

EUSA

UtahStateUniversity®
EASTERN UTAH STUDENT ASSOCIATION

2021-2022

Clubs & Organizations Manual

The information outlined in EUSA Clubs & Organizations Manual include a guide to policies and procedures. Failure to adhere to these policies could result in suspension or termination of your club or organization.

LIST OF CONTACT INFORMATION



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COUNCIL OF EUSA CLUBS & ORGANIZATIONS

Who is the EUSA Clubs & Organizations Representative?

Eastern Utah Student Association (EUSA) has designated a Clubs & Organizations Representative. This representative is available to you to assist you with the functions of your club/organization. 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 found online here: <https://eastern.usu.edu/student-life/activities>

What is Interclub Council (ICC)?

The EUSA Interclub Council is organized to establish unity among students and clubs/organizations at USU Eastern. The ICC also serves as a group to promote the cooperation and participation of the students, faculty and staff. The Council is an important means of ensuring open lines of communication and cooperation throughout the campus. 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 the general USU Eastern community.

Who is on the Interclub Council?

The Council is made up of all the presidents from the clubs/organizations and headed by the EUSA Clubs & Organizations Representative. If a president is unable to attend a meeting, they are responsible for finding a different representative from their club or organization to attend. 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 and organization activities should be in compliance with the student code of conduct. Advisors are expected to oversee club/organization activities and make sure that they abide by the student code of conduct here: <https://eastern.usu.edu/student-life/student-conduct>

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IMPORTANT DATES & DEADLINES

Club & Organization Registration Deadlines:

Last day to apply for new club status: Friday **BEFORE** Spring Break, 2022

Club Re-Registration: April 1-April 30, 2022

Club & Organization Mandatory Meetings:

EUSA presidents will represent every club/organization with up-to-date information and comply by university policies by attending the following mandatory meetings:

- October 5, 2021 at 5:00pm in JLSC 202 Conference Room
- November 2, 2021 at 5:00pm in JLSC 202 Conference Room
- December 7, 2021 at 5:00pm in JLSC 202 Conference Room
- January 11, 2022 at 5:00pm in JLSC 202 Conference Room
- February 1, 2022 at 5:00pm in JLSC 202 Conference Room
- March 1, 2022 at 5:00pm in JLSC 202 Conference Room
- April 5, 2022 at 5:00pm in JLSC 202 Conference Room
- April 26, 2022 at 5:00pm in JLSC 202 Conference Room

Additional Mandatory Meetings:

EUSA presidents and advisors must also attend mandatory trainings as required by the university's Office of Student Conduct and/or the Office of Equity.

**If you are unable to attend any scheduled mandatory Title IX training, please coordinate with Katie Freeman at katie.freeman@usu.edu to set up an alternative time.*

Section: REGISTRATION**Title: PURPOSE & OBJECTIVES**

We would like to welcome all club presidencies to EUSA Clubs and Organizations. Thank you for being a part of the larger community at Utah State University Eastern. You have the great opportunity of being part of Utah State University's push to increase student involvement.

Within EUSA, our vision is to ensure that every student involved with a club is using that club as a gateway to opportunities both on campus and after graduation. We hope that EUSA can help you in your efforts to grow and improve each of your clubs and/or organizations. Our goal is to increase club memberships, as well as club quality as we strive to provide the best student run clubs and organizations in the state.

We encourage you to be as involved with the program as much as possible and to devote your time and efforts to providing a unique experience for all club members. We urge you to hold meetings, sponsor activities, participate in service projects and cultivate memorable experiences for not only yourself, but also your club members.

The University defines EUSA Clubs and Organizations into the following two categories:

EUSA Club & Organization:

A group of students with a common interest coming together to participate in an activity (such as a sport, hobby or academics). The club is initiated and ran by students, in some cases with the assistance of an employee advisor.

Department Club:

A student group that is sponsored and ran by an on-campus department. Indicators that a club may be a departmental club include: the advisor advises the club as part of their job description as written by the department they work for, the club receives funding from an on-campus department, or the club has an index number/P-Card, or the club is faculty or staff run rather than student run. If any of these apply to a club, it will not be accepted as a EUSA club.

