to order food for your event through UVU Dining Services, please work directly with the on-campus restaurant that you're interested in working with. A purchase approval must be submitted prior to ordering from the on-campus restaurant.

Please note in the purchase approval what kind of food you're interested in having at your event, activity or meeting. In addition, be aware that all drinks must be Pepsi Products.

**\*\*NO HOMEMADE BAKED GOODS ARE ALLOWED FOR RESALE ON CAMPUS.**

## SECTION: FUNDING

### TITLE: CLUB FINANCIAL ACCOUNTS & CLUB DUES

#### CLUB ACCOUNTS:

- All Clubs must use the UVU Banner Index Accounts (NO OFF-CAMPUS ACCOUNTS ARE PERMITTED). For example, C10222 is a Banner Index Account that is provided to the club.
- Club dues and funds MUST be paid in the UVU Clubs Office located in SL 122.
  - To deposit club dues and funds in the club account:
    - Go to the UVU Clubs Office, SL 122.
    - Please provide your contact info, the club name & purpose.
    - A receipt will be emailed to you directly from the Clubs Office.
    - If paying dues with a credit card, please follow the same steps as listed above.

#### CLUB DUES:

- Club membership dues provide the necessary funds for club sustainability. The monies should be used to purchase supplies for club meetings, events, activities, and/or pay fees or registration costs. **Each club is required to charge each member a minimum of \$5 per year in club dues.** The club presidency should determine the amount that will sustain the club for the year. The amount decided upon must be included in the Annual Charter Form 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.

#### COLLECTION OF CLUB DUES:

- Each member is required to pay a club due in order to be an official paid member. Those that do not pay their club dues will be considered members, but

not a paid member until they actually pay. Members may pay their club dues by cash, check or credit card in the UVU Clubs Office, SL 122 like mentioned above.

**To reduce risk of liability, club officers, members and mentors should not collect club dues.**

- You will receive a receipt from the Clubs Office upon paying for club dues.

#### COLLECTION OF DEPOSITS:

- All deposits (fundraisers, donations, etc.) will be required to be deposited through the UVU Clubs Office in SL 122.
- All money raised from events, such as admissions and ancillary sales, must be taxed due to the sales tax law, which is 6.85%. When depositing money at the office, please be aware of this policy.

## SECTION: FUNDING

### TITLE: USE OF CLUB FUNDS

**ALL PURCHASES MUST BE PRE-APPROVED AND OBTAIN 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 FEDERAL AND STATE LAW.**

The following MUST be completed prior to the use of club funds:

1. Fill out and submit the PURCHASE APPROVAL REQUEST FORM two (2) weeks prior to purchase. This provides the necessary timeframe in case there is reason for further clarification, the processing of paperwork/invoices, office closures, including nights and weekends, and the high volume of requests.
2. Request one of the following purchasing methods: Clubs Check Out Credit Card, Limited Purchasing Check, Purchase Order, Check Request, Campus Budget Transfer (on campus use only), or Independent Contract Agreement Form.
3. Wait for the response from Proper Authority granting the approval for purchase.

**Purchase Order (PO):** Required for purchases over \$1,500 and for any clothing items, promo products or awards.

- Complete the Purchase Approval Request Form at least 4 weeks in advance.
- Provide the Clubs Office with a price quote or proposal if not a clothing item, promo product or award. Do NOT place order at this time.
- Once approval has been obtained, the Business Office will assign a PO number and send it to the vendor.
- Following the issuance of a PO number, the club may officially place the order with the vendor and have the item sent to the Clubs Office.
  - All items must be shipped to:

Utah Valley University  
800 W. University Parkway MS 220  
Orem, UT 84058

- If it is a clothing item, promo product or award, it must go to bid:
  - Send specific details to Kaela Lunt ([kaela.lunt@uvu.edu](mailto:kaela.lunt@uvu.edu)) about what you're requesting.
  - It will then go through a chain of approvals before being submitted for bid. Once in the bidding system, companies who have a license with UVU can bid out the items.
  - Whatever company can get the exact items for the cheapest price, wins the bid.
- DO NOT PLACE THE ORDER OR PICK UP ITEMS before receiving a Purchase Order Number. This will result in a violation with the purchasing office and will NOT guarantee payment to the vendor.

**Campus Budget Transfer:**

- Complete Purchase Approval Request Form and receive prior approval.
- Give the department on campus (i.e.: Dining Services, & Copy Center) your Banner Index Code (BIC) and they will request a transfer of money from your club account to their account.

