

USU Student
Association

CLUBS
HANDBOOK

2026-2027



UtahStateUniversity

USU Student Association (USUSA) Clubs Handbook Introduction

The information outlined in the USU Student Association Clubs Handbook is a guide to relevant USU policies and procedures. Failure to adhere to these policies could result in the suspension or termination of your club or organization.

The University reserves all rights afforded to it under applicable law. Nothing in this Handbook or related documents, policies, procedures, and practices of the University or of the University's governing institutions shall be read to offer or constitute a legal agreement or be subject to legal jurisdiction of the law courts of any kind. The University's policies, procedures, and practices, including those related to this Handbook and USU Student Association (USUSA) Clubs and Organizations, are subject to change at any time.

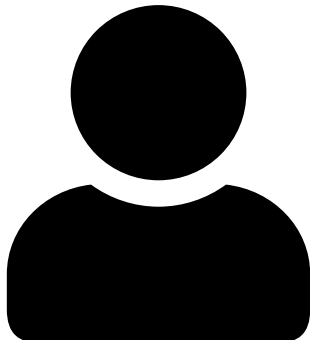
Council of USUSA Clubs & Organizations



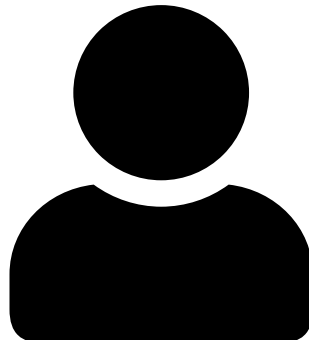
Mia Bean
Executive Director



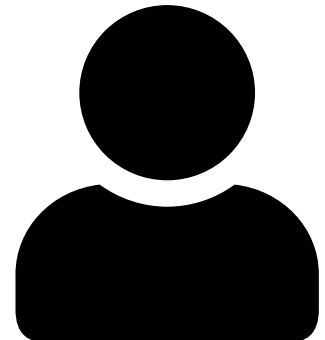
Ian Nemelka
Staff Advisor



TBA
Finance Director



TBA
Public Relations (PR) Director



TBA
Administration Director

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I.) Definitions

Advisor: A full-time USU employee who supports a student organization. For Registered Student Organizations (RSO), this role is voluntary. For Sponsored Clubs, it is assigned as part of the employee's job duties and may involve additional oversight as defined by the sponsoring department. These advisors are different from the USUSA Clubs and Organizations Advisor.

Affiliated Student Organization: An Affiliated Student Organization is a student group not formally part of the university but approved for specific activity types, such as fraternities & sororities. These groups follow university guidelines for risk, branding, and training, but operate financially independent of USU and are also subject to separate policies or agreements as dictated by the University.

Club: In the context of student involvement at USU, a club refers to any student-led interest group. The terms "club" and "organization" are often used interchangeably. While some groups may prefer to identify as a club and others as an organization (or by another specific title), for the purposes of this document, "club" and "organization" will be considered synonymous.

Club Activity: Any gathering involving only club members. The club advisor is not required to be present unless otherwise mandated by event space use policies or the USUSA Club and Organizations Advisor.

Event Space: Any location or venue on campus that is reserved through Central Reservations - TSC Ballroom, TSC Lounges, TSC Big Blue Room, Eccles Conference Center, Quad, Fieldhouse, HPER, ARC, etc.

Campus Space: Any classroom, study or meeting room that students can reserve directly.

Funding Request: This term refers to funding requests for USUSA Funding opportunities for USUSA Clubs & Organizations.

National Affiliation: Some USUSA Clubs & Organizations may be registered with a national organization. This includes (but is not limited to): religious and political organizations. USUSA Clubs & Organizations that are registered with a national organization will also adhere to policies and procedures with that organization. This could include marketing, membership, GPA requirements, etc. However, USUSA is not responsible for ensuring or monitoring compliance with such outside affiliate's requirements.

Non-Registered Student Organization: A Non-Registered Student Organization is a student group not recognized by the university and not listed in official USU directories. These groups cannot access USUSA support or funding and must pay public rates for campus space use.

Open Events: Any activity organized or hosted by a student club or organization that is promoted to or open to individuals outside of its official membership. This includes other students, members of the campus community, and the general public. Open Events do not include university-sponsored events (such as Day on the Quad) where the club is a participant, or standard club meetings attended by prospective members for recruitment purposes.

I.) Definitions

Organizational Misconduct: Organizational misconduct refers to actions or behaviors carried out by a club, either collectively or through its representatives, that violate university policies. This type of misconduct is distinct from individual misconduct and from administrative violations outlined in this handbook.

Sponsored Student Organization: A sponsored club or organization is defined as a club that is not a registered USUSA Club & Organization, has an index number, is sponsored by a USU unit or Department and/or is advised by a USU employee as part of their roles and responsibilities in their position.

