Permanent Status Information Packet
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Welcome!

We hope your experience as a registered student organization at Auburn University has gone well! We look forward to hearing about all the exciting things you have accomplished during the provisional process.

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

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

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

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

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www.auburn.edu/involvement

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Requirements to Remain a Recognized AU Student Organization

- Attend the annual President’s Meeting each fall hosted by the Office of Student Involvement.
- Complete the student leader online training course.
- Maintain accurate contact information on AUinvolve at all times.
- Register all organization events (regular scheduled meetings, events, etc) through AUinvolve and other necessary forms.
- Have at least 10 members in the organization at all times. Membership in Auburn University student organizations should be limited to enrolled Auburn University students or Auburn University faculty and staff. Rosters should be accurate at all times. It is the responsibility of the organization to ensure the roster only includes students currently involved with the organization.
- Must have at least two officers. One officer must be the President and one must be the Vice President. If the organization collects dues or income they must also have a Treasurer. (names may vary)
- Have an Auburn University faculty or staff member serving as Advisor of the student organization.
- Advisors must participate in Advisor’s Training the first year they are serving as an advisor. Advisors should attend trainings at least once every 4 years or as necessary determined by the Office of Student Involvement and the individual advisor. (Online training will be offered for those who cannot attend in person)
- Must adhere to sound financial policies. Student organizations that have a checking account must have at least two names on the account. The Organization Advisor should be listed on the account. The Office of Student Involvement retains the right to request an audit of any organizations’ financial records.
- All organizations must adhere to all local, state, and federal laws and regulations as well as all policies set forth by Auburn University.
- Re-register organization annually online during designated period.
- All organizations must operate in a manner consistent with the goals and standards of the university.
- Maintain a current copy of the organization’s constitution and bylaws on AUinvolve.
- All organizations must ensure continuity from year to year by training new leaders and keeping good records.
- All organizations must update their AUinvolve page with any officer changes.
• Any other requirements made known by the Office of Student Involvement.

Frequently Asked Questions

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

What is the difference between a Provisional and Permanent organization?
An organization must complete the Auburn University Student Organization provisional process before being considered to become an officially granted Permanent organization. During the Provisional period, the organization must demonstrate the following in order to apply for Permanent status:
1. Its value through worthwhile group enterprises and activities
2. Sound financial policies
3. That it has met all the requirements to remain a recognized AU student organization.

Organizations on provisional status are eligible for all benefits with the exception of the ability to apply for Organizations Fund monies and create T-shirts and products with Auburn marks or logos. Only Permanent organizations are eligible for these benefits. An organization remains Permanent as long as they meet the annual requirements to remain a recognized AU student organization.

How long do I maintain Provisional status as an organization?
An organization must meet the Provisional requirements within one year from the date the organization’s Provisional status was approved by the Organizations Board. After that one year deadline expires and all requirements have been met. Organizations can contact the Office of Student Involvement to request the paperwork to apply for Permanent status. Organizations who fail to apply for Permanent status within six months will be placed on Inactive status.

What happens if an organization does not meet the requirements to stay a recognized AU student organization?
A Provisional or Permanent student organization that does not meet the requirements is placed on Probationary status. The organization temporarily loses all privileges of a recognized AU student organization. An organization that remains on Probationary status for a period exceeding two consecutive years becomes Inactive.

What is an Inactive organization?
Organizations are placed on Inactive status for one or more of the following reasons:
1. Been on Probationary status for a period exceeding two consecutive years.
2. Violation of University policies and regulations.
3. Failure to obtain Permanent status after a period of six months after completing one year of Provisional status.
4. If the organization president or advisor report that the student organization is no longer functioning.

An inactive organization wishing to re-establish on campus must repeat the entire registration process.

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

How do I find an advisor for my organization?
Students may ask any Auburn University faculty or staff member to serve as advisor to the organization. Students will often ask mentors, faculty or staff members in the department the organization is in, or faculty or staff members they know might have an interest in the organization. The role and expectations of the advisor are included in this packet.

How is my organization added to AUinvolve?
Upon approval by the Organizations Board, organizations will be automatically added to AUinvolve. All organizations must maintain an accurate roster and profile on AUinvolve. Failure to do so may result in Probationary Status.

What is the Presidents’ Meeting?
Presidents’ Meeting is a required leadership development meeting for each organization’s President held at the beginning of the fall semester. If the president is unable to attend at the scheduled time of the meeting, then they may send a representative. The meeting date and time is announced through AUinvolve. Failure to attend the Fall Presidents meeting may result in Probationary status for the upcoming year.

What events do organizations have to register?
Organizations should register all of their events & activities through AUinvolve. To do so, students with proper administrative privileges for their organization page may create an event from your organizations main page. Any event that is serving as an official organizational function should be recorded through AUinvolve. Not only does this process register your event with our office, it allows your members to have access to your event calendar through AUinvolve.
Any event taking place on Auburn’s campus that is not a reoccurring event (general meeting) should be registered with Auburn University’s Office of Communications and Marketing through www.auburn.edu/auevents. This process should be done in advance. Specific guidelines are available at www.auburn.edu/auevents.

How do I set up my organization’s checking account?
An organization may set up a checking account at any banking institution. Organizations do not have to have a checking account unless they collect any income such as dues. The organization should have at least two names on the bank account, one of which should be the organization Advisor. The Office of Student Involvement retains the right to request an audit of any organization’s financial records.

How does my organization apply for Organizations Fund?
Student Organization can apply for Organizations Fund by completing the form online through AUinvolve. Funding guidelines can be found at www.auburn.edu/involvement. Only Permanent student organizations can apply for monies from the Organizations Fund.
About Student Organizations Board

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

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

O-Board meetings are held at bi-weekly during fall and spring semester. A full schedule of Organizations Board hearing dates are made available at www.auburn.edu/involvement. Organizations requesting to meet with O-Board must submit the required materials the Thursday before each hearing by 4:45 PM.