Section: REGISTRATION

Title: REGISTERING AN EUSA CLUB

To become a recognized and registered EUSA Club, the following must occur prior to the recognition of an official EUSA Club:

1. Your club must register with USU Eastern Student Association by completing the annual registration form online, which is found at <https://eastern.usu.edu/student-life/activities> under the “Clubs” tab.
2. Each club is required to provide a constitution stating the club mission, purpose, leadership election process, and functionality. A sample constitution is available in the appendix on page 20.
3. Determine if your club is a EUSA club or a department club. Refer to page six for definitions.
4. The president of the club must be registered student.
5. Each EUSA Club must have a minimum of five members. Names, USU A#, phone number, and email addresses are to be provided upon registering. Student clubs must maintain a current roster of club members contact information.
6. Each club is required to have a club advisor. Advisors must be a full-time employee at Utah State University Eastern.

Following completion and submission of the online EUSA Clubs & Organizations registration form, the information will be reviewed by the Council of Clubs and Organizations. If your club is denied and you would like to appeal the denial, please appeal in writing to the Clubs & Organizations Representative at esaclubs@usu.edu stating why you are appealing.

Section: REGISTRATION

Title: CLUB RESPONSIBILITIES

EUSA Club Presidents:

As a club president, it is your responsibility to read through this handbook of policies and procedures to better understand how to best serve your club and to further be educated on campus policy. Club Presidents are responsible for the following:

1. Attend monthly Club Meetings with the Council of Clubs and Organizations. Please refer to page five for important dates and deadlines.
2. Attend a mandatory Title IX training in the fall semester. Please refer to page five for available training dates.
3. Maintain an updated roster of club members with contact information. Members should be enrolled in at least 1 credit hour. **Students not enrolled at USU Eastern may not be able to be a member of any clubs on campus.**
4. Recruit a club advisor and communicate club functions with club advisor regularly.
5. Adhere to all risk management policies and procedures. Please refer to page 16 for club activity and event risk mitigation protocols.

EUSA Club Advisors:

Club presidency will recruit a full-time university employee to volunteer as an advisor for the academic year. A club advisor is someone who will support, offer advice, and give help when asked or needed. The minimum expectations for a EUSA Club Advisor are as follows:

1. You must be a current, full-time USU employee
2. Your employment at USU should always be your priority and come first before any involvement with a club.
3. You must be willing to comply with EUSA Clubs Handbook of Policies and Procedures, the USU Student Code of Conduct, USU's Title IX/Sexual Misconduct Policy, USU's Discrimination Policy, or any risk management concerns.

EUSA Club Functions:

1. Adherence to all university rules and regulations and the EUSA Club's Handbook.
2. Comply with club's own constitution or constitution of affiliated national organization.
3. Avoid any act of dishonesty, breach of law or university regulations, or any public or private act that brings discredit to the university.
4. Avoidance of activities that pose undue risk to the safety of individuals or which creates liability for the club and the university.
5. Hold accountability, as a club, for the actions of its members if the behaviors are related to the activities of the club.

Section: REGISTRATION

Title: CLUB RISK LEVELS

This is a great way to establish both the needs and the expectations of your club. Clubs with more activities or higher risk will be in a higher tier, while clubs with fewer needs and lower risks will be in a lower tier. You can use the chart and descriptions below to identify what tier your club will be in.

EUSA Club Risk Levels

Utah State University will assess all clubs and organizations during the registration process to determine risk exposure. Student clubs and organizations that meet moderate to high-risk criteria may be asked to modify their focus or be required to meet additional guidelines to be a registered club/organization with the University.

Risk Level	Definition:	Activities:
High Risk	Unacceptable levels of risk, including catastrophic and critical injuries that are likely to occur. Organizations should consider whether they should eliminate or modify activities to a lower risk level.	Activities may result in death or cause severe injury, major property damage, significant financial loss, and or/result in negative publicity for the club or university.
Moderate Risk	Contains some level of risk that is unlikely to occur. Organizations should consider what can be done to manage the risk to prevent any negative outcome.	Activities may cause minor injury, illness, property damage, financial loss, and/or could result in negative publicity or the club or university.
Low Risk	Contains minimal risk and are unlikely to occur. Organizations can proceed with these activities as planned.	Activities present minimal threat to safety, health, and well-being of the participants.

