Dear Club President and Advisor,

The Eastern Utah Student Association (ESA) in the Office of Student Life is excited that you are interested in forming a club. Student clubs are essential to campus life, and with combined efforts we can make Utah State University Eastern a more enjoyable place for all students.

The Club Council exists to support and legitimize the clubs that exist at USU Eastern. We want to make clubs something that the students participate in because they have pride in USU Eastern.

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

Abigail Mcbride
ESA Clubs Representative
esaclubs@usu.edu

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

Who is the EUSA Clubs Representative?
EUSA has designated a clubs representative. This representative is available to you to assist you with the functions of your club. Regular office hours exist for this representative. Please see the EUSA office schedule or email the clubs representative at esaclubs@usu.edu to set up an appointment.

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

Monthly Club Council Meetings
Club Council Meetings will be held every first Tuesday each month, 4:00 pm, in the Jennifer Leavitt Student Center Board Room. At this meeting, clubs will be able to coordinate schedules and discuss ideas for service projects and event sponsorship.

Active Status
Each club must adhere to the following guidelines in order to maintain active status: (1) host at least one event each academic year, (2) participate in the ICC event for each semester, (3) participate in the ICC meetings, (4) complete the Registered Student Organization (RSO) process annually, (5) host regular bi-monthly meetings for the registered club, (6) one service project per academic year. Failure to adhere to these requirements will result in the club losing official status as a student organization.

1. Each club should plan and execute at least one event per academic year.
2. Each semester the EUSA Clubs representative will lead the initiative for an event to be hosted by all clubs on campus. In the Fall this is the Mr. USU Pageant, and in the spring this is the annual talent show. All clubs are expected to participate.
Club Manual 2015-2016

3. ICC holds regular meetings each semester to stay updated on clubs and to share information between clubs. Each club should send a representative to these monthly meetings.

4. Clubs should register their organization each year. This means completing the RSO form annually, so that EUSA has updated information for the club.

5. Clubs must meet on a regular basis to maintain active status. It is suggested to meet bi-monthly, during the same day and time. This allows consistency when new students may want to join your club. Clubs must have an advisor present for high risk events (i.e. physical activity) and clubs must be responsible and clean up after all events and meetings. Failure to do so will result in loss of official status, and revocation of club funds.

6. Clubs must coordinate with the SUN Center to complete one service project for the academic year.

Scheduling Meetings
Scheduling Club meetings on campus should be coordinated with the EUSA Club representative and can be scheduled through Jessica Prettyman (435.613.5616 and Jessica.prettyman@usu.edu) in the Enrollment Office. Off-campus events and meetings for clubs must be approved by the Director of Student Life.

Planning Events
Each club should host at least one event for the USU Eastern student body, per academic year, sponsored by their organization. Once a club decides on an event they would like to host, they can coordinate with the EUSA Club representative to choose a date that does not conflict with other major student events on campus. For high risk events (i.e. events with physical activity) an advisor must be present. Funding may be available from EUSA to assist with events, and club presidents should consult with the EUSA club representative for the funding approval form.

Intramural Wednesdays
Get your clubs involved in intramurals as a team. Intramurals are Wednesday nights @ 7:00 p.m.
Club Manual 2015-2016

What You Need to Be a Club

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

2 – A President: A registered student in charge of the group.

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

4 – Secretary: A student member to keep track of all records.

5 – Members: A minimum of 5 USU Eastern enrolled students who wish to participate and be involved in the club. Students should be taking at least .5 credit hours. Clubs must seek to have 5 members to charter a club, and must maintain at least 4 members with a president and advisor to have the club continue into the next academic year. Students not enrolled as students at USU Eastern may not be club members.

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

7 – Funding: All funding must be generated from club membership dues and fundraising efforts. Clubs are encouraged to assess dues based on their needs. This should be at least $1 or $5 per semester or more. Students will support and be loyal to that which they invest. Additional funding is also available via the EUSA clubs fund. Students may apply for these additional funds by submitting the club funding application.

8 – Meetings: Hold meetings at least once every two weeks in a set location and at a set time throughout the academic year. Clubs must also have a representative at ICC meetings once per month.

9 – Sponsor: Must sponsor one campus wide event during the academic year in coordination with the EUSA Club Representative. Clubs should also participate in the ICC designated event each semester. In the fall, it is Mr. USU Eastern, and in the spring it is the clubs talent show. Clubs should plan to sponsor a participant for each of these events.
Club Manual 2015-2016

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

11- RSO Process: once an active club, complete the Registered Student Organization (RSO) process annually.

Benefits of Being A Recognized Club
• Recognized campus clubs are given priority in scheduling meeting space on campus.

• Ability to use USU Eastern facilities for free or at discounted rates.

• Build a resume of leadership for future life experiences.

• Participate in student involvement beyond the classroom.

• Sponsor activities in conjunction with EUSA.

