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Welcome Clubs & Organization

Dear Club President & Advisor,

The Eastern Utah Student Association (EUSA) in the office of student life is excited that you are interested in forming or continuing a club at USU Eastern. Student Clubs are essential to campus life. With combined efforts we can accomplish making Utah State Eastern a fun and exciting environment for students.

The club council exists to support and legitimize the clubs that exist at USU Eastern. We want to make USU Eastern clubs and environment that welcomes all, gets students involved and to be a place where students can show their school pride.

Thank you for your eagerness to make a difference and for your continuing efforts and pride in USU Eastern. Let’s make this a fantastic year for clubs.

GO EAGLES!

Kennedy Poulton
EUSA Clubs Representative
esaclubs@aggies.usu.edu

Chelsey Spears
Director of Student Life
chelsey.spears@usu.edu
Inner Club Council (ICC)

What is Interclub Council (ICC)?
Eastern Utah Student Association Club Council is organized to establish unity among students and clubs at USU Eastern. Club Council also serves as a group to promote the cooperation and participation of the students, faculty and staff. Club Council is an important means of ensuring open lines of communication and cooperation throughout the campus. Club Council meetings offer and present a time for clubs to work together and collaborate in planning events, offer leadership training, and partnership opportunities with EUSA and USU Eastern.

Who is the EUSA Clubs Representative?
EUSA has designated a clubs representative. This representative is available to you to assist you with the functions of your club. Regular office hours exist for this representative. Please see the EUSA office schedule or email the clubs representative at esaclubs@usu.edu to set up an appointment. There is also a space available in the Nexus (student lounge) for meetings and events upon reservation. Reservation forms can be picked up in the EUSA office.

Who is on the Club Council?
The Club Council is made up of all the presidents from the clubs and headed by the EUSA Club Representative. If a president is unable to attend a meeting they are responsible for finding a different representative from their organization or club. You must have representation at these meetings or you will be considered inactive.

The Student Code of Conduct
All students are required to abide by the student code of conduct, and all clubs are expected to do so as well. Club activities should be in compliance with the student code of conduct. Advisors are expected to oversee club activities and make sure that they abide by the student code of conduct.

Monthly Club Council Meetings
Club Council Meetings will be held bi-weekly on the 1st and 3rd Tuesday of each month at 4:00pm, in the Jennifer Leavitt Student Center Conference Room (Rm# 202). At this meeting, clubs will be able to coordinate schedules and discuss ideas for service projects and event sponsorship.
What You Need to Become a Club or Organization

- A Club/Organization Packet: in the packet, please complete pages to submit, the charter application form, the club mission statement, club constitution, and club contract. The entire completed packet should be submitted to the Club Council Representative for approval. You will be notified via email (from esaclubs@usu.edu) when your club has received official status for the current academic year, expect this to take 5 to 10 business days.

- A President: A registered student in charge of the group.

- An Advisor: A Faculty or Staff member willing to donate their time to help supervise the club/organization and track all financial transactions.

- Secretary/Treasurer: A student member to keep track of all minutes and financial records.

- Members: A minimum of 5 USU Eastern enrolled students who wish to participate and be involved in the club/organization. Students should be enrolled in at least 1 credit hour. Clubs must seek to have 5 members to charter a club, and must maintain at least 4 members with a president and advisor to have the club continue into the next academic year. Students not enrolled as students at USU Eastern may not be able to be a member or any clubs on campus.

- Account: Once you have submitted your application, the Director of Student Life will submit a request for your on-campus account through the USU Eastern Business Office. Your advisor will also have access to this account. This account is overseen by EUSA and the club advisor.

- Funding: All funding must be generated from club membership dues and fundraising efforts. Clubs are encouraged to assess dues based on their needs. This should be at least $1 or $5 per semester or more. Students will support and be loyal to that which they invest. Additional funding is also available via the EUSA clubs fund. Students may apply for these additional funds by submitting the club funding application.
Meetings: Hold meetings at least once a week in a set location and at a set time throughout the academic year. Clubs must also have a representative at ICC meetings once per month.

Sponsor: Must sponsor one campus wide event during the academic year in coordination with the EUSA Club Representative. Clubs should also participate in the ICC designated event each semester. In the fall, it is Mr. USU Eastern, and in the spring it is the clubs talent show. Clubs should plan to sponsor a participant for each of these events.

Service: Must coordinate one service project per semester during the academic year in conjunction with the SUN Center.

Renewal Form: You must complete the Renewal form annually in the Spring semester to keep your club active for the next fiscal school year.
How to be a Good Standing Club

Active Status
Each club must adhere to the following guidelines in order to maintain active status:
(1) Host events on designated club nights on rotation
(2) Participate in the ICC event for each semester
(3) Participate in the ICC meetings
(4) Complete the Renewal Form annually
(5) Host regular weekly meetings for the registered club
(6) One service project per semester

Failure to adhere to these requirements will result in the club losing official status as a student organization.

