



STUDENT INVOLVEMENT  
STUDENT AFFAIRS

**Organization Manual  
&  
Provisional Status Packet**

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# Student Involvement Office Information

**Mission:**

Our mission is to provide experiential learning opportunities that engage, educate, and empower students through an inclusive and equitable environment.

**Student Involvement Address:**

Melton Student Center  
255 Heisman Drive, Suite 3130  
Auburn University, AL 36849

**Student Involvement Phone:**

(334) 844 – 4788

**Student Involvement Email:**

[involve@auburn.edu](mailto:involve@auburn.edu)

**Student Involvement Suite Hours:**

Monday – Thursday: 7:45 a.m. – 8:00 p.m.

Friday: 7:45 a.m. – 5:00 p.m.

Saturday – Sunday: Closed

**Involvement Ambassadors:**

The Involvement Ambassadors serve as a resource for any student or student organization seeking assistance in finding opportunities for involvement. The Involvement Ambassadors provide one-on-one consultations with students, AUinvolve tutorials, and host their Involvement Webinar Series meetings for student organizations.

Stop by the Student Involvement Suite (3130 Melton Student Center) Monday-Friday between 10:00 AM-2:00 PM for a drop-in session. Appointments may be made by emailing [involve@auburn.edu](mailto:involve@auburn.edu).

# AUinvolve Basic Overview

## Registration

### Locating Registration

1. Log in to your [AUinvolve account](#) and select “manage” by clicking on the grid icon in the upper right-hand corner.
2. Select the chapter you want to register under “My Memberships.” You will see a blue box during the registration period.
3. Select “re-register this organization.” This will bring you to the re-registration form to complete.

### Step 1: Registration Instructions

- Read the instructions.

*Note: the date and time is the deadline for how long you have to register your organization.*

### Step 2: General Information

- Here you will see all the information that is currently on your chapter's AUinvolve page. Please make any changes or edits to this information if needed.

*Note: Do not change the section “organization website URL.”*

- The required fields that must be filled out include:
  - Official Organization Name, Organization Description Summary, Social Media platforms (if you do not have a social media platform account, then leave those spaces blank), All Organization Contact Information, and Advisor Listed.

### Step 3: Profile Picture

- Update and upload your current profile picture.

### Step 4: Organization Roster

- Scroll down to “review roster” where you will see your organizations leadership information. This section will ask you to update the roster.
  - Search the first part of the Auburn email (abc1234) of the member you wish to give a role to in the search bar.

- Select “edit position assignment” and check the position/role that they hold. These position templates may not reflect your chapter-specific title (ex. Vice President of Finance is closest to Treasurer role), so select the chapter member who holds a position that is closest to the template provided.
- Members can also hold multiple positions. (ex. If the President also acts as the Housing Manager, this member can be assigned to both positions).
- Complete this for each required position listed. The completion for each role will be indicated by the green checkmark by position under “Roster Requirements.”
- Once all required positions are filled (every position has a green checkmark), you will be able to move forward in the registration form.

#### Step 5: Review Submission

- Review all information and submit your registration.

#### **Post-Registration**

- A Student Involvement staff member will review your registration submission.
- You will receive an email that will notify you of your status change from pending to either approved or denied.
  - When your submission is **approved**, all the changes and information that you listed will take effect.
  - When your submission is **denied**, a Student Involvement staff member will notify you of the changes that need to be made to receive approval.

#### **Roster Management**

##### Assigning Officer Roles:

- Log in to your [AUinvolve account](#) and select “manage” by clicking on the grid icon in the upper right-hand corner.
- Select the organization under “Memberships.”
- Click the three lines in the left of the organization name. This will open a selection of different functions. You will click “Roster.”

- Click the pencil icon next to whoever you are trying to add a position title to. From the list, select which role you would like to assign to them. When you are finished, hit save.
- The position will be added to that member.

#### Removing Officer Roles from Roster:

Before removing officer roles, make sure that the new officer is already added. This is especially important for reassigning roles that have to manage access. The new manager position will need to be assigned first, and then they will remove the old manager position.

- Log in to your [AUinvolve account](#) and select “manage” by clicking on the grid icon in the upper right-hand corner.
- Select the organization under “Memberships.”
- Select the three-line bar in the upper left-hand side of the organization name.
- Select “Roster.”
- Scroll to the member you wish to make a change for and select the pencil icon next to the individual’s name.
- From the position list, select which role you would like to remove.
- Once you have removed the position, select “save.”
- The position will now be removed from that member.

