

Guide to BYUSA

BYUSA

STUDENTS SERVING STUDENTS

BYUSA is the Brigham Young University Student Service Association. The association is led by the BYU Student Body President. Members include all currently enrolled students. Every student is invited to be actively involved in the work of their Student Service Association.

This Guide outlines the guiding principles, structure, and function of BYUSA. Additional resources on the association's history and growth over time are also included.

Current information about programs, events, and initiatives can be found at scfcenter.byu.edu.

(Proposed for May 2025)

SUMMARY OF KEY CHANGES TO BYUSA BEGINNING MAY 2025

- The Connections area will become the Connections team, now overseen by the Executive Vice President and two Directors.
- The Marketing team will become a full Marketing area, with a Vice President and three Directors, adding responsibility for marketing and historical efforts previously overseen by the Connections area.
- The Honor area will be dissolved, with its programs being disseminated across the other BYUA areas.
- A new BYUSA Leadership area will begin, with a Vice President and three directors, focusing on Christ-centered leadership development for students

Contents

- I. BYU Student Service Association Charter 3
 - Organizational Authority.....3
 - Vision.....3
 - Mission.....3
 - Implementation3
 - Guidelines for all Service Association Programs and Activities4
 - Structure and Function of BYUSA5
 - Student Advisory Council6
 - Selection of the Presidency.....6
 - Changes in this Structure8
- II. BYUSA Supplemental 10
 - A. Learning Outcomes.....10
 - B. Values.....10
 - C. Fit at the University.....11
 - D. BYUSA Leadership Positions11
 - E. Areas of BYUSA.....13
- III. Best Practices 16
 - A. One-on-One Stewardships.....16
 - B. Team Meetings16
 - C. Training Retreats.....17
 - D. Office Hours.....17
 - E. Tracking Hours17
- IV. Additional References..... 18
 - A. Notes from the Creation of BYUSA18
 - B. Area Changes Over Time.....23

I. BYU Student Service Association Charter

The charter of the BYU Student Service Association states the association's vision and mission, describes its structures, outlines, and guidelines for activities, and explains procedures for selecting officers and for instituting change.

Organizational Authority

The BYU Student Service Association obtains its charter and authority from the BYU Board of Trustees through the university administration, under whose governance and guidance the association carries out its mission.

Vision

We inspire BYU students to create lasting connections, foster an inclusive campus, cultivate skills and talents, and live with integrity.

Mission

We provide Christ-centered leadership opportunities and create meaningful student-focused experiences.

Implementation

The association recognizes that value-based service is a key process by which students may grow and develop. In keeping with the university's mission to assist in "the balanced development of the total person", the association is organized to focus on growth and development of students through their involvement. All programs and activities of the association exist to provide experiences for organizers and participants. In striving to fulfill its mission, the BYU Student Service Association will do the following:

1. Contribute to the central role of the academic experience in the life of the student. The activities and programs of the association will seek to enhance and support this important period of "intensive learning in a stimulating setting where commitment to excellence is expected."
2. Take an active educational role in support of the Church Educational System, Honor Code, and other standards of excellence.
3. Take an active educational role in support of the university mission by providing information, encouragement, and example concerning specific kinds of Christian service.
4. Foster a great variety of kinds and amounts of service to the campus community. These will include a wide range of campus activities and programs.

5. Enable students to learn and practice principles of leadership as taught by Christ by presenting opportunities to make informed decisions in an environment that is both challenging and supportive.
6. Maintain a system whereby students may council directly with administrators and faculty regarding BYU community concerns and the means by which the mission of BYU and the association can be better fulfilled. Take an active educational role in support of the Church Educational System, Honor code, and other standards of excellence.

Guidelines for all Service Association Programs and Activities

1. The service of the association will focus upon the following basic desires and needs:
 - a. The desire for social interaction and the need to learn by associating with others through service.
 - b. The desire and need of all members of our campus community to develop their potential and express their creative nature improving the quality of life on the campus and throughout the world.
 - c. The need to accept and love others and to be accepted and loved as Christ loves us, that is without any condition or limit because of gender, religion, wealth, appearance, beliefs, or abilities.
2. Each program must have a clear and central purpose stated in terms of meeting the basic human desires and needs as they are seen from the perspective of the gospel of Jesus Christ and the specific mission of the association.
3. No funds appropriated by the university will be given directly to a charitable cause, but they can be used to assist student leaders in organizing charitable service according to needs and wants that justify the activity to the university family.
4. Because those involved in the programs of the association have other responsibilities, especially to academic courses in the university, participants must devote no more than fifteen hours per week to the association. The association will decentralize its leadership and increase participants however much is needed to make that possible.
5. The association will encourage service that is voluntary and uncompensated. With the limitation to fifteen hours, participants and leaders will be able to spend time in employment outside of the association if they must. However, a few central leaders must bear a heavy, constant responsibility for the affairs of the association, even at the sacrifice of other needs and opportunities. The university therefore will develop leadership scholarship funds and other financial aid which can be used to defray part of the costs of some of the student leaders' education, depending on the degree of unavoidably heavy commitment to the association and need.