## SECTION: FUNDING

### TITLE: USE OF CLUB FUNDS (Cont.)

**Limited Purchasing Check (LPC):** To be used at Sam's Club or Winco.

- Complete Purchase Approval Request Form and receive prior approval.
- Once approval is received, work closely with Kaela Lunt or Kylie Tanner to pick up the check.
- Do not write more than one (1) check per store per day.
- Fill out check with a description of purchase at the bottom.
- Checks must be written to a business not an individual. Tear off check and submit to business. Return the remaining copies to the Clubs Office.
- DO NOT PAY TAX... IF YOU DO YOU WILL HAVE TO RETURN TO THE BUSINESS AND FIX THE CHECK (Tax Exempt # 41506).
- Take a photo I.D. with you and be prepared to show it.
- Each check is either for \$150 or \$500. You can't exceed these amounts and you can't pay the additional amount from your personal money.
- You must return the check with approval email, description and receipt (with no tax) to the Clubs Office within three (3) business days.

**Credit Card:**

- Complete Purchase Approval Request Form at least 2 weeks in advance and receive prior approval.
- Once you receive final approval, the card will be scheduled for you to pick up in the Clubs Office, SL 122. The cards are available for check out Monday-Friday after 10am and must be returned to our office by 9am the following business day.
- DO NOT PAY TAX- The tax exempt number is located at the bottom of the card.
  - If shopping at Walmart, please use 9915 as well as the tax exempt number.
- Return the credit card, ALL itemized receipt(s) and the purchase approval email to our office.

- Credit Cards may not be used at Sam’s Club or Winco, if you are planning to purchase items from any of these shopping centers, an LPC will need to be requested.
- If purchasing drinks, they must be Pepsi products. We are contracted with Pepsi and purchases must reflect this (including water).
- Online purchases MUST be shipped to the Clubs Office at:

Utah Valley University  
800 W. University Parkway MS 220  
Orem, UT 84058

**Independent Contract Agreement:** This form is required for paying individuals.

- Complete Purchase Approval Request Form at least 2 weeks in advance and receive prior approval.
- Once you receive final approval, the Clubs Office will email you an independent contract agreement form that needs to be filled out by the individual you’re paying.
- Once filled out, please send back to the Clubs Office for it to be submitted for payment.
- If the individual has ever worked for UVU, they can’t be paid through an independent contract agreement form. It would then be considered volunteer work by the individual and they would not be paid.

## SECTION: FUNDING

### TITLE: FUNDING SOURCES

Clubs registered (Charter Form have been submitted to the UVU Clubs Office) for the current academic year have the opportunity to earn several different types of funding from the UVU Clubs Office. The following types of funding can be earned:

- **Club Charter Funds**-These funds are provided through the UVU Clubs Office to assist in basic start up and functioning expenses.
  - **If a club is chartering for a second, third, etc. consecutive year:**
    - The amount of \$100 will be awarded to each club who has submitted their Annual Charter Form by the Friday before Club Rush for fall semester.
  - **If a club is chartering for the first time:**
    - The amount of \$100 will be awarded to the club who has submitted their Annual Charter Form by the fourth Friday following the start of fall semester.
  - **If a club does not charter for fall semester but charters for spring semester:**
    - The amount of \$100 will be awarded to each club who has submitted their Annual Charter Form by the fourth Friday following the start of spring semester.
- **Mid Annual Report Funds**- This form is submitted during spring semester to keep the club charter current and to help our office further support efforts for your club.
  - If a club submits a Mid Annual Report by the Friday before Club Rush for spring semester, they will be awarded the amount of \$100.

Funds will not be requested for allocation to the club account until the charter deadline has passed. Please allow two (2) weeks for the collection of information and submission to the UVU Business Office.

- **Merit Money**-Merit Money is an opportunity for chartered clubs to earn funds provided through the UVU Clubs Office.
  - **Club Rush**- The amount of \$100 will be given to each chartered club who participates in Club Rush for both days, all 4 hours each day. The Clubs Office will record attendance every hour each day. This will determine if the club receives \$100 for participating. This will automatically be given to each club eligible for money.
  - **Tables**- A club may spotlight their club by scheduling a table in the hallway to inform students about their club and to recruit students to join. To request a table, please fill out a Scheduling Request Form. Funds will be allocated once a month. Each club participating may receive \$25 for tabling (at least one hour) up to four times a semester. No more than \$25 can be awarded at a time even if you table for longer than an hour. In order for funds to be allocated to the club, the club must complete the Merit Money Request Form **PRIOR** to tabling, which is available at [uvu.edu/clubs](http://uvu.edu/clubs).