#### Adding Members to Roster:

- Log in to your [AUinvolve account](#) and select “manage” by clicking on the grid icon in the upper right-hand corner.
- Select the organization under “Memberships.”
- Select the three-line bar in the upper left-hand corner by the organization name.
- Select “Roster.”
- In the upper right-hand corner, select “invite people.”
- Input one email address per line. These email addresses should be Auburn University emails only.
- Once the emails are entered, select “Add email addresses,” then “Send Invitations.”
- The individuals will receive an email invitation. They will need to select “Accept” when they receive the email to be added to the roster.

#### Removing Members from Roster:

- Log in to your [AUinvolve account](#) and select “manage” by clicking on the grid icon in the upper right-hand corner.

- Select the organization under “Memberships.”
- Select the three-line bar in the upper left-hand corner by the organization name.
- Select “Roster.”
- Select the square to the left of the name of the member you wish to remove. Once selected, scroll to the top and click “end membership.” Be sure to NOT select “end all memberships.”

## **Managing Forms/Applications & Events**

### Creating Forms/Applications:

- Log in to your [AUinvolve account](#) and select “manage” by clicking on the grid icon in the upper right-hand corner.
- Select the organization under “Memberships.”
- Select the three-line bar in the upper left-hand corner by the organization name.
- Select “Forms.”
- Select “Create Form.”
- You can create a form for members to fill out by using varying types of questions, text blocks, document uploads, and more.
- To make the form visible, you will need to make sure the check box labeled “Active” is selected.

### Creating an Event

- Login to your [AUinvolve account](#) and select “manage” by clicking on the grid in the upper right-hand corner.
- Select the organization under “My Memberships” that you want to submit an event for in AUinvolve.
- Once you are on your organization’s page, select the three bars in the upper left-hand corner next to your organization’s name.
- Select “Events” under OrganizationTools
- Select “Create Event” in the upper right-hand corner.

### Organization Events

All SAO Events should be submitted through AUinvolve to ensure that students are aware of these upcoming activities. Any SAO event that is open to the general student population (outside of weekly meetings) should select the

following categories: General Event, On/Off Campus, and SAO Event on the first page of the event submission process. Any SAO event that is a weekly meeting should select the following categories: Meetings and on/off Campus on the first page of the event submission process.



## Reservation Information for Melton Student Center Spaces

To make a reservation for event space in the Melton Student Center contact the Melton Student Center Reservations Office at 334-844-1320 or by email at [reservation@auburn.edu](mailto:reservation@auburn.edu). To learn more about the space reservation options on campus, visit [Make a Reservation](#).

### Melton Student Center Reservations Office Hours:

- Monday – Friday: 7:45am – 4:45pm
- Saturday & Sunday: Closed

*The office is closed during all University Holidays.*

### Melton Student Center Reservations Office:

- Room 1301 on the First Floor of the Melton Student Center (next to War Eagle Supply)
- All space agreements must be returned to the Reservations Office 48 business hours in advance
  - Contracts not returned will result in reservation cancellations

*Note: Student Activities Center Agreements must be turned in 6 business days in advance of the event.*

### **Step by Step: Make a Reservation**

- Contact the Melton Student Center Reservations Office to discuss the availability and/or room locations for your desired event.
  - Note: Small organizational meetings including executive board meetings, weekly chapter meetings, etc. do not need to be submitted through the Campus Event Planning System (CEPS). However, you will need to contact the Melton Student Center Reservations Office to book a room. Once this reservation is made, it is optional to submit the event in AUinvolve.
- When booking spaces, please include the time needed to set up and break down your event in your reservation request.
- All bookings are tentative until the event is approved in the Campus Event Planning System (CEPS) and/or AUinvolve.

### Cancellations, No Shows, & Fees

- Reservations must be canceled 48 business hours in advance.

- Reservations canceled inside of 48 business hours will be charged a late fee.
- Groups who do not show up for their reservations will be assessed a no-show fee.
- Reservations made within 24 hours of the event will be assessed a late booking fee.
  - Note: Student Activities Center events must be canceled 6 business days in advance or may be subject to cancellation fees.

