

Title: SLCC Student Clubs – Affiliation and Recognition Status

Date Drafted: 5/21/25

Authors: Sr. Director - Timothy Davis, Assistant Director - Lola Amacher, Clubs Coordinator – Mason Bancroft

Purpose: To outline definitions and provide guidance for clubs seeking an official affiliation with an SLCC department.

SLCC Student Clubs – Affiliation & Recognition Status

Definition and Guidance

To support club leaders, members, and advisors at Salt Lake Community College (SLCC), this document seeks to differentiate between **recognition** via the Inter-Club Council (ICC) and **affiliation** with the institution. These distinct definitions are essential as they indicate institutional representation status and the responsibility for clubs to adhere to state policies like HB261. Clubs have differing rights and responsibilities depending upon the recognition and affiliation status of the club. This document provides guidance to club leaders when navigating institutional policies, seeking partnerships with institutional departments, and the faculty/staff who volunteer with student clubs. A provided chart and FAQ outline common club practices and eligibility based on recognition and affiliation status.

Recognized Clubs – a status with ICC.

As outlined in the Student Clubs Manual (SCM), recognized clubs at SLCC are student-led organizations that have met the requirements set by the ICC. Recognized clubs are classified into four tiers, based on levels of activity and engagement as defined by the SCM. New clubs are voted on and approved by the ICC, in accordance with the SCM. Thayne Center evaluates recognized club activity and engagement annually and thereby make final determination of club recognition status. Funding sourced for clubs from the Student Engagement Fee is directly linked to these tiers and facilitated by the Thayne Center when available.

All recognized clubs are open to all students and cannot require dues to participate. As of 2024 – 2025, ICC recognizes between 50 and 60 clubs including academic, personal interest, affinity, or a combination of these. Most clubs are advised by full-time faculty, but full-time staff also serve a significant percentage of clubs. At SLCC *advising a recognized club* is not included in position descriptions except for affiliated clubs (defined below). Faculty working toward tenure have a service requirement, and they may choose to advise a club as part of that service. Thayne Center requires annual training for all advisors of recognized clubs, in accordance with the SCM.

Affiliated Clubs – a status with SLCC under USBE guidance.

According to USBE Guidance, clubs are categorized as affiliated/formal or unaffiliated/informal – a distinct status separate from ICC-recognition. Clubs may seek

affiliation with departmental units at the college. In alignment with HB261, USBE guidance articulates limitations to affiliation for identity-based clubs. Thayne Center will work with ICC to understand, adopt, and differentiate new terminology from current practice. Thayne Center supports all recognized clubs including support determining affiliation eligibility and with the affiliation process.

Affiliated Clubs:

- Are subject to HB 261. (are not based on personal identity characteristics or interests)
- Act on behalf of and further the mission of the College.
- Are affiliated with an academic school.
- Can receive direct funding/resources in addition to student fees.
- May have an assigned advisor who may or may not be compensated by the College.

Unaffiliated Clubs:

- Are not subject to HB 261. (can be based on personal identity characteristics or interests)
- Do not act on behalf of the College.
- Are not eligible for direct non-student fees funding/resources.
- May have an advisor who acts in a volunteer capacity. (advise on their own time—lunch, after work, etc.)

Current examples of recognized and affiliated club status.

- *Clubs that are both ICC Recognized & Departmentally Affiliated* – DECA Business Club holds both ICC recognition and affiliation status with the College of Business. As determined by the College of Business, faculty advisors assigned to DECA are routinely given release time. These clubs adhere to the SCM and represent the college.
- *ICC Recognized Clubs without Departmental Affiliation* – This is the largest category of student clubs and includes any club that does not have formal affiliation agreement with a college department or entity. For example, Pacific Unity Association, Chess Club, and the Ancients Club hold ICC recognition, but not affiliation status. The activity and engagement of these clubs are recognized by ICC. Currently, nearly all currently recognized clubs lack affiliation (56 of 57). These clubs may seek out faculty and staff advisors who work in a volunteer capacity. These clubs adhere to the SCM but do not represent the college, unless partnering with a college entity. Some of these clubs are eligible to seek affiliation, others are not.
- *Departmentally Affiliated Clubs without ICC Recognition but not recognized* - Phi Theta Kappa is classified as an affiliated club but has not sought ICC recognition. The club is affiliated with SLCC via the Honors program (Academic Affairs) and is thereby considered an administrative unit of the college. Phi Theta Kappa is advised by an academic affairs staff member whose responsibilities are outlined in their position description. Without adherence to the SCM, organizational structure may vary. For

example, the clubs may lack formal student leader roles and be managed by the faculty/staff advisor. These clubs represent the college.

- *Clubs without ICC Recognition nor Departmental Affiliation* – A group of students who have not sought ICC recognition nor institutional affiliation. Examples shift annually based on student priorities and engagement, but examples include the Banned Book Club. Clubs without affiliation status who lose recognition status fall into this category until they complete the new club process outlined in the SCM. Until then, these clubs do not adhere to the SCM nor do they represent the college.

SLCC Student Clubs – Affiliation & Recognition Status

Frequently Asked Questions

Clubs that are both ICC-Recognized & Departmentally Affiliated

How does a recognized club affiliate with a department?