Structure and Function of BYUSA

The presidency, which directs the association, is comprised of the president, the executive vice president, and area vice presidents. They are entrusted with the responsibility of leading BYUSA. Assisting the presidency is an organization of appointed directors, program leads, and volunteers.

The five main functions of the presidency are:

1. To provide the association with vision and administration
2. To develop and teach organizational guidelines and procedures which assist the association in accomplishing its mission
3. To budget and monitor the association's use of funds
4. To assure the continuity and integrity of the association by evaluating its activities and developing future leadership
5. To determine programs and activities which the association will provide during its administration

President

The primary role of the president is to facilitate connection for individual students by making leadership opportunities and student-focused experiences more relatable and accessible. The president directs the work of the presidency, meets with university administrators in an advisory function as needed, and acts as the official student spokesperson at the university.

Executive Vice President

The primary role of the Executive Vice President is to strengthen the Center's relationships with individual students and support the volunteer needs of the organization. The executive vice president assists the president by coordinating the work of various vice presidents and completing other assigned tasks. They oversee the efforts of the BYUSA Connections team, which focuses on connecting students with the volunteer opportunities available to them through their student association. As EVP, they will also oversee the budget and regularly attend Student Advisory Council meetings.

Vice Presidents

Along with their responsibilities to the presidency, the area vice presidents are appointed to lead their areas to fulfill their area-specific purposes as outlined below.

Areas of BYUSA

The **Activities area** creates meaningful student events that respond to the needs and interests of the general student body.

The **Clubs area** gives students with similar interests a place to meet, enjoy activities, render service, and develop leadership skills.

The **Leadership Education area** develops the divine leadership potential of students.

The **Marketing area** directs the messaging between BYUSA and the student body.

The **Student Advisory Council** serves as a credible, representative, and sought-after resource for students and campus leadership to improve the BYU student experience.

Student Advisory Council

The Student Advisory Council, through cultivation and discussion of ideas, committee work, opinion surveys, and other means will gather the best thinking and opinions of students on a diversity of issues. After collecting this information, the advisory council will research, study, and discuss until it arrives at recommendations or means of addressing important campus issues. These recommendations will be forwarded through channels to the university personnel who can benefit or take action. The role of the Student Advisory Council in the university parallels that of the Faculty and Administrative Advisory Councils. We should come to think of these students as “wise counselors and philosophical advisors” (Campus Memorandum, dated May 6, 1987, from Jeffrey R. Holland to newly elected members of the Faculty Advisory Council) to the University community. In addition, the Student Advisory Council will be organized into university and student committees as needed to respond to program initiatives from college councils and students at large.

Structure of the Student Advisory Council

To provide accessible “representation” to students, the Student Advisory Council consists of the following members:

1. Two members per college, elected by the college student councils or appointed by their deans according to the college guidelines.
2. One member from each major campus department or organization, as decided by each organization as appropriate.
3. Members appointed according to the discretion of the Student Advisory Council Chair.

Should the number of colleges or departments on campus change, then, of course, the number of representatives in the SAC would change accordingly.

Selection of the Presidency

Election of President and Executive Vice President

1. Basic Qualifications
 - a. **Good Honor Code Standing-** Observance and support of the Church Educational System Honor Code, including its Dress and Grooming Standards. Candidates must have a current Ecclesiastical Endorsement.
 - b. **Good Academic Standing-** Minimum cumulative GPA of 2.75. Transfer students must have a cumulative BYU GPA of at least 2.75.

- c. **Full-Time Student Status-** Enrollment as a current full-time continuing daytime student (12+ credit hours, not including Independent Study) at the time of application and election.

Qualifications a, b, and c must be maintained throughout the elections process and term of office.

- 2. **Student Leadership Experience-** Minimum of 80 student-leadership hours across two semesters prior to the elections. Candidates for President and Executive Vice President must each meet this requirement. The two semesters must meet the following:
 - a. **Required: One semester of at least 40 hours in a student leadership role within the Student Connection and Leadership Center/BYUSA office.**
 - i. Area Vice President
 - ii. Director
 - iii. Team Lead
 - iv. A combination of involvement roles meeting the listed requirement
 - b. **A second semester of at least 40 hours of student leadership at a university level.**
 - i. A second semester of requirement A
 - ii. Club or association president
 - iii. Student Advisory Council Rep
 - iv. Other student leadership organization

3. Candidate Requirements

- a. **Application-** By the established deadline, prepare and submit an application detailing qualification for BYUSA President and Executive Vice President, agreeing to the terms of office, and proposing a draft theme, leadership plan, and connection plan for their time in office.
- b. **Training-** each potential candidate must participate in mandatory training designed to help them understand the organization they're vying to lead and how the election and their participation affects their ability to lead effectively.
- c. **Candidate Question-and-Answer Forums-** participation in a question-and-answer forum involving all candidates. The purpose of this forum is to help voters determine candidate preparation for the position as well as the perspective of the candidates on various campus issues. The entire campus community will be invited to submit questions for this forum. Failure to participate in this forum will result in a candidate pair being disqualified from the election.
- d. **Election Guideline-** candidates must understand and adhere to the elections handbook outlined by the election director, who will oversee the candidates' guideline observation.

