

Southern Utah University Student Association

Student Organizations Handbook

Updated 05/2023

Student Organizations Handbook

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Section 1: Student Organizations Overview

1.1 Southern Utah University's Commitment:

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

1.2 Defining Student Organizations:

The University defines "Student Organization" as: An association or group of SUU students created to explore a common interest, support a particular view, accomplish a task, or pursue any educational objectives consistent with Southern Utah University (SUU's) mission, vision or core values. At SUU Student Organizations are defined into two [2] groups:

1. University Sponsored Organizations (USO), and
2. Independent Student Clubs (ISC)

The authority to register Student Organizations and establish a procedure for doing so resides with the President of Southern Utah University. This authority has been delegated to the Southern Utah University Student Association (SUUSA) and Student Involvement and Leadership (STIL) through the Vice President for Student Affairs.

1.3 Student Involvement and Leadership (STIL):

Student Involvement and Leadership (STIL) exists to help all students get involved, make connections, and develop the leadership skills necessary to succeed beyond the classroom and after college. STIL advocates for and provides a voice to each student to promote successful and meaningful experiences, both inside and outside the classroom. STIL is dedicated to helping all students find success and accomplish their goals. STIL oversees the Southern Utah University Student Association (SUUSA) and is under the direction of the division of Student Affairs, led by the Vice President of Student Affairs.

1.4 Southern Utah University Student Association:

SUUSA represents the student voice and provides opportunities for students to experience more than just attending classes during their time as students at Southern Utah University (SUU).

1.5 Purpose of the SUUSA Student Organizations Handbook:

The purpose of the Southern Utah University Student Association (SUUSA) Student Organizations Handbook is to serve as a guide for student Organizations in all aspects of organizational success. This handbook is managed and updated through the Student Involvement and Leadership Center (STIL) under the direction of the Division of Student Affairs. The terms of this Handbook and resources listed may be updated and are subject to change.

Section 2: Student Organization Types

2.1 Overview and Purpose:

There are two [2] types of Student Organizations that may register and be recognized at Southern Utah University (SUU). Each type of Student Organization has a distinct purpose and set of guidelines they must follow. Resources and oversight of organizations depends on their registered status.

2.2 Independent Student Clubs (ISC):

An Independent Student Club hereby referred to as 'ISC' is a student-led club that registers with the University but is independent from any university oversight, direction, and supervision. ISCs are typically a group of students with a shared interest looking to informally connect as a group. Some of the key determining factors of an ISC are:

A. (2.2 A) Registration with University/Meaning:

The purpose of registering an ISC with the University is to provide one path (of many available) for students to pursue opportunities, to facilitate communications and to streamline interactions (such as facility reservations) between the University and the organizations. While the University sponsors and recognizes University Sponsored Organizations through a defined acknowledgment and approval process, it does not sponsor, recognize, endorse, operate, promote or make any guarantees about Independent Student Clubs, the University is not responsible for the operation of the ISC or the services the club agrees to provide for its members. Rather, if an ISC meets the registration requirements, they are then only registered as that term is referenced in this handbook (but continue to not be endorsed, sponsored, etc.)

B. (2.2 B) An Advisor is not required:

If the ISC wishes, they can ask an adult Mentor to serve in that role. But that role is NOT a role on the University's behalf. If an SUU employee wants to serve as a 'Club Mentor,' any such mentorship is performed outside the scope of any University duties. If an SUU employee serves as a Club Mentor, they should understand (and be clear with the ISC) that this mentorship is outside the scope of their SUU employment and duties, and SUU Club Mentors may not use their department purchasing card (P-Card) and/or University funds for purchases, transfers, reimbursements, travel, or expenses related to the ISC. SUU Club Mentors are not covered by University and State Risk liability protections while serving as a Club Mentor

C. (2.2 C) Independent from University:

Independent Student Clubs (ISCs) are independently run by currently enrolled Southern Utah University (SUU) students. ISCs are supervised, run, and operated independent of the University. ISCs will operate independently outside the oversight of SUU or its employees. Oversight of the ISC funds, off-campus events, etc. are not connected to nor do they represent SUU. Conduct, and whether it is within the purview of the Code of Student Conduct, is not determined by the Student Organization type, but rather by the scope and jurisdictional provisions of the Code and other applicable policies. The ISC registration process applies only to the requirements for registration and is not a conduct code.

D. (2.2 D) Financially Independent:

Independent Student Clubs (ISCs) manage their own funds independently from the University. The university does not manage, budget, hold, or oversee any transactions within ISC funds. These funds are completely separate from the University and the ISC's use and dedication of these funds and purchases are not in any way a direct reflection or endorsement of the University.

E. (2.2 E) Southern Utah University Student Association (SUUSA) Funding:

Student Organizations have various sources and regulations of their funding depending on the Student Organization type. Independent Student Clubs (ISCs) are eligible to request and receive funding grants from the Southern Utah University Student Association (SUUSA). ISCs need to work through the proper funding request process, and there is no guarantee that the monetary request will be awarded. An ISC receiving funds from SUUSA shall receive the money in the form of an award presented to the ISC. The ISC is solely responsible for use of the funds in accordance with the terms of the award, which may be considered in the SUUSA decisions about whether to grant future awards. ISCs shall be required to sign an award agreement prior to receiving any funds, with which the ISC must comply. That agreement will set out award/fund use requirements and, among other terms, a reiteration of the independent nature of the ISC and its activity/activities. By SUUSA granting an award of funds to ISC, the University does not assume control or responsibility for, nor does it endorse or recognize, the ISC's activities or programs. ISCs and their activities and operations remain member-controlled, unrecognized by, independent and distinct from the University.