**Outdoor Spaces:**

*This information pertains to all outdoor locations on-campus.*

Amplified Sound Permits: Amplified Sound Policy

On-Campus Hours:

- Sunday-Thursday 5:00 pm – 10:00 pm
- Friday 5:00 pm – 12:00 pm
- Saturday 8:00 am – 12:00 pm
- Monday – Friday 8:00 am – 5:00 pm

Locations: Amphitheater, Campus Green, Cater Lawn, Concourses (Haley, Thach, Roosevelt)

Due to the close proximity of locations, amplified sound permits are booked on a first-come, first-serve basis. Events running concurrently cannot have competing sound permits.

- A \$75 clean-up deposit is needed 48 hours before the event. The clean-up deposit is refundable.

## Things You Need to Know About Campus Event Planning Systems (CEPS):

This system is for on-campus events and for events that meet one or more of the expectations listed below:

- Attendees, participants, and/or invitees include individuals who are not university students, faculty, or staff;
- Involves one or more outside vendors, contractors, or exhibitors (e.g., caterers who stay and serve food buffet style), DJ/band that is not a student, party rental companies);
- Involves minors, as participants or attendees in any capacity;
- Involves group physical or other high-risk activities (e.g., run/walk events, interactive games, swing dancing, yoga, exercise of any kind, carnival games, attractions, or rides);
- Certificate of Insurance and possibly a waiver will be required; or
- Involves the service and/or consumption of alcohol at an on-campus location (ex. Auburn Arena, Student Activities Center, etc.)

### If your event needs to be registered in CEPS:

1. Always reserve the event location before submitting a request to ensure the location and time for your request.
2. Requests are submitted via the [CEPS website](#)
3. When to submit your event:
  - 100 or fewer people, 30 days in advance of the proposed event date
  - 101-500 people, 60 days in advance of the proposed event date
  - 500 or more people, 90 days in advance of the proposed event date
  - Events involving the consumption of alcohol, run/walks , or minors, 90 days in advance of the proposed event date

**Example of events that go in CEPS:** Events on campus with over 100 people at them, events that involve an outside vendor , events that involve inherently risky activity like physical activity or inclusion of minors

# Registered Student Organizations Overview

## Benefits of Being a Recognized AU Student Organization

- AUinvolve, online organization management database & website which assists students in event registration, elections, document storage, roster management, and more
- Participation in Organizations Week, Weekly O-Days, and other special events
- Opportunity to utilize meeting or event space in campus facilities, most free of charge
- Opportunity to purchase space in the Glomerata yearbook
- Connect students with organizations within their schools/colleges
- Ability to apply for funding from the Organizations Board (Only permanent organizations)
- Full rights, responsibilities, & privileges to Auburn University registered marks, according to Trademark & Licensing Policies (Only permanent organizations)

## Requirements to become a Student Organization

- Attend the annual President's Meeting each fall hosted by Student Involvement.
- Maintain accurate contact information on AUinvolve at all times.
- Register all organization events (regular scheduled meetings, events, etc.) through AUinvolve and other necessary forms.
- Have always at least 10 members in the organization. Membership in Auburn University student organizations should be limited to enrolled Auburn University students or Auburn University faculty and staff. Rosters should be accurate at all times. It is the responsibility of the organization to ensure the roster only includes students currently involved with the organization.
- Have an Auburn University faculty or staff member serving as Advisor of the student organization.
- Must have at least two officers. One officer must be the President and one must be the Vice President. If the organization collects dues or income, they must also have a Treasurer.
- Advisors must participate in Advisor's Training the first year they are serving as an advisor. Advisors should attend trainings at least once every

4 years or as necessary determined by Student Involvement and the individual advisor.

- Must adhere to sound financial policies. Student organizations that have a checking account must have at least two names on the account. The Organization Advisor should be listed on the account. Student Involvement retains the right to request an audit of any organizations' financial records.
- All organizations must adhere to all local, state, and federal laws and regulations as well as all policies set forth by Auburn University.
- Re-register organization annually online during designated period.
- All organizations must operate in a manner consistent with the goals and standards of the university.
- Maintain a current copy of the organization's constitution and bylaws on AUinvolve.
- All organizations must ensure continuity from year to year by training new leaders and keeping good records.

### **Steps to Becoming a Provisional Student Organization**

- Go to [www.auburn.edu/auinvolve](http://www.auburn.edu/auinvolve)
- Click on Log In on the top right corner.
- Log in using your Auburn University Username and Password.
- Click on the Organizations Tab at the top of the page.
- Click on "Register a New Organization".
- Using the information in the packet, complete the steps as outlined online.
- You may access your registration at any time under "submissions" in the "Involvement" drop down menu.
- After completing all of the necessary steps, submit your application for approval. Applications are due the Thursday at 4:45 PM before the hearing you are submitting for.
- Organization Presidents and other representatives will present their organization request to the **Organizations Board** during a scheduled hearing. A specific hearing time will be e-mailed to Organizations Contact prior to the meeting.