Registered Student Organization: An RSO is a club or organization registered and approved by the USUSA Council of Clubs & Organizations. Exact benefits and limitations are determined based on RSO designation discussed in the Registration section.

Utah State University Student Association (USUSA): The Utah State University Student Association (USUSA) is an organization made by the students, for the students, because of students. Every student at USU is a member of the association and can actively participate in all activities, committees, clubs, events, and initiatives.

USUSA Council of Clubs & Organizations: This council is composed of the USUSA Clubs & Organizations Executive Director, USUSA Clubs Director, USUSA Belonging Director, and the USUSA Communications Director. This council meets on a regular basis to review and approve USUSA Club registrations, re-registrations, and funding requests from USUSA.

USUSA Clubs & Organizations Advisor: The USUSA Clubs & Organizations Advisor serves as the primary advisor and administrator for the entire USUSA RSO system and the USUSA Council of Clubs & Organizations. This position is housed within the Student Involvement & Leadership Office and is distinct from individual RSO advisors—who may be faculty, staff, or community volunteers—as well as from university employees whose official responsibilities include advising specific Sponsored Organizations.



II.) Club Registration

Student Organization Classifications

All student organizations are categorized by USUSA according to the four Classifications outlined in this section. They are Sponsored, Affiliated, Registered and Non-Registered. These Classifications reflect the organization's relationship and level of public affiliation with Utah State University. Before registering or renewing a club, please review the descriptions below to understand the expectations, requirements, and privileges associated with each Classification.

This handbook will deal solely with USUSA Registered Student Organizations (RSOs).

Sponsored Student Organization

- A formal USU organization sponsored by a USU department or division.
- Has an Advisor with responsibilities assigned by the sponsoring unit;
- All financial accounts are through USU.
- Can receive donations under USU's tax ID#;
- Can enter contracts as USU;
- Has priority in making on-campus space reservations;
- Does not have access to USUSA club funding
- Requires trainings for officers (and advisors if applicable).
- Must not be based on personal identifying characteristics as described in Utah Code 53B-1-118(1)(b).

Affiliated Student Organization

- Not a formal part of the University;
- Has no financial accounts through USU;
- Must obtain approval before using any official USU brand names, logos, or trademarks.
- Advisor roles and responsibilities may vary based on the type of affiliated organization
- Cannot utilize USU's tax ID#;
- Cannot travel under USU sponsorship;
- Has priority in making on-campus space reservations;
- Does not have access to USUSA Club funding;
- May require unique trainings for all organization members
- Requires a separate agreement or contract with university to be recognized.

Registered Student Organization

- Not a formal part of the University;
- Registered, approved and overseen by the USUSA Council for Clubs & Organizations
- Uses USU's brand standards for registered student groups and clubs;
- Has no financial accounts through USU;
- Requires an advisor (*voluntary*) if planning to hold open events on campus;
- Cannot utilize USU's tax ID#
- Cannot travel under USU sponsorship;
- Has priority in making on-campus space reservations;
- Has access to USUSA Club funding; and
- Requires trainings for officers (and advisors if applicable).

Non-Registered Student Organization

- Not recognized by the University.
- Receive no support or benefits otherwise associated with organizational recognition.
- Not listed on MyUSU or Club website, lists, or directories;
- Have no access to USUSA funding; and
- Must pay community rates for spaces.

II.) Club Registration

Registering A USUSA Club

Your club must register with USUSA by completing the annual registration form online found [here](#). Registration for the following academic year typically opens at the end of the Spring semester. Both new club registrations and re-registrations for existing clubs are available on an ongoing basis. All submissions will be reviewed every other week. Here is a step-by-step process on how to create a USUSA club!

Choose Your Club Type

1)

Determine whether your organization qualifies as a Sponsored Club, an Affiliated Student Organization, or an RSO. Refer to the Classification Descriptions section above for guidance.

- If your group is Sponsored or Affiliated, it will follow a different set of university policies and should not proceed with the USUSA RSO registration process.

Gather Your Members

2)

To register, your club must have at least five current USU students. You'll need to submit each member's name, A-number, phone number, and email address.

- Be sure to keep your roster up-to-date throughout the year on your organization's MyUSU page.

Prepare Your Constitution

3)

Create a club constitution that outlines your group's name, mission, purpose, leadership structure, election process, and overall operations. A template constitution is available in the Appendix of this handbook.

- All constitutions require the inclusion of the Acknowledgement Statement verbatim as written in the template constitution.

Identify Advisor Needs

4)

If your club plans to host any Open Events (*see definition on pg. 3*), you must have a full-time USU employee serve as your advisor.

- Even if your club does not plan to host any open events, we still strongly recommend recruiting an advisor to help support your club!

Submit Your Registration

5)

Complete and submit the online USUSA Clubs & Organizations registration form. The Council of Clubs and Organizations will review your submission and notify you of your registration status. That form can be found via the link above or by scanning the QR-Code here:



NOTE: If your club's registration is denied and you wish to appeal the decision, please submit a written appeal to the USUSA Clubs & Organizations Advisor at ian.nemelka@usu.edu, explaining the reason for your appeal.