Appointment of Vice Presidents

After the election of the President and Executive Vice President and in consultation with Student Connection & Leadership professionals, the newly elected leaders will accept applications from interested candidates, conduct interviews with, and make appointments to association vice presidents for the areas of BYUSA. The vice presidents must meet the qualifications and requirements listed in the application.

Mid-Year Appointments

If a member of the BYUSA presidency is no longer able to continue in their leadership role, their position will be filled via the following processes.

1. **President-** In the event the President must step away, the Executive Vice President (EVP) assumes the position and the EVP position becomes the vacant position to be filled.
2. **Executive Vice President-** In the event the EVP position becomes vacant, the position will be filled via an application and interview process. The EVP candidates must meet the same eligibility qualifications and requirements listed above.
3. **Vice President-** In the event that a VP position becomes vacant, the position will be filled via the appointment process outlined above.

Changes in this Structure

It is anticipated that the philosophy and mission of the association will remain intact for a significant period. The precise nature of the structure which will implement this mission has been designed to accommodate needed change.

Flexibility in altering that structure from year to year is a key component. Where the structure is related to philosophy and mission enough as to constitute a substantive change (such as in the composition of the SAC or selection of the presidency), proposals for such structural change would be submitted in writing to the Director of the Student Connection & Leadership Center and may be subject to the review by the Dean of Students, other university administrators, the student body, and the BYU Board of Trustees. Even in these cases, the Restructuring Committee suggests that this process be accommodated through normal university review processes, rather than by cumbersome electoral regulations.

Philosophy of Change

Because we are imperfect people in an imperfect world, thoughtful and deliberate change is necessary and welcome as it brings us closer to our desired outcomes. Since the BYU Student Service Association is an ecosystem and each individual part affects the whole, it is critical that any changes made enhance the organization and its effectiveness in meeting its vision and mission. Furthermore, it is crucial that the organization has the resources and sustaining power to effect and maintain changes.

Process for Change

1. **Written Proposal**- Submit a thoughtful, written proposal to the Director of the Student Connection & Leadership Center. The proposal must address the following 10 question:
 - a. What is the desired change? Be detailed and specific.
 - b. What is currently being done and why?
 - c. Why is it necessary to make a change? Provide thoughtful rationale.
 - d. Why is the suggested change better than what is currently in place?
 - e. How does this change bring the organization into better alignment with its vision and mission?
 - f. How does this change improve service to students?
 - g. Who will implement the proposed change?
 - h. Who will have long-term stewardship for the proposed change?
 - i. Realizing the heavy demands placed upon the association's resources, including the time of its officers, how would you rank the priority of this proposal on a scale of one to ten, with ten being the most critical, and why?
 - j. What are the specific steps necessary to implement this change?
2. **Administrative Review**
3. **Implementation** (if approved)

II. BYUSA Supplemental

This section outlines additional supporting information related to BYUSA’s fit at the university, guiding principles, and organizational structure, as well as additional and expanded information about the leadership roles and structure of BYUSA. This is supplemental to the charter but is not functionally part of the charter.

A. Learning Outcomes

Through involvement with BYUSA, and the Student Connection and Leadership Center, students have an opportunity to be trained in, experience, learn, and develop leadership knowledge and skills. BYUSA leadership outcomes may apply differently in depth and scope based on the position a student holds, but the collective mastery of these outcomes provides an immersive leadership development experience.

As a result of participating in BYUSA, students will be able to...

- Recognize and model Christ-centered leadership principles
- Apply and model organization principles and values
- Provide quality service
- Recognize and respect the variety of individual characteristics, life experiences and circumstances, perspectives, talents, and gifts of each person
- Demonstrate healthy teamwork skills
- Understand and apply an organization’s operations, policies, and procedures
- Understand and apply data-informed decision making

B. Values

BYUSA adopts the shared values of BYU Campus Life.