## SECTION: FUNDING

### TITLE: ADDITIONAL FUNDING

**Additional Funding Requests**- A club may apply to request additional funding provided by the UVU Clubs Office. These funds are to be used for club functioning costs, programs, events, or initiatives, etc. **These funds are limited and are on a first come first serve basis, therefore the following items MUST be completed prior to applying for these funds and MUST be completed during the semester in which the club is applying for Additional Funding.**

#### **Additional Funding Request Requirements:**

- Attend 75% of ICC (Inter Club Council) Meetings.
  - Meetings are held up to 4 times a semester in which you must attend 3 out of the 4 to qualify.
- Complete a service project, which is separate from the fundraiser.
  - Must have 6 club members participate.
- Hold a club fundraiser- The UVU Clubs Office will not grant more than the amount fundraised. For example, if the club raises \$1,000, our office can only match up to \$1,000. The full amount is not always matched.
- Have a positive balance in your account and may not owe any businesses, campus entities, or outside organizations.

- Actively assess club dues from all members-this may not be used in the amount requested.
- Fill out & submit the ADDITIONAL FUNDING REQUEST FORM available at [uvu.edu/clubs](http://uvu.edu/clubs). **Funding requests are due the Friday before the first Thursday of each month.**

Following the submission of the application, the UVU Clubs Office will verify the application, provide the information to the Vice President of Clubs, who will then contact the club to set up an Additional Funding Hearing. The club president and whomever he/she invites to participate will need to prepare and present a brief (7-10 minute) presentation summarizing the current activity of the club, what the requested funds will be used for, etc. The presentation will be given to the ICC Funding Board. These hearings are held during the first week of every month and will be scheduled by the Vice President of Clubs. A club may apply for Additional Funding once a semester during the Fall (October-December) and/or Spring (January-April) semester of the academic year. Additional Funding will not be offered during the Summer semester (May-August).

## SECTION: FUNDING

### TITLE: ADDITIONAL FUNDING (Cont.)

#### **As of January 1, 2011:**

When applying for additional funding, a club may use the following amounts to include in the requested amount:

- The total amount earned from a fundraiser sponsored by the club, including sponsorships (see definition below). Funds being included on an Additional Funding Request must be raised within the semester in which the club is applying.

When applying for additional funding, the clubs **MAY NOT** include the following monetary sources in the requested total:

- Club Charter Funds
- Merit Money
- Club Dues
- Competitions (on and off campus)
- Donations (including donations from other campus departments; see definition below)

The approval of Additional Funding Requests is at the discretion of the ICC Funding Board and will be determined based on the completion of requirements and funds available for allocation. The Funding Board is composed of the VP of Clubs, four (4) Club Ambassadors, the Coordinator of Clubs, and one (1) Student at Large.

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

### TITLE: SIGNAGE & BANNERS

Any non-commercial sign, notice, poster, or banner posted on the UVU campus must first obtain stamp approval from the UVU Clubs Office, then obtain a stamped visible expiration date approval from Campus Connection. This will include a date after which the sign, notice, poster, or banner may 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 IS FIRST APPROVED BY THE UVU CLUBS OFFICE.**

**All publicity MUST include the following:**

- Name of club sponsoring and name of event, activity, project, etc.
- Date, time and location

**Small Signs: \*\*Signs must be taken to Campus Connection for approval and to be given a sticker.**

- 11x17 inches or 8.5x11 inches \*\*No 11x17 signs can be posted in classrooms
- Maximum limit to be distributed on campus: 50 for one month or 25 for two months
- No more than two fliers or signs for any event may be posted on any single bulletin board or kiosk.
- Approved signage can ONLY be hung at designated bulletin boards and tack strips throughout campus. Please go to [uvu.edu/campusconnection](http://uvu.edu/campusconnection) to learn more about what areas are approved.



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

**Large Banners: \*\*Banners must be taken to Campus Connection for approval and to be given a sticker.**

- No more than two banners may be posted for any upcoming announcement, deadline or event.
- Banner size no larger than 24 in. X 60 in. (2 ft. X 5 ft.)
- You must talk to Dawn Burgess (SC 105g, 801-863-8797) about the following:
  - To be assigned a location where the banner may be hung
  - To give your index code for a \$25.00 deposit
  - To give an e-mail of the contact person for your club
- Banners cannot be hung longer than two weeks prior to an event. Failure to remove banners after the event will result in the forfeit of the \$25.00 deposit.
- Banners hung in locations other than those assigned, will have their \$25.00 deposit forfeited.
- If your club violates the above policy three times, your club will lose the right to hang banners for a period of six months.

\*\*If you would like to have a banner printed to be displayed on campus, please send a PDF file (22in X 60 in) to your designated Club Ambassador. Your club account will be charged at \$2.00 per linear foot, once the banner has been printed. You can pick up your banner from the Clubs Office, SL122.\*\*

## SECTION: PUBLICITY

### TITLE: DIGITAL SIGNAGE

Any signage must be approved through the Clubs Office before it can be posted around campus.

