

# LEAVE YOUR MARK

*Clubs*



SOUTHERN UTAH UNIVERSITY STUDENT ASSOCIATION

## Event Information

**Paint The Town Red** – The Annual "Paint the Town Red" event will be held on the **First Friday of the year** on Cedar City's Main Street between 200 N and University Blvd (aka Center Street). Each year there will be a live band, food trucks, activities, local businesses, and of course SUU Clubs! The Vice President of clubs will send an email out to sign up for the event!

**Spring Clubs Fair** – The Annual Spring Clubs fair is held the **First Full Week** after Winter break in the Student Center, Living Room, Mall Area and Ballroom. This event is designed to promote your club to the new students who have just arrived in the Spring Semester. Clubs will be reached out to first then it will be moved to on Campus Organizations!

**Meet Your Clubs** – There will be **Monthly** Meet Your Club events that are held by the clubs committee so that students are able to get more connected with their clubs on campus. The clubs committee will provide food, games, and sometimes Merit Money if you are willing to participate in the Event

## Contact Information

Vice President of Clubs- Email: [Suusa\\_clubsvp@suu.edu](mailto:Suusa_clubsvp@suu.edu) Office Phone Number: (435) 856-8504

Club Director Emails:

[diversityclubs@suu.edu](mailto:diversityclubs@suu.edu)  
[serviceclubs@suu.edu](mailto:serviceclubs@suu.edu)  
[academicclubs@suu.edu](mailto:academicclubs@suu.edu)  
[professionalclubs@suu.edu](mailto:professionalclubs@suu.edu)  
[athleticclubs@suu.edu](mailto:athleticclubs@suu.edu)  
[artsclubs@suu.edu](mailto:artsclubs@suu.edu)  
[specialinterestclubs@suu.edu](mailto:specialinterestclubs@suu.edu)  
[greekorgs@suu.edu](mailto:greekorgs@suu.edu)

**If you are not receiving emails from one of these contacts, please emails the SUUSA Clubs VP to get on that contact list!**

## Advisor Expectations

- Take an active role in advising the student organization
- Attend all high risk club meetings, events and activities (A Low Risk Meeting/Event/Activity contains minimal risk where personal injury to participants and property damage are unlikely to occur, i.e. club meeting discussion, lectures, playing chess)
- In case of an emergency at such an event, the advisor should exercise his/her best judgment and work closely with the University Police
- Remain informed of all activities and meetings sponsored and conducted by the student club
- Be aware of the club's financial situation and help them with their budget
- Help them navigate the risk of their club activities and help them fill out a risk mitigation form
- Travel and attend any conferences, events, etc.
- Meet with the organization's president on a regular basis
- Be knowledgeable about and adhere to University policies and procedures which pertain to student organizations and inform the student organization and inform the student organization president of his/her responsibility to do the same
- Know the general purpose of the club and be familiar with all the provisions outlined in the organization's constitution and bylaws
- Attend the club conference in Fall and the Spring (Not Mandatory)

## Table of Contents:

Club Handbook Introduction .....	<a href="#">5</a>
Registration for a RSO / USO .....	<a href="#">6-7</a>
Benefits and Privileges of Student Organizations.....	<a href="#">8-9</a>
Introduction to Social Fraternities and Sororities .....	<a href="#">10-13</a>
Registration of an Intercollegiate Sports Club .....	<a href="#">14-15</a>
Membership for Registered Organizations .....	<a href="#">16</a>
Abusive Conduct and Hazing .....	<a href="#">17</a>
Rules on Fundraising .....	<a href="#">18</a>
Rules on Copyright (I Want to Show a Movie) .....	<a href="#">19-21</a>
Purchasing and Making Food on Campus .....	<a href="#">22-23</a>
Naming your student Organization .....	<a href="#">24</a>
Trademark Rules and Regulations .....	<a href="#">25</a>
Risk and Liability .....	<a href="#">26</a>
Maintaining an Affiliation with a Sponsoring Organization .....	<a href="#">27</a>
Rules on Funding .....	<a href="#">28</a>
Maintaining an Off Campus Bank Account .....	<a href="#">29-32</a>
An in-active Organization .....	<a href="#">33</a>
Travel Policies .....	<a href="#">34-35</a>
Organizations Expectations .....	<a href="#">36</a>
Accountability for Organizations .....	<a href="#">37-42</a>
Sanctions .....	<a href="#">43</a>
<b>HELPFUL INFORMATION</b>	
Example Constitution .....	<a href="#">44-45</a>
Example Meeting Agenda .....	<a href="#">46</a>
Club Recruitment .....	<a href="#">47</a>
Event Planning Checklist .....	<a href="#">48</a>
Frequently Asked Questions .....	<a href="#">49-50</a>

**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: The Club Handbook

POLICY #: 100

TITLE: UNIVERSITY PURPOSE & OBJECTIVES

APPROVED

---

Southern Utah University and its Office of Student Involvement and Leadership are committed to enhancing each student’s education by offering extracurricular opportunities to apply and integrate the knowledge they acquire in the classroom. One such opportunity is participating in a student club or organization. Membership in a student organization enables students to socialize with others who share similar interests and develop leadership skills as they work with others to establish the direction, structure and culture of the organization.

Moreover, students who get involved with an organization assist the University in actualizing its core values of *Explore, Engage and Excel*. Within student organizations, faculty and staff advisors collaborate with students to “establish a sense of community wherein diversity, respect for all people, civility and shared governance are cultivated.”<sup>1</sup> The challenges presented in building a community provide SUU students with real-life experience in a safe environment that prepares them “for personal growth, civic responsibility, and professional excellence.” The unique purposes and objectives of SUU’s diverse array of organizations and clubs also include introducing students to new social, cultural, and recreational activities that can shape their perspective of the world and their understanding of who they are and what they believe.

The University defines “student organization” as:

An association or group of Southern Utah University students created to explore a common interest, support a particular view, accomplish a task, or pursue any educational objective consistent with SUU’s mission, vision or core values.

The authority to register student organizations and establish a procedure for doing so resides with the President of Southern Utah University. This authority has been delegated to the Southern Utah University Student Association and the Office of Student Involvement and Leadership through the Vice President for Student Affairs.

---

<sup>1</sup> This language is from Southern Utah University’s Statement of Core Values and can be reviewed at <http://www.suu.edu/general/president/mission.html>.

**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: REGISTRATION

POLICY #: 110

TITLE: REGISTRATION CATEGORIES

APPROVED

---

**University Sponsored Organizations [USO]**

For a select group of student organizations, the University is able to provide resources, in addition to those that other registered student organizations receive. Sponsored Organizations are distinguished from other student organizations by the following criteria:

1. A full-time staff or faculty member is required, by mandate of the University<sup>2</sup>, to advise and supervise the operations of the organization. Through this advising relationship, the student organization is subject to University control and oversight.
2. These organizations are also eligible to receive funds through the college, school or department that sponsors them. In this respect, these organizations are the recipients of on-going funding through their respective sponsors' budgets.

These organizations receive the benefits of being a student organization, but are subject to the following:

- a. These organizations are not eligible to apply for funding through the SUUSA Clubs and Organizations Committee branch or Academic Senate. Each organization has their own budget and funds directly through the university, but can still receive discounts on campus that are given to student organizations.
- b. These organizations are also allowed to have designated office spaces on campus, including spaces that are used specifically for organizations meetings and events.
- c. Must update roster yearly on third connection including advisors and current officers

To secure the resources and privileges associated with the status of a Sponsored Organization, the organization must submit a letter from the Department or College that sponsors it to the Student Involvement and Leadership Office. The letter should explain how the organization satisfies the criteria articulated above.

---

<sup>2</sup> The University mandates these advising relationships through job descriptions, position expectations or departmental assignments. In this manner, advisement becomes consistent and constant as a result of being an ex officio duty associated with certain individuals' employment.

**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: REGISTRATION  
TITLE: REGISTRATION CATEGORIES

POLICY #: 110  
APPROVED

---

**Registered Student Organizations [RSO]**

To obtain status as a Registered Student Organization, the student group must:

- A. Secure the support of a volunteer advisor from the University's full-time faculty or staff.
- B. Commit to participate in SUUSA's organized Fall and Spring Clubs trainings.
- C. Accept and complete assignments and tasks given by the VP of Clubs and Organizations.  
[Example: Build a float for the Homecoming Parade]

If you are classified as an Intercollegiate Sports Club or Greek Social Fraternity or Sorority, you must meet the additional requirements below:

1. **Intercollegiate Sports Clubs:** Many students desire to compete in an athletic event that is not part of SUU's sanctioned athletics program. Men and women seeking such opportunities may establish an Intercollegiate Sports Club provided they meet the requirements and standards associated with this designation. (Please refer to policy 160 of the handbook on Intercollegiate Sports Clubs) Securing status as an ISC enables these students to compete against teams from other institutions of higher education or within established leagues/competitions within a fixed geographic region.
2. **Greek-Letter Organizations/Social Fraternities & Sororities:** Fraternities and sororities have been a unique and rewarding component of the student experience in American higher education. However, relatively recent developments and trends in the behavior of fraternity and sorority members have created a series of challenges of which University administrators must be mindful. In addition to satisfying the requirements associated with Registered Student Organizations, Greek Letter Organizations must also comply with (1) the Recognition Policy for Social Fraternities and Sororities and meet the expectations of a governing council for fraternities and sororities. (Please refer to Policies 150 & 151 of the handbook on Social Fraternities and Sororities)

**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: REGISTRATION

POLICY #: 120

TITLE: REGISTRATION PROCEDURE

APPROVED

---

The University is willing to extend access to institutional resources provided students register their organizations with the Office of Student Involvement and Leadership and the Southern Utah University Student Association [SUUSA]. The act of registering student organizations does not serve as an endorsement of the organization's aims, purposes, philosophies or activities, nor does it mean the University or SUUSA is responsible for the operation of the organization or the services the organization agrees to provide for its members. The act of registering an organization with SUUSA and the University does not guarantee access to insurance. Members of the student organizations are expected to identify and evaluate the risks associated with participation before agreeing to join or affiliate.