F. (2.2 F) University Branding:

The use of Southern Utah University (SUU) Branding or Trademarks for Independent Student Clubs (ISCs) is strictly prohibited. ISCs are not permitted to use any SUU branding, likeness, trademarks, wording, etc. that represents or otherwise gives any impression that the ISC represents the University.

G. (2.2 G) Risk:

Independent Student Clubs (ISCs) are not covered by University and State Risk liability protections. Thus, ISCs that are high(er) risk should consider providing their own insurance coverage. ISCs looking to participate in higher risk activities on campus, must provide their own liability insurance to gain use of the facilities and operate on campus the same as other outside entities using campus facilities: <https://www.suu.edu/policies/05/13.html>

H. (2.2 H) Relationship to University:

Independent Student Clubs (ISCs) are not affiliated with Southern Utah University (SUU). Upon successful application for grant funds, limited resources may be provided to the ISC by SUU according to terms of an applicable agreement. The ISC may also be granted access and use of facilities once the ISC has gone through proper training and acknowledgement and completed all required forms (including the SUU facility use agreement) and processes. Possible permission for advertisements around campus and other university resources may present itself to the ISC on a limited basis. The use of university vehicles is strictly prohibited.

2.3 University Sponsored Organizations (USO):

A University Sponsored Organization hereby known as 'USO' is a student group that operates as a student led and directed organization under the university's oversight, direction, and supervision. USOs are an extension to a department or area of focus of the university and could compete and/or represent on behalf of the institution. Some of the key determining factors of a USO are:

A. (2.3 A) University Control:

The University Sponsored Organization (USO) is subject to university control. While acknowledging USOs as student leadership development opportunities, the university reserves the right for final decision making concerning the USO.

B. (2.3 B) University Sponsored Organizations (USOs) Advisor:

University Sponsored Organizations (USOs) are required to have a university employee advise and supervise the operations of the USO within the context of the university's employee's employment. This role is implemented in the employee's job description in writing or as agreed upon by the employee's immediate supervisor and corresponding Vice President.

C. (2.3 C) Financial Support:

Student Organizations have various sources and regulations of their funding depending on the Student Organization type. University Sponsored Organizations (USOs) generally have their own budget and funds provided directly through a sponsoring department's annual budget process: However, USOs may be eligible to apply for funding through the SUUSA depending on need and available fund balances.

D. (2.3 D) Departments' Fiscal Responsibility:

The University departments sponsoring University Sponsored Organizations (USOs) have final responsibility and oversight for the management of earmarked monies. Along with purchasing, billing and reconciliation of statements for their organization, departments should involve student leaders of the group in fiscal decisions to provide leadership and training opportunities for them as deemed appropriate by the Advisor.

E. (2.3 E) Annual Advisor Training:

Annual Training is required for the Southern Utah University (SUU) employee serving as the University Sponsored Organizations (USOs) Advisor: Student Involvement and Leadership (STIL) and University officials may require individual training for the designated SUU employee supervising the USO and other instructional materials needed to be completed to ensure status of the USO. Failure to complete this training will result in possible probationary status and/or removal of official university status in support of the USO.

F. (2.3 F) Annual Training:

Annual Training is required for all students involved in the University Sponsored Organizations (USOs): The Student Involvement and Leadership (STIL) and University officials may require group training, workshops, and other instructional materials for the entire USO. Failure to complete this training will result in possible probation status and/or removal of official university status in support of the USO.

G. (2.3 G) University Branding:

University Sponsored Organizations (USOs) act as an extension of the institution and with proper training and approval can acquire the usage of Southern Utah University (SUU) trademarks and other branding (i.e. the use of SUU in their organizations name) if approval of design and use has been granted. Any USO representing the University by name, Trademarks or other representative markings must submit design proposals to the University Licensing Director for review. All parties need to use a licensed vendor when producing merchandise for commercial activity with SUU Trademarks. USOs are expected to adhere to proper use of SUU logos and trademarks.

H. (2.3 H) University Resources:

The University may provide the USOs with additional resources for their success as an extension of the University if proper training is completed. This includes the use of a University purchasing card, the use of SUU facilities, the use of university vehicles, etc. The use and access of these resources are not guaranteed and subject to policies and laws.

I. (2.3 I) Risk:

University Sponsored Organizations (USOs) may be covered by University and State Risk liability protections as an extension of a University department with oversight from a University advisor. However, exclusions may apply and USOs looking to participate in higher risk activities on campus, may need to provide their own liability insurance as outlined in 6.4.

Section 3: Creation of a Student Organization

3.1 Requirements:

Requirements of Creating a Student Organization: The requirements for creating a Student Organization depend on the Student Organization type the group wishes to become. These requirements will be outlined upon registration of the Student Organization. The group wishing to gain Student Organization status no matter the type (University Sponsored Organization (USO) or Independent Student Club (ISC)) must meet all outlined requirements prior to applying for Student Organization status as a new group.

