MANAGE AN ORGANIZATION MANUAL
UPDATED JANUARY 2024

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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 Office Front Desk Phone:
(334) 844 – 4788

Student Involvement Office Email Address:
involve@auburn.edu

Student Involvement Suite Hours:
Monday – 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 informative workshops 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.

Organizations Board (O-Board):
The Organizations Board (O-Board) is a student-led board committed to supporting Auburn student organizations and making students' goals and passions a reality. O-Board seeks to aid student organizations' growth and success by providing reimbursement funding to organizations, approving new organizations, and assisting organizations in their advancement to achieve

permanent status as members of Auburn's campus community.

O-Board convenes bi-weekly on Tuesday nights at 6:00 p.m. in the fall and spring semesters. The O-Board hearing calendar is located on the O-Board Events AUinvolve page. Once the O-Board receives a submission, the board will invite the organization to an O-Board hearing as soon as possible. Any prospective or current organization that wishes to appear before the board must submit all required materials by 4:45 p.m. the Wednesday before the hearing they wish to attend via AUinvolve. Contact O-Board at oboard@auburn.edu.

REGISTERED STUDENT ORGANIZATIONS OVERVIEW

/// ORGANIZATION CATEGORIES

Student Organizations are classified into five categories:
- Registered Student Organizations (RSOs)
- Sponsored Student Organizations (SSOs)
- Student Activity Organizations (SAOs)
- Club Sports
- Fraternities and Sororities

Organization Status Levels
- Active/Permanent
- Provisional
- Conditional
- Inactive
- Suspended

These categories and status levels are defined in the Student Organization Policy. Please refer to that policy to understand the definition of each.

/// BENEFITS OF BEING A RECOGNIZED AUBURN UNIVERSITY STUDENT ORGANIZATION

- Access to AUinvolve, the digital engagement platform and organizational management system that assists organizations with rosters, events, applications, and more.
- Eligibility to participate in the Involvement Fair, Organizations Week (O-

Week), Weekly Organization Days (O-Days), and other special events.

- Opportunity to utilize meeting or event space in campus facilities, mostly free of charge.
- Opportunity to purchase space in the Glomerata yearbook.
- Eligibility to apply for reimbursement 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 OF ALL ACTIVE STUDENT ORGANIZATIONS

- 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 (regularly scheduled meetings, programs, etc.) through AUinvolve and other necessary forms.
- Always have at least ten (10) members in the organization.
  - Membership in Auburn University student organizations should be limited to enrolled Auburn University students and Auburn University faculty/staff. Rosters should be accurate at all times. It is the organization's responsibility to ensure the roster only includes students currently involved with the organization.
- Have an Auburn University faculty or staff member serving as the student organization's advisor.
- Have at least two officers. One officer must be the President, and one must be the Vice President.
  - If collecting dues or income, the organization must also have a Treasurer.
- Advisors must participate in Advisor Training the first year they serve as an advisor. Advisors should attend training at least once every four (4) years or as necessary, determined by Student Involvement and the individual advisor.
- 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 organization's financial records.

- Adhere to all local, state, and federal laws and regulations and all policies set forth by Auburn University.
- Submit for annual organization re-registration annually during the designated period.
- 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.
- Ensure continuity from year to year by training new leaders and keeping strong records.

/// STEPS TO BECOMING A NEW/PROVISIONAL STUDENT ORGANIZATION

Groups interested in becoming official Auburn University student organizations will participate in the provisional student organization process by submitting a registration form and attending an Organization Board hearing upon completing the below tasks.

Organizations on Provisional status are eligible for all benefits except for applying for Organizations Board funding and using Auburn University marks/logos. Only permanent organizations are eligible to apply for funding and use the Auburn University marks/logos.

/// REQUIREMENTS OF ASPIRING PROVISIONAL ORGANIZATIONS

- Must have at least ten (10) members.
- Must have a full-time faculty/staff advisor.
- Must have a President and Vice President
  - Additional officer positions are at the discretion of the organization.
- Must have a Constitution/Bylaws
- If planning to collect dues or income, your organization must also have:
  - A Treasurer
  - An organization-specific checking account at a banking institution of your choice with at least two organization members' names listed on the account.
  - An Employee Identification Number (EIN) granted through an application with the IRS.
- Submit an application for a Provisional Student Organization via the instructions listed below.

- Attend an Organization Board hearing.
  - Appearances are scheduled by invitation from the board for the upcoming hearing closest to the time of your submission.