Registration requires students to submit the following documents and information online through T-Bird Connection to the Office of Student Involvement and Leadership:

1. A Complete online registration each academic year application on T-Bird connection. ([Registration Link](#))
2. Students seeking to register their organization must verify at least five [5] Southern Utah University students willing to participate in the organization. Providing a complete list of all members is not required but is encouraged to assist the University with assessment. Membership in a student organization is primarily reserved for SUU students. However faculty, staff and community members may affiliate as associate members so long as the leadership of the organization is comprised of students.
3. A complete list of the organization's student leadership and their contact information.
4. A constitution of sufficient detail to provide the organization with adequate structure.
5. A letter from the department or college that sponsors the organization. (*Conditional Requirement for University-Sponsored Organizations*)
6. The name and contact information of the full-time faculty or staff member selected as the organization's advisor. (*Conditional Requirement for all Chartered Clubs*)
7. Digital signature of the Handbook Acknowledgement Form as part of the online registration.

Once these materials have been submitted, they will be reviewed by the Office of Student Involvement and Leadership and the Clubs and Organizations Committee. Application review typically takes two [2] weeks, but may take longer depending on the time of year and availability of individuals to review the application.

**Southern Utah University may reject any organization's registration application for (1) reasons established by law (*Healy v. James*, 408 U.S. 169), (2) failure to adopt a purpose that is consistent with the mission, vision and core values of the University, or (3) undertaking activities that are intended to inflict injury to oneself or others**



**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: REGISTRATION

POLICY #: 130

TITLE: BENEFITS & PRIVILEGES OF REGISTERED CLUBS

APPROVED

The benefits pursuant to registering a student organization with the University are privileges and should not be looked upon as rights or entitlements. In extending access to services and resources on campus, the University also expects student organizations to adhere to University policies and obey state and federal laws. Organizations that are successful *may* qualify for the following:

<b>BENEFITS</b>	<b>USO</b>	<b>RSO</b>
Eligibility for University Appropriated Funds	X	
Eligibility for SUUSA-Appropriated Funds [Merit Money]		X
Eligibility for SUUSA-Appropriated Funds [Award Money]		X
Eligibility for SUUSA-Appropriated Funds [Grants]		X
Eligibility for Matching Funds from SUUSA [Match Dept Contributions]		X
Qualify for the University's Tax Exempt Status [P-Card purchases only]	X	X
Qualify for use of University's Financial services	X	
Covered Under the Umbrella of the University's Insurance Policy provided by the state of Utah, Division of Risk Management	X	X
Sanctioned University Travel Access to Motor Pool Resources [Required to use the Travel Authorization System see Handbook Policy #280]	X	X
Priority Scheduling for Student Center Rooms & Tables	X	X
Access to Campus Mailbox and Mail Services	X	X
T-Bird Connection Page	X	X
Use of the University Ticket Office [Must Use on Campus Account]	X	X
Supervised Use of University Trademarks and Logo	X	X
Permission to Host Public Events/Activities with other Organizations	X	X
Eligibility for SUUSA/ University Awards	X	X
Inclusion in SUUSA/ University Publications and Clubs Registry	X	X
Access to free elements of STIL Marketing Services	X	X
Access to SUUSA/University Educational Programming	X	X
Permission to use SUUSA Bulletin Boards	X	X
Participate in SUUSA Club Recruitment Fairs	X	X

**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: REGISTRATION

POLICY #: 140

TITLE: SOCIAL FRATERNITIES AND SORORITIES

APPROVED

---

Southern Utah University recognizes a safe and healthy Greek community has the potential to add value to the educational and social experiences of its students. Throughout SUU history, student life has benefited significantly from the existence of fraternities and sororities and their collaboration with others on campus has created numerous opportunities for students to be involved. However, the University is also aware of the challenges presented by maintaining social fraternities and sororities. In an effort to establish and encourage a mutually-beneficial relationship between SUU and its fraternities and sororities, this policy has been developed to guide and inform University administrators and leaders of registered fraternities and sororities.

By registering social fraternities and sororities, the University does not endorse or support the values, principles, or programs of any particular Greek Letter Organization. Social fraternities and sororities are independently chartered non-profit organizations under state and federal law and are not representatives or agents of the University. To imply such a relationship through the use of the University's name is prohibited. Moreover, registration in no way implies that the University will be responsible for the supervision, safety, security or delivery services that each fraternity or sorority agrees to provide for its members. The University also does not exert any control over the leadership of fraternities and sororities, but rather seeks to collaborate with leaders among undergraduate and alumni members and fraternity or sorority headquarters staffs.

The authority to register social fraternities and sororities resides in the Office of the President of Southern Utah University. This authority has been delegated to the Office of Student Involvement and Leadership through the Vice President for Student Affairs. Although fraternities and sororities are similar to other types of student organizations, they also possess unique attributes, thus requiring the University to have additional conditions for registering them.

**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: REGISTRATION

POLICY #: 141

TITLE: SOCIAL FRATERNITIES AND SORORITIES

APPROVED

---

Any students desiring to create a social fraternity or sorority at Southern Utah University must comply with the following conditions in order to be duly registered by University administrators:

1. Complete the application for registration as a *Registered Student Organization* through the Office of Student Involvement and Leadership and receive the approval of the Director of Student Involvement and Leadership and the Southern Utah University Student Association [SUUSA] Vice President for Clubs and Organizations.
2. The student organization must be recognized as a colony or chapter in good standing by an International or National fraternity or sorority, and meet the guidelines described in the United Greek Council [Constitution](#).
3. In order to have an all-male fraternity or an all-female sorority, the student organization must demonstrate that it has obtained tax-exempt status under Section 501(c)(7) of the United States Internal Revenue Code. Please refer to § 86.14 of the regulations pursuant to *Title IX of the U.S. Education Act Amendments of 1972*.
4. The student organization must also meet the following characteristics of social fraternities and sororities as identified by the United States Department of Education:
  - a. The organization must not limit membership to persons pursuing or having an interest in a particular field of study, profession or academic discipline;
  - b. The organization must not serve as a honorary society for academic, leadership, or any other endeavor;
  - c. The organization must not permit members to hold membership in other social sororities or fraternities.
5. The student organization must provide the University with a certificate of liability insurance naming Southern Utah University as an “additional insured.” The organization's liability insurance policy should provide adequate coverage for the activities and events it routinely undertakes for an amount no less than \$1,000,000 per occurrence and \$2,000,000 for general aggregate coverage. The organization must also provide an “additional insured” endorsement with language requested by SUU Risk Management.
6. The student organization must provide a letter or certificate verifying that its recruitment activities and candidate education program meets the risk management and anti-hazing provisions of its National or International sponsor.
7. The student organization must also submit the following information to the Office of Student Involvement and Leadership:
  - a. A copy of its Risk Management or Risk Reduction Policy

- b. A copy of its Anti-Hazing Policy
  - c. A copy of its Drug and Alcohol Policy
  - d. A complete and accurate membership roster identifying chapter leaders (TBird Connection)
  - e. A copy of its Chapter Bylaws or Constitution (articles pertaining to rituals may be omitted)
8. The student organization must, in addition to satisfying these requirements, also be recognized by the United Greek Council at Southern Utah University.
  9. The student organization must maintain a collective minimum GPA of 2.500. An organization failing to meet the minimum academic standard for two consecutive semesters will have its registration and pursuant privileges revoked. To determine the organization's collective GPA each semester, every member must sign a waiver of FERPA protections permitting University administrators to review members' educational records.
  10. The student organization's financial management practices must be conducted within the parameters of state and federal law, and should remain consistent with generally accepted accounting and collection practices.

Failure to comply with these conditions and requirements will preclude the University from registering a student organization as a social fraternity or sorority.

### **Maintaining Registration as a Fraternity or Sorority**

After satisfying the initial conditions of registration, social fraternities and sororities will need to re-register every year through the Office of Student Involvement and Leadership by the end of the 3rd week of Fall Semester. To achieve this objective, each fraternity and sorority will need to satisfy the following requirements:

1. Complete the online application form on TBird Connection for re-registration as a *Registered Student Organization* through the Office of Student Involvement and Leadership and the Southern Utah University Student Association.
2. Submit an updated copy of the chapter's certificate of liability insurance naming Southern Utah University as an "additional insured," and provide the requisite endorsement.
3. Provide documentation that they have completed or will complete the requisite tax forms to maintain the chapter's tax-exempt status. (Acceptable documentation includes: A letter from the Chapter Advisor, an accountant, or national officer or a copy of the completed 990 Form)
4. Provide an updated letter or certificate from the chapter's International/ National/Alumni sponsor verifying:
  - a. The Chapter remains in good standing

- b. The Chapter's recruitment activities and new member education program continue to meet the risk management and anti-hazing standards of the fraternity or sorority
5. Unless unchanged, the Chapter must submit the following information to the Office of Student Involvement and Leadership:
  - a. A copy of its Risk Management or Risk Reduction Policy
  - b. A copy of its Anti-Hazing Policy
  - c. A copy of its Drug and Alcohol Policy
  - d. A complete and accurate membership roster identifying chapter leaders
  - e. A copy of its Chapter Bylaws or Constitution (articles pertaining to rituals may be omitted)
6. Maintain a collective minimum GPA of 2.500 every semester following registration as a social fraternity or sorority.