3.2 Overall Membership Selection:

Southern Utah University (SUU) expects Student Organizations to contribute to the campus community by establishing membership practices that are fair, inclusive, and respectful of the rights and dignity of students, faculty and staff. Just as students have the right to determine those with whom they associate, Student Organizations may employ selection criteria and membership standards that are related to the purpose and objectives of their Student Organizations. All students should be afforded the opportunity to meet those standards and satisfy selection criteria without respect to their race, color, age, sexual orientation, legally recognized disability, religious affiliation, marital status, or veteran's status.

3.3 Selection Based on Sex or Gender:

Membership and participation in Student Organizations must also be open without regard for sex or gender, unless the Student Organization can demonstrate that it qualifies for an exemption from the provisions of Title IX of the Education Amendments of 1972.

3.4 Limiting Membership:

No student may be excluded from membership or participation in a Student Organization on the basis of their age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, or, unless exempt under Title IX, gender. The right of a Student Organization to establish standards for membership is acknowledged, provided that all students are afforded equal opportunity to meet those standards. Upon approval a Student Organizations may select their membership on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) and ask students to affirm that they support the Student Organization's goals and agree with its beliefs.

3.5 Naming an Organization:

Although selecting a name or title for a Student Organization seems simple and a matter of the members' prerogative, organizations must follow the below requirements when naming the Student Organization. Ultimately, Student Involvement and Leadership (STIL) has the final decision and approval for any submitted Student Organization name:

A. (3.5 A) Name Use Prior to Approval:

Prior to approval Student Involvement and Leadership (STIL) has the right to request any chosen name be changed before the Student Organization is approved. The promotion and or use of the desired Student Organization name prior to being approved through the proper registration process is prohibited.

B. (3.5 B) SUU Representation:

Using Southern Utah University or "SUU" in Student Organization Name: If the Student Organization desires to use the name of the University, they may do so only to express geographic location, unless they are applying for and approved to be a University Sponsored Organization (USO). Example: The Jazz Fans at Southern Utah University (SUU). USOs have the right to place SUU within their Student Organizations name once proper training and approval has been granted.

C. (3.5 C) University Branding:

Using the name of the University or any variation of it to imply a relationship is prohibited: The University is not responsible for the routine functions of Student Organizations and to suggest such through the Student Organization's name is prohibited unless they are applying for and approved to be a University Sponsored Organization (USO). Examples of Prohibited Names: Southern Utah University (SUU) Men's Soccer Club; The SUU Future Business Leaders Organization. But, USOs have the right to place SUU within their Student Organizations name once proper training and approval has been granted.

D. (3.5 D) Copyright:

The Student Organization's name should not infringe the copyright of another company or organization: Unless the organization holding the rights to the name has given permission or the organization is a local affiliate of a national organization.

E. (3.5 E) Name Duplication:

A new organization must not duplicate the name of an organization already in existence: Organizations cannot select a name that is similar to an existing name thereby creating conflict between organizations and confusion among members of the campus community.

3.6 Affiliations:

Some Student Organizations seek to establish an official relationship with a sponsor, affiliate or parent organization. In such circumstances, the organization on Southern Utah University (SUU's) campus is referred to as a "chapter" or "affiliate" of the sponsoring organization. Typical examples of such organizations include honor societies, social fraternities and sororities, philanthropic or service organizations, and athletic teams that compete in an organized league. In the spirit of establishing good relationships and teaching students to be accountable for their actions with respect to their chosen affiliates or sponsors, the University has established the following provisions:

A. (3.6 A) Abiding by Established Rules:

Any registered Student Organization at Southern Utah University (SUU) determined to be a chapter or affiliate of an organization must abide by any and all rules the parent organization or sponsoring organization establishes unless those rules conflict with campus policies and procedures. In such cases, the Student Organization will defer to University policy.

B. (3.6 B) Directives and Sanctions by Sponsoring Organization:

Any registered Student Organization at Southern Utah University (SUU) determined to be a chapter or affiliate of an organization must follow and adhere to the directives and sanctions applied by its parent or sponsoring organization.

C. (3.6 C) Monetary Debt:

Any Student Organization at Southern Utah University (SUU) determined to be a chapter or affiliate of an organization must not incur a monetary debt to its parent or sponsoring organization. If the university learns of or identifies such financial delinquency, the chapter or affiliate located at SUU will have 90 days to eliminate the debt. Failure to do so may result in the revocation of registration and will terminate any relationship between the university and chapter or affiliate located on campus. The University is not responsible for the repayment of any debt incurred by any Student Organization, nor can a

registered Student Organization bind the University in a contractual relationship requiring the repayment of its debt.

D. (3.6 D) Right to Unaffiliate:

The Southern Utah University (SUU) Administration may interpret, evaluate and examine the nature of any relationship between a student organization and external entities that may be considered affiliates, sponsors or parent organizations.

E. (3.6 E) Accountable to the Provisions:

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

3.7 Process of Creating a Student Organization:

The process of creating a Student Organization, no matter the status, will be outlined and provided by Student Involvement and Leadership (STIL). Applying for Student Organization status does not guarantee approval of the organization. All needed information and requirements must be met within the application process in order to be considered for Student Organization status. Students wishing to create a new Student Organization should work with the STIL Center to fully understand the application process.

Section 4: Obligations of a Student Organization

4.1 Acting in Good Faith:

Student Organizations operate within the campus community at Southern Utah University (SUU). Therefore, Student Organizations are expected to comply with the rules, standards, policies, and expectations that have been articulated to govern and regulate the campus community.