### **Organizations Board**

The Organizations Board (O-Board) is the governing board for all Student Organizations and is responsible for approving organization status and funding

requests. O-Board consists of seven (7) members who are selected through an interview and appointment process. Each student selected must be approved by the SGA Senate.

O-Board convenes bi-weekly on Tuesday nights at 6:00 pm in the Fall and Spring Semesters. Any prospective or current RSO that wishes to appear before the board must submit all required materials by 4:45 pm the Thursday prior to the hearing they wish to attend via [AUinvolve](#).

### **Student Organization Brand Usage-Trademark & Licensing**

Auburn University invests significant resources to protect and manage its trademarks, which are valuable expressions of the University's identity, history, and mission. As part of that mission, the University encourages and supports student organizations, which are an essential part of student life and significantly enhance the student experience. Student organizations recognized by Auburn University may have limited use of the Auburn University name and other trademarks to demonstrate their relationship with the University.

All student organization trademark uses must comply with the Policy on Student Organizations' Use of Auburn University Trademarks. Student groups that are not recognized by Auburn University may not use the Auburn University name or trademarks. If you have questions on if your organization name will be allowable or any other questions regarding the use of Auburn University name visit the Office of Trademark Management & Licensing website at <http://licensing.auburn.edu/rso/>

### **Registered Student Organization Names**

Registered Student Organizations should include the word "club" or similar identifier in the name of the organization.

Identifiers include but are not limited to: Club, Society, Association, Sorority, Fraternity, Council, Institute, Group, Committee, Students, Students For..., Campus Ministry, Ambassadors, Recruiters, Fellowships, Community, Greek Letters, and/or Chapter.

Registered Student Organizations may include the words "at Auburn University" along with or as part of their organization's name. Acceptable

alternatives include “at Auburn” or “at AU.” This designation may not appear larger than the rest of the Registered Student Organization name.

### **Single Sex Organizations**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at the university unless such programs and activities are specifically exempt from the law. The university is required to be in compliance with the provisions of Title IX. Therefore, compliance with Title IX is a condition to being a registered student organization at the university. Since passage of this law and the publication of the implementing regulations, the U.S. Department of Education Office of Civil Rights has evolved a rather clear set of criteria for determining when single sex organizations are exempt from the provisions of Title IX. These criteria are as follows:

- The organization must have tax exempt status under Section 501 of the Internal Revenue Code;
- Members must be limited to student, staff, or faculty at Auburn University;
- The organization must be a “social fraternity” as defined by the Department of Education.
- The Department of Education defines a “social fraternity” as a group that can answer “no” to all the following questions:
  - Is the organization’s membership limited to persons pursuing or having interest in a particular field of study, profession, or academic discipline?
  - Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
  - Are the members permitted to hold membership in other fraternities or sororities at the university?

If a group answers “yes” to any of the questions, it is not a “social fraternity” and therefore is not exempt from the requirements of Title IX and therefore must accept members of both sexes. Questions regarding this policy can be directed to staff in Student Involvement.

For additional information regarding the University’s Title IX compliance, [click here](#).

## Frequently Asked Questions

- **What is the difference between a Provisional and Permanent organization?**
  - An organization is given provisional status for a maximum of one year. During this year, the organization must meet the set of requirements below they can apply for permanent status.
    - Must attend New Organization Orientation
    - Must attend [3 Involvement Workshop opportunities](#) hosted by the Involvement Ambassadors and Emerge Lunch and Learns within two semesters of applying for provisional status.
    - Must have President, VP and Treasurer if collecting dues
    - Must have 10 members
    - Must have full-time faculty/staff advisor
    - Must apply for permanent status within a year of becoming provisional
  - Organizations on provisional status are eligible for all benefits with the exception of the ability to apply for Organizations Fund monies and create T-shirts and products with Auburn marks or logos. Only Permanent organizations are eligible for these benefits. An organization remains Permanent as long as they meet the annual requirements to remain a recognized AU student organization.
- **How long do I maintain Provisional status as an organization?**
  - An organization must meet the Provisional requirements within one year from the date the organization's Provisional status was approved by the Organizations Board. As soon as all of the Provisional requirements have been met, the organization is eligible to apply for Permanent status. Organizations will be placed on conditional status if they do not meet the Provisional requirements and/or apply for Permanent status within one year of becoming provisional.
- **What happens if an organization does not meet the requirements to stay a recognized AU student organization?**



- A Provisional or Permanent student organization that does not meet the requirements is placed on Conditional status. The organization temporarily loses all privileges of a recognized AU student organization. An organization that remains on Conditional status for a period exceeding two consecutive years becomes Inactive.