Failure on the part of any social fraternity and sorority to complete these requirements on a yearly basis will result in the immediate revocation of University registration and its pursuant privileges. In special circumstances, the Vice President for Student Affairs may grant an extension to fraternities and sororities to satisfy the requirements for re-registering. Such extensions will be considered on a case-by-case basis.

If provisions of this policy are violated, a written notice will be sent to Chapter leaders, the Chapter Advisor, and the International/National fraternity or sorority indicating the loss of recognition and the reason for it. The letter will be sent by the Office of Student Involvement and Leadership. Chapters may file an appeal of a decision to revoke registration with the Vice President for Student Affairs.

In addition to failing to meet the requirements articulated in this policy, the University may revoke registration as a sanction for a fraternity or sorority misconduct. Specifically, if a Chapter violates a provision of the [SUU Code of Student Conduct](#) or University policy, it may be subject to the process and procedures of the University Judicial System.

**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: REGISTRATION

POLICY #: 150

TITLE: REGISTRATION OF INTERCOLLEGIATE SPORTS CLUBS

APPROVED

---

In addition to completing the requirements as a Registered Student Organization, student groups seeking the status of an Intercollegiate Sports Club must also satisfy the following conditions and criteria:

1. The student organization must demonstrate:
  - a. The activity in which they would like to engage is considered a “true sport.” To accomplish this students will need to provide the following information:
    - i. A national or international organization exists to govern the activity or competition;
    - ii. A set of rules and regulations is available for participants and officials to review;
    - iii. Established contests, competitions, or clinics exist within a 500 mile radius of Cedar City, Utah for students to attend;
    - iv. The primary objective of the activity or competition is to teach and enhance athletic skills;
  - b. The interest and need for competing in their sporting event is not adequately fulfilled by another opportunity on campus.
  - c. The University has the facilities and equipment necessary to accommodate the on-going practice and play of the competition without disrupting other services and programs.
  - d. The activity is safe and there is clear evidence that participating students will have access to a well-qualified instructor or coach, necessary athletic equipment, and supervised practices and competitions. Furthermore, the club should have well-developed emergency procedures to provide care for students injured as a result of participation.
2. The student organization must meet with the Director of Campus Recreation [Full Time Staff] to determine the feasibility of pursuing participation in any Sports Club and receive his or her approval.
3. The student organization must have a faculty or staff advisor.
4. Each member of the student organization is strongly encouraged to possess personal health insurance and show proof of insurance prior to participating in any practice or competition.

5. Each prospective member must sign an informed consent document (waiver) detailing their willingness to assume the risks associated with participation and their willingness to indemnify Southern Utah University for personal injuries sustained as a result of participation.
6. Intercollegiate Sports Clubs hosting a sporting/athletic competition at Southern Utah University may be required to purchase event insurance before sending invitations or registering competitors. Competitors from other institutions or the community must sign a waiver prior to participating in a competition being hosted at SUU.
7. The student organization must also understand that the overwhelming majority of the costs associated with participation will fall to the individual members of the sports team.
8. The students on the team should also recognize they do not officially represent Southern Utah University nor are they agents of the University. However, all students should conduct themselves with integrity and embody the principles of sportsmanship associated with their respective sport. Additionally, students' behavior at an off-campus athletic or sporting event is subject to the ambit of the Code of Student Conduct and may result in conduct sanctions.

**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: RULES & REGULATIONS PERTAINING TO RSO'S  
TITLE: MEMBERSHIP SELECTION & PARTICIPATION

POLICY #: 200  
APPROVED

---

Southern Utah University expects Registered Student Organizations to contribute to the campus community by establishing membership practices that are fair, inclusive, and respectful of the rights and dignity of students, faculty and staff. Just as students have the right to determine those with whom they associate, student organizations may employ selection criteria and membership standards that are related to the purpose and objectives of their organizations. All students should be afforded the opportunity to meet those standards and satisfy selection criteria without respect to their race, color, age, sexual orientation, legally recognized disability, religious affiliation, marital status, or veteran's status. Membership and participation must also be open without regard for sex or gender, unless the organization can demonstrate that it qualifies for an exemption from the provisions of *Title IX of the Education Amendments of 1972*.

“Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, or, unless exempt under Title IX, gender.”<sup>3</sup>

---

<sup>3</sup> This language was developed by the University of North Carolina at Chapel Hill in response to litigation over its recognition policy for student organizations. This language appears in footnote 8 of a U.S. Federal District Court Opinion (Civil No. 1:04CV00765) by Judge Bullock of the Middle District of North Carolina.



**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: RULES & REGULATIONS PERTAINING TO CLUBS  
TITLE: ABUSIVE CONDUCT & HAZING

POLICY #: 210  
APPROVED

---

The University has clearly identified behaviors that are harmful to the community in its [Policy # 11.2: STUDENT RIGHTS, RESPONSIBILITIES AND CONDUCT](#). This policy governs all student conduct including the conduct of student organizations. Among those behaviors are abusive conduct and hazing. For the benefit of advisors and organizational leaders, the relevant portions of the above-referenced document have been reproduced here:

Abusive Conduct

Any use of words or acts against one's self or others that causes physical injury (See UCA 76-5-102) or that demeans, intimidates, harasses, threatens or otherwise interferes with another person's rightful actions or comfort. This includes but is not limited to, verbal abuse, physical batteries, and sexual misconduct.

Intimidation is using words or gestures or committing acts with the intended or actual result that a reasonable person feels bullied or fearful, where such words, gestures or acts serve no legitimate purpose. This includes but is not limited to unlawful coercion, extortion or duress.

Conduct that is harassing is defined as any words, gestures or actions directed at an individual or group that may cause a reasonable person to experience fear or intimidation.

Sexual misconduct (See UCA 76-9-702 (3)) is sexual contact without consent and includes (1) intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs, anus or buttocks; (2) rape (See UCA 76-5-402 , sexual intercourse without consent, whether by an acquaintance or a stranger) and attempted rape; (3) sodomy (See UCA 76-5-403, oral or anal intercourse) without consent; attempted forcible sodomy; or (4) sexual penetration with an object without consent (See UCA 76-5-402.2. To constitute a lack of consent, (See UCA 76-5-406) the act(s) must be committed either by force, intimidation, or through the use of the victim's mental incapacity or physical helplessness (which includes the victim being voluntarily or involuntarily under the influence of alcohol or other incapacitating substances).

Hazing

Any act that causes humiliation, physical discomfort, bodily injury or ridicule, particularly where such is imposed as right of initiation or acceptance into a club, military organization, fraternity, and sorority or onto an athletic team. (See UCA 76-5-107.5)

The behavior and conduct of student organizations and by their individual members should be guided by the principle of respect for the rights of others. Organizations are encouraged to review SUU Policy # 11.2 in its entirety for additional direction regarding appropriate conduct. Check the following:

Fraternal Information Programming Group (2006). *Risk Management Policy*. <http://www.fipg.org>  
Stophazing.org: Educating to Eliminate Hazing – <http://www.stophazing.org>

**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: RULES & REGULATIONS PERTAINING TO RSOs

POLICY #: 220

TITLE: FUNDRAISING

APPROVED

---

*Fundraising*

Student organizations may schedule tables in the Sharwan Smith Center for fundraising and/or promotional activities providing all money received reverts back to the organization to promote its mission and purpose. It is the responsibility of the organization to verify the funds are used according to this policy. Volunteers from the student organization must perform all labor associated with the event.

Any student fundraiser in direct competition with university auxiliary services (i.e. SUU Bookstore, Food Services, etc.) must receive permission from the auxiliary entity prior to approval by the Director of Student Involvement & Leadership/Manager of the Sharwan Smith Student Center and the Director of Centralized Scheduling. An auxiliary service has the right to refuse any fundraising request it determines to be in direct competition with it.

Public events for the purpose of fundraising for a student organization must be approved by the Director of Student Involvement and Leadership. The club advisor(s) of the sponsoring student organization must be in attendance for the duration of the event. Student organizations are required to pay direct costs related to hosting a fundraising event in the Sharwan Smith Center.

Many student organizations contemplate holding a lottery or raffle to raise funds for their organization. However, students should recognize that the State of Utah has prohibited lotteries and raffles as a form of gambling (UCA 76-10-1101).

*Personal Financial Gain*

The University's resources (facilities, staff, equipment, groups) cannot be used for exclusive private or personal financial gain to non-campus entities or businesses without educational benefits accruing to the Registered Student Organization or its members.<sup>4</sup>

Business and non-campus entities are prohibited from forming student organizations for the purpose of securing access to University resources.

---

<sup>4</sup> Adopted from the University of Hawaii at Manoa

**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: RULES & REGULATIONS PERTAINING TO CLUBS      POLICY #: 230  
TITLE: USING COPYRIGHTED MATERIALS (MOVIES)      APPROVED

---

A copyright is “a property right in an original work of authorship fixed in any tangible medium of expression, giving the holder the exclusive right to reproduce, adapt, distribute, perform, and display the work.”<sup>5</sup> When artists or production companies create a movie, musical number, or any other piece of art, they apply for and obtain a legal right to prevent others from using it without seeking their permission or paying for it. Students and student organizations are prohibited from using a work that is copyrighted unless they can demonstrate they have permission to use it. Often obtaining permission is predicated on purchasing a limited right to use the work.

An important example of a copyrighted work is a motion picture or film. Student organizations often contemplate showing movies as part of an activity. All students should understand in most circumstances (there are very few exceptions) they will need to purchase the limited rights to show the film or obtain permission from the owner of the copyright to show the film if they intend to screen it in University facilities. The following guidelines have been adapted from the University of Kansas’ policy on showing movies in areas of public accommodation.

---

**I WANT TO SHOW A MOVIE  
(Without Worrying About Getting Arrested)**

Reproduced with permission for the University of Kansas

When you want to show a film on campus, you will be asked by either the Director or Assistant Director of Student Involvement and Leadership to provide proof that you have obtained permission (the “rights”) to show the material. These guidelines have been designed to help you understand why this is necessary, and how you can go about getting the permission you need.