Belonging	We invite contributions from, respect the views of, create safe environments for, and support students and employees from all backgrounds, cultures, disabilities, ethnicities, life experiences, and perspectives
Collaboration	We actively coordinate efforts across the campus community to strengthen our service to and support for students
Compassion	We approach our work in a spirit of kindness, charity, and understanding
Discipleship	We aspire to follow the Savior’s example and emulate His attributes
Empowerment	We respect student’s autonomy and support their efforts to identify and pursue their personal and educational goals
Responsibility	We take responsibility for our duties, actions, and resources and seek to optimize services for students through assessment and evaluation
Student Focus	We proactively center our efforts and decisions on advocating for students and supporting their development

C. Fit at the University

BYUSA is housed in the Student Connection and Leadership Center (SCLC). The SCLC is part of Campus Life, under the direction of the Dean of Students. Campus Life is part of Student Life, under the BYU Vice President of Student Life. The Vice President of Student Life sits on the BYU President's Council and reports directly to the BYU President.

BYUSA → Director of the SCLC → Dean of Students →
BYU Vice President of Student Life → BYU President

D. BYUSA Leadership Positions

President

As defined in the charter, "The primary role of the president is to facilitate connection for individual students by making leadership opportunities and student-focused experiences more relatable and accessible. The president directs the work of the presidency, meets with university administrators in an advisory function as needed, and acts as the official student spokesperson at the university."

They work with student volunteers as well as formal BYU student councils, organizations, clubs, and groups to establish mutually beneficial relationships and opportunities. These relationships and opportunities focus on BYUSA's ability to fulfill its motto: "students serving students."

Responsibilities include, but are not limited to:

- Strengthen connection between BYUSA and student body by establishing relationships with BYUSA volunteers and potential volunteers
- Coordinate the efforts of the Presidency to align with their emphasis and priorities for the year of service
- Facilitate, maintain, and expand the dialogue and collaboration between various student leaders across campus
- Explore, organize, and implement ways for student leaders and their organizations to collaborate with BYUSA through the development of mutually beneficial activities, functions, etc.
- Along with the Student Advisory Council, represent to upper-level administrators
- When appropriate, develop and maintain relationships with other student body officers in the state of Utah

A few signature programs the President oversees with their Presidency include Find Your Classes, 3:04, Spookify the Y, Winter Presidency Retreat, President's Council Presentations.

Executive Vice President

As defined in the charter, "The primary role of the Executive Vice President is to strengthen the Center's relationships with individual students and support the volunteer needs of organization. The executive vice president assists the president by coordinating the work of various vice

presidents and completing other assigned tasks. As EVP, he or she will also oversee the budget and regularly attend Student Advisory Council meetings.”

Responsibilities include, but are not limited to:

- Strengthen connection between BYUSA and student body by establishing relationships with BYUSA volunteers and potential volunteers
- Coordinate the efforts of the Presidency to align with their emphasis and priorities for the year of service
- Develop and improve volunteer recruitment, orientation, appreciation, and retention
- Along with the Student Advisory Council, represent to upper-level administrators

The EVP supervises the work of the BYUSA Connections team. The team consists of two directors, with leads and committees as appropriate, who focus on meeting the volunteer needs of the organization. They work with volunteer recruitment, orientation, appreciation, and retention.

Vice Presidents

Vice Presidents serve as part of the BYUSA Presidency and responsible for the fulfillment of their area purpose and objectives. These positions are selected via an application process by the newly elected President and EVP during March of the prior year. These positions serve from Spring term through the following Winter semester and average 15 hours per week.

Responsibilities include, but are not limited to:

- Support and mentor volunteers in an effort to develop Christ-centered leaders
- Focus volunteer efforts and programs on the Student Connection and Leadership Center vision and mission
- Provide individual areas with vision, goals, and training
- Coordinate area leadership programs and meetings
- Ensure adherence to campus policy and procedure
- Coordinate and maintain communication with other cooperating campus entities
- Keep leaders and volunteers informed of current events and trends and how they relate to the work in the area
- Train and prepare volunteers to take on future vice president and director roles in the area
- Fulfill commitments and responsibilities as a member of the BYUSA Presidency

Directors

Directors are primarily responsible for facilitating the Christ-centered leadership experience of the volunteer leads and committee members they oversee. Numbers and responsibilities vary by area. These positions are selected via an application process by area leadership during February to April of the prior year. These positions serve from Spring term through the following Winter semester and average 10 hours per week.

Responsibilities include, but are not limited to:

- Support and mentor volunteers in an effort to develop Christ-centered leaders
- Focus volunteer efforts and programs on the Student Connection and Leadership Center vision and mission

- Provide area teams with vision, goals, and training
- Coordinate assigned programs and meetings
- Ensure adherence to campus policy and procedure
- Coordinate and maintain communication with other cooperating campus entities
- Keep leaders and volunteers informed of current events and trends and how they relate to the work in the area
- Train and prepare volunteers to take on future vice president and director roles in the area
- Fulfill commitments and responsibilities as a member of their BYUSA Area Team

Additional Volunteer Positions

The following positions vary in specific responsibilities and time commitments based on the needs of the various areas of which they are a part. BYUSA creates and adapts volunteer opportunities based on interest, time, availability, etc. to allow any student to find a way to be involved in a way which meets their needs.