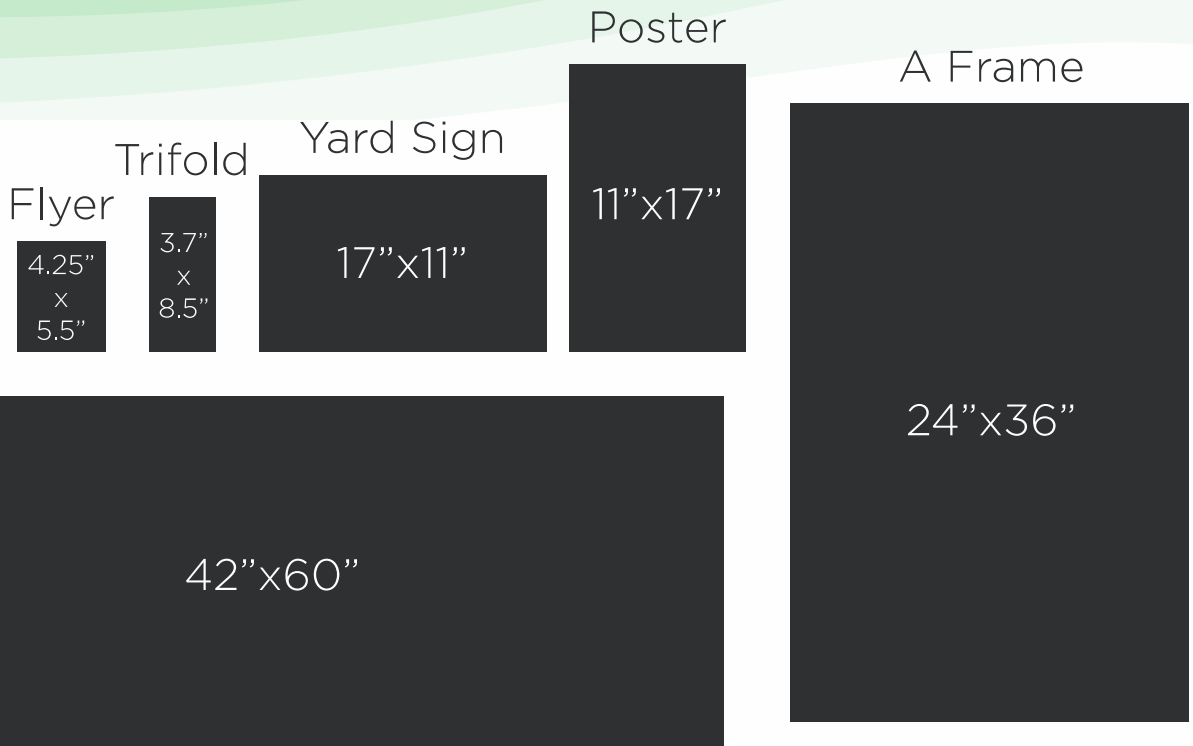
Policy 161: "University websites and digital signage are reserved for university organizations for university speech. However, 10 digital signage slots shall be reserved for chartered student clubs to advertise meetings, fundraisers, service projects, or other events that are open to the entire student body. Chartered 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-served basis, up to the 10 slot limit. The UVU Clubs digital signage procedures shall be viewpoint neutral and shall not violate this policy."

#### Club Digital Signage Guidelines:

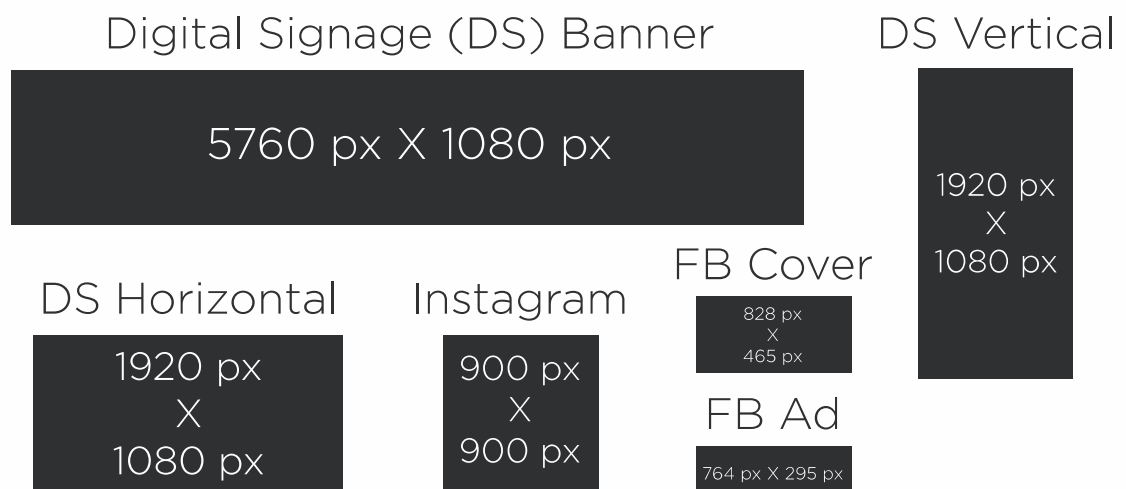
1. All Digital Signage Requests must be submitted through the UVU Clubs website, [uvu.edu/clubs](http://uvu.edu/clubs). Complete the DIGITAL SIGNAGE REQUEST form with the event information and the attachment of the image to be displayed.
2. Each club is only permitted to display four (4) advertisements through digital signage each semester for two weeks at a time, up to the 10 slot limit.

