### Table of Contents

<table>
<thead>
<tr>
<th>Section I - Introduction</th>
<th>Commercial Sponsorship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>Off Campus Activity</td>
</tr>
<tr>
<td>What is a Student Organization?</td>
<td>Security</td>
</tr>
<tr>
<td>Center for Student Organizations</td>
<td>Contracts</td>
</tr>
<tr>
<td>Student Organizations Board</td>
<td>Event Policies</td>
</tr>
<tr>
<td>Categories of Student Organizations</td>
<td>Responsibility Before, During, &amp; After</td>
</tr>
<tr>
<td>Important Terms</td>
<td>Events</td>
</tr>
</tbody>
</table>

| Section II – Benefits & Responsibilities                                                | Section VII - Risk Management                       |
| Benefits                                                                                 | Philosophy                                           |
| Responsibilities                                                                         | Fire Prevention                                      |
| Section III – Creating a New Organization                                               | Hazing                                               |
| Starting a New Organization                                                              | Smoking Policy                                       |
| Steps to Take                                                                            | Alcohol & Drug Policy                                |
|                                                                                         | Firearm &Weapon Policy                               |

| Section IV – Leading an Organization                                                   | Section VIII – Financial Management                 |
| Running an Effective Meeting                                                            | Banking                                              |
| Program and Event Planning                                                              | Preparing A Budget                                   |
| Accessibility to All                                                                    | Fundraising                                          |
| Retaining Members                                                                       | Organizations Fund                                   |
| Considering Community Service                                                           | Section IX - Nondiscrimination & Harassment Policy   |
| Leadership Transition                                                                   | Philosophy                                           |
|                                                                                         | Anti Harassment Policy & Grievance Procedure         |

| Section V - Publicity                                                                    | Section X - Advisors                                 |
| Advertising & Distribution Policy                                                       | Selecting an Advisor                                 |
| Printer Disclaimer                                                                       | The Role of an Advisor                               |
| Advertising Around Campus                                                               | Organization’s Responsibilities to the Advisor       |
| Other Forms of Publicity                                                                 | Suggestions for Effective Advising                  |
| Use of Campus Mail                                                                      | Section XI- Helpful Contacts                         |
| Contacting Student Organizations                                                       |                                                     |
| Getting Your Organization’s Webpage                                                     |                                                     |
| Using the Auburn University Trademark                                                   |                                                     |

| Section VI - Events & Activities                                                       |                                                     |
| AU Venue Reservations                                                                  |                                                     |
| Equipment Rental                                                                        |                                                     |
| Campus Solicitation                                                                    |                                                     |

Updated August 2013
Dear Students,

We recognize that student organizations provide a valuable service to the Auburn University Family by promoting leadership development, community spirit, activism, public service, and social and cultural interaction. Involvement in student organizations is a great way for Auburn University students to get connected to the campus, build leadership skills, meet people, and to have fun. Student organizations exist to build upon and enrich the classroom experience.

Auburn University is an exciting environment where registered student organizations sponsor conferences, seminars, lectures, debates, cultural and social events, and fine arts programs. These programs allow Auburn University students to meet and interact with local, state, and nationally renowned scholars, artists, politicians, academician, and other professionals. Each year, student organization members spend countless volunteer hours participating in service projects. Not only do these efforts benefit the students involved, they impact and enrich the University and our local community.

Every student can participate in an extensive array of activities and find a place to belong. With over 375 student organizations to choose from, all students can find a group to call their own. Additionally, any student can take the initiative to create a new student organization. Whether you arrive with outstanding leadership ability or an emerging potential, there is an organization to meet your needs.

As you represent your organization through its activities and events, remember you are also representing Auburn University. This resource guide exists to help student organizations understand their rights and responsibilities and to assist them in being effective organizations. It is not a comprehensive source of rules and policies related to being a student organization at Auburn University. However, please review and pay close attention to the overview of institutional guidelines provided in this manual. As a student leader, you are expected to understand and follow all guidelines. Feel free to consult the Center for Student Organizations (CSO) staff for clarification, guidance, and advice at any time.

We encourage and welcome feedback on this resource guide and all programs and services provided by our office. Feedback can be provided in person or by emailing sgaorgs@auburn.edu

War Eagle!  
Center for Student Organizations  
John-Michael Roehm, Coordinator  
roehmjm@auburn.edu  
334.844.1344
What is a Student Organization?
A Student Organization is a group of at least ten currently enrolled students joined together for a common purpose. Membership in Auburn University student organizations must be limited to enrolled Auburn University students or Auburn University faculty and staff.

Center for Student Organizations
The Center for Student Organizations (CSO) is a department of the Office of Student Involvement in the Division of Student Affairs that exists to provide students with opportunities to learn through hands-on experience. It helps students develop skills in leadership, decision-making, communication, goal setting, fiscal management, marketing and promotion, organization, and time management.

Its services include, but are not limited to:
- Registration of organizations
- Event-planning consultation
- Maintenance of the online Organizations Registration and Directory System
- Organization of programming events including Student Organization Days (O-Days), New Student Organization Orientation, Workshops, and much more
- Assistance with new organizations chartering procedure
- Assistance in obtaining organizational funding through the Organizations Fund
- Maintaining Student Organization Database
- Support of approximately 350 registered organizations

How can an Center for Student Organizations Staff member help organization leaders and advisors?
- CSO Staff provide formal and informal opportunities for students to develop leadership skills.
- CSO Staff are free consultants to help with your organization's growth and development.
- CSO Staff will assist in guiding you through the channels of the University structure and keep you within the bounds of University regulations.
- CSO Staff are available to help with group motivation, membership recruitment and programming options.
- CSO Staff are eager to assist you in your preliminary planning and search for funds

About Student Organizations Board
The Organizations Board (O-Board) is the governing board for all Student Organizations. The O-Board consists of seven (7) students who are selected through an interview and appointment process, one of which is elected Chairman of the Board. Each student selected must be approved by the Student Government Association Senate. The O-Board is responsible for approving organization status and funding requests. The Organizations Board is housed within the Center for Student Organizations & Welcome Week within the Office of Student Involvement.

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 and chartered student organizations.
- To review and approve applications from chartered 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 Center for Student Organizations.

To assist in any programs for student organizations.

O-Board meetings are held bi-weekly during fall and spring semester. Organizations requesting to meet with O-Board must submit the required materials by set deadlines. The presence of half of the membership of O-Board plus one shall constitute a quorum. All votes for recommendation to the Student Senate by O-Board require a majority vote of the members of O-Board.

An organization may appeal any decision of O-Board or the Student Senate to the Student Government Association Judicial Branch. This appeal must be made within 30 days of the Student Senate’s decision by the president or the chairperson of the organization.

The following information is taken from Chapter 500 and Chapter 800 of the Student Government Association Code of Laws found online at www.auburn.edu/sga.

IMPORTANT TERMS

Provisional Organizations
An organization is given one year of provisional status before becoming an officially recognized AU student organization and the granting of Chartered status by Organizations Board. During the Provisional period, the organization must demonstrate the following in order to apply for Chartered 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 chartered organizations are eligible to apply. An organization remains chartered as long as they meet the annual requirements to remain a recognized AU student organization.

An organization must remain on Provisional status one year from the date the organization’s status was approved by the Organizations Board. After that one year deadline expires, the student organization will have a maximum of six months to apply for Chartered status. Organizations can contact the Center for Student Organizations to request the paperwork to apply for Chartered status. Organizations who fail to apply for Chartered status within six months are placed on Probationary Status.

Permanent Organizations
Organizations are recognized as an officially chartered AU student organization if, at the expiration of their provisional status, they complete the required paperwork and can demonstrate to the Student Organizations Board the items mentioned above. The Student Organizations Board will then vote to approve or deny the organization’s charter.

Probationary Organizations
A Provisional or Permanent student organization that does not meet the responsibilities outlined in Section II of this resource guide 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.
The Center for Student Organizations & the Organizations Board have the right to place any student organization on probationary status. Should an organization be placed on Probationary Status the organization President and Advisor should be alerted in writing.

Inactive Organizations
An Inactive organization is an organization that Organizations Board and the Student Senate no longer recognize as an official AU student 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. If the organization president or advisor report that the student organization is no longer functioning.
Benefits for Officially Recognized Student Organizations

Student organizations help enhance the out of classroom experience but also exist to build upon and enrich the classroom experience. There are many benefits to being a student organization at Auburn University. Involvement in student organizations is a great way to get connected to the campus, build leadership skills, meet people, and to have fun. The goal for student organizations is to provide a way that every student can participate in an extensive array of activities and find a place to belong which will enhance their Auburn experience.

These benefits are granted only to those organizations officially recognized by the Center for Student Organizations.

- Obtain webspace through AUinvolve
- Publish announcements in all University publications
- Purchase space in the Glomerata
- Sign-up for a campus mailbox
- Utilize the Auburn University name and logo according to Trademark and Licensing policies
- Have the organization listed in Center for Student Organizations publications and on the official online list of Auburn University Student Organizations through AUinvolve
- Apply for funds from the Organizations Fund (for Permanent organizations only.)
- Participation in Organizations Days (O-Days)
- Participate in various organization and leadership training programs
- Hosts or sponsor campus speakers
- Conduct fundraising activities
- Access to the Center for Student Organizations and its resources

There are many unnoticed rewards to the students who get involved and engage themselves with organizations. Student organizations provide a vital outlet for students to voice their ideas and concerns to the administration and faculty. Also, students gain many life long skills in the area of leadership, communication, risk management, teamwork, and policy implementation. Skills like these are learned outside of the classroom and prove to be valuable in the work force. Auburn University feels that finding a place to get involved in campus life not only benefits campus life but also develops well-rounded Auburn leaders who prove to be leaders in society.

Involvement Awards

Each year the Office of Student Involvement presents several annual awards to student organizations and student organizations leaders. All officially recognized student organizations are eligible to apply for these awards. Nominations will be sent out in the spring over the CSO Database E-mail. They will also be available on the Student Organizations Website and in the Office of Student Involvement (3130 Auburn University Student Center).

Responsibilities

All organizations must accept responsibility for their own actions. This includes accepting responsibility for: the sponsoring and supervising of their programs, the safe operation of all programs, assuring that facilities are used for the purpose for which they are scheduled, and reimbursing Auburn University for damage to university property or facilities.

Organization Responsibility Reminders:

- Attend the annual President’s Meeting hosted by the Center for Student Organizations.
• Update student organization information on AUinvolve. (especially when transitioning to new officers, as to not lose communication with the CSO).
• Register all organization events through AUinvolve.
• 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.
• Must adhere to sound financial policies. Student organizations that have a checking account must have two signatures lines on the account that require the advisor and either the president or the treasurer of the student organization’s signature. The Center for Student Organizations 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 the Auburn University Code of Student Discipline
• 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/or bylaws on AUinvolve
• All organizations must ensure continuity from year to year by training new leaders and keeping good records
• All organizations must inform the CSO when there are any changes in leadership.

More information on each of these responsibilities can be found below and throughout this resource guide.

What happens if an organization does not meet these responsibilities?
A provisional or permanent student organization that does not meet the requirements listed above 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.

Organization Presidents’ Meeting
All Auburn University Student Organizations Presidents (or a representative of the organization) are required to attend the Presidents’ Meeting held each fall. The date or dates of the Presidents Meeting can be found on the CSO Website and will be announced Spring Semester prior. Reminders will also be sent over the Student Organizations Database. The meeting is an opportunity for current student organization presidents to learn important policies and procedures for their organization as well as a chance for student organization leaders to interact.