*Why does my organization need to get permission to show this film?*

Copyright infringement is a serious offense under the law, and is also the equivalent of stealing from a film distributor. While it is important to abide by the law, it is also important that your organization represents itself well by doing the right thing—getting permission to show the film. As a SUU organization, the University counts on you and your organization to behave in a manner consistent with University policies, and state, local, and federal law. Should you or your organization be caught breaking copyright law, the University would not provide any kind of protection from your group’s liability under the law.

*When do we need permission, and when don’t we need permission?*

Permission to show a film is necessary more often than you might think. Some common examples are:

- **Any time you show a film in the Student Center or any other public University space** (this is any classroom, lounge, or common area at the University). These spaces are considered “public” spaces, and showing the movie in these areas is the equivalent to showing them in a theater.

---

<sup>5</sup> Black’s Law Dictionary (2006)

- **If you have used publicity to invite your audience** to the showing (this includes but is not limited to mass emails, letters, flyers, and web postings). Because movie rentals are intended for private use, renting them does not provide you with the permission you need to have a public showing in which an audience is invited.
- **If you are charging admission for the showing or an event in conjunction with the showing** (charging for a lecture that will accompany the film, for example). This would be true even if you showed the film at your house, or at another venue off campus.
- **You need permission even if the film showing is for educational purposes.** If the distributor has special permissions for films shown for educational purposes, they will still need to give you the written confirmation you need to protect your event under the law and Sharwan Smith Student Center policy.
- **You do not necessarily need permission if you are showing brief parts of the film.** There is no set rule for what “brief” means in this context, but a general rule is that snippets are OK when the event is free, when the snippet does not reveal key plot items to the film, when the length of the showing is insubstantial, and when it doesn’t affect people’s likelihood of seeing the entire film.
- **Certain academic departments may already have permission to show the film.** If you are showing the film in conjunction with an academic department (especially the film department), that department may already have permission. Check with the department to be sure. If permission is already granted, they will be able to show you written proof of that fact.

**EXCEPTION:** There is an exception to the public performance fees for college and universities. That exception is only in the case of **face-to-face** classroom instruction by a faculty member. The faculty member may show the film/movie outside the normal class period (at night for example), however, it can only be shown to students who are registered for the class. The movie must also be shown in spaces that are designated for instruction; therefore library screening rooms, residence hall or student center lounges, cafeterias do not qualify. A faculty member cannot show it for his/her class and then open it up to the rest of the campus. In order to invite others, the public viewing rights must be purchased. Acceptable attendance for films in which the copyright is not purchased only include students registered for the class, the instructor and guest lecturer(s).

*How can I get permission?*

Getting permission for showing most films is fairly simple. For some rare or international films, it may prove to be a bit trickier. However, there are resources on campus to help you if you should have problems. Most “mainstream” films that are distributed for non-commercial use (which is what most campus showings would be) come from one of two main distributors:

- **SWANK Motion Pictures, Incorporated** – the website for this company is [www.swank.com](http://www.swank.com), and the phone number is 1-800-876-5577. The list of films they distribute is on their web page, but they add new films every day.
- **Criterion** – Another company like SWANK, they are the other big distributor. Their website is [www.criterionpic.com](http://www.criterionpic.com), and their phone number is 1-800-890-9494.

Or you can search for the proper source:

- **Conduct a web search**—a good place to start is [www.imdb.com](http://www.imdb.com), the Internet Movie Database. Simply go to the site, type in your film in the search area on the left, and choose the correct film out of the results. Once you choose your film, go to the “Company Credits” and look up “distribution.”

**If you STILL can't find out** who distributes the film, you can call (310) 247-3020, to the Reference Library of the Motion Picture Academy.

*What is a film distributor going to ask me?*

- Your name, and the name of the organization you are working with;
- How you intend to show the film (advertise all over campus vs. to a small group, whether you are charging, what kind of venue you are showing the film in);
- If there is a charge, how your organization will pay ;
- When you intend to show the film;
- Contact information for your organization;
- Whether or not you need them to send you a copy of the film.
- 

*Is it going to cost money?*

It might. The only way for you to determine this is to call the distributor, explain under what context the film will be shown, and see what they can do for you. If there is a fee, it will matter whether or not you are charging for the showing, how many people you expect, whether or not you need a copy of the film sent to you, and how often you show films. Have all of the information handy about your event when you speak with the film's distributor.

*After I have obtained permission, what proof does the Director or Assistant Director of Student Involvement and Leadership need to see?*

Once you have obtained the rights, you will receive a written record of your permission to show the film. This is commonly called a "confirmation." If you are being charged, an invoice will follow this confirmation once you show the film. Confirmations can come via the mail, or via email, and will have the film, the date(s) you have permission to show the film, the contact information of your representative from the distribution company, and the format you requested the film in (if the film is being sent to you), and other pertinent information. If a distribution company is unable to provide a confirmation, they should send you a letter electronically or via mail that certifies that you have legally obtained the rights to show the film. This should be on letterhead with all contact information of the distributor available.

*This is so complicated! Why don't I just not tell the Director or Assistant Director of Student Involvement and Leadership that I am showing a film?*

Even though it sounds complicated, it really is not difficult to obtain the proper permission to show films on campus. It will definitely take less time and money than defending yourself or your organization in court if you are caught! Intellectual copyright infringement is being prosecuted more and more on college campuses. It is just not worth the risk. More immediately, if you show a film on campus without getting permission, and the University becomes aware of it, your organization could stand to lose valuable benefits, including use of campus facilities.

*I have more questions. Who can I talk to?*

If you have questions specifically regarding the need for permission when showing films, feel free to contact Keri Mecham, Director of Student Involvement and Leadership at 586-7762.

**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: RULES & REGULATIONS PERTAINING TO CLUBS  
TITLE: PURCHASING & PREPARING FOOD ON CAMPUS

POLICY #: 240  
APPROVED

---

*Purchasing Food on Campus*

Southern Utah University has a contractual relationship with the *Compass Group of North America* and its subsidiary *SUU Dining Services* to provide meals for residential students and concessions and catering at campus events. This relationship precludes any other foodservice company, restaurant, caterer or individual from competing with *SUU Dining Services* for food service on campus.

Student organizations need to understand this relationship to ensure they abide by the provisions of the contract between the University and SUU Dining Services. **Specifically, when student organizations desire to provide food at a meeting, activity or event held on campus they NO LONGER must work with SUU Dining Services to meet their needs BUT IT IS ENCOURAGED.** SUU Dining Services has created a unique menu for student organizations and provides student groups with a discount to accommodate the budget constraints student groups operate within and can be found under documents on SUUSAs TBird Connection page (<https://tbirdconnection.campuslabs.com/engage/organization/SUUSA/documents/view/684278>).

In some very limited circumstances, SUU Dining Services may not be able to meet the needs an organization and they may provide permission to use another vendor or food service provider who can. However, **SUU Dining Services has the first-right-of-refusal and one desiring to gain permission to use a different food service provider is required to visit with a representative from SUU Dining Services to determine what services they can provide before any commitment is made to ascertain services elsewhere.**

*Preparing Food on Campus*

Many times students believe it will just be easier to prepare food on campus or bring food from home for their events or activities. However, **students and student organizations should not do this.** Food preparation requires an understanding of acceptable and safe food-handling procedures. In fact, by requirement of state law, in order to provide food for members of the public, an individual or business must secure a license through the state. The prerequisite for obtaining food-handling permits and licenses is a training course on the prevention of food-borne illnesses and how to purchase, store and prepare food. Some strains of foodborne illness are so severe they may lead to death. **Please refrain from bringing food from home or preparing food on campus and providing it to the public.**

**(Food may be brought from home to an event as long as it is outside of campus)**

For additional information about securing a food-handling permit or the laws and regulations pertaining to food service and public events, please visit the Southwest Utah Public Health Department: <http://www.swuhealth.org/index.html>.

*Fundraising with Food*

Student organizations also will use food to raise funds for their projects. Please refer to the policy on fundraising. To avoid competing directly with SUU Dining Services or the Bookstore, student organizations need to receive the approval and permission of the auxiliary that may be affected by the fundraiser. [**Example:** *The Bookstore sells delicious fudge in its convenience store. Before a student organization decides to sell fudge for a fundraiser at Christmas, the organizational leadership must meet with the Director of the Bookstore to receive approval and permission to ensure they do not unfairly compete with the Bookstore.*]





**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: RULES & REGULATIONS PERTAINING TO RSOs  
TITLE: USING UNIVERSITY TRADEMARKS & LOGOS

POLICY #: 251  
APPROVED

---

The University has established official word-marks, logos and images to create a consistent and readily-recognizable brand within the market of higher education. These legal protections prevent others from manipulating or altering University trademarks and logos for their own purposes. The University has established the following policy regarding the use of trademarks and logos:

**POLICY:** The University’s name, logos, symbols, initials and mascot name (collectively “Trademarks”) are established to be recognized as representation(s) of University tradition, quality and mission. Therefore, the alteration of any of Southern Utah University’s names or Trademarks is prohibited except by the University’s Licensing Director, who has authority to design or redesign all graphic depictions of SUU.

The University has entered into a licensing agreement with an outside agency which protects the use of all trademarks of SUU, insures the requisite collection of royalties from the sale of trademarked merchandise and protects the University’s reputation, name and image by permitting only appropriate uses of the marks. A complete list of SUU Trademarks and rules for their proper usage can be found online at: [Trademark Rules and Regulations](#).

Any person, organization or entity representing the University by name, Trademarks or other representative markings must submit design proposals to the University Licensing Director for review. All parties need to use a licensed vendor when producing merchandise for commercial activity with SUU Trademarks.