Leads: Responsible for leading the development and delivery of area projects, activities, campaigns, programs, etc.

- Selected by the area Vice President and Directors
- Number and responsibilities vary by area
- Serve Summer/Fall/Winter as able
- Average 3-5 hours per week

Committee Members: Assist with the development and delivery of area projects, activities, campaigns, programs, etc.

- Selected by the Directors and Leads
- Serve Fall/Winter as able
- Average 1-3 hours per week

Day of Volunteers: Assist with delivering BYUSA projects, activities, campaigns, programs, etc. to the general student body.

- Master list managed by the BYUSA Connections team through the Blue Crew program
- Serve at events/programs/campaigns/etc. as able
- Variable time based on availability

E. Areas of BYUSA

The following provides additional guidance as to the focus of each area in fulfilling the shared Vision and Mission of BYUSA.

Activities

PURPOSE - Create meaningful student events that respond to the needs and interests of the general student body.

OBJECTIVES

- Maintain quality activities with a variety of types, times, themes, interests, and unique target populations which will collectively serve the whole of the student body
- Seek, explore, and implement student feedback where feasible
- Maximize awareness of and implement quality student events
- Create inclusive, accessible and safe social environments

BYUSA Activities provides the event arm of the organization. The Activities area creates, plans, organizes, and implements a mix of new and traditional events based on input and ongoing support from the student body. This area is designed to be a learning lab for students where they can learn to carry out experience design and management principles. A few signature programs from the Activities Area include True Blue Foam, Homecoming BBQ and Dances, Fall Freeze, Bingo Night, Cougar Skate, Sweetheart Swing, and Unforum.

Clubs

PURPOSE- Give students with similar interests a place to meet, enjoy activities, render service, and develop leadership skills.

OBJECTIVES

- Provide time, place, and structure for BYU students to make meaningful connections
- Provide opportunities to create and carry-out activities and events that align with their interests and passions

BYUSA Clubs encourages students to explore personal interests in a variety of ways: find an existing club, start a club, or explore new interests. Clubs Area volunteers provide programs and support for the various clubs. Individual club leadership provides students with opportunities to explore skills and talents that align most readily with their passions and personal experiences. The area volunteers provide support and structure for the individual clubs. The individual clubs themselves provide students with smaller communities from which they can draw strength and support. A few signature programs include the weekly Clubs Night, Care Week, and annual Clubs Showcase.

Leadership Education

PURPOSE- Develop the divine leadership potential of students.

OBJECTIVES

- Develop and maintain leadership education experiences that are quality, proven, and engaging
- Educate students about leadership opportunities and resources on campus
- Recognize outstanding examples of Christ-centered leadership within the campus community

BYUSA Leadership Education helps volunteers and the student body at large to learn to be leaders following the divine example of the Savior Jesus Christ. They support leadership learning through a variety of education and real world experiences. Leadership Education seeks out leadership learning opportunities and programs across campus and seeks ways to collaborate and connect students. Signature programs include Christ-centered Leadership, Lunch and Learn Workshops, President's Award, Honor/Leadership Campaigns, BYUSA Alumni, and Brigham Awards.

Marketing

PURPOSE- Direct the messaging between BYUSA and the student body.

OBJECTIVES

- Strategize a consistent, distinct voice and personality for all of BYUSA that engages the student body
- Coordinate messaging of BYUSA Presidency projects and support other BYUSA area marketing efforts
- Research and support area implementation of current marketing trends

BYUSA Marketing builds relationships with the student body through a variety of print, video, photography, and online mediums. They focus on the 'who', 'why', and 'how' of BYUSA. The personality and voice conveyed help BYUSA connect with a larger cross-section of the student body. Other areas are responsible for marketing their own projects, but the Marketing area offers skills and assistance to help all BYUSA be successful. A few signature programs include Presidency Theme campaign, BYUSA Yearbook, Get to Know the Presidency campaign, and all Presidency led campaigns such as Spookify the Y.

Student Advisory Council

PURPOSE - Serve as a credible, representative, and sought-after resource for students and campus leadership to improve the BYU student experience.

OBJECTIVES

- Strengthen student voice through awareness and outreach
- Explore student suggestions through mentored research and dialogue with administrators and faculty
- Impact the student experience through/with continued collaboration with relevant BYU stakeholders

BYUSA Student Advisory Council is a representative body of students from various colleges, departments, organizations, and groups on campus. The Student Advisory Council serves the BYU community by striving to improve the student experience by presenting research-based student opinion to the BYU administration thus enhancing their ability to make informed decisions. Research and dialogue are central to how Student Advisory Council functions; this occurs by becoming a credible, sought-after resource for students and campus leadership. A few signature programs include Student Voice and Council research projects

III. Best Practices

The ways and means BYUSA impacts and serves students are broad and constantly changing. But there are some key norms in how the association functions to support unity across the organization as a whole and the development of each student volunteer.

