Club Contract Review

1. **Does the club's name follow the naming guidelines?**

   Club Name: If UVU is in the name, it must be used as a location and not at the beginning of the name.

2. **Is the club charging dues?**
3. **Is the mission/purpose of the club clearly stated?**

   Mission/Purpose of the club

4. **The contract must list the requirements for club officers. They can state requirements lists in the Clubs Handbook. Does the contract list the requirements below for Club Presidents and Officers?**

   President and Co-President requirements –

   - Currently enrolled full-time UVU student (Undergraduate: 12 credit hours or more/Graduate: 9 credit hours or more, not including LDS institute courses)
   - Maintain a 2.5 cumulative GPA
   - In good standing with the University (financially, academically, conduct, etc.)

   Officers requirements –

   - Currently enrolled UVU student, either full or part time
   - In good standing with the University (financially, academically, conduct, etc.)

5. **Clubs can add additional requirements beyond what the Clubs Office requires as long as the standards are not lowered. Does the contract have president or officer requirements beyond what is listed in the section above? Please list the requirements.**

6. **Does the contract detail how the president/officers are elected/selected for their positions?**

7. **Is the election/selection process clearly outlined?**

8. **Does the constitution state when a president or officer can be removed from office?**

9. **Is the removal process clearly outlined?**

10. **Does the contract state how a vacancy in the president or officers is filled, if someone resigns?**

11. **Is the vacancy process clearly outlined?**

12. **Clubs are not required to have a mentor or advisor. If they do have a mentor/advisor, they should not be part of the club's leadership or decision-making processes. Does the contract mention a mentor or advisor? Please list all their responsibilities.**

13. **Does the contract describe what is required to be a member of the club? Please list the requirements.**

14. **Clubs are not required to have by-laws. Does the contract have by-laws describing what is required of the club? Please list the requirements.**

15. **Does the contract contain any discriminatory language or does it go against the UVU Nondiscrimination Statement?**

16. **Does the contract contain the following, no exceptions?**

UVU Nondiscrimination Statement:

Utah Valley University (UVU) does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, veteran status, pregnancy, childbirth, pregnancy-related conditions, genetic information, or any other bases protected by UVU policy, Title IX of the Education Amendments of 1972 (34 C.F.R. Part 106), Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA), or other applicable federal, state, or local law. This commitment applies to all university programs, activities, services, admissions, and employment.