1. Student leaders within the recognized club initiate the “Club Affiliation Proposal” form via Campus Groups, naming a potential advisor within the department and describing the goals of the partnership.
2. The named advisor reviews the proposal and verifies their interest as advisor to the club in it’s affiliated status.
3. Thayne Center reviews the proposal and verifies eligibility of the club for affiliation in accordance with HB261, consulting with SLCC legal counsel as needed.
4. The Associate Dean, Director, or other appropriate BCM role reviews the proposal. This role acts as signatory for the affiliation agreement, including commitment to support for club advising continuity, financing, HB261 policy, etc.
 - *Optional:* In the case of academic departments, the Associate Dean may propose reassign time, which can be approved by discretion of the Dean. Please keep in mind that assigned advisors is a best practice given the degree of guidance and support needed for an affiliated club.
5. The Thayne Center communicates with Affiliation status with the club and proposed advisor, monitoring completion of ICC-recognition activities and engagement.

When should a recognized club complete the Club Affiliation Proposal?

Due to academic scheduling, determination of teaching loads, and budget planning, ICC-recognized clubs must update the Club Affiliation proposal on an annual basis. While the process may occur at any time, many college processes begin in early Spring for the subsequent academic year, such as faculty course-loads, budget proposals, etc. A club will be ineligible for the rights of affiliation until the process is completed annually.

How does an affiliated department provide funds to a recognized club with which they have affiliated?

The easiest option is for the assigned advisor to use SLCC Buy and Chrome River to allocate directly to departmental funds, splitting expenses as needed. If the affiliated department seeks to transfer funds into a club’s index, it must be in alignment with Controller’s office policies and procedures. Please note, club indexes are student fee funded and not compatible with E&G funding.

ICC-Recognized Clubs without Affiliation

What are the rights and responsibilities of an advisor working with an ICC-recognized club without affiliation?

When working with clubs with this mixed status, the faculty or staff member serves as a volunteer. The volunteer advisor adheres to the Student Club Manual and must complete responsibilities therein including club conference trainings and the annual advisor agreement. Their primary responsibilities are the safety of students, title IX procedures, and campus security authority guidance, which are reiterated through annual training during Club Conference. Often these advisors support club treasurers with ethical budget & finance. However, these advisors are not official representative of the college in their volunteer capacity.

Can recognized clubs without affiliation status travel without a volunteer advisor?

Any travel that is sponsored by institutional funding, including student fee funds, requires the presence of a club advisor and adheres to the Student Travel Procedure.

What are a volunteer advisor’s responsibilities during travel supporting a recognized club without affiliation? [CEL policy under review]

Volunteer advisors hold the primary responsibility for student safety, title ix procedures, and serve as campus security authorities. While always critical, these attributes are elevated during club travel. The volunteer advisor is responsible for completing the Student Travel Procedures, which inform the institution to potential risks to students. Volunteer advisors may utilize Community Engagement Leave during travel, the procedure for which includes supervisor approval.

Can recognized clubs without affiliation status partner with institutional departments or entities?

Yes, partnering is allowed if the opportunity to partner is equally open to all clubs and without preference. Staff, faculty, and club leaders must keep in mind that in such a partnership, the programs and outcomes represent the college and must thereby adhere to HB261 policy. Furthermore, funding cannot change hands to the club unless it is sourced from student fees or private source. Access to departmental funds is an attribute reserved for affiliated clubs.

SLCC Student Clubs – Affiliation & Recognition Status

Guidance on Club rights, responsibilities, and funding access based on affiliation (HB 261 designation) and recognition (ICC designation) status.

What can my club/org do?	Both ICC Recognized and Departmentally Affiliated	Recognized by ICC <u>without</u> Departmental Affiliation	Departmentally Affiliated <u>without</u> ICC Recognition	Clubs without ICC Recognition nor Departmental Affiliation
Example clubs	DECA Business Club	Pacific Unity Association	Phi Theta Kappa, SLCCSA	The Banned Book Club
ICC Recognition	Yes	Yes	No	No
Adhere to the Student Club Manual	Yes	Yes	No	No
Represent the institution	Yes	No	Yes	No
Funding Eligibility – Tier Funding Model through Student Engagement Fee	Maybe – dependent upon Tier Funding Model activity and engagement.	Maybe – dependent upon Tier Funding Model activity and engagement.	No	No
Funding Eligibility – ICC’s One-Time Funding	Maybe – dependent upon Tier Funding Model activity and engagement.	Maybe – dependent upon Tier Funding Model activity and engagement.	No	No
Funding Eligibility– Departmental Funds	Yes	No	Yes	No
Funding Eligibility – ACE Awards	Yes	Yes	Yes	Yes
Funding Eligibility – HIP Funding	Yes	Yes	Yes	No
Funding Eligibility – Community Engagement Grant	No	No	No	No
Funding Eligibility – Private donations & fundraising	Yes	Yes	Yes	Yes
Funding Eligibility - Advisor compensation (e.g. responsibility in job description, etc.)	Yes – To be considered affiliated, the department must identify an advisor. Compensation models differ on departmental practices.	No	Yes	No
Club rights – Room reservations	Yes – may be done using either institutional or club processes.	Yes - may be done using either institutional or club processes.	Yes – may be done using institutional processes.	Yes – may be done using institutional processes.
Club rights - Student Travel Eligibility	Yes	Yes	Yes	No
Club rights - EDI Programming Eligibility	No	Yes – If an advisor or mentor employed by the college is involved, they are acting in a volunteer capacity beyond their role at SLCC.	No	Yes
Club rights – TC Marketing design	Yes	Yes	No	No
Club rights – TC Equipment rental	Yes	Yes	Maybe – departments will have additional fees and costs.	No
Club rights – Institutionally facilitated program participation (e.g. Mega Fair)	Yes	Yes	Yes	No

All ICC-recognized clubs fall within these two categories.

Clubs may become ICC-recognized by following SCM procedures.