II.) Club Registration

Naming Your Club

When creating a name for your USUSA Club, it should clearly explain the club's purpose and adhere to the following rules and guidelines:

Club Naming Rules & Guidelines

- All RSO's will have "USUSA" preceding the official title of their organization.
 - **NOTE:** While your club and its members may use nicknames or informal names in casual settings, this *official* name must be listed on your club's constitution, MyUSU page, and most printed materials.
 - This ensures your organization is properly identified as a student group and not mistaken as an official representative of Utah State University as an institution.
- All RSO's must follow all other USU Brand Standards for naming Student groups and Clubs (see Pg. 11);
- A new club may not duplicate the name of an existing registered student organization, department club, or select a name that is too similar.
 - This helps prevent confusion or conflict among members on campus. For reference, please review already registered clubs here. involvement.usu.edu under "Clubs" and "Join A Club"; and
- The name of the club should avoid the use of inappropriate or offensive terminology.



III.) Club Responsibilities

General Expectations

All Registered Student Organizations (RSOs) are expected to operate in accordance with the policies and procedures outlined in this handbook. Officers and members share collective responsibility for ensuring that their organization functions effectively, remains in good standing with the university, and provides a safe, inclusive, and positive experience for its members. It is essential that club leaders stay informed, fulfill required duties, and uphold both university and USUSA standards. To remain in good standing, RSOs must:

- 1. Complete Club Registration:** Submit the annual registration form and required documentation through MyUSU.
- 2. Attend Required Trainings and Meetings:** Ensure at least one representative completes the annual in-person Title IX training and attends all other mandatory club meetings.
- 3. Complete Canvas Trainings:** Ensure that the club President and/or other organization leadership complete the USUSA Clubs and Organization's Canvas modules,, which review the information contained in this handbook and replaces many of the former in-person trainings. NOTE: Your organization will not receive RSO benefits until these modules have been completed.
- 4. Manage an Active MyUSU Group:** Update the club's MyUSU page regularly. All sections, description, events, resources, and membership should be accurate and maintained or removed if not in use which **includes the maintenance of an accurate member roster** with name, A-number and contact information.
- 5. Follow Risk Management Policies:** Ensure all club activities and events comply with USU's risk management protocols, especially open events involving public attendance.
- 6. Comply with University and USUSA Policies:** Adhere to all applicable laws, university rules, and USUSA guidelines, including this handbook and the club's own constitution or that of any national affiliation.
- 7. Avoid Misconduct:** Refrain from actions that violate university policy. This includes ensuring the physical safety of all participants and avoiding activities that create liability.
- 8. Take Responsibility for Member Conduct:** Be accountable for the behavior of their members when participating in club-sponsored activities or representing the organization.
- 9. Acknowledgement Statement:** Include a statement of acknowledgement in the club constitution stating that Utah State University is not liable for any actions, damages, or claims arising from the organization's activities. (see pg. 20)
- 10. OPTIONAL - Recruit and Communicate with an Advisor:** RSOs wishing to hold open events on campus are required to have a full-time USU employee serving as their advisor and must maintain regular communication with them.

III.) Club Responsibilities

Mandatory Trainings & Meetings

Each RSO must send one representative to mandatory meetings. These meetings are essential for ensuring that presidents stay informed with the most up-to-date information on university policies and current events affecting their organizations. By attending these meetings, presidents will ensure their clubs remain compliant with university guidelines. The dates for the meetings are below. Failure to attend or have a representative at the required meetings will result in the organization being automatically placed on Warning Status. When an organization is on Warning Status, it will not be eligible for space or funding. If an organization fails to be represented at a second mandatory meeting, the club will lose its official RSO status for the remainder of the academic year.

NOTE: Clubs who have already attended the in-person Title-IX training (October 1st) for the academic year do not need to attend the additional training provided to NEW clubs in February. Clubs who do not provide a delegate to either meeting must independently collaborate with the USU Civil Rights & Title-IX Office to complete a separate training.

Anticipated Calendar for Mandatory Trainings and Meetings

DATE	TIME	LOCATION	CONTENT
Thursday, September 3rd	4:00 PM	TSC 229: Big Blue Room	Mandatory Club Expectations
Thursday, October 1st	4:00 PM	TSC 229: Big Blue Room	Mandatory Clubs Title IX Training
Thursday, February 4th	4:00 PM	TSC 229: Big Blue Room	Mandatory New Clubs Title IX Training
Thursday, April 2nd	4:00 PM	TSC: Ballroom	Closing Social (Optional)

Mandatory Canvas Course

To achieve full RSO status and unlock your organization's benefits, all clubs are required to complete the mandatory leadership training via Canvas. While Club Presidents are automatically enrolled, we can grant access to your entire leadership team upon request to ensure everyone is aligned. These modules are designed to be completed at your own pace; however, please keep in mind that full status and privileges cannot be granted until the course is finished, so we recommend completing them as soon as possible. Beyond initial certification, we encourage you to use the Canvas course as a continuous resource for policy reminders and leadership tools whenever questions arise throughout the year.