A. One-on-One Stewardships

One on ones provide every volunteer an opportunity to report on their assigned area of stewardship, focus on their personal wellbeing, and to receive leadership training. During a one-on-one the following items are discussed when relevant or appropriate:

- Updates and insights on life outside of work (i.e. personal, academic, etc.)
- Areas of personal development, growth, or challenges
- Training on leadership roles, skills, policies and procedures
- Report on the progress of assignments, projects, and budgets
- Past, current, and future deadlines
- Status of morale and collaboration among the team
- Expressions of appreciation for exceptional performance
- If necessary, development of strategies to address concerns with any of the above

One-on-ones take place weekly between students with those they supervise and those that supervise them; Vice Presidents with Directors, Directors with Leads, Leads with Committee Members, etc. Area Coordinators meet weekly with each Vice President and Director and may have one-on-ones with Leads or committee members as needed.

B. Team Meetings

Team meetings are a chance for student teams to collaborate and ensure that each team member is receiving the training and support they need and that every program is being properly planned and supported. The agenda for these meetings is flexible to the needs of the team but generally include the following types of topics when relevant or appropriate:

- Updates and insights on life outside of work (i.e. personal, academic, etc.)
- Areas of team development, growth, or challenges
- Training on leadership roles, skills, policies and procedures
- Progress of assignments, projects, and budgets
- Review of past agenda items, particularly feedback on past events, including all unresolved or past-due agenda items that remain on the agenda until there is a change in status
- Discuss status of current and future agenda items
- Assistance needed
- Past, current, and future deadlines
- Status of morale and collaboration among the team
- Preparation for team trainings and retreats
- Expressions of appreciation for exceptional performance

- If necessary, development of strategies to address concerns with any of the above

Team meetings take place weekly. The BYUSA Presidency, area teams (VP, Directors, Coordinator, and area assistant), individual teams (leads and committee members), etc.

C. Training Retreats

Throughout the year student volunteers will have opportunities to go on more involved and in-depth training experiences. These retreats are intended to show appreciations, build team unity, address team needs, provide leadership focused training time, and allow for unique development opportunities. Each in their own way focuses on a different group within BYUSA and seeks to meet their needs at that time in the cycle of the BYUSA year.

D. Office Hours

BYUSA officers all have required office hours as part of their commitment to their volunteer role. These office hours help individual students schedule and balance the time needed to fulfill their volunteer roles against their other commitments in life. It maximizes crossover time so requisite collaborations, meetings, one-on-ones and organizational administration can happen.

Office hours for Directors are 3-5pm on all academic days of the Fall and Winter semesters, ten hours a week. The Presidency have hours from 2-5pm, 15 hours a week. Hours for Spring and Summer terms vary and are found in the BYUSA Officer Handbook for the year. In the event that an officer has a required academic conflict during this time coordinators can work with the officer to find alternative time to make up the hours.

E. Tracking Hours

All BYUSA volunteers are asked to track and report their hours as part of our annual reporting to the University. An online tool is provided for this purpose. Student can also apply these hours toward a national volunteer recognition program. See the Office Manager for details.

IV. Additional References

A. Notes from the Creation of BYUSA

*The following are excerpts taken from the original notes on the transition from ASBYU to BYUSA. This reference is included as a historical record and a resource to better understand the intent and purpose of the Student Service Association. This is **not** guiding language in and of itself. Some of the comments included here refer to elements of BYUSA which have changed over time, such as the Vision and Mission, and even to functional differences, such as references to community service activities because at the time the organizational roots of what is now Y-Serve was an area of BYUSA.*

For several years leading up to 1988, there had been an increasing interest throughout the university community in changing the structure and function of the Associated Students of Brigham Young University. The desire was to create an organization that was more consistent with the nature of the university and more relevant to the majority of students. Several committees of students, faculty, and administrators met during this period to gather ideas regarding both the mission and structure for the association. During the 1987-88 academic year, President Jeffrey R. Holland appointed the Restructuring Committee to synthesize the ideas that had been developed by more than five years of committee work and research into a formal charter which was adopted in March of 1988 by the student body, President Holland, and the BYU Board of Trustees.

Much of the Restructuring Committee's thinking about this new organization's purpose was influenced by the suggestion to establish a student "Gift Office" made in "Exchange of Gifts", a filmstrip narrated by Spencer W. Kimball. Since the church provides more than 70% of the cost of a student's education, each student should be encouraged to give back to the university in exchange. The Restructuring Committee envisioned the BYU Student Service Association as being a gift office, providing and fostering opportunities to give back.

It was also the belief of the committee that the BYU Student Service Association's unique mission would complement those of the university and of the Church. With its focus on service, cooperation, and leadership, the association would benefit from a level of cooperation and trust with the administration not possible between adversarial organizations.