How do I know what level of risk my club is?

1. List all risk concerns for your club, its members, and the activities planned
2. Identify risks associated with each activity (see *Types of Risks* below)
3. Use the matrix (see *Table 1* below) to determine the level of risk before applying any risk management and prevention strategies
4. Develop methods to manage potential risks
5. Consider modifying or eliminating activities that have unreasonable risk associated with them.

Types of Risks

There are five types of risks to consider when assessing what level of risk your club may fall under. This includes (but is not limited to):

- **Physical:** Bodily injuries that occur from participation in an activity
- **Reputation:** Incidents that may lead to defamation or portray a bad image of the individual members, the club or organization, or the University as a whole.
 - Example: media, alumni, family, donors, community members
- **Emotional:** Incidents that alienate or harm the feelings of members of the community
- **Financial:** Occurrences that negatively impact the fiscal stability of the organization
- **Facilities:** Include both the safety of the facilities used for your members/participants and the maintenance of the facilities used by your members/participants

Table 1. Example of Identifying Risk Severity Matrix:

NAME OF EVENT:	<i>Outdoor Event</i>			
LIST SPECIAL ACTIVITIES	ASSOCIATED RISKS*	SERIOUSNESS	PROBABILITY	METHOD TO MANAGE RISKS**
1. BB Gun Shooting	1. Accident Injury	1. II	1. B	1. Proper one on one Instruction/Supervision
2. Climbing Wall	2. Accident Injury	2. II	2. B	2. One on one Instruction/Participation Vendor certified supervision
3. Archery	3. Accident Injury	3. II	3. B	3. One on One Instruction/Supervision
4. ATV's	4. Accident Injury	4. II	4. B	4. Restricting use to Advisor/Organization not participants. Provide orientation for use limitations and routes. Use vendor ATV's instead of personal units.

* Possible risks include: medical emergencies, food poisoning/allergic reactions, damage to University reputation, damage to University property and/or facilities, accidents, injury, and/or death.

**Methods to manage risks may include: purchasing special event liability insurance, arranging for security through TSU PD, traveling with an advisor, rotating drivers, etc.

SERIOUSNESS OF RISK
I – May result in death.
II – May cause severe injury, major property damage, significant financial loss, and/or result in negative publicity for the organization and/or institution.
III – May cause minor injury, illness, property damage, financial loss, and/or could result in negative publicity for the organization and/or institution.
IV – Hazard presents a minimal threat to safety, health, and well-being of participants.

Seriousness	Probability			
	A	B	C	D
I				
II				
III				
IV				

PROBABILITY
A – Likely to occur immediately or in a short period of time, expected to occur frequently.
B – Probably will come in time
C – May occur in time.
D – Unlikely to occur.

Section: REGISTRATION
Title: NAMING YOUR CLUB

When creating a name for your EUSA Club, it should explain the club's purpose and comply with the following rules and guidelines:

1. If you desire to register as a EUSA Club, you are required to include it in the club's name:

Prohibited Example: Blues Club

Approved Example: USUSA Blues Club

2. A new club may not duplicate the name of an existing EUSA Club, organization, or department club, or select a name that is similar. This helps prevention any confusion or conflict among members on campus. Please refer to <https://eastern.usu.edu/student-life/activities> under the "Clubs" tab and "Join A Club" tab.

3. The name of the club should avoid inappropriate terminology in the name.

Section: REGISTRATION

Title: BENEFITS & PRIVILEGES OF EUSA CLUBS

After completing the club and organization registration process, the following benefits and privileges on campus are granted to recognized EUSA Clubs and Organizations. These benefits should not be looked upon as rights or entitlements. You are responsible for being courteous to other EUSA Clubs, organizations, and departments on and off campus.