Updating Your Organization Information
All Auburn University student organizations are responsible for updating their student organizations information each year when transitioning to new officers. This takes place online through AUinvolve. Those organizations that fail to register their organization will be placed on Probationary Status and lose all privileges of a recognized AU student organizations. An organization that remains on Probationary status for a period exceeding two consecutive years becomes inactive and must be re-chartered in order to become an officially recognized student organization again.

Event Registration Forms
Organizations should complete this form prior to any event they host. The form can be completed by any organization office online through AUinvolve. Events include special programs, speakers, concerts, social activities, workshops, etc. Organizations do not have to submit registration forms if the event is a re-occuring meeting just for members. If you are unsure, it is better to submit your form! Feel free to contact the Center for Student Organizations if you have any questions. Other permits and forms may be necessary for certain events.
Advisor
Each Auburn University Student Organization is required to have an advisor who is a member of the Auburn University faculty, administration, or staff. The knowledge, leadership, and guidance that an advisor can provide your organization will be priceless. Advisors must participate in an Advisor’s Certification session before becoming a student organization advisor.

Advisor’s Certification
Student organizations advisors are required to attend an Advisor Certification session once every three years. New student organizations must have their advisor attend New Student Organization Orientation. New advisors of existing organizations must attend an Advisor Certification session during their first year as advisor of the organization. Advisor certification sessions will cover financial guidelines, risk management guidelines, and other important information regarding the role of advisors on the Auburn University campus. For more information on when your organization’s advisor is required to attend and certification dates, check the CSO website.

Student Organizations E-mail
Auburn University student organization database e-mail is the official medium of communication between the CSO & Auburn University Student Organizations. The Student Organizations e-mail is also used to communicate information about student organization events. If you have an event you would like publicized you may send the information to the sgaorgs@auburn.edu account to have it publicized.

Rules and Regulations
It is the responsibility of each Auburn University student organization to be knowledgeable of and adhere to the policies, regulations, and laws. These include local, state, and federal laws as well as regulations set forth by the University, the Division of Student Affairs, the Student Government Association, and the CSO. This includes rules and regulations governing the management of university resources. This resource guide contains many of the rules and regulations your organization, its leaders, and its advisor should know.

Representing Auburn University in an Official Capacity
Officially sponsored student organizations which represent the university in intercollegiate competition, public performances, fund raising projects, printed literature, or any other endeavor must follow all policies and procedures just as they would for an on-campus event.
Starting a New Organization
A group of ten (10) or more currently enrolled students may form a registered student organization. Numerous organizations with a variety of interests and goals are available for students at Auburn University and yours can add to this exciting mix of opportunities for student leadership.

Provisional Status Information Packet
The Center for Student Organizations provides all students interested in creating a new organization with a Provisional Status Information Packet. This packet outlines all of the steps and details necessary for starting your organization. You may download an electronic copy of the packet at www.auburn.edu/stuorgs or visit the Office of Student Involvement, Suite 3130 Student Center.

Involvement Ambassadors
The Involvement Ambassadors are a group of students who provide resources to student organizations, both new and existing. If you would like to schedule a one-on-one appointment with an ambassador to discuss your new organization, e-mail involve@auburn.edu.
Running an Effective Meeting

Being the leader of an organization is not an easy task and will take a lot of work to make sure that the organization accomplishes its goals and strives toward its common goal. Running a successful meeting will help the group operate efficiently, and provide a worthy experience for all members. There are several things to remember when conducting a meeting to help it run smoothly.

Before the Meeting
- Begin to create a purpose for the meeting. It is important for officers to give direction for the organization each time they meet.
- Develop an agenda.
- Choose a meeting time that doesn’t conflict with your members’ schedules and stick to that meeting time.
- Try to get the agenda to the members so that they may prepare for what is to be discussed.
- Be sure to schedule a venue in advance to prevent from double booking.
- Hold meetings at the same time and place each week.
- E-mail out any pertinent information to your organization.

During the Meeting
- Try to get to the meeting early so that you can meet everyone who shows up.
- Start on time. End on time. Most students have a very busy schedule and do not allot time to stay over. Also, short-productive meetings tend to retain the attention span of members longer.
- Try to have nametags so that it easy for everyone to get to know each other.
- If possible, serve some sort of refreshments.
- Follow your agenda.
- Try a leadership building activity
- Try an icebreaker if you think it is necessary.
- Try to engage in group interaction. Many students do not want to be lectured in a meeting after they have been in classes all day long. You want to promote as much discussion as possible to try and solicit as many different views and ideas as you can.
- Don’t let discussion drag. Once it comes to a point that no new ideas are being discussed it is time for the officers to take charge and end the discussion.
- Keep minutes of what is discussed at the meeting for future reference.
- Set a date for the next meeting.

After the Meeting
- Write and upload minutes to AUinvolve within a few days.
- Have a meeting with your officers to discuss any problems with the meeting and also to set up the next meeting.
- Put any unfinished business on the agenda for the next meeting.

Program and Event Planning
Program and event planning helps your organization achieve its goals, teach leadership skills, and foster camaraderie within your organization. However, it takes a great deal of planning and forethought to ensure success. The following list will describe some basic programming tips that will help keep you on track.
Concept
- Determine the goals of the program. Examples: to bring the community together, to educate, to expose individuals to different points of view, to support other programs, to provide entertainment, to provide opportunities, to socialize, to recreate.
- Brainstorm the type of event and possible themes that will match with your organizational goals. Examples: speaker, film, dance, fundraiser, trip, food, athletic event, recreational tournament
- Decide on a program that is within your budget.
- Research local, national, and regional possibilities and negotiate a fee.
- Discuss the options within your organization and make a group decision.

Planning
- Date
  - Find a convenient date for members in the group and for the entertainment/speaker.
  - Choose a date that does not conflict with other existing campus programs. Please consult the AUinvolve Calendar of Events. You may submit your organizations events to the calendar online.
- Location
  - Project the attendance to make sure that you have reserved an adequate facility.
  - Determine the type of space that is needed for your event and any special needs you may have. Also determine any equipment that may be necessary for the event (i.e. tables, chairs, video equipment). Note: Please refer to “Chapter Six - Events and Activities” to determine which Auburn Venue is appropriate.
- Time
  - Determine a time of the event that will allow the most people to attend and be most effective.
  - Determine the time other members assisting you in set-up, take-down, etc. should arrive.
- Budget
  - Try to project all expenses and incomes such as fees, advertising, security, food, etc.
  - Stay on budget to avoid running out of funds. If you do not have a budget, develop one with the organization leaders and advisor.
  - Try to brainstorm any additional funding sources. Note: Please refer to “Chapter Eight - Financial Management” for these topics.
- Publicity
  - Design publicity strategies for targeted audiences.
  - Design your promotion to fit the style and theme of the program.
  - Be creative.
  - Make the publicity neat and accurate.
  - Distribute the publicity in ample time. This allows people to plan ahead. Note: Please refer to “Chapter Five - Publicity” for further information.
- Food
  - Determine food needs. Are you planning a dinner or reception? Is it sit-down or buffet?
  - Consult with Catering Services 844-1234 to ensure that you have the proper food for your event. Note: No outside vendor food is allowed to be distributed at the Auburn University Student Center. The only food that you may order has to be purchased through Chartwells. Remember that the CSO Staff is more than willing to assist you in your event planning process. For questions, please call the CSO at 844-4978.
- Risk Management
  - Review all policies and procedures to ensure that you are following. Note: Please refer to “Chapter Seven - Risk Management” for further information.
Implementation

- Develop a list of tasks that need to occur before, during, and after the event; then determine who will be responsible for each one. For example: ushers, clean up, stage crew, publicity, and hospitality.
- On the day of the event
  - Arrive early to check on room arrangements and the set up.
  - Prepare a brief introduction statement.

Evaluation

- Try to design an evaluation of the program to do some sort of assessment. Surveys or questionnaires are typically used.

Adapted from: Central Connecticut State University, The Success Series, “ABC’s of Programming” and also The University of Texas Student Organization Manual.

Accessibility to All

It is important that your organization is accessible to all interested students. Auburn University is a large community of diverse people, which is a tremendous benefit for registered student organizations. Groups that are intentional about being inclusive in their recruitment and retention of members have the advantage of being able to interact with students from a variety of backgrounds and experiences, which strengthens the group experience for all students involved.

CSO is committed to fostering diversity within the student organization community. When we speak of diversity, we are speaking not only about ethnic diversity, but also diversity of religion, national origin, sexual orientation, ability, age, gender, socioeconomic status, and other unique characteristics that make us who we are. As a leader in a registered student organization, it is important to consider how you can make your organization as inclusive as possible for all students. Consider questions such as:

Where do you hold your meetings?
Consider holding your meetings in locations where all students can feel comfortable.

When do you hold your meetings?
If your organization always holds your meetings at night, you might be excluding commuters or students who have family responsibilities.

Are your meetings and activities accessible to students with disabilities?
Let members know that you are willing to change meeting sites or provide accommodations for persons with disabilities.

What do you talk about in your group? Is your group conversation inclusive, or do people use derogatory or racist language?
Educate yourself and your organization on how racist, sexist, or other forms of hateful language can be very damaging.

How do you advertise your organization and its activities?
If you only advertise in limited areas, it is likely that you are excluding some interested students from your organization. Think about how you can reach out by intentionally advertising in new ways and to new areas on campus. Remember that relying only on word-of-mouth advertising has a negative effect on
Retaining Members
In order for your organization to become an effective and productive impact on members and the university, you must create an atmosphere that is dynamic and engaging. Prospective members, along with the Auburn University community, want to know that the organization is being progressive and maintaining the high level of excellence that Auburn University holds so true. Trying to learn the personalities and needs of individual members will prove beneficial in developing a strong organization that works for a common purpose. To remember why students join organizations and what helps retain them, just think of GRAPE.

The GRAPE Principle:
G is for Growth
Does your organization provide growth opportunities for all interested members? Are there opportunities for members to move into positions of leadership or are leadership opportunities usually “saved” for their senior members?

R is for Recognition
Do you recognize members when great things occur in your organization? Don’t wait until the end of the year. People need and appreciate being recognized in a timely manner for their hard work and accomplishments. Recognition or awards that are presented may also serve as a motivating factor for other members who would like to achieve a certain level of success.

A is for Achievement
A sense of “team” achievement is important. Healthy organizations make sure that everyone feels as if they contributed to the success of the organization. When the organization is honored, it is important to realize that everyone has contributed and should have a feeling of accomplishment, from a member who may have done a simple task to the president of the organization.

P is for Participation
Can everyone participate in programs and events? Make sure your organization is open and willing to accept all student members’ contributions regardless of how long they have been with the organization.

E is for Enjoyment
Volunteering and working hard in an organization has to be fun! If being part of a group isn’t fun, why be a member? A student’s time is valuable and there are many opportunities for involvement. Make sure one of the best options on campus is being involved with your organizations!

Adapted from: The Ohio State University’s Student Organization Handbook (2003) and The University of Texas Student Organization Manual (2003).

Considering Community Service
Community service provides a way for the student body to give back to the City of Auburn and the Auburn community as a whole. Community service develops a sense of self worth and accomplishment. A great way for your organization to become involved at Auburn is to join IMPACT. IMPACT is a Student Activity Project that provides a way for students to give back to the community.
They offer many opportunities to volunteer such as: Lee County Humane Society, Azalea Retirement Center, East Alabama Food Bank, Boys and Girls Club and many more! IMPACT already has a partnership with these services and your organization could earn spirit points by volunteering with them. You could also start a partnership of your own with any new type of community service that you and your organization come up with. For more information or to get in touch with IMPACT, visit their website at www.auburn.edu/impact or call 334.844.4275.