# PUBLICITY TEMPLATES

## PRINT CMYK Mode



## DIGITAL RGB Mode



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

**SECTION: SAFETY**  
**TITLE: RISK MANAGEMENT**

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 planner 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 risk situations include:

- Large commercial events, such as concerts, fairs and large-scale athletic events.
- Events that have off-campus cosponsors. 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 bills).
- Any student organization-sponsored trip/outing.
- Physical activities such as trampolines, mud volleyball, jumping, flipping, etc.

If you are a participant in a club (i.e. Hip Hop Club, Aikido Club, Women's Volleyball Club, etc.) where any kind of risk is involved, each member should fill out a risk management waiver for each year they are participating with the club. 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.

Waivers may be obtained from the UVU Clubs Office ([clubs@uvu.edu](mailto:clubs@uvu.edu)) or by going to the UVU Risk Management website, [uvu.edu/riskmanagement/forms/rwicforminfo.html](http://uvu.edu/riskmanagement/forms/rwicforminfo.html). These forms will first be turned into the UVU Clubs Office and then further, sent on to the Risk Management Office to be kept on file. If your club has any questions pertaining to Risk Management, please reach out to the following individual:

Jason Sweat  
Compliance & Risk Management Officer  
[JSweat@uvu.edu](mailto:JSweat@uvu.edu)  
801-863-8156

## SECTION: SAFETY

### TITLE: PUBLIC SAFETY

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

#### **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.

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

**On Campus Police:**

Contact Public Safety (801-863-5555) at least three (3) 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: TRAVEL**  
**TITLE: OFF-CAMPUS TRAVELING**

Clubs may encounter a time where they will be traveling off-campus. To ensure the club members safety, the club must follow the campus travel policy:

- A travel authorization must be completed by our office on Concur, the online travel management system, and necessary paperwork submitted to Kaela Lunt, Coordinator of Clubs, **at least one (1) month prior to traveling.** This must be completed for in state overnight and out of state travel. The Clubs Office will need the following:

- Student Name(s)
  - UV ID Number(s)
  - Travel Costs
  - Dates of Travel
  - Agenda
- By submitting authorizations through Concur, the campus is able to recognize the travel as official campus business and more effectively protect students in the case of an emergency.
- Once the club has returned from traveling, an expense report must be submitted in Concur within 10 days. This expense report will include:
  - Student Name(s)
  - UV ID Number(s)
  - Individuals name & address of who we're reimbursing
    - Reimbursement is allowed upon prior approval through the travel authorization
  - Travel Receipts & Costs \*\*Must have receipt for proof of purchase
  - Dates of Travel
  - Agenda
- If Fleet Vehicles are required for travel, please contact Fleet Services at least two (2) weeks PRIOR to departure. This will ensure proper use of the vehicles are maintained, campus policies are followed, and office awareness.
- Every individual who is traveling with the club, must fill out a waiver form. This form can be obtained from the UVU Clubs Office.

For any questions regarding travel please contact:

Kaela Lunt  
 Coordinator-Clubs  
 SL 122  
 801.863.8820  
[Kaela.Lunt@uvu.edu](mailto:Kaela.Lunt@uvu.edu)

**SECTION:      CAMPUS POLICIES**  
**TITLE:         CRITICAL POLICIES FOR CLUBS**

**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. Please refer to [www.uvu.edu/hr/policyuc/e-6\\_2.html](http://www.uvu.edu/hr/policyuc/e-6_2.html) for additional information regarding this policy.

There will be consequences to any club, organization, and/or students found to have violated hazing laws or University policy by the Judicial Affairs Office. 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 Judicial Affairs Office for disciplinary action.