1. EUSA has designated club nights on the second Monday of each month so that we can help support your events. Sign up for a night to host your event at the first ICC meeting.
2. Each semester the EUSA Clubs representative will lead the initiative for an event to be hosted by all clubs on campus. In the Fall this is Mr. USU Eastern Pageant, and in the spring this is the annual talent show. All clubs are expected to participate. Each club needs to have representation at these events. (club funds will be received as a reward)
3. ICC holds regular meetings each semester to stay updated on clubs and to share information between clubs. Each club should send a representative to these monthly meetings.
4. Clubs should register their organization each year. This means completing the Renewal Form annually, so that EUSA has updated information for the club.
5. Clubs must meet on a regular basis to maintain active status. It is suggested to meet weekly, during the same day and time. This allows consistency when new students may want to join your club. Clubs must have an advisor present for high risk events (i.e. physical activity) and clubs must be responsible and clean up after all events and meetings. Failure to do so could result in a fine or loss of official status, and revocation of club funds.
6. Clubs must coordinate with the SUN Center to complete one service project for each semester of the academic year.
**Scheduling Meetings**
Scheduling Club meetings on campus should be coordinated with the EUSA Club representative and can be scheduled online at https://scheduling.usu.edu/emswebapp/ if you have questions contact LuEssa Averett (LuEssa.Averett@usu.edu). Off-campus events and meetings for clubs must be approved by the Director of Student Life.

**Planning Events**
EUSA has designated club nights on the second Monday of each month so that we can help support your events. Sign up for a night to host your event at the first ICC meeting. Once a club decides on an event they would like to host, they can coordinate with the EUSA Club representative to choose a date that does not conflict with other major events on campus. For high risk events (i.e. events with physical activity) an advisor must be present. Funding may be available from EUSA to assist with events, and club presidents should consult with the EUSA Club Representative for the funding approval form.
Benefits of Being a Club

There are many resources made available to you by becoming an EUSA Club/organization. We encourage you to use all of them to help your club be the best that it can be for you and your members.

❖ Recognized campus clubs are given priority in scheduling meeting space on campus.
❖ Ability to use USU Eastern facilities for free or at discounted rates.
❖ Build a resume of leadership for future life experiences.
❖ Participate in student involvement beyond the classroom.
❖ Sponsor activities in conjunction with EUSA. Contact EUSA to co-sponsor an event and help us both reach as many students as possible.
❖ Increase money making opportunities for your club.
❖ Gain experience in planning and executing events.
❖ Publicity assistance for your club through EUSA Leadership. In order to make this happen come to the EUSA office and submit a form for flyers and other desired publicity. The form must be submitted one month before desired completion date. [https://usueastern.edu/price/eusa/publicity](https://usueastern.edu/price/eusa/publicity)
❖ The right to participate in activities such as Club Competitions, Club Rush and Mr. USU Eastern.
**Funding**

**Additional Funding**
There are a few ways to gain additional club funding. You can earn merit money through specific events designated by the Inter-Club Council. You can submit a proposal for additional funding for specific projects, conferences, travel, etc. The proposal form can be found on the next page.

**Club Index and Budget**
Each club will receive an index (for account tracking and purchases) upon successful completion of the registration packet for the academic year. Every new club or club that has renewed for the new academic year receives $100 for the academic year.

*Fundraising is encouraged.* It is recommended that you keep track of all expenses and that you know how much money you have in your account. If you happen to go over budget, your account will be frozen and you will not be allowed to use it. Your club will also be unable to request funds until the balance is taken care of.

**National & Regional Affiliations**
Club Presidents, Representatives, and Advisors are encouraged to seek out regional and national affiliations related to the club and its interests. These relationships may offer resources and opportunities not seen in the past. Joining these organizations may also present opportunities for advancement, competition, and recognition for your club. Please inform the Clubs Representative of any and all affiliations.
Request for Additional Club Funds

Club/Organization Name__________________________________________________

How many students are part of this organization?_______________________________

What additional funding supports this organization?_____________________________

______________________________________________________________________

How has your club used its money in the past?

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Proposed Amount $___________

If provided, how does your club/organization plan to use the proposed money?

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

● Email this completed form to esaclubs@usu.edu and chelsey.spears@usu.edu
Club Constitution

Article I. Name of Club:
The name of this club shall be:_________________________________________________________________

Article II. Purpose of Club
The purpose of the club is to:____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Article III Membership
Any USU Eastern student who has a minimum of 1 credit is eligible to join this club. The club members and club officers shall vote the amount of the membership dues. Club members may not be on academic or social probation.