/// HOW TO APPLY FOR PROVISIONAL ORGANIZATION STATUS

- Visit aub.ie/orgregistration
- Select the blue "Register a New Organization" button.
- Read form instructions.
- Provide required information regarding your new organization, including:
  - Official Organization Name
  - Organization Description Summary
  - Social Media handles (if you do not have social media accounts, you may leave those spaces blank)
  - All Organization Contact Information
  - Typical dates, times, and locations of your meetings
  - Dues (if applicable)
  - Signature events or programs your organization offers (if already determined)
  - Note: This information can be changed at any time if necessary, so be sure to keep it up to date for interested students.
- Provide the positions, first and last names, and Auburn emails of all members (must have at least 10).
- Select all interests and categories your club identifies with (select from the "Available Categories" list to add).
- Upload the constitution/bylaws for your organization.
- Upload a profile picture or logo for your organization.
- Provide dues and income information (if applicable).
- Provide Advisor information.
- Provide any proposed activities for the upcoming year.
- Review all information and make final changes.
- Submit by selecting the blue "submit" button.

/// REQUIREMENTS OF ASPIRING PERMANENT ORGANIZATIONS

After completing all Provisional Status requirements, the organization is eligible to apply for Permanent status. Organizations must meet the requirements below before applying for permanent status.

- Must attend <u>New Organization Orientation</u> hosted semesterly.
  - Up to five (5) members of any individual organization may attend.
- Must attend Three (3) <u>Involvement Workshop opportunities</u> hosted by the Involvement Ambassadors and/or Emerge Lunch and Learns within two semesters of applying for provisional status.
  - Aspiring permanent organizations must track the name and date of the workshops they attend alongside the attendee's name for full consideration.
- Must have a President, Vice President, and Treasurer if collecting dues.
- Must have at least ten (10) members.
- Must have a full-time faculty/staff advisor.
- Must apply for permanent status within a year of becoming provisional.

/// HOW TO APPLY FOR PERMANENT ORGANIZATION STATUS

- Begin the <u>Permanent Status Request Form on AUinvolve</u>.
- Provide required student organization information.
- Provide Advisor Information.
- Provide dues and income information (if applicable).
- Review all information and make final changes.
- Submit by selecting the blue "submit" button.

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 essential to student life and significantly enhance the student experience. Permanent 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 whether your organization name will be allowable or any

other questions regarding the use of the Auburn University name, please visit the Office of Trademark Management & Licensing's website.

/// REGISTERED STUDENT ORGANIZATION NAMES

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

/// SPONSORED STUDENT ORGANIZATION (SSO) VERIFICATION FORM

Sponsored Student Organizations are organizations formed to advance an interest that is closely related to a university college or department and to contribute to the mission of the University. Sponsored Student Organizations must be sponsored by a university college or department, and a University Dean or Vice President must complete a verification form confirming that affiliation. Although governed by students, Sponsored Student Organizations typically are subject to more University oversight and management than other registered student organizations. Sponsored Student Organizations may be funded in whole or part by an administrative department or academic unit while also being eligible for funding from the Organizations Fund or by contacting their respective SGA Senator through the budget & finance process. More info may be found in the Student Organization Policy.

If you feel that your organization meets the Sponsored Student Organization definition, please complete a Sponsored Verification Form and provide a signed copy to Student Involvement.

/// 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 the 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 students, 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.

/// AUBURN UNIVERSITY POLICIES FOR STUDENT ORGANIZATIONS

Student organizations are expected to adhere to all local, state, and federal laws and regulations and all policies set forth by Auburn University. All Auburn University policies related to students can be found via the Auburn University Student Policy eHandbook. Frequently referenced policies for student organizations and student leaders are linked directly below.

Campus Distribution Policy
Code of Student Conduct
Drug Free Campus and Workplace Policy

Expression and Demonstration Policy
Hazing Policy
Outdoor Amplified Sound Policy
Policy on Student Organizations' Use of Auburn University Trademarks
Student Organization Policy
Student Organization Social Event Policy

AUINVOLVE FUNCTIONS OVERVIEW

/// AUINVOLVE MAJOR FUNCTIONS HOW-TO GUIDES

- Roster Management
  - Assigning and Removing Positions
  - Adding and Removing Members
- Sending Mass Messages
- Register & Edit an Event
- Using Mobile Event Check-in App for Attendance
- Event Planning Guide
- Marketing and Communications Overview

/// ANNUAL REGISTRATION PROCESS

Locating Registration
1. Visit aub.ie/orgregistration and log in with your Auburn credentials.
2. Search your organization's name and select the blue "Re-register" button.
3. Complete the submission form in its entirety and click submit to send it to Student Involvement for approval for the upcoming academic year.

