



## STUDENT LIFE POLICY

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**NUMBER/TITLE:** SL-714, INACTIVE CLUB ACCOUNT

**Covered Individuals:** Student Clubs/Organizations

**Covered Locations:** UIU Fayette Campus

**Effective Date:** 3/1/2024

**Strategic Priority:** 1

**HLC:** Criterion 2B

**Consultations:** AVPSL, Coordinator of Student Engagement, Controller, Budget Analyst, Student Government Association

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### POLICY STATEMENT

Fayette campus clubs and organizations that become inactive after five consecutive years will have their club/organization account closed and the remaining funds transferred to the Club/Organization General Fund.

### PURPOSE

This policy establishes a five-year window for a club/organization to sit dormant. After said time, any remaining club funds will be distributed into the Club General Fund account. Club General Funds can then be used for purposes of starting clubs/organizations and supporting current clubs with programming and recruitment for their club/organization.

### DEFINITIONS

*Inactive Club/Organization:* defined as a student club or organization that has not registered with the Department of Student Life for five consecutive years.

### POLICY IMPLEMENTATION

Upper Iowa University and the Department of Student Life reserve the right to close a student organization account line following five consecutive years of inactivity by the respective organization.

Process:

1. Coordinator of Student Engagement confirms that a student club/organization has not registered with the Office of Student Activities for five consecutive years.
2. The Coordinator of Student Engagement notifies the Student Government Association (SGA) Officers to present at the earliest SGA meeting that the club/organization account will be closed, allowing one final opportunity for students to reignite the club/organization.
3. After 30 days of the final notice, if there are no students interested in restarting the inactive club/organization, the Coordinator of Student Engagement or AVPSL will notify the Business Office of the account line to close.
4. The Business office will move any remaining funds in the closed account to the Club General Fund account line.
5. The General Club Fund account line will be available to active student clubs/organizations that need additional funds for a club/organization-sponsored program that is for all students. The General Club Fund account can also be used to help students start a new club/organization.
6. There will be an application process to access the General Club Fund account, and the application reviewers will consist of the SGA Officers and Coordinator of Student Engagement.

7. If the inactive organization attempts to become active again after the final notice and 30-day grace period, they will be treated as a new organization and will need to go through the necessary registration process to be officially recognized.
8. The organization will be able to reopen its previous account and understands that the account will have a zero balance.

**CUSTODIAN**

Coordinator of Student Engagement

**RELATED DOCUMENTS, FORMS, AND POLICIES**

SL-714.A, SGA General Funds Account Application

**HISTORY**

<b>New/Revision Number</b>	<b>Date of Action/Approval</b>	<b>Revision Change</b>
SL-714	June 11, 2025	Policy approved by President’s Council
SL-714	June 2, 2025	Review and update on titles, correction under covered individuals, as well as grammatical corrections.
SL-714	March 1, 2024	New policy