4.2 Accountability Measures:

In permitting Student Organizations to use any of the University's resources, the University expects that all of its Student Organizations will follow the law and conduct their affairs according to University policy. Violations of the law, University policy, or the Southern Utah University Student Association (SUUSA) Student Organizations Handbook may result in a Student Organization being subject to accountability measures.

4.3 Student Code of Conduct:

The University has clearly identified behaviors that are harmful to the community in its Student Code of Conduct. This policy governs all student conduct including the conduct of Student Organizations. Among those behaviors are abusive conduct and hazing.

4.3 Behavior:

The behavior and conduct of Student Organizations and their individual members should be guided by the principle of respect for the rights of others. Individual members of the student organization who violate the student code of conduct while participating in organization events may bring accountability measures onto the student organization as a whole. The individual member(s) will be referred to the Dean of Students Office

for processing through the conduct policy. The student organization will be referred to the Southern Utah University Student Association (SUUSA) Vice President for Clubs and Student Involvement to determine if possible revocation of registration privileges should occur.

4.4 Federal and State Laws:

Student Organizations must adhere and abide by all federal, local, and state laws to remain as a registered organization. Failure to do so may result in disciplinary action, up to and including removal of Student Organization status at Southern Utah University (SUU). In adhering to state law, each Student Organization must annually provide campus safety training addressing: (a) awareness and prevention of sexual assault, domestic violence, dating violence, or stalking, including information on institution and community resources for a victim of such an offense; (b) bystander intervention; and (c) sexual consent. SUU will provide training during the club registration process. Training will be provided through the offices of Title IX and SUU Health and Wellness.

4.5 SUUSA Student Organization Handbook:

The Southern Utah University Student Association (SUUSA) Student Organization Handbook serves as a guide and resource for all Student Organizations. In order to obtain registration status on a regular basis, the Student Organization will be asked to thoroughly read through the Handbook and acknowledge that they fully understand what is being asked of them within the registration process. Failure to meet the requirements outlined in the Handbook will result in possible disciplinary action, up to and including removal of Student Organization status at Southern Utah University (SUU).

4.6 Sharwan Smith Student Center Policies:

All policies of the Sharwan Smith Student Center (SSSC) must be met when using the facilities. In order to obtain registration status on a regular basis, the Student Organization will be asked to thoroughly read through the SSSC Policy and acknowledge that they fully understand what is being asked of them within the registration process. Failure to meet the policies outlined will result in possible disciplinary action, up to and including removal of Student Organization status at Southern Utah University (SUU).

4.7 Financial Arrangement Risks:

In addition to event and activity risk management, Student Organizations and their leaders must also understand that the University is not responsible for any contract a student organization may enter into with an outside entity. The University is also not responsible for financial arrangements, delinquent payments, or debt that may have been incurred by a student organization. USOs are required to work with the University Purchasing Office when looking to enter a binding contract with any outside group. Failure to adhere to the terms of the contract will result in possible deregistration of the student organization and incurrence of financial obligations to the university.

Section 5: Student Organization Registration

5.1 Purpose of Registration:

The University may extend access to institutional resources provided students register their organizations

with Student Involvement and Leadership (STIL). The act of registering Independent Student Clubs (ISC)s does not serve as an endorsement of the organization's aims, purposes, philosophies or activities, nor does it mean the University or STIL is responsible for the operation of the organization or the services the organization agrees to provide for its members. The act of registering an organization with STIL and the University does not guarantee access to insurance. Members of the Student Organizations are expected to identify and evaluate the risks associated with participation before agreeing to join or affiliate.

5.2 Registration Process:

The on-going registration process will be outlined by Student Involvement and Leadership (STIL) and will be required of all Student Organizations to remain an active and a recognized Student Organization at Southern Utah University (SUU). Only registered student organizations will receive the perks of their organization status (USO, ISC, and CSC) such as use of facilities, funding, etc. The timeline and frequency of registration will be determined by the STIL Center. Registering a Student Organization does not ensure indefinite approval. Registration must be completed by the organization and approved by the STIL Center on an annual basis. For more information on the registration process, contact the STIL Center.

5.3 Perks of Registration:

The benefits pursuant to registering a Student Organization with the University are privileges and should not be looked upon as rights or entitlements. In extending access to services and resources on campus, the University expects Student Organizations to adhere to University policies and obey the law. Registered Student Organizations may qualify for the following:

A. (5.3 A) Use of SUU facilities:

Student Organizations may be able to use facility resources and book spaces for student functions that align with their mission and purpose of their Student Organization once proper required training has been completed. The Student Organization must go through the Facility Use Agreement and acknowledge the requirements and rules that are in place prior to using any university space. Using space on campus is not guaranteed and Student Organizations must go through the proper request for the space and it is generally approved on a first-come first-serve basis.

B. (5.3 B) Student Marketing Methods:

Student Organizations, once approved for registration are able to request use of marketing means on SUU's campus such as digital marketing, a-frames, flyering, etc. There is no guarantee that the requested marketing will be approved, and the marketing materials must meet all marketing policies to be eligible to be approved. The process for requesting on-campus marketing resources will be outlined by Student Involvement and Leadership (STIL).

C. (5.3 C) SUUSA Funding:

Student Organizations, once approved for registration are able to request and receive funds from SUUSA. The use of these funds is monitored by the Student Involvement and Leadership (STIL). Center and are on a limited basis. There is no guarantee that the requested funds will be awarded. The process for requesting funds will be outlined by the STIL Center .

