

# **BYU STUDENT, FACULTY, AND STAFF CLUBS, ASSOCIATIONS, AND HONOR SOCIETIES POLICY**

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## **OVERVIEW**

To enhance the mission of the university, BYU facilitates the establishment of approved BYUSA clubs and student academic associations affiliated with colleges and academic departments. BYU also provides services to faculty and staff who associate with colleagues within and without the university. For example, BYU personnel may associate for gift or remembrance purposes.

In all cases, although related funds belong to the subject club or association and are not the property of BYU, recognition of each organization creates an agency relationship with the university. This can create a legal liability for the university. Therefore, the university must ensure that (1) funds are properly managed, (2) organizational objectives and activities are consistent with BYU standards, (3) there are no undue risks to BYU students, faculty, and staff, and (4) activities of each organization are otherwise compliant with BYU policy.

This policy does not apply to organizations outside the governance of the university, such as local chapters of the Alumni Association, Management Society or Law Society. University agency accounts and BYU tax identification numbers may not be used by these organizations without the prior approval of Financial Services.

Generally, this policy covers three types of clubs or associations:

1. BYUSA chartered clubs
2. Student academic associations
3. Faculty and staff associations

The remainder of this policy defines these categories and stipulates the university governance that applies to each.

## **BYUSA CHARTERED CLUBS**

BYUSA chartered clubs exist to give students with similar interests a place to meet, enjoy activities, render service, and develop leadership. These clubs are not exclusive to a particular academic department or college, nor are they affiliated with any off-campus organization. Accordingly, clubs that do not have a specific academic purpose or involve a specific academic department should be chartered with BYUSA. Clubs that meet the criteria outlined by BYUSA must apply for a charter and be accepted before they are officially recognized. Generally, these clubs should not subject members to inordinate risks, require inordinate resources or raise funds in excess of club operating costs. Members of BYUSA chartered clubs must be BYU students and/or employees, commit to follow the Church Educational System Honor Code, and understand that the club represents Brigham Young University.

BYUSA clubs must have an advisor who is either BYU full-time faculty or full-time staff. The advisor is ultimately responsible for: (1) working with student leaders to solve club problems and make important decisions, (2) managing the funds received and expenditures made from the club account, (3) holding agency accounts and check book receipts, and, (4) implementing applicable university policies.

A listing of the policies and procedures applicable to BYUSA clubs is available in the BYUSA office or on the BYUSA website.

## **STUDENT ACADEMIC ASSOCIATIONS**

A student association or honor society affiliated with a college or department has an academic purpose or interest that is linked to its sponsor. There are several types of organizations:

- Those with a specific academic interest, such as law, food science, computer-aided design, or geology;
- Those affiliated with an external academic organization, such as Beta Alpha Psi or the American Society of Engineers. Often, the BYU student association is a chapter of a national or international organization;
- An honor society, such as Golden Key or Phi Kappa Phi;
- BYU performing groups, such as the Young Ambassadors or the Cougar Band, that facilitate group activities that are not supported by university funds;

A student academic association or honor society must be approved by the dean or director of the sponsoring college or school. As with BYUSA chartered clubs, student academic associations should not subject members to inordinate risks, require inordinate resources, or raise funds, unless fund raising is approved through the Dean of Students. Member dues should not exceed an organization's operating costs. Organizations must be governed by an approved charter, and members must be BYU students and/or employees who understand that the organization represents Brigham Young University. Student academic associations must also have an advisor who is currently full-time BYU faculty or full-time staff. The advisor is ultimately responsible for (1) working with student leaders in solving problems and making important decisions, (2) managing funds received and expenditures made from the organization's account, and (3) implementing applicable university policies. If organizations want to deviate from established policies, approval must be granted, in advance and in writing, from the appropriate dean or director, and endorsed by the Academic Vice President, or his/her designee. Colleges or departments should not sponsor organizations that are better aligned with the objectives of BYUSA chartered clubs.

A policy awareness checklist of the policies and procedures applicable to BYU student academic associations, including honor societies, can be found at <http://avp.byu.edu> under Associate Academic Vice President-Undergraduate Studies.

## **FACULTY AND STAFF ASSOCIATIONS**

Faculty and staff associations are neither chartered clubs nor student academic associations.

Instead, they consist of BYU personnel who associate with others as part of their BYU employment or affiliation. Examples of these associations include:

- A professional organization that has given a BYU faculty or staff member responsibility for the management of its funds;
- BYU administrative units that have established gift or remembrance funds;
- A BYU chapter of an honor society or professional organization such as Phi Kappa Phi or the Office Professionals Advisory Committee;
- BYU departments with remote operating units that, on rare occasions, need to establish agency accounts to enable disbursement capabilities.
- Associations of BYU-affiliated individuals who are affiliated with a particular college or department of the university, such as the MBA Spouse Association.

Accounts for faculty and staff associations, including honor societies and professional organizations, may be established only with approval from the responsible dean or director, the responsible vice president, and the Chief Financial Officer.

## **FINANCIAL REQUIREMENTS**

BYUSA chartered clubs, student academic associations, and approved faculty and staff associations are all required to establish university agency accounts, if there is a need to collect or expend funds as part of their operations. They are not permitted to have bank accounts at off-campus locations. Club and association advisors or official representatives have the responsibility to ensure that the organization's account maintains a positive balance. An overdrawn account is the responsibility of the campus representative or advisor and members of the organization. Misuse of funds in agency accounts should be reported immediately to Financial Services as well as to the dean, director, or chair of the sponsoring campus unit.

Except as otherwise noted herein, agency accounts should not be used for university operations, off-campus scholarships, research contracts, or grants or donation activities.

Clubs and associations using agency accounts are not eligible to participate in the university's tax exemption. Those who desire sales tax exemption status must apply to the State of Utah to obtain a sales tax exemption number.

Under Utah law, BYU must escheat unused agency funds to the State. Therefore, the charter of each organization with an agency account must specify the conditions for dissolution of the organization and indicate where unused funds are to be transferred.

Unless approved by Financial Services, other university funds may not be used to supplement agency accounts. Similarly, surpluses in agency accounts may not be transferred to university accounts without the approval of Financial Services.

## **APPLICABILITY**

All university clubs and associations for which a university agency account is established are subject to this policy.

## **IMPLEMENTING PROCEDURES**

Procedures to implement this policy can be found at the following websites:

- For BYUSA chartered clubs: <http://byusa.byu.edu>
- For student academic associations, including honor societies: [www.avp.byu.edu](http://www.avp.byu.edu)
- For financial procedures for all agency accounts and faculty and staff associations: <http://finserve.byu.edu>

## **RESPONSIBLE UNIVERSITY OFFICER**

- Student Life Vice President – for BYUSA chartered clubs
- Academic Vice President – for student academic associations, including honor societies
- Chief Financial Officer – for faculty and staff associations