Important Reminders
- Only one (1) individual may access and submit the organization's re-registration form at a time.
- The individual who submits will automatically become the organization's Primary Contact.

- Changes made to the organization via re-registration (roster, constitution, profile bios, etc.) will **not** go into effect until the submission is approved.
- Be on the lookout for comments on your submission for any changes a Student Involvement team member may request for your submission. Comments are sent as official AUinvolve emails to the submitter's Auburn email.

Step 1: Registration Instructions
- Read the instructions in their entirety.

Step 2: General Information
- Here, you will see all the information that is currently on your organization's AUinvolve Profile page. Please make any changes or edits to this information if needed.
- The required fields that must be filled out include:
    o Official Organization Name
    o Organization Description Summary
    o Social Media handles (if you do not have social media accounts, you may leave those spaces blank)
    o All Organization Contact Information
    o Typical dates, times, and locations of your meetings
    o Dues (if applicable)
    o Signature events or programs your organization offers.
    o Any awards or recognitions your organization has won recently
- DO NOT change your organization's selected URL.

Step 3: Constitution/Bylaws
- Submit your organization's most up-to-date copy of your constitution/bylaws.
- Note: Necessary changes to your constitution/bylaws may be listed in the instructions portion of the submission form and will be required for approval.

Step 4: Organization Roster
- Add New Members
    o You can add new members individually by first and last name and Auburn email (abc1234@auburn.edu) or in bulk by AU emails (abc1234@auburn.edu) as a comma-separated list (CSV).
- Review Your Current Roster
    o Remove any members you know are no longer affiliated with your

organization or have graduated.
- Select the check box next to the names of the individuals you wish to delete.
- Select the delete button at the top of the roster to remove the individual(s).
- Assigning Positions
  - Scroll down to "review roster," where you will see your organization's leadership information. This section will ask you to update the existing 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 closest to the template provided.
  - Members can also hold multiple positions. (ex. If the President also acts as the Webmaster, this member can be assigned to both positions).
  - Complete this for each required position listed and any additional positions specific to your organization as outlined in your constitution. 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 can move forward with the registration form.

Step 5: Profile Picture
- Update and upload your current profile picture.
- Tip: Most organizations use their logo to help with brand recognition.

Step 6: Review Categories
- Review all categories your club identifies with.
  - Select from the "Available Categories" list to add.
  - Select from the "Assigned Categories" list to remove.

Step 7: Review Interests
- Review all interests your club identifies with.
  - Select from the "Available Interests" list to add.

o Select from the "Assigned Interests" list to remove or change priority.

Step 8: Organization Advisor
- Provide your up-to-date advisor information.

Step 9: Review Supplemental Information: Student Organization Policy & Emergency Contact Information
- Review student organization policy reminders and provide emergency contact information.
- Sign your initials to verify you've read and agree to the provided information.

Step 10: Review Supplemental Information: Organization Name, Type, and Logo
- Review student organization type, name, logo, and applicable policies.
- Sign your initials to verify you've read and agree to the provided information.

Step 11: Review Supplemental Information
- Share information about your activity from the previous academic year.
- Provide any organization highlights or comments for potential publication.

Step 12: Provide Feedback: How Can Student Involvement Better Support You?
- Share information about your activity from the previous academic year.
- Provide any organization highlights or comments for potential publication.

Step 13: RSVP for Required Student Organization Presidents' Training
- Provide the name and contact information of the organization representative planning to attend. Attendance is required.

Step 14: Submit
- This is your opportunity to review your submission and make final changes.
- Be sure to select the blue "submit" button to complete the process.

Post-Registration
- A Student Involvement staff member will review your registration submission.
- You will receive an official email from AUinvolve that will notify you of your status change from pending to either approved or denied.

- All the changes and information you listed will take effect if your submission is approved.
- If your submission is denied, a Student Involvement staff member will notify you of the changes that need to be made to receive approval.

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 reservations@auburn.edu. To learn more about the space reservation options on campus, visit Melton Student Center Reservations website.