Leadership Transition
Implementing an effective officer transition for your student organization is a critical responsibility of outgoing leadership. Here are some reasons why transitioning is important:

- Provides the new leader with significant organizational knowledge.
- Minimizes the confusion of leadership change throughout the entire organization.
- Outgoing leaders gain a sense of accomplishment and closure.
- Helps the incoming leadership take with them some of the special expertise of the outgoing leaders.
- Increases the knowledge and confidence of the new leadership.
- Minimizes the loss of momentum and accomplishments of the organization.
- Provides a sense of continuity among the membership. The following are suggestions that may prove helpful in your leadership transition.

Start Early
- Identify potential leaders in your organization early in the year.
- Encourage these potential leaders through personal contact.
- Have the officers help develop skills by delegating responsibility to potential leaders.
- Share with them the benefits of leadership.
- Clarify job responsibilities.
- Let them know that the transition will be orderly and thorough.
- Model effective leadership styles.
- Create an organizational structure to support leadership development.
- Develop a mentoring program.
- Develop leadership notebooks.
- Create a shadowing program.
- Orient the new officers together with the outgoing officers so they can understand each other’s roles and start building their team.
- Transfer the knowledge, information, and materials necessary for the new officers to function well.
- Ask outgoing officers what they wish someone had told them.

Make the Transition Smooth
- Hold officer elections one month before installation to provide an overlap period for new and old officers to work together.
- Fill the gaps for new officers by asking yourself what information you wish someone had shared with you a year ago.
- Review and make current if necessary your constitution and bylaws to reflect changes made during your administration.
- Review the job descriptions to make sure they accurately describe the offices your organization needs and uses.
- Encourage informal meetings between incoming and outgoing officers.
- Plan a transition retreat.
- Review and update your mailing list or membership records.
• Leave behind files that might be helpful to the new person.
• Introduce incoming officers to advisors, CSO staff, the student leaders, and university administrators.
• Orient incoming officers to resources used in the past.

Add Your Personal Touches
• Share the effective leadership qualities and skills you learned on the job.
• Share problems, helpful ideas, procedures and recommendations.
• Write and share reports containing traditions, ideas or completed projects, continuing projects and concerns, or ideas never carried out.
• Have the officers go through personal and organizational files together.
• Acquaint the new officers with physical environment, supplies, and equipment.

Share the Organization’s Structure
• Constitution and by-laws
• Job descriptions/role classifications
• Organizational goals and objectives
• Status reports on ongoing projects
• Evaluation of previous projects and programs
• Previous minutes and reports
• Resources and contact lists
• Financial books and records
• Mailing lists
• Historical records, scrapbooks, and equipment

For more information, see the Officer/Advisor Transition Guide located on the Student Organizations website in the resources section. (www.auburn.edu/sga/organizations)
Advertising and Distribution Policy (Auburn Policy)

Auburn University recognizes and supports the rights of students, employees of all categories, and visitors to promote and advertise in a lawful manner in designated areas of the campus. In order to maintain campus safety, security and order and to ensure appropriate scheduling and use of facilities, and to preclude conflicts with academic and co-curricular activities, Auburn University reserves reasonable right to limit such activities with regard to time, place, and manner.

Advertising and promotion shall be understood to include such forms of personal and material presentation as commercial advertising, direct personal solicitation, publicity and sales promotion in the form of posters, flyers, samples, coupons, refund offer, price reductions, premiums, contests, trading stamps, sales demonstrations, buying allowances, free goods and services, etc.

These regulations do not apply to SGA election campaign advertising, which is regulated in the Election Laws.

The rights of students, employees, and visitors to the Auburn University campus to engage in advertising or promotion shall be limited to the period from 7:00 am to 9:00 pm daily, in order to avoid unreasonable conflict with the functions and requirements.

All outside agencies, individuals, or students representing outside agencies desiring to sell or solicit on the campus must first obtain authorization from the Division of Student Affairs, who will require identification of the organization, a city license, and a registration fee. This organization must also agree to abide by these regulations. Students, chartered student organizations, and agencies otherwise authorized by the AU Student Center or Auburn University Bookstore, shall be allowed to advertise on campus provided they meet all other provisions of these regulations governing their respective organizations.

Use of Auburn University trademarks on the advertising of any outside agency, individual or student representing an outside agency must be approved by the University’s Office of Trademark Management and Licensing. Any product bearing reference to Auburn University must be licensed and approved in accordance with University licensing policy, which can be found at www.auburn.edu/trademarks.

No advertising is permitted in any location that intrigues on or rescues the flow of vehicular or pedestrian traffic or limits visibility, or constitutes a safety hazard. No advertising is permitted on or from trees, light poles, buildings or other structures.

Direct hand to hand distribution of advertising may be undertaken on campus but not within a building.

No Advertising may be distributed (dropped) over campus from aircraft. No advertising may distribute from either moving or parked vehicles.

These regulations shall be administered and enforced by the Office of the Vice President for Student Affairs, in conjunction with the manager of the University Bookstore.

Failure to conform to these requirements will justify removal of such advertising. Individual students violating these regulations will, upon written complaint to the Office of Vice President of Student Affairs, be subject to action by the University Discipline Committee.

Student Organizations violating these regulations will be subject from the campus or to appropriate legal action.
Persons, agencies or organizations wishing to appeal the decision based on these regulations may file a written appeal with the President of the University.

Nothing in this policy is intended, nor should be understood, as an endorsement or approval by the Auburn University of any advertising, or promotion; an invitation or license to advertise or promote; or the granting of any right or permission to advertise or promote; or the granting of any right or permission to advertise or promote; or the granting of any right or permission to advertise or promote on campus beyond the rights existing under federal and state law.

**Printer Disclaimer (adopted from Texas)**
All registered student organizations, whether sponsored or not, must print a prominent disclaimer in all material published, including web pages. The disclaimer should read:

> [Name of publication] is published by [name of student organization] a registered student organization. [Name of publication] is not an official publication of Auburn University and does not represent the views of the university or its officers.

**Advertising around Campus**

**Banners**
Banners on campus are allowed on the Haley Center Concourse from Thach to Parker only. You must obtain a Concourse Permit from the Division of Student Affairs before posting your banner. The permit must be affixed to the front of your banner. You are responsible for removing your banner. For more information, please contact the Division of Student Affairs at 844-1304 or visit www.auburn.edu/studentaffairs.

**Chalking**
Chalking cannot be done on the concrete to announce any campus event.

**Concourse**
Concourse permits are required to hang a banner on the concourse or to have a table or event on the concourse. You may obtain a concourse permit from the Division of Student Affairs. For more information, please contact the Division of Student Affairs at 334-844-1304 or there is a copy of the permit at www.auburn.edu/studentaffairs.

**Eagle Eye News**
Eagle Eye News is Auburn’s student run television studio. Student organizations that have Permanent status can have their event announced on Eagle Eye News. You may contact them at their website www.auburn.edu/eagleeye or call them at 334-844-5372 to submit a story. The Eagle Eye Studio is located in 1105 Auburn University Student Center.

**Flyers**
Flyers may be posted in any building where there is a public bulletin board. Flyers cannot be posted on light posts, trees, parking meters, outside a building, etc. They also cannot be taped to the sidewalk. Hand to hand distribution of flyers is allowed anywhere on campus.

**The Plainsman**
For information on advertising in The Plainsman you may contact The Plainsman office at 844-4130 or visit them at www.theplainsman.com. Ad space may be purchased. The campus calendar has space for free posting of events to all Permanent Status student organizations.
WEGL
WEGL is Auburn’s student run radio station. To have your event announced on the air, stop by the WEGL office in the Student Center to pick up the announcement form or contact them at 844-4114. You may also visit them at www.auburn.edu/wegl.

This Week @ AU
This Week @ AU is a weekly email sent to the Auburn University student body with campus announcements and important information for AU students. Student organizations wishing to have their events or announcements included may submit an event or announcement for review at http://www.ocm.auburn.edu/thisweekatua/policy.html

This Week @ AU Submission Policy
To receive consideration, items and events:
- Should have broad, campus-wide appeal.
- Should be open to all students and important to the student community. If not open to all students, it should be available and of interest to a large cross-segment of AU students.
- Must be held on the AU campus or in the AU community. Announcements of off-campus events can be published only if there is a strong University connection.
- Under no circumstances will commercial activities be posted.

With the exception of events funded by Student Activity Fees, fundraisers and philanthropic events should not be submitted. The same guideline applies for announcements of meetings unless a well-known guest speaker of interest to all students or a large cross-segment of AU students is present. Edited items will appear in This Week @ AU as they arrive and as deemed appropriate. Announcements should be submitted at least two weeks in advance.

University Calendar
Auburn University maintains a master University Calendar online at the Auburn University Homepage. To have your event added to the University Calendar, student organizations may submit their event at http://gwcal.auburn.edu/calendar/. All events should be submitted for approval no later than two weeks prior to the event.

Other Forms of Publicity
Press Releases
A press release is a good way to inform campus and local media of your organization’s event or other information. A press release may be sent alone or in a press kit. Be sure you have newsworthy information to send or provide a “news hook.” Without it, your press release will be tossed in the garbage or lost on a reporter’s desk. To find out the steps to writing a Press Release you can visit the Student Organizations Guide to Public Relations listed above

Public Service Announcements
One way to provide information about a special event or your organization is through the use of Public Service Announcements (PSA). Technically, it serves as an advertisement. However, since it is more informational than promotional, it is a PSA.

For example, if your organization is holding a blood drive or a fundraiser for a nonprofit organization such as the American Cancer Society, this would be considered a public service announcement. However, if you are having an event that is for profit, you will need to see the information concerning radio spots.
Radio Spots
A great way to get your information to your audience is through the use of radio. Since the Auburn-Opelika area does not have a local television station, radio is an extremely effective method to send your message.

Radio spots are basically commercials you hear everyday on the radio. If your event or organization is for profit, you will have to pay for radio time. However, if for example you are having a fundraiser for a nonprofit organization, you will want to review the information on public service announcements.

Creating a Press Kit
A media or press kit is a great way to provide an extensive amount of information about your organization to campus and local media. Many companies have a prepared media kit to send to media outlets to increase knowledge of the company as well as provide the media with information that can be used quickly if needed.

There are several promotional items that you can include in your media kit. These include press releases, public service announcements, brochures, annual reports, history of company/organization, mission and much, much more. It’s also a good idea to include a promotional item such as a magnet or notepad with the organization’s logo. Be sure to arrange all of these materials in an orderly fashion in an attractive folder or binder.

You can send a media kit to outlets including radio stations, newspapers and television stations.

Media Interviews
You sent your press release, and now there’s a reporter from the Auburn Plainsman calling you about doing an interview! While you were confident in sending your press release, you are worried about what questions they may ask and not knowing an answer.

Adapted from the Student Organizations Guide to Public Relations.

Use of Campus Mail
The campus mail privileges shall be limited to official budgetary units or official university business. Therefore, Auburn University student organizations may not use campus mail.

Contacting Student Organizations
There are several ways for student organizations to contact other student organizations. Student organizations may use these methods to promote events, distribute information, and for communication with other organizations.