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

The following information is taken from Chapter 300 and Chapter 500 of the Student Government Association Bylaws found online at www.auburn.edu/sga.
Steps to Become a Permanent Student Organization:

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

1. Ensure that your organization has attended the New Organization Orientation, Completed the Student Organization Online Training, and attended 3 webinars (hosted by the Involvement Ambassadors.
2. Apply for permanent status at https://auburn.campuslabs.com/engage/submitter/form/start/17465
3. Be approved for permanent status by the Organizations Board. There is no need to attend this hearing, the Office of Student Involvement will present your organization status request to the board.
Auburn University Student Organizations Board
Permanent Student Organization Checklist

The below information is a worksheet to complete prior to beginning the registration process on AUinvolve. This worksheet will assist you in completing the online form. All applications must be submitted online. No paper applications will be accepted.

Organization

Advisor Name

Advisor Phone & Email

Contact Person Name

Contact Person Phone & Email

Date Submitted

Organizations must submit the following information:

Your organization’s constitution and bylaws.
A review of programs/activities from the past year that demonstrate the organization’s value through worthwhile group enterprises and activities
A list of proposed programs/activities for the upcoming year
An updated list of members and their email address
(All organizations are required to have 10 members before being granted a charter, including two officers (President, Vice President and Treasurer if collecting dues))
An updated Advisor Agreement Signed
An updated Dues/Income Agreement
An updated Sports Club Approval Form
Using the Name of the University

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

However, the name Auburn University or AU should not be used prior to the name of the organization. Your constitution and all records with the Auburn University Office of student Involvement should reflect the name of the organization without the AU. (Example- The Society of Student Organizations at Auburn University is allowable, Auburn University Society of Student Organizations is NOT.)

Organizations may only use interlocking AU logo.

Organizations who have completed the academic verification form verifying they are academically affiliated with a school or college are allowed to incorporate their respective school or college’s logo/mark on their materials.

Exceptions may be made to organizations that refer to the geographical location of “Auburn” in their name. Most times, these organizations are community organizations with proper documentation stating such, that wish to have a student organization as well.

If you have questions on if your organization logo will be allowable or any other questions regarding the use of Auburn University name visit the Office of Trademark Management & Licensing website at www.auburn.edu/administration/trademark.
Student Organizations Advisor Expectations

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

The Role of an Advisor

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

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

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

Advisors of student organizations should not:

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

Member expectations of organization advisors include:
• Support and motivation
• Respect
• Attendance at meetings and events
• Enthusiasm
• Communication
• Have fun

Advisor expectations of organization members include:
• Attendance at meetings and events
• Follow through on commitments
• Respect
• Have fun

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

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

Name of organization: ________________________________
Advisor Name (please print): ________________________________
Department: ________________________________
Phone: ________________________________ Email: ________________________________

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

Department Chair Signature: ________________________________ Date: ________________
Dean’s Signature: ________________________________ Date: ________________
Sports Club Approval for Auburn University Student Organizations

Sports Clubs should contact the Competitive Sports Office in Campus Recreation prior to completing this packet to ensure they are in proper standing. Should the Competitive Sports Office not approve the Club Sport a student organization may become a special interest group with students who enjoy playing that particular sport, but will not be allowed to compete.

Questions regarding Club Sports should be directed to the Club Sports Office:
601 Heisman Drive
Auburn University, AL 36849
(334)844-0023
www.auburn.edu/campusrec
Organization Tax information

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

Tax ID (Employer Identification Number)
Any student organization collecting dues or income of any type are required to have a bank account. In order to set up your bank account, you must apply for an Employer Identification Number (EIN) from the Internal Revenue Service (IRS). The EIN application is located on the SS-4 form. You may apply through the following links:


Phone:  (800) 829-4933;

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

Filing Taxes
For organizations not classified as non-profit, it is important to ensure your organization is filing or paying taxes as appropriately outlined by the IRS. If the student organization reports less than $5,000 on their “gross receipt”, regardless of the organization’s classification, it will automatically be considered tax-exempt and will not need to file annually with the IRS. A “gross receipt” is defined by the IRS as “the total amounts the organization received from all sources during its annual accounting period.” Note that this number is calculated before subtracting any costs or expenses. Also note that this number
includes student activity fee money, donations later re-donated to a charity, dues collected from members, etc. Thus, most forms of money taken in by the organization count against this $5000 limit.

If a Student Organization receives $5,000 or more during an annual accounting period, it must file annually with the IRS. The proper form for an organization depends on how much more than $5,000 the organization takes in. See below for forms that should be completed by organizations:

- <$5,000 annually- No Form
- $5,000 up to $50,000- IRS Form 990-N
- $50,000 up to $100,000- IRS Form 990-EZ
- $100,000+- IRS Form 990

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

Student Organizations advising Staff
Cameron Eaves, Coordinator
3134 Student Center
844-4978
cme0028@auburn.edu

Justin Roberts, Graduate Assistant
3130 Student Center
844-4737
jpr0025@auburn.edu

Concourse/Banner Permits
Debbie Hood
3248 Student Center
844-1304
hooddel@auburn.edu

Student Center Room Reservations
Andrea Conti-Elkins
3231 Student Center
844-1300
contial@auburn.edu

Club Sports
Joe Wise, jaw0058@auburn.edu
Daniel Overstreet, oversdr@auburn.edu
601 Heisman Drive
844-0023
jaw0058@auburn.edu

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

Campus event planning
Chris Greene
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greenc1@auburn.edu

Risk Management
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844-4870
maa0034@auburn