/// MELTON STUDENT CENTER RESERVATIONS OFFICE HOURS
Monday – Friday: 7:45 am – 4:45 pm
Saturday & Sunday: Closed
The office is closed during all University Holidays.

/// MELTON STUDENT CENTER RESERVATIONS OFFICE
Room 1115 on the First Floor of the Melton Student Center (next to the Student Media Suites)
- All space agreements must be returned to the Reservations Office 48 business hours in advance. *Note: Student Activities Center Reservation Agreements must be turned in 6 business days before the event.*
- Contracts not returned will result in reservation cancellations.

/// STEP BY STEP: MAKE A RESERVATION
- Contact the Melton Student Center Reservations Office to discuss the availability of your desired event and/or room locations.
  - Note: Small organizational meetings, including executive board meetings, weekly organization 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.
- 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 AUinvolve and/or the Campus Event Planning System (CEPS).

Cancellations, No Shows, & Fees

Reservations must be canceled 48 business hours in advance.

- Reservations canceled within 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 six (6) business days in advance or may be subject to cancellation fees.
- A $75 clean-up deposit is needed 48 hours before an outdoor event. The clean-up deposit is refundable.

THINGS YOU NEED TO KNOW ABOUT THE CAMPUS EVENT PLANNING SYSTEM (CEPS)

This system must be used for all on-campus events that meet one or more of the criteria listed below:

- The anticipated number of attendees is over 100 people.
- 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), a DJ/band that is not a student, and 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, dunk tanks, or rides).
- A 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 CEPS request to ensure the location and time for your request are available and confirmed.

2. Requests are submitted via the <u>CEPS website.</u>
3. Deadlines for submitting your event to CEPS:
   a. 100 or fewer people, 30 days in advance of the proposed event date
   b. 101-500 people, 60 days in advance of the proposed event date
   c. 500 or more people, 90 days in advance of the proposed event date
   d. Events involving the consumption of alcohol, run/walks, or minors 90 days in advance of the proposed event date.

For additional questions regarding the CEPS website or submission process, please contact MaryBeth Murphy, University Events Database Administrator, at mem0006@auburn.edu.

FREQUENTLY ASKED QUESTIONS

Who should I contact for help starting a New Organization?
Students wishing to start a new organization may e-mail involve@auburn.edu to schedule an appointment with an Involvement Ambassador or a Student Involvement staff member!

What is the difference between a Provisional and Permanent organization?
- Provisional student organizations are recently created organizations with limited benefits and are in the process of completing tasks to become a permanent organization on campus. Permanent student organizations have completed all provisional status tasks and met all annual requirements for full recognition and benefits.

What happens if an organization fails to 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 Auburn 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:

- Have been on Conditional status for a period exceeding two consecutive years.
- Violation of University policies and regulations.
- If the organization's president or advisor reports that the student organization is no longer functioning,
- An inactive organization wishing to re-establish itself on campus must repeat the entire registration process as a provisional student organization and apply for permanent status to regain its active student organization status.

How do I find an advisor for my organization?
- Students may ask any Auburn University faculty or staff member to serve as an 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.

What can my organization's logo look like?
- Registered Student Organizations may create their own graphic logo that includes "at Auburn University," "at AU," or "at Auburn" but may not incorporate any additional Auburn trademark or references into the logo. The organization's name must be included with this graphic. The text "at Auburn University," "at AU," or "at Auburn" may not appear larger than the organization name. For further details, visit the Office of Trademark Management & Licensing's website.
- Student Organizations will be required to complete the Student Organization Logo Approval Form (outside of re-registration) before they may print their organization logo on any design or apparel.

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 their events & activities through AUinvolve. Any event 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 only have to have a checking account if 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's Advisor. Student Involvement retains the right to request an audit of any organization's financial records.

How can I secure funding for my student organization?
- Student Organizations can apply for the Organizations Board (O-Board) Organizations Fund (O-Fund) reimbursement funding by completing the form online through AUinvolve. Only permanent organizations are eligible to apply for the O-Fund. For more information, visit the Student Involvement Funding website.

SAMPLE CONSTITUTION BYLAWS

Organizations wishing to register with the university must submit a constitution and bylaws that provide 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 organization's Documents tab on AUinvolve.

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

/// THE CONSTITUTION

A constitution establishes the broad structure and fundamental principles that govern the organization. It should be straightforward, and it should be challenging to amend.