TRAINING MODULES
Marketing, Communications, and Branding
Finances and Funding
Event Planning and Risk Management
Resources and Enhancement

III.) Club Responsibilities

Critical Campus Policies

To be recognized as a Registered Student Organization (RSO) at Utah State University, clubs must understand and follow these essential campus policies. These acknowledgments can be found in the club registration form. Failure to comply may result in loss of recognition or other disciplinary action.

Notice of Non-Discrimination:

USU is determined to provide equal opportunity for participation without discrimination or harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status, or any other protected characteristic under university policy and law. Clubs must ensure their events, activities, and operations are inclusive, provide reasonable accommodations for qualified individuals with disabilities, and comply with state and federal guidelines. Familiarize yourself with the complete policy [found here](#).

Alcohol and Illegal Substances:

USUSA Clubs are prohibited from serving, promoting, possessing, consuming, selling, distributing, manufacturing, and/or storing alcoholic beverages or illegal substances at club-sponsored events on campus.

Hazing:

All Utah State University clubs and organizations are strictly prohibited from engaging in any form of hazing—whether criminal or non-criminal—as part of initiation, membership, or affiliation activities. Hazing includes any act that risks physical or psychological harm, coercion, forced consumption of substances, or illegal behavior, regardless of a person's willingness to participate, and violations may result in university and legal consequences. Please familiarize yourself with the complete policy [found here](#).

Accessible Content Requirements:

All RSO content posted on YouTube channels must comply with [University Video and Audio Accessibility Standards](#), which requires all videos to be captioned. For more information and support on captioning your videos, please visit the [USU Accessibility Captioning page](#).



IV.) Club Operations

Branding & Marketing

Each club president must complete the training provided by the University Marketing & Communications (UMAC) department. To ensure consistent and appropriate promotion, the following guidelines must be followed regarding club marketing, promotion, and representation:

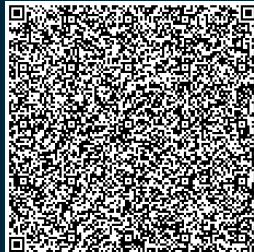
General Marketing Guidelines & Resources

- All USUSA RSO printed materials, clothing, and other branded similar items must be produced by a USU licensed vendor, bear the Student Success Logo, and receive approval from University Marketing and Communications prior to production.
- Clubs are not to use the phrase "Utah State University", the bull mark, the Old Main logo, or the President's seal.
- All RSO branding must include "student-identifying" terms (*such as Club, Student Group, Student Association, Greek Letters or similar defining terms*) in both the name and logo to clearly distinguish it as a student organization.
- All printed materials, clothing, and similar items must be produced by a USU licensed vendor and approved by University Marketing and Communications before being printed.
- Any recognized USUSA club may utilize the services of Bluelight Media at no cost. However, printed marketing materials will require payment from your club.
- All club marketing materials must adhere to university standards, including social media and YouTube Guidelines. Clubs should reach out to social@usu.edu for permission and support when creating new social media channels.

General Artwork Approval Form



Branded Goods Approval Form



Bluelight Design Request Form



Club Logos

USUSA Clubs & Organizations are allowed to create logos specific to their club. All club logos must be coordinated with and approved by University Marketing and Communications and Trademark Licensing before use. University trademarks and logos cannot be incorporated into the club's logo. Clubs that are part of a nationally recognized organization or chapter are encouraged to use the national logo and must include "student chapter" on all printed materials. Logos can be approved by UMAC [here](#).



Advertising On Campus

There are many advertising options available in the TSC specially, including indoor/outdoor banners, posters/flyers, tabling, and digital signage. To request advertising at the TSC, visit their [website here](#). As for elsewhere on campus, it is your responsibility to adhere to the specific marketing and advertising policies and procedures for each building. Please contact the appropriate scheduling office for their guidelines.

IV.) Club Operations

Club Finances

USUSA Clubs & Organizations must use off-campus banking systems to manage their finances. If the club already has a bank account established, please work with the previous club president or advisor to gain access to the account.

General Finance Guidelines for RSOs

- Clubs are not eligible to rent credit card machines from the university. For events where you are charging money, you will need to accept cash, checks, Venmo, or purchase your own Square reader. USUSA will not provide change for cash registers.
- USUSA does not provide any assistance to start a bank account, including but not limited to EIN numbers, tax-exempt status, or letters indicating club status.
- USU cannot provide guidance on how to complete federal tax forms, such as obtaining an EIN number.
- If your club plans to manage funds, we strongly recommend putting safeguards in place to ensure financial transparency and stability. This is typically done by adopting bylaws that outline financial procedures and assigning one or more members to oversee the club's finances.