EUSA Sponsored Benefits:

- A table for the annual *Club Rush* event for club/organization recruitment and promotion.
- Promotion of your club on the EUSA Club Website
- Student Center facility access for EUSA club events
- Access to request additional club funding through EUSA
- Ability to publicize on campus with the use of the resources provided by EUSA, fliers, posters, and banners
- Ability to hold fundraisers, events, service projects, etc. on campus with use of campus facilities

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

The following items are things EUSA Clubs and Organizations **do not qualify** for:

- Use of University Marks (USU, Utah State University, or Eagle verbiage of any kind)
- Designated workspaces on campus (i.e. office space)
- Use of University Tax ID
- Contracting under USU
- Officially representing USU through competition (you may represent your EUSA club)
- Travel sponsored by Utah State University
- Funding housed on campus

Section: REGISTRATION**Title: BRANDING & MARKETING**

All clubs are required to use appropriate and approved club logos in any advertising. The following guidelines must be met regarding club promotion, marketing, or representation.

1. Clubs are not to use any association of the Utah State name or logos, such as “USU”, “Eagles”, “Utah State University”, U-State, etc.
2. All prints, clothing, etc. must be done by a USU Licensed vendor only and must be approved through EUSA PR and Marketing prior to print.
3. Any recognized club may utilize the services and materials of EUSA PR and Marketing free of charge. Please allow adequate time for the designing and printing of your requested artwork. All projects need a minimum of 2 full weeks to be completed. You can find the form on the <https://eastern.usu.edu/student-life/activities> website.

**Clubs and organizations will not be allowed to submit a PR & Marketing request until they have been approved as a club by the EUSA Council of Clubs & Organizations.*

Section: FUNDING

Title: CLUB FUNDING SOURCES

Recognized EUSA clubs and organizations can request funding up to a maximum of \$500 from the *EUSA Council of Clubs & Organizations* by completing the following steps:

1. Go to <https://eastern.usu.edu/student-life/activities>, Click on “Student Clubs” then click on “Request Club Funding”.
2. Approval process can take anywhere from 2-4 weeks. Be sure to fill out the request at least 4-6 weeks **BEFORE** the money is needed. No reimbursements will be given for after-the-fact requests.
3. You may be asked to show what your club or organization has done to try and raise money before requesting from EUSA and what you will be using the EUSA funds for.
4. USUSA Club funding cannot for any reason be used for food, travel, prizes, or contracted speakers. USUSA Club funding should be used to help enhance your club or organization, and it is encouraged that you use funding on something that will benefit your club long-term rather than for one event or meeting.
5. We will continue utilizing the P-card form of funding. Once you receive notice of your approved award, a representative from your club or organization will need to set up an appointment with Michelle Mooney (435-613-5468) in JLSC 208 to be P-card trained. Do NOT use the P-Card for Amazon purchases. These must be sent to Michelle Mooney to purchase tax exempt.
6. Checks cannot be written to a club or organization.
7. After you have been trained, and are ready to use the P-card, you will have 24 hours to purchase the items you need up to the approved amount. You will only have one 24-hour period to use the P-card.
8. Funding requests will be taken starting August 31st, 2021 and will end March 31st, 2022. Please take school holidays into consideration, as the club council is made up of students who will not be present to process your request during those times.
9. Misuse or mishandling of club funds or the P-Card will result in immediate termination of your club, and funds will need to be repaid to the Student Involvement office.

Section: FUNDING

Title: CLUB FUNDRAISING

What defines Student Organization fundraising?

Any event where the student organization intends to raise additional funds through solicitation (funds and/or items), charging admission to a fundraising event, or selling products or services. This excludes collecting membership fees or dues. This includes fundraisers that may benefit the student organization, other charitable group, or an individual.

Can my Student Organization fundraise?

Only student organizations that have been pre-approved by completing the [Fundraiser Request Form](https://eastern.usu.edu/student-life/activities) (<https://eastern.usu.edu/student-life/activities>) at least 14 business days prior to the day of the fundraiser will be allowed to fundraise.

How will I know if the Fundraiser has been approved?

Applicants can expect a response via email within seven business days of submitting a completed application.

If the fundraiser has been approved, the response will include instructions pertinent to your fundraiser.

If the fundraiser is not approved, the student organization is not allowed to hold the fundraiser. Appeals to this decision must be directed to the Director of Students.

My Fundraiser has been approved, is there anything else I need to know?

Fundraisers for EUSA Clubs or Organizations

- Must clearly identify itself when raising funds and make it clear the fundraiser is not raising funds for USU nor give the impression the donation is tax-deductible
- Must not use the university's tax-exempt status in organizing or operating the fundraiser

What are some fundraising options?