- **What is an Inactive organization?**

Organizations are placed on Inactive status for one or more of the following reasons:

- Been on Conditional status for a period exceeding two consecutive years.
- Violation of University policies and regulations.
- Failure to obtain Permanent status after a period of six months after completing one year of Provisional status.
- If the organization president or advisor report that the student organization is no longer functioning.
- An inactive organization wishing to re-establish on campus must repeat the entire registration process.

- **How do I find an advisor for my organization?**

- Students may ask any Auburn University faculty or staff member to serve as advisor to the organization. Students will often ask mentors, faculty or staff members in the department the organization is in, or faculty or staff members they know might have an interest in the organization.

- **How is my organization added to AUinvolve?**

- Upon approval by the Organizations Board, organizations will be automatically added to AUinvolve. All organizations must maintain an accurate roster and profile on AUinvolve

- **What events do organizations have to register?**

- Organizations should register all of their events & activities through AUinvolve. Any event that is serving as an official organizational function should be recorded through AUinvolve.

- **How do I set up my organization's checking account?**
  - An organization may set up a checking account at any banking institution. Organizations do not have to have a checking account unless they collect any income such as dues. The organization should have at least two names on the bank account, one of which should be the organization Advisor. Student Involvement retains the right to request an audit of any organization's financial records.
  
- **How does my organization apply for Organizations Fund?**
  - Student Organization can apply for Organizations Fund by completing the form online through [AUinvolve](#). Only permanent organizations can apply for funding

## **Sample Constitution and Bylaws**

Organizations wishing to register with the university must submit a constitution and bylaws that provides the organization with guidelines for operations and activities. These two separate documents should be well written and kept up-to-date to meet the needs of the student organization. A current constitution & bylaws should always be stored on the Documents tab on AUinvolve.

Below are sample constitution and bylaws that serve as a guideline for organizations. There are several sections that are required by the University to be included in your constitution. These required sections are clearly marked below.

### **The Constitution:**

Establishes the broad structure and fundamental principles that govern the organization. It should be straightforward It should be difficult to amend

### **The Bylaws:**

Outline the rules of procedure for an organization. Should be consistent with the constitution. Are often easier to amend than the constitution.

## EXAMPLE CONSTITUTION & BYLAWS

### Constitution of (Insert Name of Organization) (Insert Date)

#### Article I

##### **Name and Affiliations**

**Section 1:** “The name of this organization is...” No organization can include Auburn University or AU at the beginning of the name of the organization. At no time should the organization refer to itself as a part of Auburn University.

**Section 2:** Please include the organization’s relationship to any Auburn University department and/or any campus, local, state, national, or international organization

#### Article II

##### **Purpose**

**Section 1:** “The purpose of this organization is...” Please include the primary purpose of the organization.

#### Article III

##### **Membership**

Constitutions must include the following statement non-discrimination statement verbatim. A student organization whose primary purpose is religious will not be denied registration a registered student organization on that ground that it limits membership or leadership positions to students who share the religious beliefs of the organization.

##### **Section 1: Non-Discrimination**

Membership is restricted to regularly enrolled Auburn University students, faculty, and staff. No university student may be denied membership on the basis of race, sex, religion, national origin, color, age, disability, gender identity or expression, sexual orientation, or veteran status as outlined in the Auburn University Policy Regarding Prohibited Harassment of Students.

##### **Section 2: General Members**

This section should include general membership requirements.

This section must also contain the following statement: “Membership is restricted to regularly enrolled Auburn University students, faculty, and staff. No university student may be denied membership on the basis of race, sex, religion, national origin, color, age, disability, gender identity or expression, sexual orientation, or veteran status.”

However Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs.

##### **Section 3: Voting Members**

This section should address the qualifications needed in order to be a voting member of the organization (i.e. paid dues, are on current roster, etc.).

#### **Article IV**

##### **Officers**

**Section 1:** The officers shall be... (Please insert the titles of the officers. You can include here a general statement about the role of each office. However, specific duties and responsibilities should be included in the bylaws.)