Where to Bank

Clubs are free to choose any bank or credit union that meets their needs. USUSA does not provide accounts for clubs. After exploring different options, consult with the bank or credit union to determine the best type of account for your club's financial success.

How do I get money for my club?

RSOs have multiple options for raising funds to support their mission and subsequent activities. Member contributions are always welcome, and additional opportunities—such as USUSA Club Fund Requests and club-led fundraising—are outlined in the sections below.



IV.) Club Operations

Club Fundraising

Any event where the student organization intends to raise additional funds through solicitation (funds and/or items), charging admission, or selling products or services will be considered USUSA club fundraising. This excludes collecting membership fees or dues. Fundraisers may benefit the student organization, other charitable groups, or an individual.

Club Fundraising Rules & Procedure

- RSOs must clearly identify the organization raising funds make it clear that the fundraiser is not for USU, nor should it give the impression that the donation is tax-deductible.
- RSOs must not use the university's tax-exempt status in organizing or operating the fundraiser.
- Student organizations must complete the Application to Raise Funds found [here](#), at least 10 business days before their fundraising event. Only pre-approved organizations are permitted to fundraise.
 - Once submitted, applicants will receive an email response within 5 business days:
 - If approved, the email will include event instructions.
 - If not approved, the fundraiser may not be held.
 - Appeals must be directed to the Senior Director of Advancement Services and the Student Affairs Financial Officer.

Application to Raise Funds



Examples of Acceptable Fundraising:

- Collect donations at meetings and events.
- Charge admission to scheduled events such as speakers, conferences, films, tournaments, dinners, and dances.
- Conduct sales at approved events or at Student Center outdoor tables.
- Solicit donations via letter/email campaign. The solicitation must be clear that the donations are not for USU or give the impression they are tax-deductible.



NOTE: Raffles are considered a form of gambling under Utah law and are classified as a “lottery.” Because gambling is illegal in Utah, student organizations are not permitted to hold raffles.

IV.) Club Operations

Club Sponsorships

Unlike fundraising, which usually centers around one event or campaign, sponsorships can be a more flexible, low-effort way to support your organization! RSO sponsorships give businesses a chance to back student-led programs while gaining great visibility on campus. It's a win-win — they support your work and connect with a vibrant student audience. Just keep in mind, there are a few rules to follow.

Club Sponsorship Rules & Procedure

- Just as with fundraising, RSOs must clearly identify the organization requesting sponsorship, make it clear that the sponsorship is not for USU, nor should it give the impression that any kind of donation is tax-deductible.
- RSOs must not use the university's tax-exempt status in organizing a sponsorship.
- Student organizations must complete the Application for Sponsorship found [here](#), at least 10 business days before they begin advertising their sponsorship.
 - Once submitted, applicants will receive an email response within 5 business days:
 - If approved, the email will include additional instructions for future application.
 - If not approved, the sponsorship must be placed on hold for further review.
 - Appeals must be directed to the Senior Director of Advancement Services and the Student Affairs Financial Officer.

Application for Sponsorship



Examples of Sponsorships:

- **Event sponsorship:** A local business covers costs for a club event in exchange for their logo on flyers or a shoutout at the event.
- **Merch partnership:** A company helps pay for t-shirts or uniforms and gets their logo featured on them.
- **Food or supply donations:** Restaurants or stores donate snacks, gift cards, or supplies for meetings or fundraisers.
- **Benefits support:** A business offers club members exclusive discounts or promotions related to the club's mission.
- **Co-branded campaign:** Partner with a local business for a social media giveaway or awareness campaign that promotes both the club and the sponsor.



IV.) Club Operations

Club Funding Requests

USUSA RSO's at Logan Campus can request up to \$500 for the academic year from the USUSA Council of Clubs & Organizations by completing the club funding request [here](#). The approval process can take 2-4 weeks, so be sure to submit your request at least 4-6 weeks before the funds are needed. Funds are limited.

Club Funding Request Rules & Procedure

- Because these funds are derived from student fees paid by Logan Campus students, only RSOs based at the Logan Campus are eligible to receive them.
- No reimbursements will be given for requests made after the fact.
- You may be asked to provide information on what your club or organization has done to raise funds before requesting from USUSA, as well as details on how the USUSA funds will be used.
- USUSA Club funding cannot be used for food, travel, prizes, subscriptions, or third-party contracted services. USUSA Club funding should be used to enhance your club or organization, with a focus on long-term benefits rather than one-time events or meetings. Purchases may be reviewed by Risk Management prior to approval.
- Examples of approved uses for funds include:
 - Marketing materials (e.g., club shirts, posters, or flyers)
 - Club equipment or supplies
 - Costs associated with reserving space on or off-campus
- Checks cannot be written directly to a club or organization by the University.
- All purchases will be made by the Clubs and Organizations advisor or the Clubs and Organizations council.
- Funding requests will be taken starting August 31st, 2026, and will end March 31, 2027. Please consider school holidays when submitting your request. Misuse or mishandling of club funds will result in immediate termination of your club status, and any funds must be repaid to the Student Involvement Office.