- For more information on how to gain approval for trademark use: [Trademarks and Licensing](#)

Any failure to follow proper procedures will be deemed by the University as an infringement of its copyright or trademark rights in the name, logo, design, representation, or subject matter. All of the legal remedies which may follow from this misuse are also hereby reserved to the University. (Policy # 5.43)

Student organizations are expected to adhere to this policy. Organizations should be mindful of this policy as they seek to create fliers, publications, and **t-shirts or any other form of apparel**. Student organizations should be familiar with the Style Guide referenced in the policy above, and if they have additional questions they should be directed to the office of Student Involvement and Leadership. For more information on Marketing Resources: [Style Guide](#)

**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: RULES & REGULATIONS PERTAINING TO CLUBS  
TITLE: ASSUMPTION OF RISK & LEGAL LIABILITY

POLICY #: 260  
APPROVED

---

Student organizations are responsible for the consequences and outcomes of their behavior. An organization may also be held responsible for the conduct of its individual members. As a condition of participating in any student organization and its subsequent activities, students assume the risk associated with involvement, and in most circumstances assume the liability attached to their action or inaction. Leaders of student organizations may also assume greater responsibility for managing risk as they direct the activities of their organizations.

In order to manage risks effectively for major activities, student organizations and their leaders may have to purchase event liability insurance. In order to use campus facilities for a major event, a student organization may be required to purchase event insurance. The Utah State Division of Risk Management has made arrangements for a policy and it is available through a private insurance company at favorable rates. **For information on how to obtain and purchase event insurance please visit with administrators in the Office of Student Involvement and Leadership or Risk Management office.** University professionals may also help student organizations develop and implement strategies that can reduce the risks associated with an event.

One such strategy is the use of waivers. Requiring guests or participants of activity to sign a waiver may be required in order to host the event/activity.

In the case that a minor wishes to participate in an event that requires a waiver see the following policy: [\(5.64\)](#)

In addition to event and activity risk management, student organizations and their leaders must also understand that the University is not responsible for any contract a student organization may enter into with an outside entity. The University is also not responsible for financial arrangements, delinquent payments, or debt that may have been incurred by a student organization.

**Any contracts for a club activity must be processed through the Student Involvement and Leadership Staff.**

**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: RULES & REGULATIONS PERTAINING TO RSOs  
TITLE: AFFILIATION WITH A SPONSORING ORG

POLICY #: 270  
APPROVED

---

Some student clubs and organizations seek to establish an official relationship with a sponsor, affiliate or parent organization. In such circumstances, the organization on SUU's campus is referred to as a "chapter" or "affiliate" of the sponsoring organization. Typical examples of such organizations include honor societies, social fraternities and sororities, philanthropic or service organizations, and athletic teams that compete in an organized league.

Such organizations have a unique responsibility requiring them to serve as reliable and trustworthy partners. Because the members of affiliated organizations residing on SUU's campus must first be enrolled as students, the University has an interest in assisting its students in being good collaborators and monitoring the health and condition of the relationship they enter into. Although the students are not official representatives of Southern Utah University, their behavior has the potential to alter the way the University is viewed and esteemed by others.

In the spirit of establishing good relationships and teaching students to be accountable for their actions with respect to their chosen affiliates or sponsors, the University has established the following provisions:

1. Any registered student club/organization at Southern Utah University determined to be a chapter or affiliate of an organization must abide by any and all rules the parent or sponsoring organization establishes unless those rules conflict with campus policies and procedures. In such cases, student organizations should defer to University policy.
2. Any registered student club/organization at Southern Utah University determined to be a chapter or affiliate of an organization must follow and adhere to the directives and sanctions applied by its parent or sponsoring organization.
3. Any registered student club/organization at Southern Utah University determined to be a chapter or affiliate of an organization must not incur a monetary debt to its parent or sponsoring organization. If the University learns of or identifies such financial delinquency the chapter or affiliate located at SUU will have 90 days to eliminate the debt. Failure to do so may result in the revocation of registration and will terminate any relationship between the University and chapter or affiliate located on campus. The University is not responsible for the repayment of any debt incurred by its registered student organizations, nor can a registered student organization bind the University in a contractual relationship requiring the repayment of its debt.

The Southern Utah University Administration has the prerogative to interpret, evaluate and determine the nature of the relationship between a registered student organization and external entities that may be considered affiliates, sponsors or parent organizations.

In no way do these provisions establish an affirmative duty, on the part of the University and its employees, to administer the affairs of a registered student organization. These provisions are designed to enable University administrators to hold students accountable when an organization's behavior or actions are incongruent with rules, standards and expectations they assume as part of their relationship with a sponsor, affiliate or parent organization and it is brought to the attention of the University.

**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: RULES & REGULATIONS PERTAINING TO RSOs  
TITLE: RECEIVING FUNDS FROM SUUSA

POLICY #: 280  
APPROVED

---

Registered Student Organizations [RSO], University Sponsored Organizations [USO] may be eligible to receive student fee dollars distributed by the Southern Utah University Student Association [SUUSA]. These types of registered student organizations may receive these funds through four different methods:

1. **Merit Money:** RSO's may be eligible to earn funds by participating in activities and events sponsored by SUUSA. The SUUSA Vice President for Clubs and Organizations determines the amount of money that may be earned as a result of participating in any particular activity or event. The Vice President may establish a short form that allows SUUSA to document and track those organizations that earn merit money, and an organization will need to complete the form before the money will be disbursed.
2. **Award Money:** RSO's and USO's are eligible, not guaranteed, funds from SUUSA for earning awards including but not limited to Club of the Month, Club of the Year, etc. These awards and amounts are determined by the SUUSA Vice President for Clubs and Organizations and the Club Committee.
3. **Funding Requests:** In addition to Merit Money, RSOs may petition SUUSA for money by completing a *SUUSA funding request form*. Organizations typically request funds when they need financial support to host activities open to all students, organization members are traveling to a competition or conference, or they have special projects that require additional funding. Completed *funding request forms* are evaluated and approved by SUUSA officials. There is a specific timeline that must be followed in order to have requests approved, and organizational leaders and members are encouraged to meet with SUUSA officials at least one [1] month prior to requesting funds to ensure they meet the established deadlines.
4. **Fundraising:** RSO's and USO's may participate in various events where they may earn a specific dollar amount for helping out with another organization on campus or participating at events where they are given a task to work hourly and complete that task. Please refer to policy # 220 of the handbook for additional information regarding fundraising.

Once an eligible organization has completed a request for funds: and it has been duly approved by SUUSA, the funds are transferred to the organization's campus account. At the time an organization completes its application for registration, the University assigns the organization a campus account that is identified by an alphabetical index code. **It is very important to remember your organization's index code** because you will be asked to provide it on required forms prior to spending money. Funds deposited or transferred in the index code remain there until the organization desires to spend them. Please refer to policy # 283 for information regarding frozen/inactive RSO's and their funds.

**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: RULES & REGULATIONS PERTAINING TO RSOs  
TITLE: USING AN OFF CAMPUS ACCOUNT

POLICY #: 281  
APPROVED

---

Funds deposited in an SUU on-campus account, regardless of their source, become subject to State and University policies that govern purchasing and spending. Therefore, although student organizations are not campus entities, representatives or actors, by virtue of using this resource registered student organization are expected to comply with the University's financial management policies. These policies are designed to establish transparency and consistency in spending funds.

Registered Student Organizations should adhere to the fundamental and prevailing admonition that **goods and services should not be accepted or received prior to establishing a contract for payment.** The reason for this requirement is simple: The University needs to be able to confirm it can pay for the goods and services before it is committed to do so. There are five [5] acceptable ways a student organization can spend money and meet this requirement:

1. **Obtain a Purchasing Card:** An organization can apply for a purchasing card that operates like a credit card tied to the organization's on campus account. To obtain a purchasing card through the University, an organization must complete the following steps:
  - a. Fill out a purchasing card application. The application can be obtained from the Student Involvement and Leadership office [Student Center 177]. Once the application form is complete, it must be signed by the Vice President for Clubs and Organizations, SUUSA Clubs Controller and the Director of Student Involvement and Leadership. It is then submitted to the Purchasing Card Coordinator in the University Purchasing Office. The Purchasing Card Coordinator will request the card and once the card has been received, the club member will meet with the Purchasing Card Coordinator for training.
  - b. Meet with the Purchasing Card Coordinator for training. The card will then be sent to the Student Involvement and Leadership Office. An organization's purchasing card is kept in the Student Involvement and Leadership office so its use can be monitored and supervised by the appropriate STIL and University officials. When an organization wants to use its purchasing card, the organization's representative needs to visit the STIL offices [Student Center 177] to check out their purchasing card. Organizations need to remember the appropriate procedure for checking out their purchasing cards.
2. **Obtain an Index Card for On-Campus Purchases:** When an organization applies for a purchasing card, the STIL office will also create an index card to be used for on campus purchases (i.e., bookstore, SUU Dining Services, copy shop, etc.). The club member whose name is on the purchasing card will also be the index card holder. Check in/out procedures will be the same as a purchasing card.

**Check Out/Check In Procedures**

Step 1: Speak with the Student Involvement and Leadership Administrative Assistant, Assistant Director or Director. Tell them you would like to check out your purchasing card.

Step 2: The Student Involvement and Leadership Professional Staff will require you to sign the *Check Out Form*. At this time, the person helping you will explain **the card can only be checked out for 24 hours**, and that all receipts must be submitted at the time you return the purchasing card.