/// THE BYLAWS

Bylaws outline an organization's procedure rules and should be consistent with

the constitution. Bylaws are often more specific and 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 Registered Student 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.* In the event your organization will become a Sponsored Student Organization, please refer to Trademark and Licensing for additional information regarding organization naming abilities.

> **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…"

Article III Membership
Constitutions must include the non-discrimination statement below verbatim. A student organization whose primary purpose is religious will not be denied registration as a registered student organization on the grounds 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 sex (sexual orientation, gender identity, and gender expression), race, color, religion, national origin, age, disability, genetic information, or protected veteran status as outlined in the Auburn University Policy against Discrimination and Harassment. 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 2: General Members**
> *This section should include general membership requirements.*

> **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, being on the current AUinvolve 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 include… *(Please state any qualifications for each office.)*

Section 3: Officers will hold office from… *(Please insert officers' term limits. Also, include whether 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 their term, the following will take place… *(Please include the provisions to be made for filling vacancies. This should include the impeachment process of an officer who is not fulfilling their duties.)*

Article V Advisors

Section 1: The 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 removing 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: *This section should also address who can call special meetings and 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, and by 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, and 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 in 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 a 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 for committees.*

Article V Finances (if needed)

Section 1: *This section should address any specific issues or guidelines regarding the organization's financial records, reporting, responsibilities, etc. 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 the 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 a 2/3 majority vote of the membership present (a quorum being present).

ADVISOR EXPECTATIONS

Student organization advisors are integral to student organization's and its leaders' success. Student Involvement is grateful to the numerous Auburn University faculty and staff who take on this role annually. Below are guidelines

regarding the role of a student organization advisor.

/// THE ROLE OF A STUDENT ORGANIZATION ADVISOR

- Provide guidance and overall assistance to the student organization. The advisor shall serve as a consistent source of information to the organization from year to year.
- Attend officer and organization meetings.
- Meet individually with the organization president.
- Maintain contact and communicate with the organization.
- Encourage and advise the organization's operations and work with the officers to promote the effective administration of the organization.
- Assist in planning events as needed.
- Provide insight into the groups' problems and successes.
- Assist the organization in compliance with all University and Student Involvement policies and procedures.
- Help student leaders prepare an annual budget.
- Be listed as a signatory on the student organization's checking account and ensure the organization adheres to sound financial policies.
- Participate in Advisor's Training the first year they serve as an advisor. Advisors should attend training at least once every four (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.)

/// ADVISORS OF STUDENT ORGANIZATIONS SHOULD NOT:

- Purchase alcohol for the student organization or its members
- Pledge their backing for the debts of the registered student organization.
- Run the organization by reserving the right to approve or control its decisions and activities. Student organizations are intended to be student-run.
- Serve as the student organization's treasurer, bookkeeper, or accountant.

/// 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. For more information, visit Auburn University's Campus Safety & Security's Clery Act Compliance website.

STUDENT ORGANIZATION BANK ACCOUNT INFORMATION

THIS DOCUMENT IS FOR EDUCATIONAL PURPOSES ONLY. EACH LEGAL SITUATION IS VERY SPECIFIC AND UNIQUE TO EACH INDIVIDUAL ORGANIZATION. THIS DOCUMENT SHOULD BE CONSIDERED AS A GUIDE AND SHOULD NOT BE CONSIDERED AS A SUBSTITUTE FOR LEGAL ADVICE. FOR 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 depend on the bank chosen. Student Organizations collecting any form of revenue should have an organizational bank account.
- To set up a bank account, an organization must complete the Tax ID application with the IRS, and some banks may require a verification letter from Student Involvement affirming the existence of the student organization. Should you need this verification letter, please contact Student Involvement at involve@auburn.edu.

Who should be listed on a student organization bank account? How many people need to be on a bank account?
- Each Auburn 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 designated by the organization can apply for the organization's taxpayer identification number. The person who applies should use their social security number.
- Any person designated by the organization (can be the same or different from above) must ensure that the proper tax return is filed by the deadline each year.
- For Additional assistance regarding seeking tax exemption for your student organization, please view the IRS's FAQs for Applying for Tax Exemption.

/// 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 tax return, if any, is filed on time.

Is Auburn University okay with our student organization filling under an affiliated national organization, or should the university-level organization have its 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 for 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. Organizations should follow IRS guidelines on tax-exempt status.

NON-PROFIT ORGANIZATIONS

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 application fees. 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.