



# Provisional Status Information Packet

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# WELCOME!

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

Enclosed in this packet are helpful resources to aid in your application process. In addition to the information included, various topics are addressed online at [www.auburn.edu/involvement](http://www.auburn.edu/involvement) under the “Manage” section.

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

Once you have completed compiling the required paperwork, you may submit it to Student Involvement online through AUinvolve. After your application has been reviewed a representative of your organization will then be scheduled to appear before the Organizations Board. The Organizations Board meets bi-weekly during the Fall & Spring semesters only.

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

Student Involvement  
334.844.4788  
involve@auburn.edu  
[www.auburn.edu/involvement](http://www.auburn.edu/involvement)

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# **Benefits of Being a Recognized AU Student Organization**

- AUinvolve, online organization management database & website which assists students in event registration, elections, document storage, roster management, and more
- Participation in Organizations Week, Weekly O-Days, and other special events
- Opportunity to utilize meeting or event space in campus facilities, most free of charge
- Opportunity to purchase space in the Glomerata yearbook
- Webspace through the Office of Information Technology
- Opportunity to receive a campus mailbox
- Connect students with organizations within their schools/colleges

## **Benefits of Having Permanent Status**

- Ability to apply for funding from the Organizations Board
- Full rights, responsibilities, & privileges to Auburn University registered marks, according to Trademark & Licensing Policies (i.e., create T-shirts or products with Auburn marks or logos)

## Requirements to Remain a Recognized AU Student Organization

- Attend the annual President's Meeting each fall hosted by Student Involvement.
- Complete the online student leader training.
- 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.
- Have an Auburn University faculty or staff member serving as Advisor of the student 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)
- 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 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. 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 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 Student Involvement. This does not include Student Activity Organizations or the Greek Life organizations which fall under different categories.

### ***What is the difference between a Provisional and Permanent organization?***

An organization is given provisional status for a maximum of one year. During this year, the organization must meet a set of requirements before it is considered for Permanent status. 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. As soon as all of the Provisional requirements have been met, the organization is eligible to apply for Permanent status. Organizations will be placed on conditional status if they do not meet the Provisional requirements and/or apply for Permanent status within one year of becoming provisional.

### ***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 Conditional status. The organization temporarily loses all privileges of a recognized AU student organization. An organization that remains on Conditional status for a period exceeding two consecutive years becomes Inactive.

### ***What is an Inactive organization?***

Organizations are placed on Inactive status for one or more of the following reasons:

1. Been on Coonditional 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 Bi-Weekly O-Days are held every other 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. 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 Conditional Status.

### ***What is the Presidents' Meeting?***

Presidents' Meeting is a required leadership development 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 Special Events through [www.auburn.edu/aevents](http://www.auburn.edu/aevents). This process should be done in advance. Specific guidelines are available at [www.auburn.edu/aevents](http://www.auburn.edu/aevents).

***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](http://www.auburn.edu/involvement). Only Permanent student organizations can apply for monies from the Organizations Fund.



# About Organizations Board

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

O-Board shall have the following duties:

- To publish at the end of each semester to the Student Senate a list of the student organizations and their status.
- To review and approve applications for Provisional student organizations.
- To review and approve organizations for Organizations Funds monies.
- To review and approve recommendations for Permanent Status from the OSI Provisional Organizations GA
- To disapprove any application, if necessary, on technical grounds.
- To maintain a record of all chartered organizations and allocations from the Organizations Fund in 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](http://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](http://www.auburn.edu/sga).*

# Steps to Become Registered as a Student Organization:

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

1. Compile information in this packet before beginning online process.
2. If necessary, meet with a staff member from Student Involvement or an Involvement Ambassador to review your packet and answer any questions (not required).
3. Go to [www.auburn.edu/auinvolve](http://www.auburn.edu/auinvolve)
4. Click on Log In on the top right corner.
5. Log in using your Auburn University Username and Password.
6. Click on the Organizations Tab at the top of the page.
7. Click on "Register a New Organization".
8. Using the information in the packet, complete the steps as outlined online.
9. You may access your registration at any time under "submissions" in the "Involvement" drop down menu.
10. After completing all of the necessary steps, submit your application for approval. Applications are due the Thursday at 4:45 PM before the hearing you are submitting for.
11. Organization Presidents and other representatives will present their organization request to the Organizations Board during a scheduled hearing. Hearing dates can be located at [www.auburn.edu/organizations](http://www.auburn.edu/organizations). A specific hearing time will be e-mailed to Organizations Contact prior to the meeting.

Failure to attend the Organizations Board approval twice will result in a cancelation of request.