Step 3: Make your purchase and follow the guidelines for using a purchasing card. These guidelines will be explained to you by the Purchasing Card Coordinator when you complete your training.. If you have forgotten them please visit: <http://suu.edu/ad/purchasing/pur-procedure.html>

Step 4: **KEEP YOUR RECEIPTS - For Check in they must be itemized**

Step 5: After using your purchasing card, return to the STIL office [Student Center 177] find the Student Involvement and Leadership Administrative Assistant, Assistant Director or Director. Hand them your purchasing card and your receipts.

Step 6: The person helping you will require you to sign the *Check In Form*.

Following these rules and procedures enables SUUSA and you to monitor your spending so you don't incur a debt in your campus account. You will not be able to use your purchasing card if there are insufficient funds in your campus account. Your purchasing card can be used for most of your club's expenses, and you should seek to use your purchasing card in most circumstances. For goods and services that cannot be purchased with the organization's purchasing card, the next best solution is a Check Requisition.

**3. Purchase Card Limit Adjustments:** In some cases, your organization may want to purchase an item or items that exceed the limit [\$500] on your purchasing card. A purchase card adjustment form must be completed by the Student Involvement and Leadership Administrative Assistant, Assistant Director or Director and submitted to the Purchasing Card Coordinator 24 hours prior to the purchase. An email is sent to the cardholder letting them know that their purchasing limits have been adjusted and the purchase can then be made. For example, suppose you want to sell t-shirts for a fundraiser and you intend to buy 500 t-shirts. You anticipate the cost will be well over \$1,000 and may be close to \$2,000. The appropriate way to purchase the t-shirts is to complete a purchase order. When securing a purchase order you will need to have an estimate or bid from the company or vendor from which you are seeking to purchase items. Depending on the anticipated expense of the item(s), you may need to identify more than one company to provide an estimate or bid. For more information about when you might need to have multiple bids please contact the Purchasing Office at 435-586-7717. You can also visit <http://www.suu.edu/ad/purchasing/bid-process.html>.

-In planning these purchases meet with the Student Involvement and Leadership Professional Staff first

**4. Submit a Check Requisition:** In some circumstances, such as paying an honorarium for a speaker, you cannot use a purchasing card to spend funds, in this case, having the University write a check from your campus account would be appropriate. *Check Requisition Forms* can be completed by the Student Involvement and Leadership Administrative Assistant, Assistant Director or Director. Appropriate documentation will need to be provided. Appropriate documentation may include the following,

- A. An itemized receipt for the purchase that was made or a contract for services that has been approved by the University's Purchasing Agent.
  - B. If the check is payment to an individual for work-related services, you may also need to provide a W-9 for tax reporting purposes.
  - C. The Payees Information [Name, Address, Phone]
  - D. The most accurate approximation or estimate of anticipated expenses (Examples – Conference Fees, Hotel Rooms, Transportation, etc.)
- You should provide detailed documentation about your anticipated costs. If possible, provide room rates, ticket prices, rental rates, fees or other expenses to the most accurate degree possible and these approximations or estimates must correspond to the total amount of the check you are requisitioning.
5. All inter-departmental transfers must be done through the Student Involvement and Leadership Office

**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: RULES & REGULATIONS PERTAINING TO RSOs

POLICY #: 282

TITLE: OBTAINING AN OFF CAMPUS BANK ACCOUNT

APPROVED

---

Although the University has established an on-campus account for each student organization, some groups set up accounts with one of the banks or credit unions in the community. This practice is discouraged by the University because:

1. The University cannot directly transfer funds to a financial institution off-campus. For example, if your club receives Merit Money from SUUSA, the Controller's Office cannot directly deposit the funds in the club's bank account at Wells Fargo.
2. In order to have University funds deposited in an off campus account, the funds must first be deposited in the organization's campus account. Once the funds are in your campus account, you would need to request a check be written to the organization from the organization. To request a check, you would need to provide documentation explaining the purpose of the funds and how they will be spent. Therefore, you would be doing all of the same work to spend money from an off-campus account as you would if you simply spent the funds directly from your on campus account.
3. A standard pre-requisite to establish an account with a bank or credit union is possessing a Tax Identification Number or Employer Identification Number (EIN). To obtain an EIN an organization must file paperwork with the Internal Revenue Service. **A club or organization cannot use the University's Tax Identification Number to set up an off-campus account.**



**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: RULES & REGULATIONS PERTAINING TO RSOs  
TITLE: FUNDS FOR AN INACTIVE ORGANIZATIONS

POLICY #: 283  
APPROVED

---

When an organization becomes inactive the on campus account funds will not be available for use until the organization has been unfrozen or re-activated. For questions regarding why an organization has been frozen, refer to the Vice President of Clubs and Organizations.

The funds in an RSO's on campus account roll over year after year. In the event that an organization has been frozen or inactivated for more than eight [8] semesters the Vice President of Clubs and Organizations and/or the Club Committee will have the following options to choose from:

1. If another student is interested in re-activating the organization, the funds will be left in the original account for use by the new presidency and members.
2. The existing balance for the inactive club will be used to pay for other RSO's negative balances.
3. The existing balance for the inactive club will be transferred to the Club Committee budget.

**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: RULES AND REGULATIONS PERTAINING TO CLUBS  
TITLE: TRAVEL POLICIES

POLICY #: 290  
APPROVED

---

Registered Student Organizations [RSO] and University Sponsored Organizations may use vehicles maintained by the University through its Motor Pool with the following stipulations:

1. Club member(s) must complete the online training (<https://www.suu.edu/ad/fleet/drivertraining.html>)
2. If reserving the 15-passenger van, drivers must also complete HOV training.

To complete the training, go to [risk.utah.gov/risk-training/](http://risk.utah.gov/risk-training/) Look for box that says “Public and Higher Education” and click “enter portal”, click “sign up here”, enter in name, password, and timezone. The Security Keyword is suu (no caps), click the big green button “SIGN UP”. In top right-hand corner type “van” into search bar, scroll down and click on Large Passenger van Certification, click “Register”, click “Complete Registration”, click “Launch”. Remember to print certificate of completion.

1. The club advisor is required to travel with club either in the motor pool vehicle or caravanning in another vehicle to and from the event.
2. The advisor must be present for the **entirety** of the trip. In a situation where the advisor is not available, the club will need to find a full time faculty or staff to be present.
3. A travel waiver must be completed at least 10 business days prior to the departure date.
4. The club must have enough money in their account to cover the expected cost of motor pool vehicle rental. For rates go to (<https://www.suu.edu/ad/fleet/calculator.html>)
5. A club must meet with their club liaison (director) or Vice President of Clubs and Organizations prior to departing on their trip.

Student organizations choosing to hold or attend events off-campus should not include transportation to the event as part of their plan whenever possible. It is strongly recommended that event attendees should be left to make their own travel arrangements and thus keeping the travel risk to the individuals rather than the club or organization.

In the rare event that transportation may be an unavoidable necessity for an event, student organizations must realize that there are certain risks associated with that decision. Precautionary measures can be taken to minimize, but not eliminate those risks. Precautionary measures include but are not limited to:

- Appropriately selecting trained drivers for travel, acquiring adequate automobile liability insurance, and adherence to vehicle operation laws and recommended safety tips.
- Scheduling travel time during daylight hours where possible and refraining from continuously traveling for extended periods of time or through the night.

▪ Assigning more than one appropriately selected driver to each vehicle and alternating drivers. University Sponsored Organizations [USO] at Southern Utah University may have access to use University vehicles for off-campus travel provided the following conditions are met:

1. The Office of Student Involvement and Leadership and/or the sponsoring department or college must approve the travel. A travel request must be submitted through MySUU Portal. Any student who will be reimbursed for travel expenses will need to fill out a travel authorization. It is recommended, when feasible, to submit a travel requisition for the entire group traveling and have only one member of the group coordinate the funds for the trip. The authorization form must be filled out completely listing correct travel dates and times as well as the driver and all passengers.
2. All drivers of University vehicles must complete the State required driver's training course. This course consists of watching a video and passing a written test. The video and test are offered online and can be found via a link on the SUU Motor Pool website. Once the test is complete a copy of the driver's license will be placed on file with Motor Pool and their driving record will be reviewed to ensure they are eligible to operate a University vehicle.
3. **University vehicles may be used for in-state travel only.** If out-of-state travel is required, rental vehicles or a charter bus must be procured.

**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION:	ORGANIZATIONAL ACCOUNTABILITY & COMPLIANCE	POLICY #: 300
TITLE:	SOURCES ESTABLISHING CONDUCT	APPROVED

---

Registered Student Organizations [RSO] operate within the campus community at Southern Utah University. Therefore, student organizations are expected to comply with the rules, standards, and expectations that have been articulated to govern and regulate the campus community. The following sources enumerate and explain the rules, standards and expectations for duly registered student organizations and their respective members:

1. United States Federal Law
2. State of Utah Statutes and Laws  
<http://www.le.state.ut.us/~code/code.htm>
3. Cedar City Municipal Ordinances  
<http://www.cedarcity.org/index.aspx?NID=6>
4. Southern Utah University Policies and Procedures  
<http://www.suu.edu/pub/policies/>
5. Student Rights, Responsibilities and Conduct – SUU Policy # 11.2  
<http://www.suu.edu/pub/policies/pdf/PP112Student.pdf>
6. Southern Utah University General Catalog  
<http://www.suu.edu/academics/catalog/2009/>
7. Southern Utah University Handbook for Student Organizations

In permitting student organizations to use some of the University's resources, the University expects that all of its student organizations will follow the law and conduct their affairs according to University policy. Violations of the law, University policy, or the Handbook for Student Organizations may result in an organization being subject to the accountability measures outlined in the next section of the Handbook.