## **SECTION: CRITICAL POLICIES**

### **TITLE: CRITICAL POLICIES FOR CLUBS (Cont.)**

#### **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, open only 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 student organizations must adhere to 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 STUDENT LEADERSHIP & INVOLVEMENT 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 on July 5, 2017*



## **ARTICLE I – STUDENT ASSOCIATION**

### **SECTION I – NAME**

The name of this organization shall be: UVU Clubs: The Inter-Club Council of Utah Valley University

### **SECTION II – PURPOSE**

- A. To serve as the body to coordinate and implement the approved policies with chartered student clubs as established by UVU Clubs, UVUSA, and the administration of Utah Valley University.
- B. To further the cultural, academic and social life of students attending UVU through chartered student clubs in conjunction with UVUSA and 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**

Any member of a chartered, active club will be guaranteed the following:

- A. The right to schedule Student Center & other campus facilities free of charge.
- B. The right to have one voting representative at all Inter Club Council (ICC) General Assembly meetings.
- C. The right to have members apply for an ICC Ambassador position.
- D. The right to use funds in their respective accounts after receiving appropriate approval.
- E. The right to participate in club events that pertain to their respective mission statements.

## **ARTICLE II – ORGANIZATION**

### **SECTION I – GOVERNING BODIES**

UVU Clubs, the Inter-Club Council will be comprised of the ICC Executive Council, the General Assembly, the ICC Administrative Board.

### **SECTION II – ICC EXECUTIVE COUNCIL**

- A. The following will be voting members of the ICC Executive Council:
  - 1. Vice President of Clubs
  - 2. Club Ambassador
  - 3. Club Ambassador
  - 4. Club Ambassador
  - 5. Club Ambassador

### SECTION III – ICC EXECUTIVE COUNCIL POWERS

Two-thirds of the ICC Executive Council must be present to take any action. There will be no votes by proxy. The ICC Executive Council will retain the following powers in the Inter-Club Council:

- A. To be the governing body of the ICC.
- B. To amend the ICC rules and policies as stipulated in Article VI, Section I.
- C. To represent the clubs at all UVUSA meetings.
- D. To approve or deny the annual charter of any clubs.
- E. To declare clubs inactive as stipulated in Article V, Section I.
- F. To remove inactive clubs from the General Assembly as stipulated in Article V, Section II.

### SECTION IV – VICE PRESIDENT OF CLUBS

- A. The UVU Inter-Club Council shall be chaired by the Vice President of Clubs.
- B. The Vice President of Clubs will be elected by the General Assembly of the Inter-Club Council. To file as a candidate, they must meet the following requirements:
  - 1. Be nominated and/or sponsored by a club by submitting a signed statement from the club officers.
  - 2. Be an active member of a club for at least 17 weeks prior to the election.
  - 3. Possess a minimum cumulative grade point average of 3.0 at time of application, and maintain a 2.5 minimum GPA each semester while holding the position.
- C. The election of the Vice President of Clubs will be overseen by the Elections Committee as referenced in the Utah Valley University Student Association Constitution Article II, Section II, Subsection C.
- D. The Vice President of Clubs shall retain the powers associated with being a member of the ICC Executive Council as outlined in Article II, Section III. As well as retaining the powers associated with being a member of the UVUSA Executive Council as outlined in Article II, Sections II and III of the Utah Valley University Student Association Constitution.
- E. The Vice President of Clubs will serve until commencement of Spring Semester.

### SECTION V – CLUB AMBASSADORS

- A. At the end of spring semester, the Vice President of Clubs will assign the following club categories to the ambassadors to oversee and assist:
  - 1. Academic and Political
  - 2. Athletic and Recreational
  - 3. Service
  - 4. Ethnic and Cultural
  - 5. Performing Arts and Media
  - 6. Social Awareness

7. Pre-Professional
8. Religious
9. Social

- B. The candidates must meet the following criteria:
  1. Enrolled in at least twelve credits at UVU, and be in good standing at UVU.
  2. Possess a minimum cumulative grade point average of 3.0 at time of application or nomination, and maintain a 2.5 minimum GPA each semester while holding the position.
  3. Be nominated and/or sponsored by a club by submitting a signed statement of the club officers.
  4. Be a member of a chartered and active club for at least two semesters, one of which may be the spring semester in which the member applies for the position.
- C. The candidates appointed must be ratified by a two-thirds vote of the General Assembly and a majority vote of UVUSA Student Council.
- D. The Club Ambassadors must remain active in a club during the term of office.
- E. The responsibilities for each Club Ambassador shall be determined in consultation with the Vice President of Clubs based on the number of clubs in each of the broad categories established.
- F. The Ambassadors will serve until commencement of spring semester.

#### SECTION VI – GENERAL ASSEMBLY

The General Assembly will consist of all the representatives from chartered clubs.

- A. Only one representative from each chartered club may have a vote in the General Assembly.
- B. 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 club representative.
- C. The ICC Executive Council will coordinate and manage the General Assembly meetings.

#### SECTION VII – GENERAL ASSEMBLY POWERS

The General Assembly will retain the following powers in ICC:

- A. To recall any ICC Representative in accordance with Article III, Section I.
- B. To vote in a general election for the Vice President of Clubs.
- C. To approve any actions taken by the ICC Executive Council that requires the approval of the General Assembly.