**Section 2:** The qualifications for each office (Please state any qualifications for each office.)

**Section 3:** Officers will hold office from... (Please insert officers' term limits. Also include whether or not there is a limit to the number of terms for which any single person may be re-elected)

**Section 4:** If an officer's position is to become vacant during his or her term, the following will take place... (Please include the provisions to be made for filling vacancies. This should include the process of impeachment of an officer who is not fulfilling his or her duties.)

#### **Article V**

##### **Advisors**

**Section 1:** The XXX organization shall have an Auburn University faculty, administrator, or staff member serving as Advisor at all times.

**Section 2:** This section should include the general role of the advisor. See the Advisor guidelines in this packet. Specific duties should be included in the bylaws.

**Section 3:** This section should include the provisions for the removal of an advisor.

#### **Article VI**

##### **Meetings**

**Section 1:** This section should address the frequency of regular meetings (weekly, bi-weekly, monthly, etc.) and who has the authority to call the meetings. Quorum, or the percentage of membership that must be present in order to conduct business at the organization's meetings, should be stated here.

**Section 2:** In addition, this section should also address who can call special meetings, as well as the number of hours in advance that members should be notified of special meetings.

#### **Article VI**

##### **Amendments**

**Section 1:** This constitution shall be amended by a vote of (2/3, 3/4, etc.) majority of the membership at any regular or special meeting. The section should also include how, when, and to whom amendments should be submitted prior to a vote.

**Bylaws of  
(Insert Name of Organization) (Insert Date)**

**Article I  
Membership**

**Section 1:** This section should include procedures for becoming or selecting members. When are members selected, by what process, what qualifications. Be specific here.

**Section 2:** This section should include membership rights, duties, responsibilities, etc.

**Section 3:** Expulsion and resignation procedures should be provided.

**Section 4:** Amount of membership dues, if any, how dues are decided upon, as well as how often they must be paid should be addressed in this section.

**Article III  
Officer Duties**

**Section 1:** The specific roles and responsibilities of each officer position should be included here. Each officer can be listed as a separate section.

**Article II  
Election of Officers**

**Section 1:** Elections of new officers will take place...(insert the estimated times of elections and how often they will occur.)

**Section 2:** Insert information on the nomination process.

**Section 3:** Members who are running for office must...(insert election requirements such as acceptance of nomination, speech, campaign, etc.)

**Section 4:** Officers must be elected by...(insert simple majority, 2/3 majority, etc. Also include secret ballot, hand vote, etc.)

**Section 5:** If an officer decides to step down from an office or is no longer enrolled...(insert procedures for filling the office including how nominations are made, how the election is held, how and when notice is given regarding the election)

**Section 6:** Discuss the process for an officer to be impeached from their position

**Article IV  
Advisor**

**Section 1:** This section should include how the advisor is chosen and/or elected, and the duration of their term.

**Article V Committees**  
**(if needed)**

**Section 1:** This section should address any specific and Chartered committees of the organization. It should include the function and specific duties of each committee.

**Section 2:** This section should include how members are selected to committees.

**Article V**  
**Finances (if needed)**

**Section 1:** This section should address any specific issues or guidelines regarding financial records, reporting, responsibilities, etc. of the organization. For those organizations collecting dues or any other type of income (fundraisers, etc.), you must have a checking account established for your organization. Organizations with a checking account must have the following statement in this section: "All checks and withdrawals from the organization's checking account must be approved by the president and/or treasurer as well as the advisor of the organization."

**Article VI**  
**Parliamentary Authority**

**Section 1:** This organization shall be governed by... (Specify source of parliamentary procedure. Most organizations use Robert's Rules of Order to govern their organization's decision making except when these rules are inconsistent with their constitution or bylaws of the organization.)

**Article VII**  
**Amendment of Bylaws**

**Section 1:** This should be somewhat similar to amending the constitution.

However, bylaws are apt to change more often than the constitution, thus amending should be somewhat easier. Bylaws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bringing the proposed change up for a vote at the next general meeting with 2/3 majority vote of the membership present (a quorum being present).

## **Student Organizations Advisor Expectations**

Student organization advisors are integral to the success of any student organization and its leaders. Student Involvement is grateful to the numerous Auburn University Faculty, administrators, and staff who take on this role annually. Below are guidelines regarding the role of a student organization advisor.

