AU involve

PROVISIONAL STATUS INFORMATION PACKET
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WELCOME!

Thank you for your interest in becoming a registered student organization at Auburn University! Numerous organizations with a variety of interests and goals are available for students at Auburn and yours can add to this exciting mix of opportunities for student membership.

Enclosed in this packet are helpful resources to aid in your application process. In addition to the information included, various topics are addressed online at www.auburn.edu/organizations.

Be sure to include all information requested on the enclosed organization checklist, including copies of your organization’s constitution and bylaws. A description of the necessary information that is required to apply for provisional status is included in this packet.

Once you have completed compiling the required paperwork, you may submit it to the Office of Student Involvement online through AUinvolve. After your application has been reviewed a representative of your organization will then be scheduled to appear before the Student Organizations Board.

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!

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334.844.4788
involve@auburn.edu
www.auburn.edu/involvement

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BENEFITS OF BEING A RECOGNIZED AU STUDENT ORGANIZATION

- The opportunity to obtain meeting or event space in campus facilities
- The opportunity to publish announcements in all University publications
- The opportunity to purchase space in the Glomerata
- The opportunity to receive a campus mailbox
- The opportunity to utilize the Auburn University name and logo according to Trademark and Licensing policies
- The opportunity to have the organization listed in all Office of Student Involvement publications and on the official online list of Auburn University Student Organizations
- The opportunity to apply for funds from the Organizations Fund (for Permanent organizations only.)
- Develop leadership skills
- Participation in Organizations Days (O-Days)
- Form new friendships
- Participate in various organization and leadership training programs
- Host or sponsor campus speakers
- Conduct fundraising activities
- Access to the Office of Student Involvement, AUinvolve, and other resources
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 an 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 approve applications for Provisional student organizations.
- To review and approval 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 REGISTERED AS A 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. Click on the Organizations Tab at the top of the page.
7. Click on “Register a New Organization”.
8. Using the information in the packet, complete the steps as outlined online.
9. You may access your registration at any time under “submissions” in the “Involvement” drop down menu.
10. 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.
11. 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 approval twice will result in a cancelation of request.
AUBURN UNIVERSITY STUDENT ORGANIZATIONS BOARD
PROVISIONAL STUDENT ORGANIZATION WORKSHEET

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.

<table>
<thead>
<tr>
<th>Organization</th>
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<tbody>
<tr>
<td>Advisor Name</td>
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<tr>
<td>Advisor Phone &amp; Email</td>
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<tr>
<td>Contact Person Name</td>
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<tr>
<td>Contact Person Phone &amp; Email</td>
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</tbody>
</table>

Organizations must submit the following information:

- Your organization’s constitution. (Sample attached)
- Your organization’s bylaws. (Sample attached)
- A list of proposed programs/activities for the upcoming year.
- A list of members and their email address.
  All organizations are required to have 10 members before being granted a charter.
- Academic Organization Agreement (If Applicable) (Form Attached)
- A Tax ID Number or a copy of your request for your Tax ID Number.
  (Instructions attached) You do not have to have a Tax ID number if you are not collecting dues.
- Sports Club Approval Form (If Applicable) (Form attached.)

After Your Provisional Status is Approved:

- Your organization will be granted full access to AUinvolve.
- Update your AUinvolve Page
- Officers must begin to attend Student Organization Workshops. Must attend 3 of 6.
- Officers must attend Student Organization Leadership Training.
  (Dates for Training Sessions online at www.auburn.edu/organizations)
USING THE NAME OF THE UNIVERSITY

Auburn University Office of Trademark and Licensing was created to establish a foundation for promoting and protecting the use of its trademarks. Use of Auburn University’s name or other Auburn trademarks with an organization name implies association with the University. Therefore, only those student organizations that are officially recognized by the Office of Student Involvement and official campus departments are allowed to use AU trademarks in conjunction with their name.

However, for the administrative purposes, the name Auburn University is not used prior to the name of the organization. Your constitution and all records with the Auburn University Office of student Involvement should reflect the name of the organization without the AU.

For more information on using the Auburn University name, see the Student Organizations Handbook (www.auburn.edu/involvement) or visit the Office of Trademark Management & Licensing website at www.auburn.edu/administration/trademark.