#### SECTION VIII – ICC ADMINISTRATIVE BOARD

- A. The ICC Administrative Board voting members shall be:
  1. Vice President of Clubs

2. Club Ambassador
3. Club Ambassador
4. Club Ambassador
5. Club Ambassador
6. Student at Large
7. Club Coordinator

- B. The Clubs Coordinator must be present for any action to be taken by the ICC Administrative Board.
- C. If the Vice President of Clubs cannot be present, the Assistant to the Vice President of Clubs may vote in their place. If a Club Ambassador cannot be in attendance a representative from one of the clubs they oversee may vote in their place.

#### SECTION IX – ICC ADMINISTRATIVE BOARD POWERS

- A. The ICC Administrative Board will retain the following powers in the ICC:
  1. To interpret this constitution with the approval of the UVUSA Chief Justice.
  2. To allocate monies, set aside from the UVUSA budget, to active and chartered clubs. Procedures will be conducted in accordance with the UVU Clubs Handbook of Policies and Procedures.

### **ARTICLE III – RESERVED POWERS**

#### SECTION I – RECALL

- A. Clubs shall have the right to recall any member, members or decision of ICC in accordance with the following procedures:
  1. The reasons for recalling individuals must be based upon performance of their duties as an officer and/or constitutional violations.
  2. Gather a petition bearing signatures of a majority of the voting members of the General Assembly.
  3. Post the reasons for recall and the time and location of an open forum to discuss these reasons for such actions.
  4. List the reasons and related information in the school newspaper at least one week prior to voting.
- B. 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 proceedings against any ICC elected officer may be initiated by any member of the General Assembly for UVUSA Judicial Council review by a majority vote of the General Assembly.

- B. Impeachment hearings will be heard by the UVUSA Judicial Council within two weeks of the impeachment request.
- C. The Judicial Council will render a recommendation to the General Assembly within a two-week period determining whether or not the constitution was violated.
- D. Final impeachment decisions must be carried by a three-fourths vote of the General Assembly.

### SECTION III – IMPLIED POWERS

Final powers not specified herein are reserved, with discretion, to the ICC Executive Council.

## **ARTICLE IV – CLUBS**

### SECTION I – MEMBERSHIP

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

### SECTION II – OFFICERS OF CLUBS

- A. Must be students in good standing, defined as:
  - 1. Not under disciplinary action by UVU
  - 2. Adhering to UVU policies and procedures.
- B. President must be enrolled for twelve or more credit hours per semester, excluding summer terms.
- C. President must maintain a 2.5 cumulative GPA.
- D. A Club Mentor is a full time exempt employee that is chosen by the club. Mentors are not required to be an approved club on campus.

### SECTION III – CLUB DUES

- A. Dues must be assessed to appropriately represent the needs of the club. Dues must be a minimum of \$5 per member per academic year. Dues of more than \$5 may be assessed according to the needs determined by the club.

## **ARTICLE V – INACTIVITY AND REMOVAL**

### SECTION I – INACTIVE CLUB STATUS

- A. A club will be considered inactive if:
  - 1. It has failed to have a representative attend an ICC general assembly meeting at least once a semester.

2. It has not completed a Charter Form and been approved by the ICC Executive Council.
  3. The clubs account has a negative balance.
- B. While a club is inactive:
1. It cannot use campus-wide facilities.
  2. The clubs account will be frozen and expenditures from it may not be withdrawn without the approval from the ICC Executive Council.
  3. It cannot publicize on campus.
  4. It cannot seek funding from the ICC Administrative Board.
- C. A club may re-gain active status with approval from the ICC Executive Council.

#### SECTION II – REMOVAL OF INACTIVE CLUBS

- A. Any club that is inactive for two consecutive semesters will be brought before the ICC Executive Council for review. Before any action may be taken regarding any club, the club president will receive a written notification from the Executive Council.
- B. Two weeks after notification is given to the club president the ICC Executive Council may take any of the following actions:
1. Remove the clubs name from the ICC records and any monies left in their account will be put into the club funding account to be reallocated by the ICC Administrative board.
  2. Grant more time to a club to reorganize and reactivate, under the supervision and coordination of the Clubs Coordinator. If this action is taken, the club must frequently communicate with the Clubs Coordinator.

#### SECTION III – REORGANIZATION OF A CLUB

- A. Any club that is chartered annually with the same purpose and/or mission statement will be considered a chartered club and not a new club.

### **ARTICLE VI – MANUAL/HANDBOOK**

#### SECTION I – PROCEDURES AND REGULATIONS

A set of procedures and regulations will be established by the ICC Executive Council and compiled into an ICC manual. The manual shall be distributed to club presidents and members. Anything to be included in, added to, or deleted from these procedures and regulations must be approved by a two-thirds vote of the ICC Executive Council.