Mailboxes
Each Auburn University student organization has the option of requesting a mailbox in the Auburn University Student Center each fall. Only those organizations requesting a mailbox may have their mail sent to the CSO. Any student organization may place flyers into these mailboxes for communication purposes. The mailboxes are located on the 3rd Floor of the Student Center in Suite 3130.

CSO E-mail
CSO Database e-mail is the official medium of communication between the CSO and Auburn University’s student organizations. The CSO Office sends out e-mails periodically to all organizations registered on the database with information regarding upcoming meetings, deadlines, information on other organizations, etc.
CSO Directory
The CSO maintains an online database of all Permanent student organizations on the CSO website at www.auburn.edu/auinvolve. Contact information for advisors and the president are provided along with meeting times and locations and a brief description of the organization. Only those organizations registering each fall are listed. If your organization is not listed, please contact the CSO Office at 844.4788.

Using the Auburn University Trademark (Auburn Policy)
http://www.auburn.edu/administration/trademark/

The Purpose and Mission
The mission of the Office of Trademark Management & Licensing is three-fold:

- To ensure proper use and application of Auburn University trademarks.
- To strengthen the trademarks through relationships with retailers, licensees, campus departments, student organizations, alumni, and fans.
- To generate revenue that funds academic and athletic scholarships.

What is trademark?
A trademark (or mark) is any logo, symbol, nickname, letter(s), word, slogan, or derivative used by an organization, company or institution to identify its goods/services and distinguish them from other entities or competitors.

Who Needs a License?
Licenses must be obtained for the use of any AU trademark, image, or photograph used on any packaging (including hangtags, stickers), signage, or product sold to the general public or to campus departments and organizations. In addition, promotional licenses must be obtained by companies or organizations wanting to associate with the University through any use of its trademarks.

Trademark Policies and Guidelines for Campus Departments and Student Organizations
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 SGA are allowed to use AU trademarks in conjunction with their name.

Some of Auburn’s federally registered trademarks include the words or word phrases AUBURN, AUBURN UNIVERSITY, AUBURN TIGERS, and WAR EAGLE, plus the INTERLOCKING AU logo, TIGER EYES logo and others. To ensure consistency in the use of the University’s name and logos, all products, signage, or packaging bearing reference to Auburn University must be produced by manufacturers licensed through the University’s licensing agent, the Collegiate Licensing Company (CLC). Only officially licensed manufacturers carry appropriate product liability insurance naming Auburn as an additional insured.

Royalties collected for using AU marks support the University’s general scholarship fund. Therefore, royalties are due on all AU merchandise regardless of the purpose for which it is produced. This includes items given away at conferences, workshops, or clinics, etc. Merchandise using AU trademarks that is produced for fund-raising projects is also required to be licensed and is not exempt from royalty payment.

Licensing policies cover all AU related merchandise with the exception of printed paper materials covered under the policies of AU’s Office of Communications & Marketing (OCM). AU related brochures, pamphlets, stationery, note cards, and banners fall under OCM’s printing policies and
require only the approval of their office. However, if any of these printed materials will be made available for sale, such as calendars and cookbooks, this merchandise will have to comply with AU’s licensing policies and the printer of these pieces will have to be licensed through the University’s licensing agent. The licensing process for these types of campus projects is easy to work through. Call AU’s Office of Trademark Management & Licensing for more information.

Procedures for Obtaining Art & Product Approvals:

- The University has more than 500 licensed manufacturers nationwide with numerous in-state and locally licensed companies. A list of AU licensees can be found at www.auburn.edu/trademarks.

- If you cannot find a manufacturer that offers the product you desire, call AU’s Licensing Office for assistance at 334-844-5180 or e-mail autrademarks@auburn.edu.

- Take your desired artwork to a licensed manufacturer or ask the licensee to assist you in designing the look you desire.

- The licensed manufacturer will submit your design to AU’s Licensing Office for approval and remit royalties to the University’s licensing agent.

- If there are questions concerning your design, contact AU’s Licensing Office at 334-844-5180 or e-mail AUtrademarks@auburn.edu.

Policies Concerning the Approval of AU Related Artwork:

- To protect Auburn University’s trademarks and promote a consistent visual identity, AU logos, symbols and marks may vary in size, but cannot otherwise be altered, tampered with, modified, incorporated into other marks, or overprinted with other words or design elements.

- The Auburn University Seal is allowed only on official University documents and occasionally on upscale quality merchandise.

- Any recognized student organization wishing to purchase product that bears University trademarks for an event they are hosting, must incorporate the organization or department name in the design or on the product.

- Use of a current student-athlete’s name on commercial merchandise is a violation of NCAA rules and may result in the student-athlete being declared ineligible. Any use of a student-athlete’s name, nickname or picture must be approved by the AU Athletics Compliance Office. Contact Mr. Mark Richard at 334-844-9523.

- Use of intellectual property owned by a third party must be approved by that entity in writing and submitted to the Licensing Office along with the desired artwork. For example, if you wish to use artwork, slogans, or trademarks created by someone not associated with your organization, a written release allowing for such use is required before Auburn will grant design approval. This type of approval process often takes weeks, so allow enough time for such approval to be obtained.

- Recognized student organizations may include a sponsor name/logo along with University trademarks on products and certain forms of advertising. However, the student organization’s name must be included in the design to communicate that the relationship is a partnership with a particular group and not an endorsement by the University as a whole. Based on the scope of the program, a rights fee may be assessed to the sponsor to associate its name with Auburn University.
There are many places on Auburn’s campus to hold your meetings and social events. You may want to consult with the CSO before scheduling a venue to ensure that you get the appropriate venue. When considering a venue, there are many factors to keep in mind such as:

- Is your meeting place easily accessible to all members of your organization?
- Does your venue meet the needs for your specific event?
- Is your venue handicap accessible?
- Do you need any video or media equipment?
- What are your plans in case of a rainout?
- Do you need any special permission to provide food for your event?

**Auburn University Venue Reservations**

The following are different venues that may be reserved for your organization. Each venue has specific guidelines and rules that must be followed along with venue-specific permits that must be completed and returned to the appropriate department.

**Alumni Center Atrium – 334-844-1143**
The alumni center provides an ideal place for meetings and social events.

**Arboretum – 334-844-5770**
Located adjacent to the President’s Mansion, the arboretum is an outdoor park near campus great for hosting picnics and other outdoor events.

**Auburn University Student Center – 334-844-1300**
Most organizations have their meetings in the AU Student Center. The Student Center has all the equipment that you need to hold your meeting. It is a great place because it is a central location to most students and within walking distance to the residence halls. The ballroom also provides a great place for large social events.

**Auburn Arena – 334-844-4442**
The coliseum is a great place for hosting large social events like concerts.

**Broun Hall Auditoriums – 334-844-1800**
Contains several great meeting rooms and a large auditorium with classroom seating.

**Concourse - 334-844-5751**
This is the bricked area next to Haley. It is a great way to catch people in between classes! If you need tables and chairs call Facilities at 844-4357.

**Graves Amphitheatre – 334-844-1303**
Located between Dudley Hall and Parker Hall, the amphitheatre provides an excellent outdoor venue for speakers, concerts, and theatrical productions.

**Haley Center Classrooms – 334-844-2545**
Haley Center classrooms can provide a great place to have speakers or set up displays.

**Haley Center First Floor Lobby – 334-844-2835**
A great indoor space to catch students on their way to the bookstore or on their way to class.

**Lowder Business Building Classroom – 334-844-2545**
Business Building classrooms can provide a great place to have speakers or smaller meetings.
Memory Garden – 334-844-4556
Located across the street from the President’s Mansion, the garden has an abundant array of flowers and plant life and provides a great place for outdoor picnics and other social events.

Open Air Forum – 334-844-4492
The open air forum is the area located in front of Haley Center, next to the Tiger Transit station. This area is great for speakers.

Pavilion – 334-844-4442
The Pavilion is located behind the Student Activity Center and is great for concerts.

Recreation & Wellness Center – 334-844-4442
The Recreation & Wellness Center can be reserved for meetings or for recreational purposes. All Club Sports must go through the Campus Recreation.

University Chapel – 334-844-1303
The Chapel is one of the older buildings on campus and is located across from Samford Hall. The chapel is ideal for worship services for religious organizations and is often used for formal initiation ceremonies.

Upper Quad behind Cater Hall – 334-844-5810 (Student Affairs) & 844-3452 (Housing)
The area behind Cater is ideal for callouts and other social settings.

Commercial Sponsorship of Student Organizations (adopted from Purdue)
A student organization may accept financial assistance (i.e., money, products, or service) from an agency, company, or business that is not a part of the University under these conditions:

- The student organization may not imply any endorsement, or connection between Auburn University and any product, service, agency, or business.
- All advertising and promotional material must clearly and dominantly indicate that the student organization is the sponsor. An outside source giving significant financial assistance may be recognized as a supporter through the use of the words “with support from.”
- The student organization must manage all advertising and promotions.
- The student organization may not permit the free distribution of an outside source’s commercial product on campus if the activity is open to the public.
- If commercial sponsorship of a student organization is from a business that primarily involves the production, sale, distribution or serving of alcoholic beverages, that acknowledgement must contain a clearly identifiable message from the outside source promoting responsible drinking.

Off Campus Activities (adopted from Texas)
Auburn University assumes no responsibility for events that registered student organizations sponsor off campus except incidents of hazing, harassment, or sexual assault.

Security
To ensure the safety of students, faculty, and staff, student organizations may be required to hire campus security for an on campus event. This service is arranged through the Division of Student Affairs and is payable by the student organization to the City of Auburn Police Department. Organizations may not hire private security for an on campus event.
Contracts

Contracts are a binding agreement between two parties in which each gives something in return for something else. For example, when you accept a job, the contract between you and your employer is for the services or skills you will perform in furtherance of your job in return for getting paid, benefits, etc. That is a contract. If you are involved in a student group, then you are probably dealing with contracts if you sell things like t-shirts, have speakers or performers come to campus, rent a bus, or rent a room or a hall.

Get the Contract in Writing and Signed

The most important concept to contract law is having your agreement in writing and signed by the parties involved. For some reason, courts, as well as society, tend to believe things more when we see them in writing. Also, if a person's signature is attached to the writing, then surely it must be true. That is also the case with contracts. Courts will generally look at a written contract signed by both parties treating it as a final written expression of the parties. When that happens and both parties fulfill the agreement, then all is well with the world. However, problems often arise in the formation and execution of contracts. Here are some examples of problems that might arise when dealing with contracts.

Are All the Contract Terms Agreed to by the Other Party?

First, what happens when you are contracting with a printing company to have your programs for your big event printed up and you are still going back and forth on the terms of the agreement? You think you are still getting the kinks worked out in your agreement when the printer decides to go ahead and print your programs according to their last specifications. Meanwhile, you had already given them an updated version of the specifications in which you ask for the glossy paper instead of the standard paper and ask for a three-color format instead of standard black and white. As you can see, this is a problem for you because you are now getting programs that are not what you wanted. What will a court of law do with a situation like this one? The court will look at what was the intent of both parties. If it appeared that both you and the printing company had identified all the terms of the contract when you first sent your specifications and they quoted you a price and what all they would do, then you are probably stuck with your original agreement. If, however, you and the printing company were sending forms back and forth trying to agree on the terms of the contract, then you would have a case that the printing company acted when the terms of the contract were still not defined. Then you may be under no obligation to accept (or pay for) the programs and the printing company may also be responsible for paying you the difference of what the programs will cost for some other company to do the job right and what you would have paid the company who breached the original contract had they performed correctly. However, the court may impose terms normal in business transactions which contradict what you would have liked to see happen so you may end up with programs you don't like, don't want, and aren't what you ordered. Don't let this happen to you.