### **The Role of an Advisor**

- Provide guidance and overall assistance to the student organization. The advisor shall serve a consistent source of information to the organization from year to year.
- Maintain contact and communicate with the organization.
- Encourage and advise the organization in carrying on an active and significant programs and work with the officers to promote the effective administration of the organization.
- Help members apply principles and skills learned in and out of the classroom.
- Provide insight into the groups problems and successes.
- Assist the organization in compliance with all University and Student Involvement policies and procedures. This includes such policies as risk management, financial, trademark and licensing, OIT, and annual Student Involvement requirements.
- Be listed as a signatory on the student organization's checking account and ensure the organization is adhering to sound financial policies.
- Advisors must participate in Advisor's Training the first year they are serving as an advisor. Advisors should attend trainings at least once every 4 years or as necessary determined by the Student Involvement and the individual advisor. (An alternative advisor training will be offered online for those who cannot attend in person)

### **Duties that are negotiable with the student leaders of the organization, but are certainly not limited to the following:**

- Attend officer and organization meetings
- Meeting individually with the organization president.
- Take an active role in formulating the organization's goals.
- Help student leaders prepare an annual budget.
- Proofread any correspondence before it is sent out.



- Assist in planning events.

**Advisors of student organizations should not:**

- Purchase alcohol for the student organization or its members
- Pledge his or her backing for the debts of the registered student organization
- Run the organization, by reserving the right to approve or control its decision and activity
- Serve as the student organization's treasurer, bookkeeper, accountant, or auditor

**Member expectations of organization advisors include:**

- Support and motivation
- Respect
- Attendance at meetings and events
- Enthusiasm
- Communication
- Have fun

**Advisor expectations of organization members include:**

- Attendance at meetings and events
- Follow through on commitments
- Respect
- Have fun

**Clery Act Information**

According to Federal law, specifically the Clery Act, Auburn University is required to annually disclose statistics concerning the occurrence of certain crimes reported to the local police agency or any official of the institution who has "significant responsibility for student and campus activities" (also known as "Campus Security Authorities"). An advisor to a student organization is identified by Federal law as a Campus Security Authority. Advisors will receive further guidance from the Auburn University Department of Public Safety and Security regarding their roles and annual training.

## **Student Organization Bank Account Information**

*THIS DOCUMENT IS FOR EDUCATIONAL PURPOSES ONLY. EACH LEGAL SITUATION IS VERY FACT SPECIFIC AND UNIQUE TO EACH INDIVIDUAL ORGANIZATION. THUS, WHILE THIS DOCUMENT WAS PREPARED BY AN ATTORNEY, THE ACCURACY OF THE INFORMATION AND THE PROCESS IS NOT WARRANTED. THIS DOCUMENT SHOULD BE CONSIDERED A GUIDE AND SHOULD NOT BE CONSIDERED A SUBSTITUTE FOR ACTUAL, ONE-ON-ONE LEGAL ADVICE. FOR ACTUAL LEGAL ADVICE, YOUR ORGANIZATION SHOULD CONTACT AN ATTORNEY.*

### **What forms should be completed for student organizations to be able to open a bank account and begin accepting revenue from dues & events?**

The documentation required will probably depend on the bank chosen. Student Organizations collecting any form of revenue should have an organizational bank account.

In order to set up a bank account, you must complete the Tax ID application and some banks may require a verification letter from our office stating you are a registered student organization. Should you need this verification letter, please contact Student Involvement, [involve@auburn.edu](mailto:involve@auburn.edu)

### **Who should be listed on a student organization bank account? How many people need to be on a bank account?**

Each AU Student Organization that has a checking account should have at least two names on the account, preferably the Advisor and President or Treasurer. Social Security Information-

### **Whose social security number should we use?**

- Any person, as designated by the organization, can apply for its taxpayer identification number. The person who applies should use his or her social security number.
- Any person, as designated by the organization (can be same or different from above), needs to ensure that the proper tax return is filed by the deadline each year.
- See “What responsibilities accompany 501(c)(3) status?” in the attached IRS document.

Completing/ Filing Tax Information-

**Who should be completing any tax related paperwork for student organizations? What is that person responsible for?**

The student organization can pick the person responsible for completing the tax filings. The IRS does not specify which member is responsible, as long as the required (if any) tax return is filed on time.