Please utilize the link included in the description section at the top of this page or scan this QR code to submit a request:



IV.) Club Operations

Events & Activities

Clubs and organizations are responsible for ensuring the safety and compliance of all club-sponsored meetings, activities, and events—whether held on or off campus. Most events do not require prior approval; however, any event that is advertised and open to the public and held on campus must go through a pre-approval process and may require a risk mitigation plan. To ensure your event meets university guidelines, contact the USUSA Clubs & Organizations Advisor early in the planning process.

When Pre-Approval is NOT Required

The following activities do not require pre-approval, however event spaces may still need to be reserved:

- Regular club meetings (in-person or virtual)
- Events or activities where food is served only to club members
- Club sponsored travel to off-campus locations (unless specified otherwise)

When Pre-Approval IS Required

The following types of events must be reviewed by both the USUSA Council of Clubs & Organizations and USU Risk Management:

- Open events held on campus (*as defined*)
- Activities for which USU Risk Management mandates them.
- Events or fundraisers where food is sold/served to the public.

Steps for Event Approval

- Reserve your space through Event Services or make a space request via CourseDog. It is important your organization understands and follow the venue's policies. Include Ian in your communications to help with logistics and approvals. Reservation procedures are outlined in the next section.
- Plan your budget, including costs for food, marketing, rentals, etc. Student Involvement does not cover event costs unless prior club funding was approved.
- Food service requirements:
 - If held in the TSC, your event will likely need to use USU Catering.
 - If using self-prepared food, contact Event Services and the Bear River Health Department to obtain a temporary food permit and food handler permits. These permits become more expensive closer to the event date. The costs associated with obtaining these permits may be attributed to your annual club fund amount.
 - Beverage policy: Any beverages (*including water*) distributed or sold on campus must be Coca-Cola products.

TIP: If your club frequently hosts open events, consider creating a standing risk management policy in your bylaws or internal procedures to streamline approvals.

IV.) Club Operations

Reserving Space on Campus

To reserve campus spaces, a club must be officially recognized as a Registered Student Organization (RSO). Many campus spaces (*for activities, events, or meetings*) are often available at no cost or at a discounted rate. If a reservation may incur charges, clubs will be asked to provide an OCC number linked to the USUSA Clubs & Organizations Council's university financial index.

In such cases, **the club will be responsible for reimbursing any costs.** Failure to reimburse charges may result in the loss of official RSO status. Here's a tip; You may utilize the Club Funding Request (Pg. 15) to cover such expenses! Clubs must follow all policies of the buildings they reserve, and all reservations must be submitted at least two weeks in advance. All RSOs have access to reserve the USUSA Clubhouse.



Space Reservation Resources

- **USUSA Clubhouse (TSC 3rd Floor)**
 - Email: ian.nemelka@usu.edu
 - Website: <https://www.usu.edu/involvement/clubs/calendar>
- **Taggart Student Center (TSC) and Classrooms:**
 - Website: <https://events.usu.edu/reservations>
 - Email: events@usu.edu or
- **Campus Recreation Spaces (ARC, HPER, Legacy Fields, etc):**
 - Website: <https://www.usu.edu/campusrec/facilities/reservation-rental/>
 - Email: campusrec@usu.edu
- **Tabling in the TSC Hallway**
 - Website: <https://www.usu.edu/tsc/request-forms/table>
 - Email: courtney.funk@usu.edu

Questions? Scan Here:



NOTE: If your club is hosting an event on campus that involves fundraising or sponsorship (like using business logos or branding), you'll need approval from the Office of Advancement before Event Services can reserve your space. Use the Fundraiser Application (Pg. 13) for fundraising events, and the Sponsorship Application (Pg. 14) for any event involving business or third-party logos or branding.

IV.) Club Operations

Club Membership

A successful club relies on more than just great ideas or philosophies. It thrives on strong, engaged membership. From recruitment to retention and accountability, leadership plays a key role in building a positive and productive club experience.

Recruitment

There are many opportunities on campus, especially in the Taggart Student Center (TSC), to recruit new club members. Once you've reserved a space to table or promote your club, consider these effective recruitment strategies:

- Invite friends and acquaintances to check out your club.
- Reach out to past members and encourage them to get involved again.
- Encourage current members to bring a friend to the next meeting.
- Connect with academic departments or related student groups to collaborate or co-host events. Schedule a meeting with department staff or student leaders to explore shared goals.
- Participate in USUSA-sponsored events like Day on the Quad, Club Rush, and Club Market

Retention

An engaged membership is key to a thriving club. Your role as a leader includes creating a positive environment where members feel their contributions matter. To keep members involved and motivated, ensure they:

- Receive clear training and understand their responsibilities.
- Have access to the tools and resources needed to succeed.
- Feel confident in their ability to contribute.
- See how their work fits into the club's overall mission.
- Are given meaningful responsibilities that reflect trust and value.