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 Office of Student Involvement.

For additional information regarding the University’s Title IX compliance, click here.
SAMPLE CONSTITUTION AND BYLAWS

Organizations applying for charter status 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.

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

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.

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 in the name of the organization for record keeping purposes. All organizations recognized by the Office of Student Involvement are official Auburn University student organizations. Remember, this name will be the official one required on all materials.

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**

Section I: 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 II: 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 I: 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 II: The qualifications for each office (Please state any qualifications for each office.)

Section III: 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 V: 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 2: 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 I: 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 I: Elections of new officers will take place...(insert the estimated times of elections and how often they will occur.)

Section II: Insert information on the nomination process.

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

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

Section V: 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)

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).
RECRUITING MEMBERS

Students interested in starting a new student organization must have ten (10) currently enrolled students to form a new student organization. Therefore, if you do not have ten students you will need to find a few that might be interested in helping you get the organization started. There are a couple of ways you can recruit founding members:

- AUinvolve is the number one way to recruit new members. Organizations may post different news articles, events, and much more. Log on and fully utilize AUinvolve!
- Tabling on the concourse. You must obtain a permit through AUinvolve 48 business hours prior to the date. This is a great way to distribute information about your organization and to talk with prospective members.
- If your organization is going to be affiliated with your department, college, or school you can talk to students in your classes. Ask your professors for their support and if they would make an announcement to their class. You may even ask permission to host an interest meeting.
- If your organization is going to be affiliated with a church or special interest group, talk to community organizations and let them know what you are interested in doing.
- Word of mouth always works well too! Share with your friends and friends of friends that you are interested in starting this organization. Word will get around!
STUDENT ORGANIZATIONS ADVISOR EXPECTATIONS

Student organization advisors are integral to the success of any student organization and its leaders. The Office of Student Involvement 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 Office of Student Involvement policies and procedures. This includes such policies as risk management, financial, trademark and licensing, OIT, and annual Office of 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.
- Attend an Advisor Certification session once every three years. New advisors 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 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.
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: ________________
TAX ID INSTRUCTIONS

Student organizations must apply for an IRS Federal Employer Tax ID Number if they intend to collect dues. The quickest way to complete is online.

ONLINE

Go to the following website to obtain the Form SS-4 and instructions:


PHONE

You may also call the following number to talk to an IRS representative:

(800) 829-4933;

The average wait to reach a human being is one to two minutes. It helps to have a completed Form SS-4 in front of you, because the agent will ask you many of the same questions.

Mail completed form to:

Internal Revenue Service Center
Attn: EIN Operation
Philadelphia, PA 19255
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 the Office of 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 chartered and recognized in the same manner that all student organizations are chartered and recognized. Failure to adhere to these policies and procedures will result in the loss of the benefits and rights of being an Auburn University Student Organization.

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

Questions regarding Club Sports should be directed to the Competitive Sports Office:
Joe Wise, Coordinator
Daniel Overstreet, Coordinator
601 Heisman Drive
Auburn University, AL 36849
(334)844-0023
www.aubum.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. 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.
   a. The Office of Student Involvement requires your organization to have 10 members. 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 the bi-annual New Student Organizations Leadership Training.
   a. The Student Organization President and up to 5 officers are required to attend the New Student Organization Leadership Training. The training is offered twice a year, in September and January. 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 6 Student Organization Workshops
   a. The Involvement Ambassadors host 6 distinctive 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 of these workshops is available on AUinvolve.
**CSO EMAIL**

The AUinvolve messaging is the official medium of communication between our office and your organization. It is vital to keep your organization’s information current in order to receive emails that are impertinent to your organization’s status. These emails will include dates of events required by our office, events that are put on by your fellow organizations, etc.

Another of the many benefits of becoming a chartered organization through our office is the ability to send out information about your organization’s upcoming events over the database. Submit your short message promoting your organization’s event to involve@auburn.edu. Our office will then forward that information to our 400+ student organizations as well as through our Social Media outlets (@AUinvolve)

If you have any further questions, please contact John-Michael Roehm, roehmjm@auburn.edu or 334-844-4788.
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