Was the Contract Valid When You Signed it?

Second, what happens if you are the president of a group and you are not quite eighteen (18) years old and you make an agreement with a band promoter to have his band play for an event your group is putting on in two weeks? Is the contract enforceable? What if you turn eighteen (18) after the contract was signed but before the concert is performed? The general rule is that a minor is permitted to disaffirm a contract not only during minority but also within a reasonable time after reaching the age of majority (18 in Texas). Under the law, the contract you made with the band promoter may not be enforceable. So, if you decided not to have the band play for your group (breach of contract), you most likely could do it because you are a minor. Courts do not like it; however, when commerce is inhibited which is exactly what happens when minors are allowed to avoid contract responsibilities with third parties. You are best advised not to try to breach your contract and use age as an excuse. Other
factors that may affect your capacity to contract with another person include being under duress, intoxicated, or coerced. Also, your contract will not be valid if it involves breaking the law or is otherwise illegal.

Along these lines, what happens if a member of your group signs a contract on behalf of your group but had no authority to do so by your group? Is your group liable for the consequences of this contract? This answer is going to depend on the role this group member plays in your organization. Usually, your group would have to indicate to the other party in the contract that it has given authority or permission to this person to enter into a contract. On the other hand, if this person has been making contracts for the group on previous occasions and it has always been understood that she is acting on behalf of the group, then the group may be responsible for the consequences of the contract. This is an area your group needs to watch. Make it clear to your participants what your group’s policy is on entering into contracts. Without articulating your policy or creating a policy in this area, you may end up with members getting you involved in things you do not want to be in. Play it safe and let your members know ahead of time so you can avoid unpleasant surprises later.

**Relationship with the University**

As a recognized student organization, your group is entitled to all of the rights and privileges accompanying such recognition like the right to use of the university name, logo, symbols, and to request university funding. With this privilege also comes responsibility. There is a fine balance within the relationship between your group and the university you must keep in mind.

On the one hand, your conduct and decisions reflect on the university so it is important that you conduct yourselves and your affairs in an appropriate manner. On the other hand, you should not be representing to third parties in contract formations or other business dealings that you are representing the university. You are a student group recognized by Auburn University but you are not an employee or a designated representative to enter into binding agreements on behalf of the university. Again, it is a fine line in the balance of responsibilities.

So, when you are involved with third parties and vendors while using the Auburn University name, the recommendation to avoid this possible misperception as to your group’s authority to act in a contract setting (either with direct or apparent authority) is to say:

Organization is a recognized student organization of the university and does not represent the university. The organization cannot contractually obligate the university. As a (member/officer) of organization, I enter into this (Contract/Agreement) on behalf of organization in my role as Pres/Treasurer/etc.

Including language like this, both orally and in writing, helps avoid any possible links between your activity and the university. Again, your ability to use the university name, logo, etc. does not make you a representative of the university. It merely allows you to use some of the privileges of being a recognized student group at Auburn University.

Although you may be reading this and thinking that disclaimer language such as this is unnecessary, you would be surprised at the misperceptions of outside vendors when you mention that you are an Auburn University student group. If you leave it at that or add on things that make it seem that the university is behind you in making your agreement or contract, then the vendor or third party might believe that the university will take responsibility if the student group fails in its obligation. This is something that should not and cannot happen. Given the autonomy of student leadership, you must be willing to take responsibility for your decisions as they apply to yourself and your group. This is how you grow and develop as a student leader. Therefore, make sure you include language in your contract as mentioned above so that it is clear to others that your ability to enter into the agreement or
contract is a function of your role as a leader in your group and not as a representative of Auburn University.

See the Auburn University Student Rules website [http://www.auburn.edu/tigercub/](http://www.auburn.edu/tigercub/) for more information on contracts.

**Is the Contract Fair to Both Parties?**

Finally, what happens if you sign a contract that is just so one-sided that your organization is responsible for everything and the other party guarantees nothing? The term court's use in this case is called "unconscionability" which basically means that something is unfair. This public policy argument often works when a contract is so one-sided that the other party is really in a bad position. Now, do not falsely believe the court will save you from being impulsive or stupid because it will not. It will, however, protect you when you are in an inferior position and you sign a contract that is grossly unfair. Quite often, you will sign contracts that the other party, sophisticated in making contracts, waives all liability on their part and requires that any dispute involving the contract will be paid for by you. If you are not sophisticated with contracts, the court will probably strike some of the contract provisions or the contract entirely in order to make the contract fair.

**Normal Parts of a Contract**

Here are some things you will see in most standard contracts:

- **Description**- indicates what the contract covers, such as "Contract for T-shirts"
- **Caption**- indicates who the parties are to the contract and when the contract was made
- **Background**- indicates what each party's business or purpose is, like "Rick's T-shirts is located on 101 Old College Main and is in the retail business of selling tee shirts"
- **Contract Duration**- indicates how long contract is valid (often found early in document)
- **Definitions**- indicates what the meaning of commonly used words in the contract are like "they" means "Y Club" or "late" means "any promise fulfilled after the expiration of the time limit agreed to by both parties." It is important to define terms that have subtle differences in their meaning like "must" (absolute), "shall" (contingent upon), and "may" (permissive).
- **Party Obligations**- indicates what each party is responsible for in the contract like "Rick's T-shirts shall supply Y Club with 500 tee shirts on September 30 at $5.00 a shirt. Y Club must pay Rick's T-shirts $2,500 plus tax on the date of delivery."
- **Operative Provisions**- indicates what other things make up the contract like if any warranties or exclusions apply. Often, this is the place you will see disclaimer and limiting language designed to give the party who wrote the contract advantage over the party that signs the contract.
- **Enforcement Provisions**- indicates the part of the contract that deals with "What happens if..." (someone does not fulfill their end of the agreement, something not in the contract is causing problems, where to go if there is a dispute, what happens if the other party said we agreed verbally but it is not in the written contract)
- **CICSOnong**- indicates that both parties agree to the contract and then they sign it.

**Where to Go for Help With Contracts?**

As noted in the University Student Rules, a recognized student organization has to work through its advisor and the CSO prior to executing a contract. Minimally, this review should take two week, so plan accordingly. It is important that you seek this help BEFORE YOU SIGN THE CONTRACT. If you wait until after you sign the contract, you may have created problems for yourself and your organization. Please seek help before you sign the contract.
This section has provided a basic overview to the contracting process for a recognized student organization. In sum, it is in your best interest to read the contract carefully and discuss with other members of your group, your advisor, and when applicable, legal counsel, any questions or problems you have with provisions of a contract BEFORE YOU SIGN IT. Furthermore, the contract should be submitted for review to the Department of Student Activities prior to execution. This allows for the university to assure no obligations are being made in the name of the university. Once you sign a contract it becomes very difficult to change provisions of the contract. Do it right the first time.

Sales

Another area where groups need to manage their risk is that which relates to products your group may sell. Make sure your supplier is reliable and use common sense when deciding what products with which you may want to involve your group. For sales occurring on campus, consult the concessions process.

There are three separate theories of liability you may fall under when dealing with the sale of products: Negligence, Strict Liability, and the Uniform Commercial Code. Negligence is used as a theory of liability primarily when it is established that the seller is a non-merchant. Chances are that most student organizations that occasionally sell something on campus will fall under the category of non-merchant. Negligence is discussed in the liability overview, so only the other two theories of liability will be discussed in this section.

First, strict liability may be imposed upon you only if it can be shown that you are in the business of selling this product. So, if your organization is in the business of selling something many times throughout the semester, then you may fall under this standard. If so, then you will be strictly liable to your customer when you sell products to them that are considered to be in a defective condition that is unreasonably dangerous. In fact, not only does that standard apply to your product but it also applies to your packaging (i.e. sell a soda in a cup; the cup is your packaging).

Second, the Uniform Commercial Code ("UCC") governs the transaction of goods so if your group is selling products (i.e. t-shirts, calendars, mugs, flowers, etc.), then your group may fall under these laws. If you sell your product often and you hold yourself out as having specialized knowledge to the product to which you sell, then you will be considered a merchant and held responsible for the condition of the product. Usually, you would be responsible for making sure the good does what you say it will do, will work in the manner it is supposed to work, and is made for the purpose you say it is made for. The responsibility imposed under the UCC is really no different than common decency. If you sell a product to someone, it should work and do everything it is advertised to do. Chances are your organization will not be considered a merchant so you will not fall under the UCC. It is still important to know about it just in case you do fall under a "merchant" status because of your knowledge.

Beyond those theories of potential liability, you should generally refer back to the information provided above on contracts. Most, if not all, sales involve written contracts with outside vendors so protecting yourself in the contract process is critical to avoid additional liability. Also, you should refer to information regarding Auburn University’s concessions policies.

For additional information on contracts see Risk Management & Safety at www.auburn.edu/administration/rms/ or call 334-844-4870

Event Policies

Please consult the Tiger Cub for policies regarding this section and please remember to submit Event Registration forms to the Center for Student Organizations in a timely manner not only for approval of events but to let the CSO publicize your organization’s events.
Public Assemblies and Amplified Sound (Auburn Policy)
Auburn University recognizes and supports the rights of students, employees of all categories, and visitors to speak in public and to demonstrate in a lawful manner in designated areas of the campus and at designated times. In order to maintain safety, security, and order, to insure the orderly scheduling of campus facilities, and to preclude conflicts with academic and co-curricular activities, Auburn University reserves the reasonable right to limit such activities by the following regulations regarding time, place and manner of such activities. The university shall not discriminate on the basis of the political, religious, philosophical, ideological, or academic viewpoint expressed by any person.

Time, Place, and Manner Limitations
Interior- Demonstrations, debates and speeches may be held inside University facilities only in compliance with established procedures.

Exterior- Auburn University reserves the right to require that speakers, scheduled and unscheduled, sponsored and un-sponsored, University-affiliated or visitors to the campus, use the Open Air Forum, or other designated locations, in order to avoid unreasonable conflict with the normal functions and requirements of the University and to assure that the flow of vehicular and pedestrian traffic will not be impeded. Demonstrations, speeches, and debates may be held only in the Open Air Forum, unless special authorization is secured through the Office of the Vice President for Student Affairs no less than 48 hours in advance of such activity.

No musical instrument or sound amplification equipment of any kind, including stereo speakers, turntables, stationary or mobile public address systems, is allowed on concourses, streets or in areas adjacent to academic buildings or in the Open Air Forum at any time. Subject to approval by the Office of the Vice President for Student Affairs and the appropriate faculty manager, Graves Amphitheatre, Athletic Department facilities, Pavilion, and other areas may be exempted from this regulation. The appropriate form to be completed is the Outdoor Entertainment Event Form. You may contact 334-844-9430.

Parade Policy (Auburn Policy)
If your organization wants to hold a parade for an event it must first consult the Division of Student Affairs in the AU Student Center to complete the On Campus Parade Permit. It is also mandatory that the organization consult with the City of Auburn Police Department in order to ensure that security is provided and the logistics of the City of streets is taken care of. While participating in the parade student organizations must abide by the Speech and Demonstration Policies outlined in the Tiger Cub and in the next chapter. If the parade is to go off campus a City of Auburn Parade Permit (Can be obtained from the City of Auburn Police Department) must be filled out along with the On Campus Parade Permit and both must be turned in to the police department.