• Increase money making opportunities for your club.

• Gain experience in planning and executing events.

• Publicity assistance for your club through EUSA Leadership.
Membership Fees & Fund Raisers
Clubs are encouraged to assess membership dues and seek fund raising opportunities to help fund their clubs.

Membership dues are to be determined by the individual club.

Funding can also be obtained through co-sponsorship of events with EUSA. As clubs have ideas for campus events, or are approached to help sponsor campus events, a portion of the proceeds from these events will be given to the sponsoring club.

Clubs, presidents and advisors are encouraged to seek out regional and / or national affiliations related to the club and its interests. These relationships may offer resources not seen in the past.

Fund raising must be communicated through the Office of Institutional Advancement. Please contact Vicki Noyes at 435.613.5256, vicki.noyes@usu.edu.

Merit Money
Student clubs are given a certain amount of funds each semester based on satisfactory adherence to ICC rules and regulations.

National & Regional Affiliations
Club Presidents, Representatives, and Advisors are encouraged to seek out regional and national affiliations related to the club and its interests. These relationships may offer, resources and opportunities not seen in the past. Joining theses organizations may also present opportunities for advancement, competition, and recognition for your club. Please inform the Clubs Representative of any and all affiliations.
The Eastern Utah Student Association (EUSA) is working to implement the already existing guidelines for clubs on campus in order to ensure a more accurate listing of clubs, help clubs be involved in the Student Association, and help foster the continuation of clubs and organizations on campus. All clubs must complete this contract and RSO application. Official club status is only given after review from EUSA. In order to become an official club or to continue activity as a club on campus, club leaders and advisors are required to comply with the following rules:

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

_______________________________
Club President/ Representative Signature  Date
_______________________________
Club Advisor Signature  Date

_______________________________
Club President/Representative Printed Name
_______________________________
Club Advisor Printed Name
Registered Student Organization Application

Name of Club: _____________________________________________________________

Date: _____________________ Number of Members: ___________________________

President’s Name: __________________________________________________________

Phone: __________________ E-mail: ___________________________________________

Advisor’s Name: ___________________________________________________________

Campus Position: __________________________________________________________

Phone: __________________ E-mail: ___________________________________________

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

________________________________________________________________________

Please Submit Club Membership Roster □

Please Submit Club Mission Statement

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

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

________________________________________________________________________

Club President

Signature

Date

________________________________________________________________________

Club Advisor

Signature

Date

________________________________________________________________________

ESA Club Representative

Signature

Date

________________________________________________________________________

Director, Student Life

Signature

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

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

Article III Membership
Any USU Eastern student who has a minimum of .5 credits is eligible to join this club. The club members and club officers shall vote the amount of the membership dues. Club members may not be on academic or social probation.

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

Article V. Duties of the Officers
Section 1. President/Inter clubs council representative
A. Preside over all meetings
B. Call special meetings
C. Carry out the provisions of the constitution
D. Appoint committees and chairpersons
E. Oversee all committee activities
F. Attend all Inter Club Council meetings and ask for funding or fundraising approval.
G. Report the results of ICC meetings at club meetings.
H. Additional responsibilities as required.
Section 2. Vice President
A. Assume the duties of the president in his/her absence.
B. Perform any duties delegated by the president
C. Additional responsibilities as required.
Section 3. Secretary
A. Record and keep accurate minutes of all meetings
B. Act as correspondence clerk.
C. Print and distribute agenda for all meetings
D. Additional responsibilities as required.

Article VI Meetings
Section 1. There must be a meeting at least twice per month at USU Eastern.
Section 2. There must be a quorum (a quorum is 50 percent plus 1 of the active or dues paying membership) in order to conduct financial or rule changing business. Club secretary must keep the minutes of each meeting.

Section 3. The secretary will need to make a written and oral report at least once a month at the meeting.

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

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

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

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

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

Club Name: ___________________________________________

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Service Project Report Form

Service Projects must be pre-approved through the SUN Center. This form must be filled out completely and have all signatures.

This form must be submitted no later than 14 days after the event.

Club/Organization Name _______________________________________

Name of Service Project _______________________________________

Date of Service Project _________________________________________

Who was involved? __________________________

Who benefited? ____________________________________________

Number of Club Members who participated: ______________________

Description of Project _________________________________________

_______________________________________________________________________

Signatures and Approvals:

Club Council Representative            Signature            Date

Club President                          Signature            Date

Club Advisor                            Signature            Date

SUN Center Advisor                     Signature            Date
Frequently Asked Questions about Clubs

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

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

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

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

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

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

Q. What clubs already exist?

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

Q. Do I need to renew my club contract, if so when?
A. Yes, you do need to renew your club contract, and it needs to be done every year so that the EUSA Clubs Representative is aware of what clubs are still active and so that each club can get the funding, recognition, and benefits of being an official club of USU Eastern