Article IV. Qualification and Election of Officers
Section 1. Club officers must be currently enrolled and must not be on academic probation.
Section 2. The club officers will be: President/ICC Representative, Vice-President, Secretary unless otherwise designated.
Section 3. Club elections will be held no later than the first week of the semester. The election will be done by ballot by club members and/or club officers. (List additional information)

Article V. Duties of the Officers
Section 1. President/Inter clubs council representative
A. Preside over all meetings
B. Call special meetings
C. Carry out the provisions of the constitution
D. Appoint committees and chairpersons
E. Oversee all committee activities
F. Attend all Inter Club Council meetings and ask for funding or fundraising approval.
G. Report the results of ICC meetings at club meetings.
H. Additional responsibilities as required.
Section 2 Vice President
A. Assume the duties of the president in his/her absence.
B. Perform any duties delegated by the president
C. Additional responsibilities as required.

Section 3. Secretary
A. Record and keep accurate minutes of all meetings
B. Act as correspondence clerk.
C. Print and distribute agenda for all meetings
D. Additional responsibilities as required.

Article VI Meetings
Section 1. There must be a meeting at least once a week at USU Eastern.
Section 2. There must be a quorum (a quorum is 50 percent plus 1 of the active or dues paying membership) in order to conduct financial or rule changing business. Club secretary must keep the minutes of each meeting.
Section 3. The secretary will need to make a written and oral report at least once a month at the meeting.

Article VII. Committees
Section 1. The standing committees of this club shall be appointed as necessary.

Article VII. Advisor
The role of the advisor is to:
Section 1. A. Serve as the official staff representative of the college for the club
B. Ensure club members get approval for funding through EUSA.
C. Ensure that appropriate college policies are upheld.
D. Uphold the Student Code of Conduct
E. Other duties as designated.

Article IX. Responsibilities
Section 1. This club accepts full financial responsibility for all activities that bear its name as official sponsor and will adhere to college regulations. All publicity for an event must bear the name of the sponsoring club, and coordinate with EUSA publicity.

Article X. Right To Act
Section 1. Any club officer, club member does not have the right to become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club. Clubs may not incur any amount of debt.

Article XI. Amendments to Constitution
Section 1. Any amendment change requires a two-thirds vote at a general club meeting and must then be approved by the EUSA Clubs Representative.
Club Contract

The Eastern Utah Student Association (EUSA) is working to implement the already existing guidelines for clubs on campus in order to ensure a more accurate listing of clubs, help clubs be involved in the Student Association, and help foster the continuation of clubs and organizations on campus. All clubs must complete this contract. Official club status is only given after review from EUSA. In order to become an official club or to continue activity as a club on campus, club leaders and advisors are required to comply with the following rules:

1. Club funding, fees, and fundraisers must first be approved by EUSA before their implementation.
2. Individual Club Accounts are overseen by the club advisor and EUSA. No Club Account may have a negative balance and all club expenditures must first be approved by EUSA to ensure positive account balances and no negative balances. EUSA will serve as the club account manager.
3. Clubs are required to remain in an active state in order to retain their status and funding. A club that is inactive for a period of one year will lose its official status and the balance of their Individual Club Account will be transferred back to the General Club Fund.
4. All clubs must have an advisor who is part of the faculty or staff at USU Eastern. Clubs are responsible for providing membership and contact information to their advisor and EUSA.
5. Clubs must contain five members in order to be organized on campus. These members include the Club President, Vice President and Secretary unless otherwise designated in their club constitution.
6. All Club Presidents are required to attend Inter-Club Council on the dates specified by the EUSA Clubs Representative. This is a meeting where clubs can get funding, help with fundraising, leadership training and help with planning activities or coordinating service projects.
7. Clubs are required to meet at least once a week.
8. Clubs should submit a copy of their current constitution and by-laws. A template copy of constitution and by-laws can be obtained through the EUSA representative or online at the EUSA website.
9. Clubs are required to complete at least one service project per semester. This service must be coordinated through the SUN Center and the EUSA Clubs Representative.
10. Clubs must obtain and fill out liability waivers from the EUSA Clubs Representative for any club event that contains athletic activity, physical exertion, or a possibility of unintentional harm. Liability waivers must be returned to the EUSA Clubs Representative for retention.

https://www.usu.edu/desa/asl/RELEASE%20LIABILITY.pdf

_____________________________________                 _____________________________________
Club President/   Representative Signature    Date                    Club Advisor Signature      Date

_____________________________________                        ____________________________________
Club President/Representative Printed    Name                   Club Advisor Printed Name
EUSA Club Application Form

Name of Club:__________________________________________________________

Date: ______________________________   Number of Members: _________________

President’s Name: ______________________________________________________

Phone: ___________________   E-mail:______________________________________

Advisor’s Name: ________________________________________________________

Campus Position: _______________________________________________________ 

Phone: ___________________   E-mail:______________________________________

Meeting Schedule: Day, Time, Place, etc.:____________________________________

_____________________________________________________________________

Please Attach Club Membership Roster

Please Attach Club Mission Statement

_____________________________________________________________________

We have read, understand and agree to follow all guidelines, policies and procedures of the EUSA InterClub Council.

