PERMANENT STATUS INFORMATION PACKET
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WELCOME!

We hope your first year as a registered student organization at Auburn University has gone well! We look forward to hearing about all the exciting things you have accomplished over the past year.

The process of applying for Permanent status is outlined in this packet. You will find it to be very similar to the process to apply for Provisional Status. Be sure to include all information requested.

Remember that during the Provisional period, the organization must demonstrate the following in order to apply for Permanent status:

1. Its value through worthwhile group enterprises and activities
2. Sound financial policies
3. That it has met all the requirements to remain a recognized AU student organization

All required paperwork may be submitted through AUinvolve. To Access the form, go to this link: https://auburn.collegiatelink.net/form/start/17465.

Should you have any questions regarding student organizations at Auburn University, consult the Frequently Asked Questions insert of this packet or contact the Office of Student Involvement. Good luck with your application process!

Office of Student Involvement
334.844.4788
involve@auburn.edu
www.auburn.edu/involvement

John-Michael Roehm, Coordinator- Student Organizations
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REQUIREMENTS TO REMAIN A RECOGNIZED AU STUDENT ORGANIZATION

• Attend the annual President’s Meeting hosted by the Office of Student Involvement.
• Update the student organization’s information on AUinvolve by the deadline set forth by the Office of Student Involvement.
• Register all organization events (regular scheduled meetings, events, etc.) through AUinvolve and other necessary forms.
• Have 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.
• Have an Auburn University faculty or staff member serving as Advisor of the student organization.
• Advisors must participate in Advisor’s Certification once every three years. New advisors must attend during their first year as 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. The Office of 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.
• All organizations must update their AUinvolve page with any officer changes.
• Any other requirements made known by the Office of Student Involvement.
FREQUENTLY ASKED QUESTIONS

Who must apply to become a recognized AU student organization?
Any group of 10 or more currently enrolled Auburn University students who refer to themselves as an organization or club must apply to be recognized with the Office of Student Involvement. This does not include Student Activity Portfolios or the Greek Life organizations which fall under different categories.

What is the difference between a Provisional and Permanent organization?
An organization is given one year of provisional status before becoming an officially recognized AU student organization and the granting of Permanent status by Organizations Board. During the Provisional period, the organization must demonstrate the following in order to apply for Permanent status:
1. Its value through worthwhile group enterprises and activities
2. Sound financial policies
3. That it has met all the requirements to remain a recognized AU student organization.

Organizations on provisional status are eligible for all benefits with the exception of the ability to apply for Organizations Fund monies. Only Permanent organizations are eligible to apply. 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 remain on Provisional status for one year from the date the organization’s Provisional status was approved by the Organizations Board. After that one year deadline expires and all requirements have been met, the student organization will have a maximum of six months to apply for Permanent status. Organizations can contact the Office of Student Involvement to request the paperwork to apply for Permanent status. Organizations who fail to apply for Permanent status within six months will be placed on Inactive status.

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 Probationary status. The organization loses all privileges of a recognized AU student organization. An organization that remains on Probationary 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:
1. Been on Probationary status for a period exceeding two consecutive years.
2. Violation of University policies and regulations.
3. Failure to obtain Permanent status after a period of six months after completing one year of Provisional status.
4. 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 recognition process.

What is Organizations Day?
Organizations Day (also known as O-Days) are held throughout the year. It is an opportunity for your organization to set up a table and for other Auburn University students to learn about your organization. It is especially a great way to recruit new members. The Office of Student Involvement provides a table and two chairs free to each organization. You must sign up to participate.

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. The role and expectations of the advisor are included in this packet.

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. Failure to do so may result in Probationary Status.

What is the Presidents’ Meeting?
Presidents’ Meeting is a required informational meeting for each organization’s President held at the beginning of the fall semester. If the president is unable to attend at the scheduled time of the meeting, then they may send a representative. The meeting date and time is announced through AUinvolve. Failure to attend the Fall Presidents meeting may result in organizations losing some privileges until attendance. Failure to attend places organizations on Probationary Status.

What events do organizations have to register?
Organizations should register all of their events & activities through AUinvolve. To do so, students with proper administrative privileges for their organization page may create an event from your organizations main page. Any event that is serving as an official organizational function should be recorded through
AUinvolve. Not only does this process register your event with our office, it allows your members to have access to your event calendar through AUinvolve.

Any event taking place on Auburn’s campus that is not a reoccurring event (general meeting) should be registered with Auburn University’s Office of Communications and Marketing through www.auburn.edu/auevents. This process should be done in advance. Specific guidelines are available at www.auburn.edu/auevents.

**How do I set up my organization’s checking account?**
An organization may set up a checking account at any local banking institution. Organizations do not have to have a checking account unless they collect an income such as dues. The organization should have at least two names on the bank account, one of which should be the organization Advisor. The Office of 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. Information regarding fundable expenses can be found at www.auburn.edu/organizations. Only Permanent student organizations can apply for monies from the Organizations Fund.
ABOUT STUDENT ORGANIZATIONS BOARD

The Auburn University Student Organizations Board (O-Board) is composed of seven members and a representative of the Division of Student Affairs who serves as an ex officio member. O-Board members are selected through an interview process and appointed by the Student Government Association Student Senate.