Accountability

Accountability helps maintain momentum and ensures follow-through. Use the following practices to set expectations and promote shared responsibility:

- Clearly communicate roles, expectations, and deadlines.
- Confirm that members agree to and understand the guidelines.
- Address issues directly and respectfully, reminding members of their commitments and importance to the group.
- Hold regular meetings to review progress, offer support, and reflect on successes or learning opportunities.

V.) Club Misconduct

Types of Misconduct

Violations of Administrative Responsibilities: USUSA Registered Student Organizations (RSOs) are required to follow all policies outlined in this handbook. Administrative violations such as (but not limited to) missing required meetings or forms, failing to obtain event approval, or not meeting risk management requirements, may result in the automatic withholding of certain privileges, or even complete loss of RSO status, as determined by the USUSA Council of Clubs & Organizations, until the issue is resolved. These violations are considered separate from formal disciplinary action and are typically corrected by submitting the necessary materials or bringing the organization back into compliance. However, repeated or excessive violations may result in escalation through the Organizational Misconduct Process.

Individual Misconduct: Instances of individual misconduct by club members are not governed directly by this Handbook. Such conduct shall be addressed through the regular student conduct process and, where applicable, should also be addressed by internal club accountability proceedings respectively.

Organizational Misconduct: Organizational misconduct refers to actions taken by, endorsed by, or arising from a club as an entity, and is distinct from both individual misconduct and routine administrative violations, unless those violations are repeated or excessive. Unlike administrative issues, such as missing forms or not following event procedures, organizational misconduct may involve more serious violations of university policies, including but not limited to the USU Student Code, Interim Policy 2101 (Discrimination Based on Protected Characteristics), Interim Policy 2102 (Title IX Sexual Misconduct), and Interim Policy 2103 (Non-Title IX Sexual Misconduct). These cases may result in formal disciplinary action through the formal adjudication process.

Club Statuses

Good Standing

Any club or organization that has met all deadlines, completed all requirements, and is free from misconduct.

Warning Status

Any club or organization that has failed to meet deadlines or complete any eligibility requirements outlined in this handbook can be placed on Warning by the USUSA Council of Clubs & Organizations. This status may also be assigned by the RSO Conduct Board in cases where other statuses may not accurately reflect the nature of the conduct in question.

Probation Status

Any club or organization that has repeatedly failed to meet deadlines, complete eligibility requirements or has been found responsible for organizational misconduct can be placed on Probation.

- Shall last no less 12-weeks and no more than one full year. Then up for Conduct Board review.
- Shall include specific sanctions designed to address the misconduct and its root cause(s). All terms of the Probation, and the requirements to regain Good Standing, will be specifically outlined by RSO Conduct Board.

Loss of Recognition

For all intents and purposes, a club or organization who loses recognition will no longer exist at USU. If the RSO Conduct Board determines Loss of Recognition is warranted, they will determine the length of time it will be in effect. At a minimum, Loss of Recognition shall last two years.

V.) Club Misconduct

Organizational Misconduct Process

- 1.** The Office of Student Conduct is responsible for assessing whether actions may constitute organizational misconduct. While investigating individual student misconduct, the Office may identify and allege organizational misconduct if the behavior is indicative of misconduct at an organizational level. Such organizational misconduct may be determined to have occurred when:
 - Multiple members of an organization are alleged to have violated the Student Code, university policy, or a University Directive.
 - Alleged Misconduct is endorsed by the organization or any of its officers including, but not limited to, the organization's active or passive consent or support, the organization having prior knowledge that the conduct was likely to occur and not taking any substantive action to prevent it (e.g., canceling the event, notifying the office of student conduct or university or local police, etc.), or the organization helping to plan, advertise, or promote the misconduct.
 - The alleged misconduct is committed during an activity paid for by the organization or paid for as a result of one or more members of the organization contributing personal funds in lieu of organizational funds to support the activity.
 - The alleged misconduct occurred on property owned, controlled, rented, leased, or used (on or off campus) by the student group/organization or any of its members for an organizational event.
 - The alleged misconduct was hazing.
 - Members of the organization attempted to conceal the alleged misconduct.
 - One or more officer(s) of the organization had prior knowledge or reasonably should have known that the alleged misconduct would take place.
- 2.** In their assessment regarding organizational misconduct, the Office of Student Conduct may consider information, including but not limited to:
 - Reports or evidence of misconduct from USU departments, law enforcement, a national headquarters (if applicable), or other credible sources.
 - Investigative findings related to the chapter's operations or activities.
 - Patterns of behavior that demonstrate a systemic disregard for USU policies or this Agreement.
- 3.** If organizational misconduct is alleged by a student conduct officer, an RSO Conduct Board shall be assembled to review the validity of the allegation.
- 4.** The RSO Conduct Board shall consist of:
 1. The Student Conduct Officer who initially investigated the misconduct.
 2. The current USUSA Clubs & Organizations Executive Director.
 3. The USUSA Clubs & Organizations Advisor
- 5.** If the RSO Conduct Board determines it is more likely than not that organizational misconduct occurred, the chapter will be noticed with the alleged misconduct.
- 6.** Once an organization has been noticed of alleged misconduct, the Misconduct Proceedings outlined in Article 5, Section V-5 of the Student Code will be applied, with change of affiliation status as the possible sanction, and the organization taking the place of the accused student.
- 7.** If a hearing becomes necessary in the course of the proceedings, the hearing shall follow the procedure outlines in Student Code Article 8, Sections VIII-1 and 2, with the exceptions of the organization standing in as the accused student, and the RSO standing in for the Hearing Board.