D. (5.3 D) Additional Perks:

Student Organizations that fall under USO status may be granted additional perks for their registration status. These perks could include priority booking, use of SUU logo and branding, university vehicles, liability insurance, etc. These perks are not guaranteed and will only be offered once all required measures have been completed to be a USO in good standing.

E. 5.4 Fail to Register:

Groups that desire to register for Student Organization status are required to register their organization by the registration deadline outlined by STIL to maintain that status. Failure to meet the registration requirements and deadline

could result in temporary suspension, inability to register in a given time period, and/or removal as a recognized organization.

5.5 Access to University Resources:

The University's resources (facilities, staff, equipment, groups) cannot be used for exclusive private or personal financial gain to non-campus entities or businesses without educational benefits accruing to the Student Organization or its members. Business and non-campus entities are prohibited from forming student organizations for the purpose of securing access to University resources.

Section 6: Facilities Use

6.1 Facilities Use Agreement:

At the time of registration, each Student Organization will be required to review and acknowledge the Southern Utah University (SUU) Facilities Use Agreement. This agreement ensures that the space is used appropriately. The agreement covers rules and regulations regarding cancellations, representation at the event, possible fees and services, and other general policies. The Student Organization cannot book/use the space until the agreement is in place each registration period.

6.2 Violation of Use:

If misuse of university facilities occurs by the Student Organization or attendees of the event and it is found that it was preventable, restrictions and/or inability to use institutional resources in the future can occur. Possible fines and fees for damaged university property can take place if a Student Organization is found at fault. Violation of the facilities use agreement may result in being banned from using the facilities for a period of time determined by Student Involvement and Leadership (STIL).

6.3 Risk Management:

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

6.4 Event Liability Insurance/Use of Facilities:

In order to manage risks effectively for major activities, Student Organizations and their leaders may be required by Southern Utah University (SUU) Risk Management to purchase event liability insurance. In order to use campus facilities for a major event (sporting events are addressed above in section 2.4E), a Student Organization may be required to purchase event insurance. For information on how to obtain and purchase event insurance please visit the Enterprise Risk Management Office (ERM) at SUU. University professionals may also help Student Organizations develop and implement strategies that can reduce the risks associated with an event. This guidance is not an endorsement of the activity or event and the University shall and

cannot be held liable for any risks occurring at the Student Organization's function. University Sponsored Organizations (USOs) are eligible for university coverage if all training and requirements are in place and approval has been granted by the ERM.

6.5 Room Cancellation:

In the event that a Student Organization no longer needs the university space for their student organization function, it is the responsibility of the Student Organization to cancel through the proper channel at least twenty-four [24] hours prior to the event. Any Student Organization that does not cancel in accordance with that timeframe will be given their first warning. Once a Student Organization does not cancel prior to their on-campus function a second time, their access to university facilities may be removed for a length of time determined by Student Involvement and Leadership (STIL).

Section 7: Funds

7.1 Southern Utah University Student Association (SUUSA) Funds:

The Southern Utah University Student Association (SUUSA) has earmarked funds to help campus life by providing resources to Student Organizations. Registered Student Organizations may request funds by approaching the Budget and Finance Committee and completing the appropriate forms.

A. (7.1 A) Limited Purpose:

The use of the SUUSA gifted funds are granted for specific purposes that have been approved by SUUSA to ensure the use of the funds are going towards creating a vibrant student life experience. The regulation of these funds will be outlined to the Student Organization during the funding request submission.

B. (7.1 B) Funding Policy Guidelines:

All requests submitted to the Budget and Finance Committee must be consistent with the conditions and criteria set forth in SUUSA Funding Policy.

C. (7.1 C) Early Request:

Requests for funds should be submitted at least four [4] weeks prior to the date of their intended use or the outlined cutoff date within the SUUSA funding request process.

7.2 Requesting Funds:

Many Student Organizations are eligible but not guaranteed to receive funds from the Southern Utah University Student Association (SUUSA). The process for requesting funds will be outlined each semester by SUUSA. Only registered and recognized Student Organizations are eligible to participate in this funding process. If a Student Organization has questions regarding the funding, they should contact Student Involvement and Leadership (STIL).

7.3 Non-Registered/Inactive Student Organization Funds:

When an organization becomes inactive the on-campus account funds will not be available for use until the organization has been re-activated. For questions regarding why an organization has been deemed inactive, refer to Student Involvement and Leadership (STIL).

7.4 Carry Forward Balances of Student Organizations:

The funds in a registered Student Organization on-campus account roll over year after year. In the event that an organization has been inactive and their funds frozen for more than eight [8] semesters Student Involvement and Leadership (STIL) along with the Southern Utah University Student Association (SUUSA) Vice President of Clubs and Involvement will have the following options to choose from:

A. (7.4 A) Reviving the Student Organization:

If another student is interested in re-activating the organization, the funds will be left in the original account for use by the new presidency and members.

B. (7.4 B) Other Student Organization Negative Balances:

The existing balance for the inactive club will be used to pay for other registered Student Organizations' negative balances.

C. (7.4 C) Transfer to the Clubs and Student Organizations Committee Budget:

The existing balance for the inactive club will be transferred to the Club and Student Organizations Committee budget.