# Auburn University Organizations Board Provisional Student Organization Worksheet

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

Organization \_\_\_\_\_

Advisor Name \_\_\_\_\_

Advisor Phone & Email \_\_\_\_\_

Contact Person Name \_\_\_\_\_

Contact Person Phone & Email \_\_\_\_\_

Organizations must submit the following information:

- Your organization's constitution. *(Sample attached)*
- Your organization's bylaws. *(Sample attached)*
- A list of proposed programs/activities for the upcoming year.
- A President, Vice-President and Treasurer (if collecting dues)
- A list of members and their email address.  
*All organizations are required to have 10 members, including two officers (President, Vice President and Treasurer if collecting dues)*
- Academic Organization Agreement *(If Applicable)* (Form Attached)
- A Tax ID Number or a copy of your request for your Tax ID Number.  
*(Instructions attached) You do not have to have a Tax ID number if you are not collecting dues.*

### After Your Provisional Status is Approved:

- Your organization will be granted full access to AUinvolve.
- Update your AUinvolve Page
- Complete the Online Student Organizations Training
- Officers must attend 3 organization webinars.
- Officers must attend New Organization Orientation.
- (Dates for Orientation and Webinars online at [www.auburn.edu/involvement](http://www.auburn.edu/involvement))

# 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 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 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](http://www.auburn.edu/administration/trademark).

# Single Sex Organizations

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at the university unless such programs and activities are specifically exempt from the law. The university is required to be in compliance with the provisions of Title IX. Therefore, compliance with Title IX is a condition to being a registered student organization at the university. Since passage of this law and the publication of the implementing regulations, the U.S. Department of Education Office of Civil Rights has evolved a rather clear set of criteria for determining when single sex organizations are exempt from the provisions of Title IX. These criteria are as follows:

- The organization must have tax exempt status under Section 501 of the Internal Revenue Code;
- Members must be limited to student, staff, or faculty at Auburn University;
- The organization must be a “social fraternity” as defined by the Department of Education.

The Department of Education defines a “social fraternity” as a group that can answer “no” to all the following questions:

- Is the organization's membership limited to persons pursuing or having interest in a particular field of study, profession, or academic discipline?
- Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
- Are the members permitted to hold membership in other fraternities or sororities at the university?

If a group answers “yes” to any of the questions, it is not a “social fraternity” and therefore is not exempt from the requirements of Title IX and therefore must accept members of both sexes. Questions regarding this policy can be directed to staff in Student Involvement.

For additional information regarding the University's Title IX compliance, [click here](#).

# Sample Constitution and Bylaws

Organizations wishing to register with the university must submit a constitution and bylaws that provides the organization with guidelines for operations and activities. These two separate documents should be well written and kept up-to-date to meet the needs of the student organization. A current constitution & bylaws should always be stored on the Documents tab on AUinvolve.

The constitution:

- Establishes the broad structure and fundamental principles that govern the organization
- It should be straightforward
- It should be difficult to amend

The bylaws:

- Outline the rules of procedure for an organization
- Should be consistent with the constitution
- Are often easier to amend than the constitution

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

## **Constitution of (Insert Name of Organization) (Insert Date)**

### **Article I Name and Affiliations**

Section 1: “The name of this organization is...” No organization can include Auburn University or AU at the beginning of the name of the organization. At no time should the organization refer to itself as a part of Auburn University.

Section 2: Please include the organization’s relationship to any Auburn University department and/or any campus, local, state, national, or international organization.

### **Article II Purpose**

Section 1: “The purpose of this organization is...” Please include the primary purpose of the organization.

## **Article III** **Membership**

Constitutions must include the following statement non-discrimination statement verbatim. A student organization whose primary purpose is religious will not be denied registration a registered student organization on that ground that it limits membership or leadership positions to students who share the religious beliefs of the organization.

Section I: Non-Discrimination

Membership is restricted to regularly enrolled Auburn University students, faculty, and staff. No university student may be denied membership on the basis of race, sex, religion, national origin, color, age, disability, gender identity or expression, sexual orientation, or veteran status as outlined in the [Auburn University Policy Regarding Prohibited Harassment of Students](#).

Section II: General Members

This section should include general membership requirements. **This section must also contain the following statement: “Membership is restricted to regularly enrolled Auburn University students, faculty, and staff. No university student may be denied membership on the basis of race, sex, religion, national origin, color, age, disability, gender identity or expression, sexual orientation, or veteran status.”**

*However Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs.*

Section III: Voting Members

This section should address the qualifications needed in order to be a voting member of the organization (i.e. paid dues, are on current roster, etc.).

## **Article IV** **Officers**

Section I: The officers shall be... (Please insert the titles of the officers. You can include here a general statement about the role of each office. However, specific duties and responsibilities should be included in the bylaws.)

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

Section III: Officers will hold office from... (Please insert officers' term limits. Also include whether or not there is a limit to the number of terms for which any single person may be re-elected)

Section V: If an officer's position is to become vacant during his or her term, the following will take place... (Please include the provisions to be made for filling vacancies. This should include the process of impeachment of an officer who is not fulfilling his or her duties.)

## **Article V** **Advisors**

Section 1: The XXX organization shall have an Auburn University faculty, administrator, or staff member serving as Advisor at all times.

Section 2: This section should include the general role of the advisor. See the Advisor guidelines in this packet. Specific duties should be included in the bylaws.

Section 2: This section should include the provisions for the removal of an advisor.