The committee identified two equally important roles for the BYU Student Service Association: to serve and to advise. The trustees, the university leadership, and the students themselves look to the student association to fill these critical functions. The structure created by the charter is designed to enable students to accomplish these two goals. As the committee discussed the ideas formalized in their charter, members continually reminded each other of several assumptions they had identified as fundamental premises in all their work.

Stating these assumptions will help readers better understand the spirit and content of the charter that follows them:

1. Since the formation of policy and governance of BYU rests ultimately with the BYU Board of Trustees, the BYU Student Service Association is not a legislative body. One of its primary

purposes is to serve the students and the rest of the university community through service-based activities. These activities may take a variety of forms. For instance, organizing Homecoming or New Student Orientation events that provide students a mean for social interaction and fellowship, sponsoring a symposium that will increase the students' awareness of significant current events, or facilitating an international week that will broaden the campus community's awareness of other cultures and encourage our international students to become involved in a variety of new opportunities. Clearly the foundational focus of this organization must be on the service as opposed to an orientation on programming. Every program that is sponsored by the BYU Student Service Association should be justified by the value of its service to the university family.

2. Because it is important to the university community to hear the students' voices regarding policies and programs, one important way for students to serve in the campus community is through a Student Advisory Council. This council can become a major influence in the university as the students give reliable advice when issues are brought to the students for reliable input. Student influence through achieved respect is much more effective, as well as more appropriate in our environment, than threatening or intimidating struggles for power.
3. The administration appropriates funds to the BYU Student Service Association with the expectation that involvement in the programs of the association will foster leadership, higher academic achievement, and the balanced development of participants in ways consistent with the university mission. The Student Association is an organization in the university that shares in the charge to develop leaders for the future- leaders in the home, in the community, and in the Church itself.
4. The majority of students at BYU are supportive of gospel ideas and university policies and procedures. They want to join with the Church and university leadership in building a great university. Therefore, a complex system of "checks and balances" is not necessary. Rather a system which can be responsive to the changing needs of the campus community is sufficient.

To conclude, the following charter contains ideas that can change the basic nature of the Student Association and how we speak of it. But these changes may be more superficial than substantive unless the campus community can focus its attention and direct its efforts toward service rather than more activity. If such a focusing and directing does occur, the Restructuring Committee believes the student body, as well as their other associates in the university community, will experience an invigorating renewal and a healthy unification with the gospel of Christ as its center as they identify "gifts" to give back to the university.

Additional Insights from the Restructuring Committee related to specific features of the original draft of the BYUSA charter:

Why a Student Service Association?

Because the committee has recognized the course of the association's charter, it has carefully avoided the use of the term *government* in speaking about the Student Association and its functions. Applying such a term in this context can be misleading and inappropriate.

Elections and Selection of Vice Presidents

The issue of selecting the presidency has aroused the greatest student interest, with some students expressing a desire to elect the president and others suggesting reasons for appointing the president. Because neither position is obviously better than the other, the committee would like the student body to vote on its choice.

Because each candidate will have a clearly defined “vision” of the BYU Student Service Association and a direction for it to move during his or her term of office, the election process should be based on realistic and articulated issues.

Since the students have chosen to elect the student body president, steps must be taken to assure that no student is excluded from candidacy because of insufficient funds to campaign. Thus, campaigns will be entirely funded by the association. Any student who spends personal funds or who campaigns beyond the public forums and outside the authorized publications in order to gain an advantage over others demonstrates that he or she does not have the vision and is therefore not qualified to run for that office.

The Mission Statement of BYUSA

Some may feel that this mission statement excludes activities such as dances and pep rallies from the area of the Student Association. Such a reading is a misinterpretation of the committee’s intentions. The role of strengthening social relationships is related to the larger role of serving our fellow men. The committee views pep rallies and dances as a service to students in the same way as it views helping an international student with tax questions as a service to students. Furthermore, the committee believes that a student without friends and without activities that bring students with similar interests together is a student whose needs should be addressed by the BYU Student Service Association.

The mission of the BYU Student Service Association is to focus attention and resources on that portion of the university mission which encourages preparing and strengthening individuals on their “social relationships, civic duty, and service to mankind,” in ways consistent with the restored gospel of Jesus Christ. Through student leadership, the association will provide means by which all members of the university community can be challenged and helped to respond directly to Christ’s central imperative: that we learn to love as He loved by fellowshipping and caring for the students and others (Mosiah 4:26). Through the association, students, faculty, and staff will work together to achieve our university goal that all who “enter to learn” will be prepared, by training and experience, to “go forth to serve.”

The committee wrote these guidelines to clarify intentions and to assure that those intentions would be realized. Nothing else in this document reveals the intent of the committee more clearly than the guidelines. For instance, the committee does not visualize thousands of BYU dollars, or even a class gift being sent to Poland to buy food. But it does think students can develop leadership skills based in Christian ideals by working on a project to obtain food for donations for the Utah County Food Bank. Therefore, the committee believes BYU funds can be spend to pay for publicity of a food drive and for logistical support that cannot be obtained (quickly) through donations.