D. (7.4 D) Additional Fund Use:

Other uses of the Student Organization funds can be determined by the Student Involvement and Leadership (STIL) along with the Southern Utah University Student Association (SUUSA) Vice President of Clubs and Organizations and/or the Clubs and Student Organizations Committee.

7.5 Student Organization Fundraising On-Campus:

Student Organizations may fundraise on-campus if the following provisions are met and followed:

A. (7.5 A) Proper Use of Collection:

The Student Organization must ensure all money received reverts back to the organization to promote its mission and purpose. It is the responsibility of the organization to verify the funds are used according to this policy.

B. (7.5 B) Direct Competition:

Any Student Organization fundraiser in direct competition with university auxiliary services (i.e. SUU Bookstore, Food Services (Chartwells), etc.) must receive permission from the auxiliary entity well in advance and shall forward approval to the Director of the STIL. An auxiliary service has the right to refuse any fundraising request it determines to be in direct competition with it.

C. (7.5 C) Prohibited to hold a Raffle:

Many Student Organizations contemplate holding a lottery or raffle to raise funds for their organization. However, students should recognize that the State of Utah has prohibited lotteries and raffles as a form of gambling. Accepting donations and fundraising is allowed and should be advertised as such. Student Organizations can do a 'prize drawing' as long as the chances of winning doesn't connect with the money bought into the drawing. Prize drawings should have no financial ties to winning the overall prize.

7.6 Off-Campus Bank Accounts:

Depending on your Student Organization type determines your ability to obtain an off-campus account, and what rules and regulations are in place regarding this account:

A. (7.6 A) Off-Campus Accounts for Independent Student Clubs (ISC):

ISCs are able to have an off-campus bank account that helps pay for the functions of the independent club. This account

has no financial tie to the university. This account is completely separate from the institution and the university has no oversight in the transactions and use of the funds. The university, under no circumstance has any responsibility for this account and cannot be held responsible or liable for any negative balances, misuse, or the transition from account owners year to year.

B. (7.6 B) Off-Campus Accounts for University Sponsored Organization (USO):

USOs are not allowed to obtain an off-campus bank account as they are an extension of the university and shall obtain an on-campus account through the university's Purchasing Office.

7.7 University Purchasing Cards:

Student Organization type and status determines your access to obtain a university purchasing card, and what rules and regulations are in place regarding this card:

A. (7.7 A) University Purchasing Card for Independent Student Club (ISC):

ISCs are not allowed to obtain a university purchasing card. The ISC has no financial tie to the university and is completely separate from the institution, and the university has no oversight in the transactions and use of their funds.

B. (7.7 B) University Purchasing Cards for University Sponsored Organizations (USO):

USOs are allowed to obtain a university purchasing card as long as proper training and needed documentation has been provided. The sponsoring department manages their own purchases through their department's account manager. To obtain a purchasing card, contact the university's Purchasing Office. Student Involvement and Leadership (STIL) will not be responsible for the transactions of the USO, nor the management of the account.

Section 8: Marketing

8.1 Collection of Royalties from University Logos and Trademarks:

The University has entered into a licensing agreement with an outside agency which protects the use of all trademarks of Southern Utah University (SUU), ensures the requisite collection of royalties from the sale of trademarked merchandise and protects the University's reputation, name and image by permitting only appropriate uses of the marks. A complete list of SUU Trademarks and rules for their proper usage is housed within the University's Marketing and Communication Department.

8.2 Advertising on Campus:

All registered and recognized Student Organizations are eligible to promote their organization functions and purpose on campus so long as they meet requirements (time, place, manner restrictions, as applicable). The type of Student Organization determines the access given to promote on-campus.

A. (8.2 A) SUUSA Marketing Policies:

The marketing policies will be explained and outlined at the time of registration of the Student Organization. All marketing and posting policies must be followed.

B. (8.2 B) SUUSA Marketing Training:

Training regarding marketing on-campus will occur during various points of the academic year, and it is strongly encouraged for Student Organizations to attend and gain an understanding of how to promote their cause on campus.

C. (8.2 C) Violation of Marketing Policies:

Violation of the policies regarding marketing on-campus for Student Organizations could result in removal of marketing materials up to possible suspension and/or removal of the Student Organization.

Section 9: Accountability Procedures

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9.1 Holding Student Organizations Accountable:

To determine the appropriate measures needed to hold individuals and Student Organizations accountable, the University and the Southern Utah University Student Association (SUUSA) may rely on institutional actors. When the Student Involvement and Leadership Center (STIL) receives information that an individual has violated the law or University policy regarding conduct, STIL will forward the information to the Dean of Students Office.

A. (9.1 A) Relation to Student Conduct Policies:

All student conduct matters reported to the University shall be governed by and reviewed under applicable University policies and practices, including but not limited to, the Student Code of Conduct, the Threat Management Policy, the Critical Incident Response Team Process, and the Policy Prohibiting Discrimination, Harassment, Sexual Violence, and Stalking, and Procedure for Reviewing Complaints. All policies are subject to the jurisdictional provisions set forth therein. The University also may, but is not required to, report matters of which it has knowledge to local, regional, and/or inter/national organizations or other governing bodies affiliated with a Registered Organization, to the police for criminal matters, and to other applicable entities. Additionally, nothing in this Policy shall be construed to prevent the University from taking appropriate risk management measures it deems necessary (in its sole and absolute discretion) based on a person's or persons' conduct.