1. Collecting donations at meetings and events.
2. Charging admission to scheduled events such as speakers, conferences, films, tournaments, dinners and dances.
3. Conducting sales at approved events or at Student Center outdoor tables.
4. Soliciting 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.
5. Raffles – The State of Utah defines raffles as a “lottery”. Therefore, raffles are considered gambling in the State of Utah and as such, organizations cannot hold raffles.

Section: SAFETY**Title: EVENT RISK MANAGEMENT**

Clubs and organizations have a variety of responsibilities during club-sponsored meetings, activities, and events. Whether these club functions occur on-campus or off-campus, certain events and activities will require pre-approval from the *EUSA Council of Clubs & Organization* and USU Risk Management.

The following scenarios will require contacting Michelle Mooney at michelle.mooney@usu.edu to establish a risk mitigation plan for your clubs:

- Activities or events where potential harm to an individual is increased. Some examples include: outdoor recreation such as rappelling, hiking, canyoneering, etc.
- Any activity, event, or fundraiser where food is being sold to the public

The following scenarios do not require pre-approval from the *EUSA Council of Clubs & Organizations* and USU Risk Management.

- Regular club meetings (face-to-face or virtual)
- Food that is served to club members only at club meetings or activities
- Club travels off-campus
- Activities and events from low-risk level EUSA Clubs & Organizations

If you are unsure if your club activity or event should have a risk mitigation plan, please contact the Clubs & Organizations Representative at esaclubs@usu.edu or the Diversity & Inclusion Coordinator, Michelle Mooney at michelle.mooney@usu.edu

Section: CAMPUS POLICIES

Title: CRITICAL POLICIES

Notice of Non-Discrimination

Utah State University does not discriminate or tolerate discrimination, including harassment, based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity or expression, disability, status as a protected veteran, or any other status protected by University policy, Title IX, or any other federal, state, or local law. Utah State University provides equal employment and educational opportunities and does not tolerate any form of:

- Discrimination based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity or expression, disability, status as a protected veteran, or any other status protected by University policy, Title IX, or any other federal, state, or local law.
- Harassment, including sexual misconduct, based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity or expression, disability, status as a protected veteran, or any other status protected by University policy, Title IX, or any other federal, state, or local law.

Retaliation for reporting incidents of discrimination or sexual misconduct or engaging in other forms of protected activity.

Alcohol and Illegal Substances

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

Hazing

Hazing within or by student organizations is prohibited. Hazing is defined as:

- a. endangers the mental or physical health or safety of another; or
- b. produces mental or physical discomfort, embarrassment, harassment, or ridicule of another; or
- c. involves any brutality of a physical nature such as, but not limited to, paddling, whipping, beating, branding, calisthenics, creating excessive fatigue, bruising, electric shocking, causing physical and psychological shocks, placing of a harmful substance on the body, or exposure to the elements; or
- d. involves consumption of any food, alcoholic beverage, liquor, drug, or other substance or any other physical activity that endangers the mental or physical health and safety of an individual; or

- e. involves any activity that would subject the individual to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects another to extreme embarrassment, shame, or humiliation, or subjects the individual to the
- f. wearing of apparel which is conspicuous or not normally in good taste, engaging in public stunts and buffoonery, engaging in morally degrading or humiliating games; or
- g. involves defacing or destroying public or private property; or
- h. involves cruelty to any animal; and
 - i. is for the purpose of initiation, admission into, affiliation with, holding office in, or as a condition for continued membership in any organization; or
 - ii. if the actor knew that the victim is a member of or candidate for membership with a team or organization to which the actor belongs or did belong within the preceding two years.

Good Standing/Probation

To be in good standing as a club, you must follow the guidelines as set on page seven.

Being absent from one monthly meeting will place your club on probation and will:

1. Forego the opportunity to receive EUSA club funding
2. Remove the ability to schedule club or organization events at the USUSA free of cost price.
3. Being absent from two monthly meetings, the club or organization will no longer be recognized through EUSA.

If a club advisor removes themselves as the advisor or is no longer an employee at Utah State University, it is the club's responsibility to find a new club advisor in order to remain eligible as a EUSA club. If a club is unable to find a new club advisor, the club will be placed on probation until an advisor is found.