**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION:	ORGANIZATIONAL ACCOUNTABILITY & COMPLIANCE	POLICY #: 310
TITLE:	ACCOUNTABILITY PROCEDURES	APPROVED

---

The University seeks to hold its students and student organizations accountable for their behavior in an effort to help students become “responsible citizens...instilling ethics and values and the responsibilities one has toward others.” Instrumental in that effort is the University’s commitment to education along with the concepts and principles of restorative justice. When exercising its authority to hold students accountable, the University prefers to craft sanctions that will educate students and assist them in repairing the harm their actions may have inflicted on the campus community. Although this is the University’s preference, there are circumstances that may require the University to respond with greater strength and seek to enforce consequences fitting the violation.

To determine the appropriate measures needed to hold a student organization accountable, the University and the Southern Utah University Student Association may rely on any of the following institutional actors:

1. The Southern Utah University President’s Council
2. The University Judicial System
3. The Clubs and Organizations Committee

When the advisor to the Clubs and Organizations Committee receives information that a chartered student organization has violated the law or University policy, the advisor may assess the nature of the information and determine which institutional actor is best suited to review and address the alleged violation. In incidents where club policies or provisions within the Student Organization Handbook have been violated, Clubs and Organizations Committee may address the allegation. If an organization has violated the Student Code of Conduct or other University Policies outside of those included in the Handbook, the University Judicial System will be notified and the allegation will be forwarded to the Dean of Students. The President’s Council, when informed of an alleged violation, may choose to take up the allegation on a case-by-case basis.

Both the President’s Council and the University Judicial System maintain operating procedures independent of the Handbook for Student Organizations. However, the Clubs and Organizations Committee use the procedure outlined in policy #311 of the Handbook.

**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: ORGANIZATIONAL ACCOUNTABILITY & COMPLIANCE

POLICY #: 311

TITLE: ACCOUNTABILITY PROCEDURES

---

APPROVED

The Clubs and Organizations Committee uses the following process to review information of alleged violations of laws and University policies:

**1. Receipt of Information Alleging a Violation**

There are no formal requirements to submit or share information about a chartered organization violating laws or policies. The information can be shared with any member of the staff at the Office of Student Involvement and Leadership, any student serving on SUUSA, or the Clubs and Organizations Committee. Upon receiving information, the individual will write a brief report of the information received and submit it to the STIL Clubs Advisor. A brief report could be as simple as an email.

**2. Preliminary Review of the Report**

Once the brief report has been received by the STIL Clubs Advisor he or she will share the report with the Vice President for Clubs and Organizations. The advisor and the VP of Clubs and Organizations will discuss the nature of the allegation and tentatively determine whether or not the allegation seems plausible. In the event the advisor and VP of Clubs and Organizations believe the allegation is worthy of investigation they will contact the party responsible for making the allegation and the organization that has been accused of violating the law or policy to ascertain additional information.

**3. Investigation of Allegations**

The STIL Clubs Advisor or VP of Clubs and Organizations may investigate any particular component(s) of an allegation. During the investigation the advisor and VP of Clubs and Organizations may choose to speak with individuals believed to have information regarding the activities alleged to have violated law or policy. Such individuals include administrators, staff, students, and faculty or club advisors. The information obtained from these conversations will be kept confidential by the STIL Clubs Advisor and the VP of Clubs and Organizations.

After ascertaining additional information, the STIL Clubs Advisor and VP of Clubs and Organizations will meet to discuss what has been learned and decide if there is sufficient information to determine if the allegation occurred. If there is insufficient information to make a determination the STIL Clubs Advisor will contact the party alleging the violation and notify them as well as the organization/club that has been accused. Unless new information is presented, the allegation will be considered without merit and will not receive any further consideration by Clubs and Organizations Committee.

However, if there is sufficient information following the investigation the STIL Clubs Advisor will contact the accused organization/club in writing and request that the advisor and leadership team of the organization meet with the Director of Student Involvement and the Vice President for Clubs and Organizations for an initial meeting.

#### **4. Initial Meeting**

During the initial meeting with the club or organization, the Director of Student Involvement and Leadership and the Vice President for Clubs and Organizations will discuss the nature of the allegation with the club leadership and advisor. This discussion will provide the club with (1) information about the procedures for holding student organizations accountable to the rules of the University, (2) the opportunity to address the allegation, and (3) identify options the student organization has to resolve the allegation.

At the time of the initial meeting, the student organization may choose to accept responsibility for the alleged violation of the rules. If this is the course selected by the organization, the Director of Student Involvement and Leadership and VP of Clubs and Organizations may recommend sanctions or actions they believe will enable the student organization to remedy a problem, learn from the mistake, or repair any harm done to the campus community.

The student organization may also elect to contest the allegation and request that the Clubs and Organizations Committee hold a meeting to hear its reasons for contesting the allegation and explain why they believe they are not responsible for the alleged violation. A student organization could also accept responsibility for the violation but contest the course of action or sanctions recommended by the Director of Student Involvement and Leadership and the VP of Clubs and Organizations. In either case, the result would be a meeting of the whole Clubs and Organizations Committee to consider the allegation.

#### **5. A Meeting of the Clubs and Organizations Committee**

At the request of the student organization/club, the Clubs and Organizations Committee (hereafter referred to as “the Committee”) will meet together to consider whether or not the organization/club is responsible for the alleged violation, and what the most appropriate sanctions are in light of an organization/club being found responsible for the allegation. During this meeting, the Committee will follow the procedures outlined in *University Policy # 13.20 - UNIVERSITY JUDICIAL SYSTEM*. The relevant portions of that policy have been modified and reproduced here:

##### Procedure

- a. A date, time and place of hearing shall be determined with notification given to all parties. Every effort shall be made to schedule this meeting within two weeks of the time it is requested, although it shall not be scheduled less than five (5) days from the of the request, except by mutual agreement of the organization and the Director of Student Involvement and the VP of Clubs and Organizations.
- b. The Director of Student Involvement must notify the organization in writing of the complaint and the allegations that have been reported along with the information outlined in subsection a.
- c. All meetings will be closed to the public unless the organization agrees in writing not less than 24 hours in advance that a hearing be open. The Clubs and Organizations Committee reserves the right to limit the number of observers at an open hearing on the basis of space.

- d. In the meeting the burden of proof, which rests with the person or party making the allegation, shall be based on a preponderance of the evidence. "Preponderance of the evidence" means that the evidence presented to the Committee allows them to conclude (by simple majority vote) that it is more likely than not that the alleged violation occurred.
- e. Witnesses may be called by the organization and/or by members of the Committee. Witnesses may be either witness to actual events or character references. Character references may only be reviewed or heard, if appropriate, during the sanctioning phase of the meeting. The Committee may, by majority vote, limit the number of witnesses for reasons of redundancy or irrelevancy. The Committee is not governed by any formal rules of evidence; rather, by fairness and the best means available to arrive at the most accurate representation of the facts. Consequently, the Committee may accept "hearsay" as evidence, but will give it little or no credibility if it is contradicted by a witness who directly observed a relevant event or was a direct party to a relevant conversation.
- f. Both parties and Committee members will have the right to question witnesses as necessary, either orally or by written questions submitted to the VP of Clubs and Organizations. The VP of Clubs and Organizations will determine the method appropriate in the circumstances, as governed by fairness and interest in maintaining order in the proceedings. An accused organization is entitled to seek the advice of legal counsel and have counsel present in the proceedings. However, it will generally be expected counsel will not have active participation in the proceedings; rather, the accused organization will address the Committee and deal with witnesses personally. Any exception will be considered by the VP of Clubs and Organizations before the proceedings upon written request at least five days in advance, and with the decision communicated to the requesting party as soon as possible by best available means, preferably in writing. The Committee may seek advice from University Counsel as needed throughout the course of its consideration of a given allegation.
- g. If an allegation involves more than one student organization, the Committee may hear the allegation as one, but shall make separate findings of fact for each organization.
- h. In closed session, the Committee, after deliberation, will decide by the preponderance of the evidence standard, whether the organization is or is not in violation of the University policy or Club Handbook provision defined.
- i. Once a determination has been made, the Committee will decide on appropriate sanctions. This determination, in the form of a recommendation, will be forwarded to the Dean of Students, along with their findings of fact.
- j. Final determination of the sanctions rests with the Dean of Students and respondents will be notified in writing of the decision within ten (10) business days of the proceedings.
- k. Organizations wishing to appeal the decision may do so only if there has been a violation of due process or if there is new evidence to be presented.



- l. A request for an appeal from a Committee decision must be made in writing to the Dean of Students within five (5) business days of notification.

### Provisions for Due Process

A student organization that is alleged to have violated University policy or Club Handbook Provision is entitled to certain procedural guarantees to insure a fair resolution.

- a. The accused organization/club will be provided with a written statement of the allegation(s) in advance of the meeting so as to allow time to prepare a response. In addition, the accused organization/club, upon written request, will be given the opportunity for advance inspection of any statements or exhibits the complainant intends to submit at the meeting. The accused organization/club may also request, in writing, the anticipated list of witnesses.
- b. An accused organization/club is expected to present an explanation of their situation at the meeting and may ask individuals to present information on their behalf. Should the accused organization/club fail to appear at the scheduled time and place, the meeting will be held in his/her absence.
- c. To assist in preparation, an organization/club may choose an advisor to be present during the meeting. The role of the advisor is to "advise" and as such is limited to conferring with the advisee only. Advisors shall not participate orally at any point during the meeting.
- d. The outcome of any meeting will be based solely on information provided during the meeting.
- e. Receipt of written notification of the results and findings of the meeting will be within ten (10) business days of the proceedings.
- f. Following the proceedings, the student may appeal the decision only if there is an alleged violation of due process or new evidence to be presented. Appeals must be submitted within five (5) business days of receipt of notification.

### Appeals

An appeal is defined as a request for review of the original case. This may involve a review of the decision as recorded on paper, a new meeting, or other procedures such as those described below. The burden is on the appealing student organization/club to demonstrate why the findings should be altered.