**Is Auburn University okay with our student organizations filling under an affiliated national organization or should the university level organization have their own Tax ID information?**

As long as the student organization does not use Auburn's employer identification number (EIN) on any official document, the University does not have a preference as to how the organization files its tax return. The organization should discuss the matter with its parent organization

**Should student organizations consider applying for tax exempt status (or any other type of status)? If so, how?**

- Auburn cannot recommend whether or not a student organization should apply for tax- exempt status; however, we can recommend that they follow the IRS guidelines on applying for tax-exempt status:
- Annual gross receipts of \$5,000 or less: no application required – presumed to be tax exempt
- Annual gross receipts of \$50,000 or less: File Form 1023-EZ
- Annual gross receipts of \$50,000 or more: File Form 1023

**Note:** It may be best to seek professional assistance in apply for tax-exempt status.

- See IRS's website for information on how to apply:  
(<https://www.irs.gov/charities-non-profits/frequently-asked-questions-about-applying-for-tax-exemption>)

**Non-Profit Organization**

Some student organizations choose to apply for tax exempt status through the IRS. The most common type is a 501(c)3. Non-profit organizations have benefits such as exemption from state sales tax, the ability for donors to write off their charitable contributions, etc. The non-profit process is time consuming and does require additional fees for application. Organizations wishing to apply for non-profit status may find more information on the [IRS website](#)

If you are uncertain about your tax situation or have any questions, contact the IRS directly.

## **Club Sports**

Auburn University student organizations have a special category of student organizations referred to as Club Sports. The Club Sports programs are coordinated through the Competitive Sports Office in Campus Recreation and Student Involvement. These organizations are designed to serve students and faculty/staff members in recreational sports and activities. These interests can be competitive, recreational, or instructional in nature. The organizations may represent Auburn University in extra-curricular competition or conduct intra-club activities such as practice, instruction and tournament play.

All Club Sports must adhere to all organizational policies and procedures as well as any policy and procedure outlined by Campus Recreation. Club Sports organizations are registered in the same manner that all student organizations are registered. Failure to adhere to these policies and procedures will result in the loss of the benefits and rights of being an Student Organization.

### **Competitive Sports Office**

The Competitive Sports Office provides encouragement, guidance, and coordination to the Clubs Sports recognized by Student Involvement.

Questions regarding Club Sports should be directed to the Competitive Sports Office:

601 Heisman Drive

Auburn University, AL 36849 (334)844-0023

[www.auburn.edu/campusrec](http://www.auburn.edu/campusrec)

### **Becoming a Club Sport**

Students interested in beginning a Club Sport should begin the same process all student organizations are required to follow. Only Permanent Student Organizations will be considered an active Club Sport. Upon completion and approval of Provisional status, students interested in starting the Club Sport must schedule a meeting with the Competitive Sports Office. After the provisional period is up, organizations who have obtained approval by the Competitive Sports Office to become a Club Sport may apply for Permanent

Status. Should the Competitive Sports Office not approve the Club Sport a student organization may become a special interest group with students who enjoy playing that particular sport, but will not be allowed to compete.

### **THE FOLLOWING ARE TO BE COMPLETED AFTER THE ORGANIZATION HAS BEEN GRANTED PROVISIONAL STATUS**

Each organization is required to annually update their organization's information & roster online at [www.auburn.edu/auinvolve](http://www.auburn.edu/auinvolve). Directions are below:

1. Upon arriving to the AUinvolve website, students should begin by clicking on LOG IN in the upper right corner. You may access the page with your Auburn University Username and Password.
2. Upon logging in, you may access your organization page by clicking on "See all of my organizations" or browsing for your organization under the "Organizations" tab. All students who submit paperwork will automatically be listed as the primary contact for your organization granting you administrative privileges. You may change you primary contact at any time.
3. Update the membership roster for your organization.
  - Student Involvement requires your organization to have 10 members and at least two officers (President, Vice President and Treasurer if collecting dues). You may invite your members by their Auburn University e-mail address or you can have members click on "Join Organization". Our office requires you to enter all of your members into your roster. There are many benefits to having all of your members listed including but not limited to: Messaging, Elections, Document Storage, Forms/Applications, Events Calendar, and more.
4. Attend one New Student Organizations Leadership Training.
  - The Student Organization President and up to 5 officers are required to attend the New Student Organization Training. The training will cover important information on policies and procedures for student organizations as well as allow organization leaders the opportunity to discover more about their leadership style and potential.
5. Attend 3 of the Student Organization Workshops

- The Involvement Ambassadors host workshops to assist organization leaders in many different areas of running an effective organization. These workshops will cover a variety of topics and will be offered monthly. The schedule will be available on AUinvolve.