If you need copies of any documents, please see the website or EUSA Clubs Representative.

_____________________________________________________________________

Club President   Signature   Date

Club Advisor   Signature   Date

ESA Club Representative   Signature   Date

Director, Student Life   Signature   Date
# EUSA Club Roster

**Club Name:** ___________________________________________________

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Service Project Form

Service Projects must be pre-approved through the SUN Center. You must notify the Clubs Representative one month prior to the fundraiser. This form must be filled out completely and have all signatures. It must be submitted no later than 14 days after the event.

Club/Organization Name__________________________________________________

Name of Service Project _________________________________________________

Date of Service Project _________________________________________________

Who was involved? ______________________________________________________

Who benefited? _________________________________________________________

Number of Club Members who participated: ________________________________

Description of Project _________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Signatures and Approvals:

_________________________  ___________________________  __________________
Club Council Representative  Signature  Date

_________________________  ___________________________  __________________
Club President  Signature  Date

_________________________  ___________________________  __________________
Club Advisor  Signature  Date

_________________________  ___________________________  __________________
SUN Center Advisor  Signature  Date
Frequently asked Questions

Q. How do I start a club/what do I need to start a club?
A. You need to get and complete a club contract or renewal form, roster, and a constitution template. Make sure you have an advisor and that your advisor has copies of the forms. After that, make sure you get these copies to the EUSA Club Representative so that your club can be approved.

Q. What is a renewal form?
A. At the end of the semester you will have the option of renewing your club or letting it become inactive. To renew you will fill out the renewal form so that you don't have to completely re register your club. This form can be found on page 17.

Q. What do I do with the constitution template?
A. You need to duplicate it with at least the information that is on it, and add the specific needs of your club to your own constitution.

Q. Does the advisor need anything else?
A. The advisor of the club will also need to be updated with upcoming events so that they are involved in the club and can help or suggest ideas.

Q. Are there club dues or fees, how do I request funding?
A. Yes there are club dues, which should range from $1-$10 depending on the clubs needs to set up a club account that can be used for events or equipment needed for club activities. You can request funding at the InterClub Council meeting, by proposing a fundraiser or submitting a funding form.

Q. What is Inter Club Council?
A. Inter Clubs Council is a monthly meeting that takes place in the Student Center Board Room where the presidents or vice presidents of each club meet with EUSA representatives to receive club updates, etc.

Q. What do I need if my club does physical activity?
A. You must fill out and obtain liability waivers for all of your members. Copy those for your own records and for the EUSA Clubs Representative.

Q. What clubs already exist?
Q. When do clubs meet?
A. That is decided by the club members and voted on for the first meeting.

Q. Do I need to renew my club contract, if so when?
A. Yes, you do need to renew your club contract, this can be done by filling out the renewal form at the end of spring semester. If it isn’t done by the purge date your club will no longer be a club. This helps the EUSA Clubs Representative be aware of what clubs are still active and so that each club can get the funding, recognition, and benefits of being an official club of USU Eastern.

Q: How do I get an Index?
A: If you are an existing club, check with the Clubs Representative or EUSA Advisor to get your current index number. If are a new club, you will receive a new index number once all requirements have been met. Once requirements have been met, the Clubs Representative and the EUSA Advisor will add your club into the system and will request, using the New Index Form, an account number from the business office through Mr. Vern Bales. If advisors need access to the index account, please see the EUSA advisor or Vern Bales for the account form. To view your Index, the Club advisor, the Clubs Rep., or EUSA Advisor can access it for you.

Q: How do I use our club funds?
A: There are two ways a club can access and use their funds. Number one would be using your advisors P-card. They can make purchases for you or, if they have made you a delegate, they can lend you the P-card at their own risk. Number two would be using the Club P-card. The Club P-card must be checked out from the EUSA office. To use any Purchase Card (P-card), you must complete the P-Card Training and be a delegate for that P-Card.

Q: How do I complete the Student P-Card Training?
A: Go to the training website https://controllers.usu.edu/team/p-card_training and complete the appropriate training. After the training has been completed, complete the training form (also found in the link) and submit it to the Student Life Administrative Assistant, Allie Chamberlain (allie.chamberlain@usu.edu). If you need a new P-card training sheet you can also go to the Student Life Administrative Assistant to receive one. The P-card must be checked out and checked in every time it is used. All purchases made with the P-Card are tax exempt. Be sure to let cashiers know about tax-exempt status prior to starting your transaction. Be sure to get an itemized receipt. Keep all the receipts and turn them in along with the P-card. Know that a detailed account of purchases must be kept.