Student Advisory Council

The committee intends for the Student Advisory Council to earn the high regard of the university community because of the way it fulfills its advisory role. Therefore, we have intentionally not given that council a programming role or a budgeting role. We hope the university community will recognize that students have something of value to say on matters of governance and that the community needs to know from the students how decisions will affect them before decisions are made.

The committee believes that the size of the council is important. In general, we feel that a smaller council will be more effective than a larger one. At the same time, we have heard student's request for "representation." The two options try to balance the committee's value for small size and efficiency with student requests for "representation" to mean a voicing of broadly based student perspectives, not the mandate to stand up for narrower special interests.

Time Commitments and Scholarships

Some students have argued that students would have to commit more than fifteen hours a week to do what ASBYU vice presidents did. The committee would not disagree. We believe that BYUSA officers must become better delegators and motivators seeking to keep other students involved for the entire period of their enrollment at the university. In this way the number, experience and competence of volunteers will increase until more and more students are able to carry more and more of the load.

No one knows what financial support is necessary to guarantee that the least affluent of our students can serve in the highest levels of the student service association. The committee's intention is to make high-level service possible for any students. We plan to use two means to bring us to that end: limited hours of service and scholarships.

Titles and Responsibilities

Much discussion in the restructuring hearings and among the members of the restructuring committee has focused on the job descriptions and the titles of the offices of the association. We have decided to follow the Church and university where appropriate. In addition, we have rejected the notion of more specific position titles for these reasons:

1. Above all else, we want the university community, especially the students, to re-think the activities currently undertaken by the student association. If we furnish more descriptive titles, we imply some approval or necessity for activities that we do *not* want to imply at this time.
2. Titles such as "Athletics Vice President" restrict thinking and define "territory." At this time, we want students to be asking "What is good for the Student Service Association?" On the other hand, at this incipient stage of development, we do not want students asking, "What is good for athletics?"
3. Such titles also foster the creation of student agendas that are usually based upon existing programs. At this stage, we do not want to encourage students to run for office in order to realize their agendas for academic or social offices.

4. Such titles foster competition because students with agendas need money to finance the requirements of their agendas. Therefore, at budgeting time each student competes with others in the executives council meetings for funds. Once the association's budget is planned in such meetings, there remains very little chance, if any, that new ideas will be funded. Thus ASBYU has acquired the reputation of irrelevance and exclusiveness.

B. Area Changes Over Time

The area structure of BYUSA has changed over time as areas have been created, changed, split, merged, and retired. Some responsibilities have shifted from BYUSA volunteers to SCL Center employees and vice versa. The presidency has ranged from six to ten students over time. Below is a brief note on the area and Vice President roles that have been part of BYUSA.

- Administrative VP (1988 - 1999, 2012 - 2013) → Human Resources VP (2008 - 2010) → Involvement VP (2013 -2019) Involvement Ambassadors student employees (2019 - 2020) → > Connection & Recruitment student employees (2020 - 2022) → Connections VP (2022-2025) → **Connections Team** under EVP (2025-present)
- **Student Advisory Council VP** (1988 - 1991, 1992 - 2010, 2012 - present)
- Programming VP (1991 - 1993) → Campus Activities VP (1997 - 2010) → Activities VP (2010 - 2016) → AIM Activities VP & Y Activities VP (2016 - 2019) → Experiences VP (2019 - 2022) & Activities student employees (2019 - 2022) → **Activities VP** (2022 – present)
- Campus Life VP (1993 - 1997) → Campus Organizations (1997 - 2000) → **Clubs VP** (2000 - present)
- Public Relations VP (1994 - 1996) → Public Communications VP (1996 - 1997) → Director of Public Relations (1997 - 1999) → Public Relations VP (1999 - 2006) → Assistant for Communications (2010 - 2012) → Communications VP (2008 - 2010, 2012 - 2019) → Media Hub student employees (2019 - present) → Marketing Team under EVP (2023-2025) → **Marketing VP** (2025-present)
- **Leadership Education VP** (2025-present)
- Community Service VP (1993 - 2002) → *Center for Service & Learning/Y-Serve* (2002 - present)
- Senior Class President (1988 - 1989)
- Student Alumni Association VP (1989 - 1990) → *BYU Student Alumni Association* (1991-present)
- Student Honor Association VP (2007 - 2010) → Student Honor VP (2010 - 2018) → Honor VP (2018 - 2025)
- Administrative Assistant (1990 - 1999, 2006 - 2012)
- University Relations VP (1990 - 1991, 1992 - 1997, 2000 - 2001)
- Design & Technology VP (1999 - 2001) → Design VP (2001 - 2002)
- University Student Council VP (1999 - 2000, 2001 - 2002)
- Technology VP (2001 - 2003)