Film Policy (adopted from Texas)
Registered student organizations may sponsor slide shows, videotapes or films on campus provided they do not charge admission nor solicit donations for the showings and comply with all copyright regulations. This policy means that student organizations must obtain permission from the individuals who have the rights to the film prior to showing the film.

Guest Speakers (adopted from Texas)
Registered student organizations may present guest speakers who may make speeches, give performances, or lead discussions in fixed indoor or outdoor locations approved by the CSO. A guest speaker is a speaker or performer who is not a student, faculty member, or staff member. In order to have a guest speaker at an event, advance permission from CSO is required.
Guest speakers may distribute literature to persons who attend the event, but not to others who have not chosen to attend the event. The guest speaker may not accost potential listeners who have not chosen to attend the event. The guest speaker may not help staff a table or exhibit. Finally, a guest speaker may not solicit for his or her off-campus business, organization, or service. When presenting a guest speaker, the registered student organization must make clear that the organization, and not the university, invited the speaker, and that the views expressed by the speaker are his or her own and do not necessarily represent the views of the university.

**Responsibility Before, During, and After Events**

**Student Organization Sponsoring the Event:**

- Meet with CSO staff to discuss event (type of event, security, tickets...).
- Reserve facility with appropriate office
- Follow procedural guidelines specific to individual facilities.
- Meet with City of Auburn Police a minimum of 10 days prior to event to discuss security and return the signed security form so security may be ordered.
- Meet with the City of Auburn Police supervisor assigned to work the event three days prior to event (failure to meet with security prior to event may result in event being canceled).
- Order special equipment a minimum of four working days in advance of the event.
- Have members easily identifiable at the event.
- Have at least one authorized representative for the student organization in attendance at the event.
- Post signs at the door setting ground rules for the event (i.e. college ID required, no alcohol). Check IDs at the door in compliance with the university’s social policy.
- Keep an accurate count of event attendance to ensure compliance with maximum room capacity.
- Work closely with City of Auburn Police to ensure a safe event.
- Monitor room capacity and provide “return passes” at the door.
- Watch for problems; if they occur, intervene and notify the police.
- Assist with clean up when the event is over.
- Assist City of Auburn Police in clearing the facility.
- Balance ticket report with CSO student organization bank within 10 working days of the event.
- Notify CSO and City of Auburn Police in writing if an event is to be canceled. Notification must be a Minimum of 24 hours in advance to avoid charges.

**Campus and Community Involvement:**

- Consult with student organizations about all aspects of the event (speakers, facilities, security, tickets, and special equipment).
- Process special equipment requests.
- Process security requests.
- Discuss ticket procedure (collection and handling of money and tickets).
- Discuss maximum room capacity for event facilities.
- Audit tickets.
- Follow up on reports from the event.

**Custodial:**

- Monitor restrooms and restock paper products during the event.
- Lay visqueen when requested and remove at the completion of the event.
- Clean up when the event is finished.

**Facilities and Staff:**

- Consult with the student organization about the appropriate use of the facility.
- Unlock and lock the facility.
- Consult with event organizers if problems occur with the facility.
- Make cashiers staff available if requested by the student organization.
- Update CSO, City of Auburn Police, and student organizations on maximum room capacities.
• Assist the student organization and City of Auburn Police in clearing the facility.
• File any building manager reports.

**Physical Plant:**
• Provide services requested if the request is made a minimum of 4 working days in advance.
• Deliver and pick up special equipment (i.e. tables, chairs, stages, platforms, coat racks, stanchions, folding screens, podiums, trash cans, easels and lecterns).
• Set up and take down special equipment if requested in the work order.
• File any written reports of the event if needed with CSO.
Philosophy
The CSO & the Division of Student Affairs is dedicated to being proactive in working with organizations to assist them in managing the risk that can occur in the course of various student activities. We believe in a hands-on approach in working with our student organizations order to create a positive University setting. We seek to balance the freedoms and responsibilities of college life so that students can “thrive” rather than merely “survive” at Auburn University.

Risk management is the process of advising organizations of the potential and perceived risks involved in their activities as well as, supervising organizations activities and taking corrective actions and proactive steps to minimize accidental injury or loss. In order for student groups to remain a part of Auburn University, it is important that they take precautions and carefully plan their activities so they can avoid situations that may jeopardize their standing as an organization on campus.

Fire Prevention
A fire can start at any time and in any place. Oftentimes when a fire starts, there is very little time to come up with a plan and therefore student organizations should have a working knowledge of what to do before they get started. There are basic precautions to take in order to reduce the risk of catastrophic fire damages. When locating a place to have a social event or meeting, consider the following questions:

- Are there sprinkler systems in place?
- What is the maximum occupancy and will you exceed that limit?
- Are any props or decorations flammable?
- Are the smoke detectors blocked or covered? Ensure that the detectors are in working order.
- Are there “EXIT” signs that are clearly marked?

Some organizations may have some sort of housing or offices for their respective members. These organizations need to ensure that they meet yearly fire inspections. Please contact the City of Auburn Fire Department for any concerns relating to the safety of your building.

Hazing
“Myths and Facts”
Myth #1: Hazing is primarily a problem for fraternities and sororities.
Fact: Hazing is a societal problem. Hazing incidents have been frequently documented in the military, athletic teams, marching bands, religious cults, professional schools and other types of clubs, and/or organizations. Reports of hazing activities in high schools are on the rise.

Myth #2: Hazing is no more than foolish pranks that sometimes go awry.
Fact: Hazing is an act of power and control over others—it is victimization. Hazing is pre-meditated and NOT accidental. Hazing is abusive, degrading and often life-threatening.

Myth #3: As long as there’s no malicious intent, a little hazing should be O.K.
Fact: Even if there’s no malicious “intent” safety may still be a factor in traditional hazing activities that are considered to be “all in good fun.” For example, serious accidents have occurred during scavenger hunts and kidnapping trips. Besides, what purpose do such activities serve in promoting the growth and development of group team members?

Myth #4: Hazing is an effective way to teach respect and develop discipline.
Fact: First of all, respect must be EARNED—not taught. Victims of hazing rarely report having respect for those who have hazed them. Just like other forms of victimization, hazing breeds mistrust, apathy and alienation.

Myth #5: If someone agrees to participate in an activity, it can’t be considered hazing.
Fact: In states that have laws against hazing, consent of the victim can’t be used as a defense in a civil suit. This is because even if someone agrees to participate in a potentially hazardous action it may not be true consent when considering the peer pressure and desire to belong to the group.

Myth #6: It’s difficult to determine whether or not a certain activity is hazing—it’s such a gray area sometimes.
Fact: It’s not difficult to decide if an activity is hazing if you use common sense and ask yourself the following questions:

Make the following inquiries of each activity to determine whether or not it is hazing.

- Is alcohol involved?
- Will active/current members of the group refuse to participate with the new members and do exactly what they’re being asked to do?
- Does the activity risk emotional or physical abuse?
- Is there risk of injury or a question of safety?
- Do you have any reservation describing the activity to your parents, to a professor or university official?
- Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

If the answer to any of these questions is “yes,” the activity is probably hazing.

www.stophazing.org

Auburn University Anti-Hazing Policy
Please note that this anti-hazing policy encompasses ALL student organizations. All Auburn University sanctioned student organizations and groups are expected to adhere to this policy.

I. The Alabama State Hazing Statute
In the State of Alabama, hazing is a crime and individuals committing acts of hazing can be found guilty of a Class C misdemeanor. Hazing may also create civil liability. Additionally, an individual or organization participating in hazing or knowingly permitting hazing forfeits entitlement to public funds, scholarships, awards, and grants. A misdemeanor on a permanent record can prevent an individual from practicing law, obtaining a professional license, or gaining employment. The Code of Alabama (1975), Section 16-1-23, defines hazing as:

Any willful action taken or situation created, whether on or off any school, college, university, or other educational premises, which recklessly or intentionally endangers the mental or physical health of any student, or Any willful act on or off any school, college, university, or other educational premises by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer, threaten or attempt to do any physical violence to any student of any such educational institution or any assault upon any such student made for the purpose of committing any of the acts, or producing any of the results to such student defined in this section. No person shall knowingly permit, encourage, aid, or assist any person in committing the offense of hazing, or willfully acquiesce in the commission of such an offense, or fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of hazing in this state to the chief executive officer of the appropriate school, college, university, or other educational institution in the state. Any act of omission or commission shall be deemed hazing under the provisions of this section.
II. Auburn University incorporates Alabama’s Hazing Statute in its Anti-Hazing Policy and further defines hazing as follows: Hazing is any action taken or situation created intentionally or unintentionally whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations may include but are not limited to paddling in any form; creations of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts that require, expect or lead to the theft or destruction of property, road trips or any other such activities carried on or off campus; wearing, publicly or privately, apparel which is conspicuous and would not normally be worn by the new or prospective members or be considered in good taste by a reasonable person; engaging in public stunts and buffoonery; morally degrading or humiliating games activities; and any other activities which are not consistent with organizational laws, ritual or policy or the regulations and policies of the educational institution. Actions, forced or required or implied to be required, which violate federal, state or local law, are considered hazing.

III. While hazing is most commonly associated with the Greek community, it is important to remember that all of Auburn’s organizations, including but not limited to athletic groups, honoraries, Student Activity Projects, and special interest clubs are subject to this policy. Hazing shall include, but not be limited to, forcing, requiring or expecting new members, associate members, prospective members or initiated members of University organizations to participate in any of the following actions or activities:

1. Drinking alcohol or any other substance.
2. Using any drug, narcotic or controlled substance.
3. Eating foods that a reasonable person would not eat.
4. Branding, tattooing, piercing, or other bodily alteration.
5. Permitting less than six (6) continuous uninterrupted hours of sleep per night.
7. Conducting activities which do not allow adequate time for study.
8. Subjecting a person or group of people to verbal harassment.
10. Misleading new members, associate members, or prospective members in an effort to convince them that they will not attain full membership status, that they will be hurt during an initiation ceremony or any other activity that would cause extreme mental stress.
11. Carrying any items (shields, paddles, bricks, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier.
12. Compelling a person or group to remain at a certain place or transporting a person or group anywhere without their consent (road trips, kidnaps, etc.).
13. “Trash ing,” intentionally, any area for the purpose of annoying others or for having others clean the “trashed” area.
14. Disallowing new members, associate members, or prospective members to talk for an extended period of time.
15. Having new members, associate members, or prospective members perform personal chores or errands.
16. Blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle, or privately conducting blindfolding activities that serve no constructive purpose.
17. Exposure to the elements.
18. Conducting “interrogations” or any other non-constructive questioning.
19. House duties not shared by all members of the organization.
20. Putting new members, associate members, or prospective members in a room that is uncomfortable (examples include but are not limited to: uncomfortable temperature, noise, too small).
21. New members, associate members, or prospective members expected to do anything exclusively for the fun or entertainment of the members.
22. Forcing new members, associate members, or prospective members to make monetary payments or incur extra expenses not included in general membership.
IV. Relevant information regarding individuals allegedly violating these policies will be sent directly to the Office of the Vice President for Student Affairs who will make referrals to the appropriate disciplining body or bodies.

To question the validity of a planned activity, please call the Greek Life Office at 334-844-4600. To report any violations of this policy, please call the Auburn's Hazing Hotline at 334-844-4564, or contact Auburn’s Office of Student Affairs at 334-844-4710 or 334-844-1300.

-Adopted April 1989, Amended February, 2003

**Safety Policy**

It is Auburn University's sincere desire that students attending the University receive a good education that will prepare them for a prosperous, fulfilling life without suffering injury resulting from accidents. For this reason, it is extremely important that students conduct themselves in a mature, responsible and safe manner.