B. (9.2 B) The Southern Utah University Student Association (SUUSA) Clubs Vice President and Student Involvement and Leadership (STIL):

In incidents where club policies or provisions within the SUUSA Student Organization Handbook have been violated, the SUUSA Clubs Vice President and STIL Center may address the allegation.

9.3 Scope of the Student Organizations Accountability Process:

The behavior and conduct of Student Organizations and their individual members should be guided by the principle of respect for the rights of others. Individual members of the student organization who violate the student code of conduct while participating in organization events may bring accountability measures onto the student organization as a whole. Conditions for holding the entire student organization accountable for the conduct of its members may be initiated when multiple members of an organization violate Handbook regulations during an organization sponsored event, or when multiple violations of Handbook regulations occur during an academic year. The individual member(s) will be referred to the Dean of Students Office for processing through the conduct policy. The student organization will be referred to the Southern Utah University Student Association (SUUSA) Vice President for Clubs and Student Involvement to determine if possible revocation of registration privileges should occur. These processes will be independent of the other and may occur simultaneously or consecutively.

9.4 Student Organizations Accountability Process:

The Southern Utah University Student Association (SUUSA) Clubs Vice President and Student Involvement and Leadership (STIL) uses the following process to review information of alleged violations of the policies and provisions within the SUUSA Student Organization Handbook:

A. (9.4 A) Step One [1]: Receipt of Information Alleging a Violation(s):

Information alleging a violation(s) can be shared with any member of the staff within Student Involvement and Leadership (STIL), any student serving on the Southern Utah University Student Association (SUUSA), or the SUUSA Vice President for Clubs directly. Upon receiving information, the individual will write a report of the information received and submit it to the STIL Center.

B. (9.4 B) Step Two [2]: Preliminary Review of the Report:

Once the report has been received by Student Involvement and Leadership (STIL), they will share the report with the Southern Utah University Student Association (SUUSA) Vice President for Clubs. STIL and the SUUSA VP of Clubs will discuss the nature of the allegation and tentatively determine whether or not the allegation seems plausible. In the event STIL and the SUUSA VP of Clubs believe the allegation is worthy of investigation they will contact the party responsible for making the allegation and the organization that has been accused of violating the Handbook provisions or policy to ascertain additional information.

C. (9.4 C) Step Three [3]: Investigation of Allegation(s):

Student Involvement and Leadership (STIL) and/or the Southern Utah University Student Association (SUUSA) Vice President of Clubs may investigate any particular component(s) of an allegation(s). After ascertaining additional information, STIL and the SUUSA VP of Clubs will meet to discuss what has been learned and decide if there is sufficient information to determine if the allegation occurred. If there is sufficient information following the investigation STIL will contact the accused organization/club in writing and request that the Independent Student Club (ISC) or advisor of the University Sponsored Organization (USO) and leadership team of the organization meet with the STIL Center and the SUUSA Vice President for Clubs for an initial meeting.

D. (9.4 D) Step Four [4]: Accountability Meeting(s):

During the meeting(s) with the Student Organization, the Student Involvement and Leadership Center (STIL) and the Southern Utah University Student Association (SUUSA) Vice President for Clubs will discuss the nature of the allegation with the Student Organization leadership and mentor/advisor. This discussion will provide the club with one [1] information about the procedures for holding Student Organizations accountable to the provisions outlined within the Student Organization Handbook, two [2] a review of relevant evidence, three [3] the opportunity to address the allegation and present corresponding information, four [4] a determination of responsibility based upon the preponderance of evidence, five [5] applicable sanctions, and six [6] the applicable appeal process.

E. (9.4 E) Step Five [5]: Sanctions:

Once a determination has been made, the Southern Utah University Student Association (SUUSA) Clubs VP and Student Involvement and Leadership (STIL) will decide on appropriate sanctions. These sanctions may include but are not limited to fines, revocation of registration status, probationary status, limitations on facility use and other student organization resources.

F. (9.4 F) Step Six [6]: Appellate Process Notification:

Student Organizations wishing to appeal the decision may do so only if there has been a violation of due process or if there is new evidence to be presented. A request for an appeal from the decision must be made in writing within three [3] business days of notification to the Executive Director of Campus Life.

9.5 Provisions for Due Process:

A Student Organization that is alleged to have violated the Southern Utah University Student Association (SUUSA) Student Organization Handbook provisions is entitled to certain procedural guarantees to insure a fair resolution.

A. (9.5 A) Written Statement of Allegations:

The accused Student Organization will be provided with a written statement of the allegation(s) in advance of the meeting so as to allow time to prepare a response.

B. (9.5 B) Explanation of Situation:

An accused Student Organization is expected to present an explanation of their situation at a meeting and may present information on their behalf. Should the accused Student Organization representatives fail to appear at the scheduled time and place, the meeting will be held in their absence.

C. (9.5 C) Advisor/Mentor Present at Hearing:

To assist in preparation, a Student Organization may choose an advisor (University Sponsored Organization) or club mentor (Independent Student Club) to be present during the meeting. The role of the advisor/mentor is to "advise" and as such is limited to conferring with the advisee only. Advisors/mentors shall not participate orally at any point during the meeting.

D. (9.5 D) Information Gathered:

The outcome of any meeting will be based solely on information provided during the meeting.

E. (9.5 E) Written Notification:

Written notification of the results and findings of the meeting will be provided to the Student Organization after a determination has been made.