Section: CLUB MEMBERSHIP
Title: ANNUAL RENEWAL

All clubs and organization must re-register their membership at the end of every academic year. If you do not re-register by the purge date (April 30th) the club or organization will no longer be recognized for the next academic year, which means your club or organization will forfeit the opportunity to participate in some fall activities, i.e. Club Rush. We do this to keep the EUSA clubs and organizations organized and the website up to date. Registration shall be valid from the date of approval to the end of the succeeding spring semester.

Please note- the misuse or mishandling of allotted funding will result in the immediate termination of your club.

Section: APPENDIX

Title: EUSA CLUB CONSTITUTION

The following outline and questions are designed to help you write a constitution for your organization. The constitution should contain statements concerning aspects of the organization and the way the club is maintained. Items that are subject to frequent revision should be included in your by-laws. In order to be officially registered with EUSA Clubs and Organizations, you must include this information in your constitution. You may want to delete certain sections and add others to your constitution.

Clubs Constitution Sample

Constitution of (Club Name)

Article I- Name, Purpose and General Statements

Section 1: What is exact title of 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 EUSA and the Utah State University Student Code).

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

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 of 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 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?

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- Committees

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 EUSA 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.

Section: APPENDIX

Title: MEMBER RECRUITMENT & RETENTION

Finding Prospective Members:

There are many places on campus to recruit members for clubs, especially within the JLSC. After you reserve a space for setting up a table, here are a few tips to help find or recruit club members:

- Connect with friends and acquaintances
- Contact last years' club members to see if they want to be involved again
- Tell your club members to bring a friend to the next meeting
- Find department organizations who share similar goals and set up a meeting to meet with a department employee or student

Motivating & Thanking Members:

You have a responsibility to keep your club members involved and motivated. Club members should 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 as club president is to figure out what it is for each club member. You can do this by ensuring club members have:

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

How to Hold Them Accountable:

1. Clearly communicate expectations for your club members and have a timeline.
2. Make sure they are willing to abide by the set guidelines.
3. Repeat your expectations if problems arise, you should remind them of their commitment to the expectations as a club member and their role.
4. Have club meetings weekly to follow up with assignments and discuss learning experiences.

Section: APPENDIX

Title: EVENT PLANNING CHECKLIST

All approved clubs on campus qualify to reserve space and host events on campus. Reservations have to go through USU Eastern Event Services. If you or your fellow club members are not familiar with planning an event on campus or need some direction on where to start, follow these directions and contact the Student Involvement and Leadership Center on for tips on hosting a successful event.

Start by using these six questions and answers (The Six R's):

REASON. Why are you planning this event? Do you have a good REASON?

RESOURCES. How will you facilitate this event and what RESOURCES are available within your organization?

RESERVE. Where will it best take place? RESERVE the best space/venue for your event; learn venue specific policy

RELEVANCE. When is it? You will have Better RELEVANCE if you don't compete but collaborate with other orgs.

REALISTIC. Who is your audience? Know your scope and be REALISTIC to get maximum attendance and marketing.

RESULTS. What will measure your success? Have a clear view of what RESULTS determine success of your event.

After assessing these questions, you will follow these procedures:

1. If the activity or event is medium-risk or high-risk, you must meet with Michelle Mooney (michelle.mooney@usu.edu) and USU Risk Management at least three weeks prior to the date of the activity or event.
2. Schedule a space for the event; it is your responsibility to know the policies of the location you have reserved. Event Services will be your primary contact for this in most cases. You can find their contact information at the beginning of this manual. Make sure to loop in Michelle Mooney so she can help you get approved for the space and help with other logistics.
2. Budget your finances and resources specifically and carefully; be sure to include cost of food, marketing, rental, etc. Student Involvement does not pay for events unless club funding was approved before the planning process, so make sure price of space rental, food, etc. is all taken into account.
3. Will it be open to the public? How many people are you expecting? Will there be food? Are you charging admission? These are all important questions to get you started.
4. If you plan on serving food, you most likely will need to go through USU Eastern Dining Services if you are hosting an event on campus.
5. Any beverages (including water) sold or given out on-campus must be sponsored by PepsiCo products.