VI.) Appendix

Club Constitution Template

The following outline and questions are designed to help you write a constitution for your organization. The constitution should include statements regarding the structure and maintenance of the club. Items that may need frequent revision should be included in your by-laws. To be officially registered with USUSA Clubs and Organizations, your constitution must include this information and the Indemnity Statement. You may choose to delete other certain sections or add others as needed. Clubs Constitution Sample:

CONSTITUTION OF (CLUB NAME)

ARTICLE I- NAME, PURPOSE AND GENERAL STATEMENTS

Section 1: What is the exact title of the organization?

Section 2: Nonprofit status of organization (must operate as nonprofit)

Section 3: How does one maintain Clubs & Organizations membership in good standing? (Clubs are subject to all policies and procedures as outlined by USUSA and the Utah State University Student Code).

Section 4: What is (are) the purpose (s)?

Section 5: Acknowledgement Statement (REQUIRED VERBATIM): The organization acknowledges and understands that it operates as a voluntary student-led group and is not an agent of Utah State University. All members accept, understand, and voluntarily assume all risks and dangers, both known and unknown, associated with membership in the organization and participation in the organization's activities. The organization and its members voluntarily release USU, including its employees or agents, from any and all liability related to, arising out of, or in any way connected to a member's participation in the organization or its activities. The organization and its members agree to indemnify and hold harmless, release, waive, or discharge USU from any and all claims in any way connected to the organization and its activities.

ARTICLE II- MEMBERSHIP

Section 1: Who is eligible for membership? Are there special requirements or restrictions? (University policy requires there be no arbitrary exclusion on basis of race, creed, color, sex, national origin, or disability).

Section 2: Are there categories of membership? If so, what are they? (Policy requires two-thirds or voting membership must be registered students at Utah State University).

Section 3: How does one become a member?

Section 4: How does one maintain membership in good standing? Can a member be removed from the rolls of the organization, and for what cause, and by what process?

ARTICLE III- OFFICERS

Section 1: How many officers are there? What are the requirements to be an officer? (Policy requires that only students matriculated with Utah State University may be officers. Upon request of the USUSA Executive Council this requirement may be waived for honorary and/or professional societies).

Section 2: What are the duties and general responsibilities of the officers?

VI.) Appendix

Section 3: How are officers elected/appointed? When are they selected; take office? How long do they serve? Can they be removed from office? Under what circumstances and by what procedure?

ARTICLE IV- COMMITTEES

Section 1: What standing committees shall exist? What are the duties and responsibilities of these committees? Who serves on these committees?

Section 2: Special committees?

ARTICLE V- MEETINGS

Section 1: How many regular meetings are to be held? When? How are they called and who is responsible?

Section 2: How many for a quorum?

Section 3: How are decisions made? By simple majority?

Section 4: Special meetings? For special purposes only? Who may call them?

ARTICLE VI- FINANCIAL MATTERS

Section 1: The club shall not provide monetary gain, incidentally or otherwise, to its directors or membership except as payment for services rendered in the form of wages, salaries, or incentives.

Section 2: Should the organization dissolve leaving residual assets, how shall these be distributed? If not stated, who shall decide?

ARTICLE VII- BY-LAWS

Section 1: If there are to be provisions for by-laws, how are they to be established? Who prepares? How are they announced? Who can vote? Quorum needed? Majority vote?

ARTICLE VIII- AMENDMENTS

Section 1: Who can propose? To whom are they submitted? Who reviews? How much notice must be given to members of upcoming vote? When do they take effect?

Section 2: Quorum? Vote needed to pass?

Date of Ratification:

Signatures of Officers/Witnesses:

Sample Mission Statement: The mission of the USUSA Four Square Club is to offer all USU students the opportunity to learn, experience, and engage in the game of four square in a fun and safe environment.

Club Risk Mitigation Plan: Include this section in the club constitution to outline safety measures, prevention strategies, and process the club will implement to ensure safety and mitigate risks associated with the club activities and programming.



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