F. (9.5 F) Appealing a Decision:

Following the proceedings, the student may appeal the decision only if there is an alleged violation of due process or new evidence to be presented. Appeals should be made in writing to the Executive Director of Campus Life within three {3} business days following the Accountability Meeting decision.

Section 10: Student Organization Events held by Southern Utah University Student Association (SUUSA)

10.1 Purpose:

The Southern Utah University Student Association (SUUSA) plans and facilitates several events and initiatives throughout the year aimed to connect students with Student Organizations. These events occur at various times throughout the year and are a great way to grow the Student Organizations' membership.

10.2 Access:

The Southern Utah University Student Association (SUUSA) Student Organization events are at the

discretion of the SUUSA Clubs Vice President and may be limited on the amount of participation from student clubs and organizations. There is no guarantee that Student Organizations will gain access to attend and recruit at these events.

10.3 Information:

The Southern Utah University Student Association (SUUSA) Clubs Vice President will be responsible for contacting all clubs and organizations with information regarding these opportunities.

10.4 Club Fair:

The Southern Utah University Student Association (SUUSA) will plan various ways for Student Organizations to recruit membership for their group. These events will occur throughout the academic year and participation is not guaranteed. Registration for these events will occur in advance and outlined by SUUSA. In the past, events like the following have been held:

A. (10.4 A) Paint The Town Red:

The "Paint the Town Red" event will be held near the first of the year. Traditionally, this event is held off campus on Cedar City's Main Street, but is subject to change based on availability, weather, etc. In the past, this event has had food trucks, activities, local businesses, and of course Southern Utah University's (SUU) Student Organizations.

B. (10.4 B) Spring Clubs Fair:

The Spring Clubs fair is held during the first few weeks after winter break. This event is designed to promote Student Organizations to the new students who have just arrived in the Spring semester.

C. (10.4 C) Meet Your Clubs:

Monthly Meet Your Club events that are held by the Southern Utah University Student Association (SUUSA) Clubs and Student Organizations Committee so that students are able to get more connected with Student Organizations on campus. The Clubs and Student Organizations Committee may provide food, games, and sometimes SUUSA funding if you are willing to participate in the event.

10.5 Following Guidelines:

The Southern Utah University Student Association (SUUSA) will determine all rules, regulations, and expectations for the SUUSA club events in which these guidelines are to be followed by your club or organization in order to maintain eligibility to attend future events.

10.6 Removal from Event:

Southern Utah University Student Association (SUUSA) Clubs and Student Organizations Committee, the Student Involvement and Leadership Center (STIL), and the University's Administration have the right to remove any Student Organization from attending and having a presence at any event at any time.

Section 11: Amendments and Updates

11.1 Updating Student Organization Handbook:

The Southern Utah University Student Association (SUUSA) Student Organization Handbook serves as a document that helps guide the policies surrounding Student Organization events, purpose, and regulates important policies to help add to the overall campus experience. This handbook shall be provided, understood, and acknowledged by all Student Organizations and their members prior to a Student Organization beginning to function.

11.2 Process for Updating:

The Southern Utah University Student Association (SUUSA) Student Organization Handbook will be reviewed and updated on a regular basis by the SUUSA Clubs and Student Organizations Committee.

11.3 Steps to Updating:

The Southern Utah University Student Association (SUUSA) Handbook will be updated by the SUUSA Clubs VP and Student Involvement and Leadership (STIL) following this process:

A. (11.3 A) Step One [1]: Committee Review:

The SUUSA Clubs VP and appropriate committee will meet and review the SUUSA Student Organization Handbook to ensure all policies within the SUUSA Student Organizations Handbook meet the ever-changing needs of supporting our student groups. This process will be led by the SUUSA VP of Clubs. The Committee will suggest changes to the Student Involvement and Leadership Center (STIL) staff. This process should occur at least once an academic year, but is up to the discretion of the SUUSA Vice President for Clubs on how often this process will take place.

B. (11.3 B) Step Two [2]: Student Involvement and Leadership (STIL) Staff Review:

Once the Southern Utah University Student Association (SUUSA) Clubs VP and Committee has met and reviewed the SUUSA Student Organization Handbook, the proposed changes and amendments will be reviewed and approved by STIL. Once the staff has approved the changes, the revised SUUSA Student Organizations Handbook with its suggested changes will be sent to the SUUSA Student Senate for approval.

C. (11.3 C) Step Three [3]: Legal and Risk Approval:

Once approval has been given from Student Involvement and Leadership (STIL), the revised Handbook will be sent to Southern Utah University's (SUU) Risk and Legal department for approval.

D. (11.3 D) Step Four [4]: Southern Utah University Student Association (SUUSA) Senate Review: The SUUSA Clubs VP and Committee will present the proposed SUUSA Student Organization Handbook changes to the SUUSA Senate for review. This step in the process is where all members of the SUUSA Senate can give feedback, ask questions, and counsel the SUUSA Clubs VP and Committee on their decisions.

E. (11.3 E) Step Five [5]: Vote and Approve Changes:

Once the Southern Utah University Student Association (SUUSA) Senate has discussed the proposed changes, they will then take the changes to vote. The changes suggested need to pass with two thirds [$\frac{2}{3}$] majority vote. Once the SUUSA Senate has approved the changes, the new SUUSA Student Organizations Handbook rules and regulations will be in place immediately.