Student Organizations/Clubs may appeal the findings and recommendations of the Committee to the Vice President for Student Affairs (VPSA). Appeals may be based only on the following grounds: (1) denial of due process; (2) significant and relevant new evidence that was not available at the time of the Committee meeting. Appeal requests will be denied in cases not having sufficient grounds.

A written request for an appeal, stating the specific grounds upon which the appeal is based, must be received by the end of the fifth business day following written notification of the original decision regarding the case. Appeals submitted after the fifth day may not be accepted.

The Vice President for Student Services will review the appeal request and may consider the entire record of the case. S/he may also meet with the student to discuss the appeal. After reviewing the appeal request and, if necessary, the entire record of the case, the VPSS may take any of the following actions:

1. Alter or sustain the original finding or sanction.
2. Refer the case to the Dean of Students and request that a hearing be convened.

The action of the Vice President will be communicated to the organization/club in writing. This decision is the final step in the formal appeal process.

**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: ORGANIZATIONAL ACCOUNTABILITY & COMPLIANCE POLICY #: 320  
TITLE: ORGANIZATIONAL SANCTIONS APPROVED

---

The Director of Student Involvement and Leadership, Vice President for Clubs and Organizations Or Clubs and Organizations Committee may consider any of the following sanctions for a violation of any University Policy or any provision contained in the Handbook for Student Organizations:

1. Warnings
2. Apologies
3. Referral to the University Judicial System
4. Restitution
5. Community Service
6. Educational Projects
7. Additional Training
8. Probationary Period
9. Suspension of Privileges (See Handbook Policy # 130)
10. Revocation of Registration Status

These sanctions may be applied for any duration and in any combination determined to be appropriate and effective for the situation for which they have been called upon to remedy. Moreover, the VP of Clubs and Organizations or Director of Student Involvement and Leadership may create sanctions that are not listed to meet the unique circumstances associated with any violation of policy or handbook provision.

**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: HELPFUL INFORMATION  
TITLE: EXAMPLE CONSTITUTION

---

**Constitution of (Organization Name)**

**Adopted on (Date)**

**Article I Name**

- A. State the official name of the club or organization.

**Article II Purpose**

- A. State the reason for the formation of the club and the club's objectives.

**Article III Membership**

- A. **State which people are qualified for membership (will not deny membership based on - race, color, age, sexual orientation, legally recognized disability, religious affiliation, marital status, or veteran's status)**
- B. State what a member must do to be recognized as a full member.
- C. State what rights and privileges a full member has.

**Article IV Meeting**

- A. State how many meetings of the membership are to be held during the school year and when they are to be held.
- B. State procedures for calling regular and special meetings.

**Article V Executive Board**

- A. State what officers will make up the club's executive and what each officer's duties will be.
- B. State procedures for handling vacancies within the Executive Board.

**Article VI Elections**

- A. State which officers will be selected by the membership, how long the terms of these officers will last, and how many times a person may hold the same office.
- B. State the nominating procedures and when they will take place.
- C. State how nominees will present their qualifications and how and when elections will be held.
- D. State procedures in case a runoff is necessary.

**Article VII Funds**

- A. State procedure for the allocation of club funds (revenues and expenses).

**Article VIII Advisor**

- A. State procedures for the qualification and selection of an advisor and the functions and duties of said person.

**Article IX Ratification**

- A. State how the Constitution will be ratified by the membership.

**Article X Amendments**

- A. State how an amendment will be presented, to whom it will be presented, and how it will be ratified.

**Article XI Bylaws**

- A. State and specific procedures, rules or regulations that apply to the club or organization.

**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: HELPFUL INFORMATION

TITLE: EXAMPLE MEETING AGENDA

---

Club Name  
Meeting Agenda  
September 15, 2016

- Welcome
- Officer Report
- Upcoming BBQ:
  - o Schedule Upper Quad-
    - § Who?
  - o Order Food through SUU Dining Services-
    - § What?
    - § Who?
  - o Marketing-
    - § What are we going to do?
- Club Tabling:
  - o September 10-11 from 10am-2pm
  - o Mall Area
  - o Sign Up?
  - o What do we need?
- Closing

**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: HELPFUL INFORMATION

TITLE: CLUB RECRUITMENT AND RETENTION

---

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

- o Friends and acquaintances
- o Set up tables in the hallways, at events and at orientation
- o Call last years' club members to see if they want to be involved again
- o Tell your club members to bring a friend to the next meeting
- o 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.

**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: HELPFUL INFORMATION

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.** If you have been given a budget for your event. It is your responsibility to make your event happen within the set confines.
- 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.



**SOUTHERN UTAH UNIVERSITY  
HANDBOOK FOR STUDENT ORGANIZATIONS**

SECTION: HELPFUL INFORMATION

TITLE: FREQUENTLY ASKED QUESTIONS

---

**Q: How do I start a club?**

**A:** In order to create this club, you will need to find an adviser (a faculty member) as well as 4 additional students to join! Once you have those two completed, you will need to create a Club Constitution (the template can be found under the SUUSA page on T-bird Connection, (which can be accessed through your portal!) or in this handbook. After all of that is completed there is a form on T-bird connection that needs to be filled out! The Club Committee will then review the form and either approve or deny the club.

Form: <https://tbirdconnection.campuslabs.com/engage/register>

Constitution: Located on page 46-47

**Q: How do I join a club?**

**A:** The easiest way to join a club is to come out to Paint the Town Red (First Friday of the school year) or the Spring Club Fair (First Week back from Winter break). Outside of that it is up to the student to reach out to the clubs they would like to join. This is done by searching the club on T-bird Connection (found on your portal under resources) and emailing or calling the contact info listed because membership differs for every club. (If the contact info is not correct or there is no response in a reasonable amount of time please email [suusa\\_clubsvp@suu.edu](mailto:suusa_clubsvp@suu.edu) or stop by the SUUSA Offices to get more information.)

**Q: Where can I advertise/promote my club?**

**A:** There are a number of different ways to advertise/promote your club like, during our event Paint the Town Red, which takes place on Main Street on the first Friday of the year, the Spring Club Fair on the first full week back from Winter break, and other smaller events that we as a clubs branch will be putting on! Outside of that, clubs are able to reserve a mall table, or space outside through their events page on T-bird connection.

**Q: How Do I get Marketing requests?**

**A:** Marketing requests are a great way to advertise your club on campus and the best part about the STIL office is that we offer many different services for FREE. To fill one out you need to go to the homepage on tbird connection and from there you will be able to see the link

**Q: How do I submit an Event/Get a Mall Table?**

**A:** Events are submitted through T-Bird Connection. To get to T-bird connection log into your portal, under the resources tab click on “T-Bird Connection.” Once there, click on your club’s page and click “Manage Organization” in the top right corner. Then click on the three bars in the top left corner and click on the “Events” tab. Then click on the blue “Create Event” box and follow the steps to fill out the forms. If the “Manage Organization” tab doesn’t show up contact [suusa\\_clubsvp@suu.edu](mailto:suusa_clubsvp@suu.edu)

Event requests get viewed and approved by a number of people across campus. It is important that you get the event submitted in time. We recommend 10 business days (at least) for a larger event and 5 business days before a club meeting or requests for a mall table.

**Q: How do I spend the funds in my club account?**

A: There are two ways that clubs are able to spend their funds, both of which need to be checked out from the STIL Offices to use. (From front Desk Staff) The first is for on campus expenses, and it is called an Index Card. This is a white card that contains the index of the club on it and is created for every club. It must be present during the purchase in order to be able to use the club funds. The second is for off campus expenses and is called a P-card. (purchasing card)

**Q: How do I get a P-card? (purchasing card)**

A: To get a P-card, the designated P-card holder will have to go to (the front desk of the STIL offices) and fill out a Purchasing Card Form. Once this is completed it will take 2-3 weeks for the card to come to the offices. When the card arrives a 15 minute training is given to the card holder in the Bennion Building. The only person able to check out the P-card will be whose name it is under.

**Q: Are clubs able to get funding from the University/SUUSA?**

A: Yes, clubs are able to get funding through the SUUSA Senate. To do this you will need to complete a funding request form 2 weeks before the date of which you plan to use the money. The form is located on the T-bird connection homepage. After completing the form, it will be reviewed by the Finance Committee, and if needed be approved through the senate. The Club Committee provides some participation money for various events throughout the year like the homecoming parade and others but they are a first come first serve. Merit money is another option for clubs to receive funding. Your club is eligible for \$2000 for the entire school year If the SUUSA Senate approves your request

**Q: How long will it take for funds to be deposited into the club account?**

A: After the transfer has been initiated to the club account it takes 2-3 weeks for it to show up in the account through banner. You can check the balance of your club account by talking with a Front Desk Professional Staff member in the STIL Office. Or by emailing the account below

**Q: What is merit money and how is my club able to receive it?**

A: Merit money is money that is budgeted out every year to be given out to clubs for a minimal effort on the club's end. This year there is an opportunity to receive \$50 of merit money per semester for a total of \$100 per school year. The way for a club to receive it is to have a meeting with their club director to set goals for the year and answer any questions. A follow up meeting will occur during the spring semester where the club will be able to receive the additional \$50.

**Q: How do I re-register my club?**

A: Re-Registration happens at the end of every year for Clubs what you need to know is this! The graduating or changing club president must go in with the new club president and edit the roster on tbird connection for your organization (This includes changing officers into their positions and so on). After this is done you need to edit your organizations constitution for it to have the updated goals and bylaws for your club for the upcoming year!

Link: <https://tbirdconnection.campuslabs.com/engage/register>

\*If you have a question that hasn't been answered by the information above feel free to contact: [suusa\\_clubsvp@suu.edu](mailto:suusa_clubsvp@suu.edu)