- A. The name of these procedures and regulations shall be the UVU Clubs Handbook of Policies and Procedures.

- B. The purpose of the ICC Manual shall be to define the mechanics of running the affairs of the ICC's government without conflicting with this constitution.
- C. The Handbook is considered by-laws to this constitution.

## **ARTICLE VII – AMMENDMENT PROCEDURES**

### SECTION I – INITIATION

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

### SECTION II – NOTIFICATION

A proposed amendment shall meet the following criteria before a concurring vote of the ICC General Assembly.

1. The proposed amendment shall be posted on the UVU Clubs public website at least five days prior to voting and during the entire time voting is open.
2. The proposed amendment shall be discussed in at least one of the monthly Inter Club Council meetings prior to voting.
3. The proposed amendment shall be taken to the UVUSA Executive Council for review.

### SECTION III – RATIFICATION

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 VIII – BY-LAWS**

A set of By-Laws shall be established by the ICC Executive Council. Anything to be included in, added to, or deleted from the By-Laws must receive a two-thirds vote from the ICC Executive Council. The purpose and content of the By-Laws shall be to define the mechanics of running the affairs of the Clubs Office without conflicting with this document or the UVUSA constitution.

**SECTION: APPENDIX**

**TITLE: CONSTITUTION WRITING GUIDE**

## Constitution of Club

### **Article I. Name**

The Name of this organization shall be\_\_\_\_\_.

### **Article II. Purpose / Mission Statement**

In this section you describe the purpose/purposes of your organization.

**Article III. Membership** - shall be open to any person in the Utah Valley University community. Up to 25% of club membership does not have to be UVU students. Membership is open to all without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation and/or veteran status. It is possible to collect dues as a requirement for membership. Requirements for voting privileges ("who may vote") must be stated in the constitution.

### **Article IV. Organization**

1. The responsibilities and duties of Club Officers.
2. Regularity of meetings.
3. Role of Mentor if club chooses to have one.
4. Method for obtaining and spending funds. Check UVU Clubs Handbook of Policies and Procedures.

### **Article V. Elections**

An elections process should be described as part of the constitution. This can include a specific date on when elections will be held, for example "The second week of spring semester". It is also possible to grant an officer, most likely the president, the right to call for elections. However, in such a case, a deadline is encouraged to be set for an election to be called. In no circumstances, shall a term of office exceed one calendar year.

**Article VI. Qualification for Office** - Check ICC Constitution for office requirements ie: president must be a full time student (12 credits or more & maintain a 2.5 GPA), and then add any specifics from your organization.

**Article VII. Removal from Office** – Procedure to remove an officer.

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

By-laws are rules and procedures used by an organization to run its own meetings and affairs. By-laws need not 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**

This constitution may be amended by the procedures you set up in this section. This requires the approval of the organization, members, etc.

## 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:

- 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

## **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:

1. They have had adequate training and understand how to do their task.
2. They have the given tools or resources needed to accomplish it.
3. They have confidence in their ability to perform.
4. They have a vision of how successful their program can be.
5. They are given significant responsibility.
6. 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;**

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

# SECTION: APPENDIX

# TITLE: MEMBER RECRUITMENT AND RETENTION IDEAS (Cont.)

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

1. Put an article about the volunteer in the UVU Review, their college alumni publication, and their business newsletter.
2. Acquire special discount coupons from local movie theaters, restaurants, etc.
3. Offer "Club Member of the Month" Awards.
4. 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.
5. Offer club members the chance to attend UVUSA trainings and retreats.
6. Offer special training for club members wanting more responsibility.
7. Offer free meals (provided through club funds) to club members where catering is part of services.
8. Send personalized "Thank you for sharing your loved one with us" notes to parents, spouse, or children of the club member.
9. Invite skilled club members to train other club members.
10. Leave treats at the club member work site.
11. Keep track of birthdays and send personalized notes.
12. Write a letter to the club member's place of employment, telling them of the good job the club member is doing.
13. Put up a club member suggestion box
14. Plan annual ceremonial occasions, luncheons, etc.
15. Invite club members to staff meetings.
16. Offer letters of recommendation when the volunteer is applying for employment.
17. Plan a recognition edition of the campus newspaper.
18. Invite key club members to work on your speaker's bureau, community events, etc.
19. Use a letter to the editor as a way of thanking the club member.
20. Don't forget to honor and recognize your board or advisory council as volunteers.
21. Take outstanding club members out to lunch one by one.
22. Invite the club member's spouse to recognition events.
23. Have a club member reception where volunteers can come and bring their families to show them where they gave their time.
24. Send a written thank you note after a volunteer has finished a big project.
25. 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:

#### **1. 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?

#### **2. 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.

#### **3. 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.”

#### **4. 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.

#### **5. 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.

#### **6. 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.