O-Board shall have the following duties:
• To publish at the end of each semester to the Student Senate a list of the student organizations and their status.
• To review and approves applications for Provisional student organizations.
• To review and approves applications from Permanent student organizations for Organizations Funds monies.
• To disapprove any application, if necessary, on technical grounds.
• To maintain a record of all chartered organizations and allocations from the Organizations Fund in the Office of Student Involvement.

O-Board meetings are held at least monthly during fall and spring semester. A full schedule of Organizations Board hearing dates are made available at www.auburn.edu/organizations. Organizations requesting to meet with O-Board must submit the required materials the Thursday before each hearing by 4:45 PM. The presence of half of the membership of O-Board plus one shall constitute a quorum.

An organization may appeal any decision of O-Board to the Student Government Association Judicial Branch. This appeal must be made within 30 days of the Organizations Board.

FALL 2015 HEARING DATES
August 25
September 8
September 22
October 6
October 20
November 3
November 17
December 1

The following information is taken from Chapter 300 and Chapter 500 of the Student Government Association Bylaws found online at www.auburn.edu/sga.
STEPS TO BECOME A PERMANENT STUDENT ORGANIZATION:

This packet will assist you in compiling the information necessary to begin the registration process for becoming an officially chartered Student Organization. The registration process takes place entirely online through AUinvolve (auburn.edu/auinvolve). Please follow the following steps to become registered.

1. Compile information in this packet before beginning online process.
2. If necessary, meet with a staff member from the Office of Student Involvement or an Involvement Ambassador to review your packet and answer any questions (not required).
3. Go to www.auburn.edu/auinvolve
4. Click on Log In on the top right corner.
5. Log in using your Auburn University Username and Password.
6. Go to this link to access form: https://auburn.collegiatelink.net/form/start/17465
7. Using the information in the packet, complete the steps as outlined online.
8. You may access your registration at any time under “submissions” in the Involvement drop down menu.
9. After completing all of the necessary steps, submit your application for approval. Applications are due the first Tuesday of each month.
10. Organization Presidents and other representatives will present their organization request to the Organizations Board during a scheduled hearing. Hearing dates can be located at www.auburn.edu/organizations. A specific hearing time will be e-mailed to Organizations Contact prior to the meeting.

Failure to attend the Organizations Board twice will result in a cancelation of request.
The below information is a worksheet to complete prior to beginning the registration process on AUinvolve. This worksheet will assist you in completing the online form. All applications must be submitted online. **No paper applications will be accepted.**

Organizations must submit the following information:

- Your organization’s constitution and bylaws.
- A review of programs/activities from the past year that demonstrate the organization’s value through worthwhile group enterprises and activities
- A list of proposed programs/activities for the upcoming year
- An updated list of members and their email address
  (All organizations are required to have 10 members before being granted a charter.)
- An updated Advisor Agreement Signed (Form attached)
- An updated Dues/Income Agreement (Form attached)
- An updated Sports Club Approval Form (If Applicable) (Form attached)
STUDENT ORGANIZATIONS ADVISOR EXPECTATIONS

Student organization advisors are integral to the success of any student organization and its leaders. The Center for Student Organizations is grateful to the numerous Auburn University faculty, administrators, and staff who take on this role annually. Below are the some 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 Center for Student Organizations policies and procedures. This includes such policies as risk management, financial, trademark and licensing, OIT, and annual Center for Student Organizations requirements.
- Be listed as a signatory on the student organization’s checking account and ensure the organization is adhering to sound financial policies.
- **Attend an Advisor Certification session once every three years. New student organizations must have their advisor attend the first available advisor training. New advisors of existing organizations must attend an Advisor Certification session during their first year as advisor of the organization.**

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 roll 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.
ACADEMIC ORGANIZATION VERIFICATION FORM

This form will need to be submitted in paper to the Organizations Board at the date of your hearing.

Name of organization: _______________________________________________________

Advisor Name (please print): _________________________________________________

Department: _________________________________________________________________

Phone: _____________________________ Email: _____________________________

The organization named above is affiliated with the department of ______________ at Auburn University. Its activities fully relate to the education, research, and community service mission of the University and to the goals or objectives of this department or unit.

Department Chair Signature: ________________________ Date: _______________

Dean’s Signature: _________________________________ Date: ________________
Sports Clubs should contact the Competitive Sports Office in Campus Recreation prior to completing this packet to ensure they are in proper standing. 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.

Questions regarding Club Sports should be directed to the Club Sports Office:
Joe Wise, Coordinator
Daniel Overstreet, Coordinator
601 Heisman Drive
Auburn University, AL 36849
(334)844-0023
www.auburn.edu/campusrec
STUDENT ORGANIZATIONS
HELPFUL CONTACTS

STUDENT ORGANIZATIONS ADVISING STAFF
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Janise McKenzie, Graduate Assistant
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844-4737
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CONCOURSE/BANNER PERMITS
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STUDENT CENTER ROOM RESERVATIONS
Andrea Conti
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844-1300
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CLUB SPORTS
Joe Wise, jaw0058@auburn.edu
Daniel Overstreet,
oversdr@auburn.edu
601 Heisman Drive
844-0023
jaw0058@auburn.edu

TIGER CATERING
(Chartwells)
1119 Student Center
Phone: 844-1234
tigercatering@auburn.edu

CAMPUS EVENT PLANNING
Chris Greene
844-9135
greenc1@auburn.edu

RISK MANAGEMENT
Melissa Agresta
844-4870
maa0034@auburn.edu