Students entering Auburn University have agreed to conform to its regulations and policies and acknowledge that they retain the responsibility as a citizen to obey all public laws (Code of Student Discipline, adopted March, 1987, I. General Policy, Paragraph A.). In keeping with this policy, students are required to obey all traffic laws and safety regulations of the University.

The basis for the University's safety regulations is established in the Auburn University Safety Program, Policy and Administration Manual (Safety Manual). In addition to the regulations contained in the Safety Manual, other sources of safety rules and regulations exist, including: specific safety manuals (such as the Laboratory Safety Manual, the Biosafety Manual, etc.), unit safety policy manuals, and safety instructions issued by professors, teaching assistants and instructors. Failure to comply with laws and safety regulations may result in disciplinary action as outlined in the Code of Student Discipline

**Drug-free Campus and Workplace Policy Statement**

**Standards of Conduct**

The unlawful manufacture, distribution, dispensation, possession or use of illicit drugs or alcohol by students or employees of Auburn University is prohibited at any time on any University property or at any University activity. No employee will report for work or will work or be present in the workplace that is impaired by an illegal drug or by alcohol. No student will attend classes or any University activity that is impaired by illegal drugs or alcohol.

**Disciplinary Sanctions**

The University will impose sanctions (consistent with local, state and federal law) upon all employees and students who violate these standards of conduct. Such sanctions may include, but are not limited to: 1) referral for prosecution; 2) probation, suspension or expulsion of students; or 3) suspension or termination of employees.

**Types of Drugs and Possible Effects**

I. Alcohol is a powerful depressant. Alcohol use decreases alertness and inhibitions. Accidents and/or risky behaviors occur with negative consequences to health such as disease transmission. Long-term, heavy drinking is linked to cancer, gastrointestinal problems, heart and liver damage, birth defects and psychological disorders. Tolerance, physical and psychological dependence develops.

II. Tobacco use in the form of cigarette smoking is linked to emphysema, lung cancer, heart disease, and other illnesses. Physical and psychological dependence can develop. Smokeless tobacco use leads to cancer of the head and neck areas. Passive smoking increases upper respiratory illnesses.
III. Anabolic Steroids may produce behavioral effects including aggressiveness, irritability, impaired judgment, impulsiveness, mania and paranoid delusions. Sexual functioning is frequently impaired. Serious health problems include liver and heart disease, cancer and death.

IV. Stimulants increase the action of the central nervous system.
   A. Amphetamines (uppers) and Methamphetamine (ice) cause hallucinations. Tolerance, psychological and physical dependence develop. Continued high doses cause heart problems, malnutrition and death.
   B. Cocaine or Crack causes confusion, depression and hallucinations. Tolerance and physical dependence develops. Effects are unpredictable—convulsions, coma, cardiac arrest and death are possible. Nasal membranes may be destroyed. Smoking causes lesions in the lungs. Brain damage may occur.

V. Depressants relax the central nervous system. Barbiturates, Tranquilizers and Methaqualone may cause confusion and loss of coordination. Tolerance, physical and psychological dependence develop. Overdoses cause coma and death. Depressants taken in combination or with alcohol are especially dangerous due to their combined effects.

VI. Rohypnol (flunitrazepam) is a potent tranquilizer and goes by several names, most commonly “roofies.” Used with other drugs such as alcohol, the effects of Rohypnol intensify. This drug is known as the perfect ‘date rape drug’. It can be slipped into beverages without detection (no change in taste or appearance). Within 30 minutes victims appear extremely intoxicated, are unable to identify perpetrators since Rohypnol produces amnesia. With repeated use, physical and psychological dependence may develop. Respiratory failure and death may occur if used in combination with other drugs.

VII. Cannabis alters mood and perception. Marijuana may cause confusion and loss of coordination. Long-term use leads to tolerance and psychological dependence. Users frequently begin using other drugs. Long-term use causes damage to lung tissue and other illnesses.

VIII. Hallucinogens temporarily distort reality.
   A. Lysergic Acid Diethylamide (LSD) causes hallucinations and panic. Effects may recur (“flashbacks”) even after use is discontinued. Tolerance and psychological dependence develop. Birth defects occur in user’s children.
   B. Phencyclidine (PCP) causes depression, hallucinations, confusion and irrational behavior. Tolerance develops. Overdoses cause convulsions, coma and death.
   C. Mescaline, Ecstasy and other “Designer Drugs” cause anxiety, depression and paranoia. Illusions, hallucinations and impaired perception occur. Irreversible brain damage may occur.

IX. Narcotics lower perception of pain. Heroin, Morphine, Codeine, and Opium cause lethargy, apathy, loss of judgment and self-control. Tolerance, physical and psychological dependence develop. Overdoses cause convulsions, coma and death. Risks of use include malnutrition, hepatitis and AIDS.

X. Deliriants cause mental confusion. Aerosol Products, Lighter Fluid, Paint Thinner, Amyl Nitrate, and Glue cause loss of coordination, bowel and bladder control, confusion and hallucinations. Overdoses cause convulsions, cardiac arrest and death. Psychological dependence develops. Permanent damage to lungs, brain, liver and immune system may occur.

Drug Education and Treatment Programs
A full range of education and treatment programs is available to students and employees of Auburn University. Programs fall generally into three categories: (A) Information/Education/Referral, (B) Self-Help, (C) Professional Treatment.

Employee Assistance Program (EAP)
Auburn University’s EAP provides information and referral to employees about a wide variety of topics, including alcohol and drugs. Location: Langdon Hall, Phone: 844-4145.
**Student Counseling Services (SCS)**

SCS offers a large range of counseling services, including those related to alcohol and other drugs of abuse (AODA). The student organization Creating Awareness and Developing Responsibility through Education (CADRE) is a resource for information on AODA, sexual assault/acquaintance rape, sexually transmitted diseases (STDs), and other health/wellness related topics. CADRE provides educational awareness and prevention programs through the university community. SCS provides both assessment of and individual/group counseling for AODA concerns. Brief treatment, designed for students at risk, is available. When indicated, referrals are initiated for community based programs.

**East Alabama Mental Health - Mental Retardation Center**

Among the services available are individual and group counseling at the center’s several clinic sites and inpatient treatment at the Opelika Addictions Center. Location: Main Center, 614 Second Avenue, Opelika Phone: 742-2700

**Private Alcohol and Drug Treatment Programs**

A number of private programs are operated in proximity to Auburn University, throughout Alabama, and in neighboring states. Those programs are too numerous to list, but information may be obtained from the above referral services. Drug Education and Treatment Programs: (A, B, C)

Alabama Department of Mental Health and Mental Retardation

A network of community mental health centers operated by regional mental health boards offers services in every county of the state. Programs and services related to alcohol and drugs are available through these centers, and may be located by consulting a telephone directory (Yellow Pages) or by calling a statewide toll free number that is answered 24 hours a day, 7 days a week. Programs operated throughout the state are available to Auburn University employees whose work sites are distant from the campus. In addition, students may prefer to seek services in locations near their homes. Statewide Phone: 1-800-SOBER-90. Education and Treatment Programs: (A, B, C)

**Federal Drug-Free Workplace Act Requirements**

Any employee receiving a criminal drug statute conviction for a violation occurring in the workplace shall notify University Personnel Services, the Office of Vice President for Academic Affairs or the Office of Vice President for Student Affairs of such conviction not later than five days after such conviction, and such offices will immediately report this information to the Office of Vice President for Research. If the employee reporting such a conviction is employed under a contract or grant, Auburn University, through the Office of Vice President for Research, will notify the appropriate granting or contracting agencies within ten days after receiving such notice of a criminal drug statute conviction.

**Implementation of the University’s Drug Prevention Program**

An Advisory Committee for a Drug-Free Campus and Workplace has been appointed by the president to:

1. Establish procedures and develop information materials to annually distribute to students and employees.
2. Provide recommendations to promote and further develop the University’s drug prevention program.
3. Evaluate the University’s drug prevention program biennially to determine its effectiveness and ensure that disciplinary sanctions are consistently enforced.

**Weapons Policy**

Auburn University prohibits possession, use, and transportation of any dangerous or potentially dangerous weapons described below on all University properties.

1. Fixed blade knives concealed on the person or in vehicle (i.e., Bowie knife, knife or instrument of like kind or description)
2. Shotgun, rifle or other shoulder gun
3. Pistol or revolver
4. Air gun (i.e., air or gas-powered rifle or pistol)
5. Bow & Arrow (i.e., archery equipment)
6. Slingshots (including throwing weapons)
7. Swords
8. Crossbows
9. Brass Knuckles
10. Fireworks or explosive devices

This policy shall apply to all faculty, staff and students of Auburn University, and to all visitors to the Campus or AU Properties.

Exclusions
This policy shall not apply to duly authorized law enforcement officials in the lawful discharge of their duties. Temporary exclusions may be granted by written permit only by the chief of police or his authorized designee for job related, educational or demonstration purposes. Where applicable concerning these instruments, department heads and respective instructors may be granted a blanket authorization for organized activities by the chief of the Auburn University Police or the chief of the campus police for similar activities at the Auburn University at Montgomery campus. Although said organizations must guarantee qualified instruction, safety and security for such activities. Where applicable, all federal, state and local laws and ordinances will be strictly enforced by AUPD or AUM campus police and respective mutual aid agencies and shall be separate from this administrative policy.

For all other policies pertinent to Student Organizations, please refer to the Tiger Cub. It can be viewed online at www.auburn.edu/tigercub/.
The Center for Student Organizations (CSO) currently has two requirements regarding financial management for AU Student Organizations:

- Each AU Student Organization must establish a checking account if the organization is collecting income such as dues.
- Each AU Student Organization that has a checking account must have at least two names on the account to include the Advisor and President or Treasurer.

The CSO reserves the right to request an audit of any student organization’s financial records.

In addition to these requirements, the CSO offers the following guidelines to assist your organization in adhering to sound financial policies:

**Handling Cash**

- The organization should utilize income receipts for all funds received. The receipts should be used in sequential order. The organization should perform a reconciliation of income receipts for completeness.
- The organization should perform reconciliation between the items sold and the funds received. (This should also be performed for application fees received.)
- All checks received should be restrictively endorsed upon receipt.
- All funds should be properly safeguarded between deposits (i.e., in limited access areas, safe).
- All income should be deposited in a timely manner (at least once a week).

**Checking Accounts**

- Maintain an updated balance (either in Quicken or checkbook)
- All voided checks should be maintained
- All checks should contain two signatures
- Checks should not be signed in advance
- Checkbook should be kept in a secure location
- Advisor/President/Treasurer should receive bank statement unopened directly from bank
- Advisor/President/Treasurer should review cancelled checks/deposits from monthly activity. Unusual activity should be questioned.
- Advisor/President/Treasurer should indicate their review by initialing and dating the bank statement
- Monthly reconciliations should be performed to ensure account balance per books (Quicken) is in agreement with bank balance
- Advisor/President/Treasurer should review reconciliations to ensure reconciling items are appropriate, and the book balance reconciles to the bank balance. Advisor/President/Treasurer should indicate their review by initialing and dating the reconciliation
- Original bank statements should be safeguarded and maintained in a secure location

**Preparing a Budget**

**Setting Targets and Measuring Results**

Student organizations should become familiar with preparation of financial plans, budgets, and the benefits of using a budget as a management tool. There are three primary purposes for developing a budget:

- To put the group’s plans into monetary terms
- To provide a means of allocating limited resources among the organization’s activities
- To aid in tracking the organization’s actual revenues and expenditures against its goals
Student organizations should budget their operations annually. The proper management of funds is important, especially when dealing with limited financial resources. Also, the more complex the group’s objectives, such as managing multiple programs with different activities and funding sources, the more important the budget process becomes. If a group has both restricted funds and unrestricted generated funds, the use of budgets to identify expenditures provides the necessary means for tracking the two fund types.

**Developing a Budget**

If your organization has been in operation for a fair amount of time, the easiest way to prepare a budget is to start by recording your last two or three years of actual financial data by year. A schedule thus prepared will allow you to compare trends and identify major expense centers. It will also point out areas where your group is growing or declining and indicate areas where reductions and cost savings might be possible.

This historical information can then be used as a basis for preparing a current year budget forecast. The budget forecast is adjusted and modified from the historical data for projected major changes in revenues, programs, or expenditures. Obtain historical data from your organization’s records to assist you in this process. If your organization does not have these records, begin creating a system now that can be used in the future.

**Choosing a Format**

You can choose among several methods of preparing and monitoring budgets. They can be organized by program and cost item, fund type, or solely by program.

The most common format uses program and cost item formatting. This method provides a sufficient level of detail for analyzing the individual budgeted items and identifying cost item variances by categories, plus overall program variances.

**Summary**

While preparing a budget may seem excessive and cumbersome, any student organization that operates without a formal budgeting process cannot effectively manage or plan its operations. A properly prepared budget allows even small organizations to identify potential problems and to take corrective action before they become major issues.


**Fundraising**

Fundraisers can be conducted at various times in the organization’s status as an Auburn University Student Organization. If there are any questions regarding fundraisers allowed please contact the Center for Student Organizations at 844-4240.

Fundraisers can be conducted on the Haley Center Concourse. The organizations must obtain a conourse permit from the Division of Student Affairs. There is to be no selling of food in conjunction with the event due to the regulations of the Health Department. For any questions you may have, contact the Division of Student Affairs at 334-844-1300.

**Organizations Fund**

The Organizations Fund is available to active student organizations each year through the Center for Student Organizations budget. The Organizations Fund can be used only by Permanent student organizations. Before an organization can receive funding, they must present the CSO with a Tax ID
Number and proof of the expenses. Organizations must be able to purchase all approved expenses up front and will only be reimbursed for the amount of money spent on approved expenses.

The Center for Student Organizations provides all student organizations with a list of Funding Guidelines they must follow. These guidelines can be found at [www.auburn.edu/stuorgs](http://www.auburn.edu/stuorgs).

Completed applications must be turned in to the Center for Student Organizations through AUinvolve. Requests must be submitted by the Primary Contact of your organization. A representative of the organization will be invited to the Organizations Fund Hearing where the Student Organizations Board will review the request. The representative will be given the opportunity to explain the request and answer any questions the Student Organizations Board may have.
Philosophy
Auburn University is committed to providing a working and academic environment free from discrimination and harassment and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all its members.

Anti-Harassment and Non-Discrimination Policy and Grievance Procedure for Students
Auburn University will not tolerate discrimination against or harassment of its students. Any form of discrimination or harassment related to a student's race, color, sex, religion, national origin, age, disability or veteran's status is a violation of this policy, and will be treated as a disciplinary matter. This policy is intended to cover any harassment of or discrimination against a student by other students, employees or University agents. This policy also covers harassment of students by non-employees on University property or while engaged in University sponsored activities, as well as discrimination against students by University contractors.

Reporting
Harassment by students or non-employees should be reported to the Office of the Vice President for Student Affairs. Harassment by employees, including supervisors, should be reported to the Affirmative Action/Equal Employment Opportunity office. Retaliation against any student who reports harassment or discrimination is prohibited.

Definitions
- **Discrimination** is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education because of their race, color, religion, national origin, age, disability, citizenship, veteran status or sexual orientation.
- **Harassment** as a form of discrimination is defined as verbal or physical conduct that is directed at an individual or group because of race, color, religion, national origin, age, disability, citizenship, veteran status or sexual orientation when such conduct is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's or group's academic or work performance; or of creating a hostile academic or work environment. The term "harassment" includes but is not limited to: slurs, jokes, or other graphic or physical conduct relating to a student's race, color, sex, religion, national origin, age, disability, or veterans status
- **Verbal conduct** is defined as oral, written, or symbolic expressions that: personally describe or is personally directed at a specific individual or group of identifiable individuals; and is not necessary to an argument for or against the substance of any political, religious, philosophical, ideological, or academic idea.

Sexual Harassment
Harassment also includes any coercive sexual behavior used to control or influence a student. It may be manifested by verbal and/or physical actions, gestures, unnecessary touching, leering at a person's body, attempts to embarrass, request for sexual favors, and physical assault.

Sexual harassment in academic settings, and in the employment arena where students are involved, is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature when:
1. Submission to such conduct may be explicitly or implicitly a term or condition of a student's academic success or employment; or
2. Submission to or rejection of such conduct may be used as the basis for employment or academic decisions affecting the student and the student's total educational and/or work experience; or
3. Such conduct has the purpose or effect of substantially interfering with a student's employment or academic performance or creates an intimidating, hostile or offensive work or educational environment.

Students who feel that they have been sexually harassed should report their complaint to the Division of Student Affairs. This office, in consultation with the Affirmative Action Office, will investigate the incident, consult with other appropriate University officials if necessary, and will resolve the complaint if possible.
An advisor is an educator in a “non-traditional classroom.” The advisor uses personal expertise and perspective to stimulate individual development of members and the overall development of the organization.


Selecting an Advisor
When selecting an advisor, find someone who will have the time to devote to your organization. Make sure that this person will take the role willingly and seriously, and find someone who has knowledge or skills related to the mission/purpose of the organization.

Make certain that he/she has a clear understanding of the organization’s purpose. Discuss with the potential advisor what is required of him/her, his/her duties, and the time commitment involved. Be open and honest with the potential advisor about the types of activities in which the organization may participate.

Allow the person a reasonable length of time to consider his/her decision.

If possible, choose someone who shares some of the same interests as the organization, and who has previously interacted with the leadership of the organization.

The Role of the Advisor
By sharing both knowledge about the university and personal experiences, the advisor can assist the organization in the conduct of its activities. Advisors should encourage and advise the organization in carrying on an active and significant program and work with the officers to promote the effective administration of the organization. In addition, valuable, mutually rewarding, co-curricular relationships between students and advisors are fostered.

The relationship between an advisor and an organization will vary from year to year and individual to individual. However, the student/advisor relationship can be crucial to the success of the organization. The list that follows contains possible roles of an advisor. It is important that the advisor and the organization communicate their expectations to each other. The advisor should be very clear about the things he/she will do, and the things he/she will not do. Of course, the expectations will vary according to the needs of the organization and the advisor.

- The advisor recognizes and supports participation in student organizations for its contributions to the educational and personal development of students.
- Advisors should work with student organizations but not dictate the group’s programs or activities. However, advisors should be frank in offering suggestions, considerations or ideas, and discussing possible consequences.
- The advisor should be well informed about the plans and activities of the organization. The expectation is that the advisor will attend some meetings and will consult frequently with the organization’s officers.
- The advisor should know the goals and directions of the organization and should help the group evaluate its progress.
- The advisor should be aware of the constitution and/or bylaws of the organization and help with interpretation, if applicable.
- The advisor provides a source of continuity within the organization and is familiar with the organization’s history.
The advisor should be familiar with university policies and procedures and help the organization comply with them.

The advisor should be aware of the general financial condition of the organization, and encourage good record keeping.

The advisor should help in training new officers and help them develop their leadership skills.

The advisor should be prepared to deal with major problems or emergencies within the organization.

The advisor should warn the student organization of risks of injury and liability in connection with their activities, as well as provide warnings to the organizations or its officers if he or she is concerned with the organization’s operations.

The advisor should monitor group functioning and encourage members to fully participate, to assume appropriate responsibility for group activities, to maintain a balance between academic activities, and to maintain a balance between academic activities and co-curricular commitments.

The advisor should NOT purchase alcohol for the student organizations or its members.

The advisor should NOT pledge his or her backing for the debts of the student organization.

The advisor should NOT run the organization, by reserving the right to approve or control its decision and activity.

The advisor should NOT serve as the student organization’s treasurer, bookkeeper, accountant, or auditor.

The Organization’s Responsibilities to the Advisor
Keep in mind that the advisor is voluntarily associated with the organization. It is the organization’s responsibility to inform the advisor on the activities of the organization.

- Notify the advisor of all meetings and events
- Consult your advisor in the planning of all activities.
- Consult him/her before any changes in the structure of the organization, or in the policies of the organization are made, and before major projects are undertaken.
- Understand that although the advisor has no vote that he/she should have speaking privileges.
- Remember that the responsibility for the success or failure of the organization project rests ultimately with the group, not the advisor.
- Talk over any problems or concerns with the advisor.
- Follow through on any commitments to the advisor
- Attend all meetings and events scheduled with the advisor
- Acknowledge the advisor’s time and energy is donated and express appreciation.
- Be clear and open about your expectations for your advisor’s role.
- At the end of each semester, evaluate your advisor and give appropriate feedback.

Suggestions for Effective Advising
The maturity/skill level of the organization and its leadership should dictate your style of advising. If they have beginning skill levels, you may need to be more actively involved with the organization. As the leaders’ skill level matures, you can then decrease the amount of direction you need to provide the organization.

- Express sincere enthusiasm and interest in the group and its activities.
- Be open to feedback from the group. Talk with them regarding your role as advisor. Be willing to admit mistakes.
- Provide feedback to the group and the leaders regarding their performance.
- Be familiar with the Auburn University rules and policies and this manual so that you can be a knowledgeable resource for the group.
- Participate with the organization and get to know the members. Be available and accessible to them. They will feel more comfortable with you and be more open to your input if they know you.
- Following organization meetings, discuss any problems encountered during the meeting with the officers.
• Be careful of becoming too involved with the organization. Remember that you are not a member. Your role is to advise, assist, and facilitate.
Student Organizations

Helpful Contacts

Center for Student Organizations
3130 Auburn University Student Center
844-4788
sgaorgs@auburn.edu

Center for Student Organizations
John-Michael Roehm, Coordinator
3137 Auburn University Student Center
844-1344
roehmjm@auburn.edu

Concourse/Banner Permits
Debbie Hood
3248 Auburn University Student Center
844-1304
http://www.auburn.edu/deanofstudents/Event Planning Form.pdf
Must stop by Suite 3248 to complete permit.

Office of Information Technology
(Webspace/Listservs)
Telecom Building
844-4512
www.auburn.edu/oit

Auburn University Student Center Room Reservations
3231 Auburn University Student Center
844-1300

WEGL 91.1
1105 Auburn University Student Center
844-4114
www.wegl.auburn.edu

Eagle Eye News
1105 Auburn University Student Center
844-5372
www.auburn.edu/eagleeye

The Plainsman
1111 Auburn University Student Center
844-4130
www.theplainsman.com

Glomerata
1115 Auburn University Student Center
844-4254
www.auburn.edu/student_info/glomerata/

The Circle
1115 Auburn University Student Center
844-4254
www.auburn.edu/circle/

Club Sports/Recreation Services
Dianne Harper
204 Student Activities Center
844-4716
harpede@auburn.edu

Tiger Catering
(Chartwells)
1119 Auburn University Student Center
Phone: 844-1234