## **Article VI** **Meetings**

Section 1: This section should address the frequency of regular meetings (weekly, bi-weekly, monthly, etc.) and who has the authority to call the meetings. Quorum, or the percentage of membership that must be present in order to conduct business at the organization's meetings, should be stated here.

Section 2: In addition, this section should also address who can call special meetings, as well as the number of hours in advance that members should be notified of special meetings.

## **Article VI** **Amendments**

Section 1: This constitution shall be amended by a vote of (2/3, 3/4, etc.) majority of the membership at any regular or special meeting. The section should also include how, when, and to whom amendments should be submitted prior to a vote.



**Bylaws of  
(Insert Name of Organization)  
(Insert Date)**

**Article I  
Membership**

- Section 1: This section should include procedures for becoming or selecting members. When are members selected, by what process, what qualifications. Be specific here.
- Section 2: This section should include membership rights, duties, responsibilities, etc.
- Section 3: Expulsion and resignation procedures should be provided.
- Section 4: Amount of membership dues, if any, how dues are decided upon, as well as how often they must be paid should be addressed in this section.

**Article III  
Officer Duties**

- Section I: The specific roles and responsibilities of each officer position should be included here. Each officer can be listed as a separate section.

**Article II  
Election of Officers**

- Section I: Elections of new officers will take place...(insert the estimated times of elections and how often they will occur.)
- Section II: Insert information on the nomination process.
- Section III: Members who are running for office must...(insert election requirements such as acceptance of nomination, speech, campaign, etc.)
- Section IV: Officers must be elected by...(insert simple majority, 2/3 majority, etc. Also include secret ballot, hand vote, etc.)
- Section V: If an officer decides to step down from an office or is no longer enrolled...(insert procedures for filling the office including how

nominations are made, how the election is held, how and when notice is given regarding the election)

Section VI: Discuss the process for an officer to be impeached from their position

## **Article IV** **Advisor**

Section 1: This section should include how the advisor is chosen and/or elected, and the duration of their term.

## **Article V** **Committees (if needed)**

Section 1: This section should address any specific and Chartered committees of the organization. It should include the function and specific duties of each committee.

Section 2: This section should include how members are selected to committees.

## **Article V** **Finances (if needed)**

Section 1: This section should address any specific issues or guidelines regarding financial records, reporting, responsibilities, etc. of the organization. For those organizations collecting dues or any other type of income (fundraisers, etc.), you must have a checking account established for your organization. Organizations with a checking account must have the following statement in this section: "All checks and withdrawals from the organization's checking account must be approved by the president and/or treasurer as well as the advisor of the organization."

## **Article VI** **Parliamentary Authority**

Section 1: This organization shall be governed by... (Specify source of parliamentary procedure. Most organizations use *Robert's Rules of Order* to govern their organization's decision making except when these rules are inconsistent with their constitution or bylaws of the organization.)

## **Article VII**

### **Amendment of Bylaws**

Section 1: This should be somewhat similar to amending the constitution. However, bylaws are apt to change more often than the constitution, thus amending should be somewhat easier. Bylaws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bringing the proposed change up for a vote at the next general meeting with 2/3 majority vote of the membership present (a quorum being present).

# Student Organizations Advisor Expectations

Student organization advisors are integral to the success of any student organization and its leaders. 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 programs and work with the officers to promote the effective administration of the organization.
- Help members apply principles and skills learned in and out of the classroom.
- Provide insight into the groups problems and successes.
- Assist the organization in compliance with all University and Student Involvement policies and procedures. This includes such policies as risk management, financial, trademark and licensing, OIT, and annual 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 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.

# Sponsored 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: \_\_\_\_\_

Sponsored Student Organizations are organizations based on the interest or relation to a university school/college or department. They contribute to the general goals of the university and benefit or serve relatively large numbers of students. Sponsored Student Organizations must be sponsored by a university school/college or department. A department head, director, or dean must complete verification form affirming the affiliation of the organization. Additional characteristics include:

- Funding: Funded in whole, or significant part, by an administrative department or academic unit, but may also be eligible for funding from the Organizations Fund or SGA Budget & Finance process.
- Advising: Must have a university faculty or staff member serving as an advisor on record with Student Involvement.
- Registration: Must be completed annually.
- Insurance: Approved organization activities and events are covered under the university's general liability policy.
- Trademarks: Have access and rights to utilize Auburn University trademarks in accordance with policies set forth by the Office of Trademark Management & Licensing.

The organization named above is sponsored by the department of \_\_\_\_\_ at Auburn University. It's 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. This organization will remain affiliated with this department until Student Involvement is notified in writing by the dean, director or department head. This organization is considered a sponsored organization as outlined in the Student Organization Policy.

Department Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 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:

**Form:** <http://www.irs.gov/pub/irs-pdf/fss4.pdf>

**Instructions:** <http://www.irs.gov/pub/irs-pdf/iss4.pdf>

## **Online Application:**

<http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/How-to-Apply-for-an-EIN>

**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 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.



# Club Sports

Auburn University student organizations have a special category of student organizations referred to as Club Sports. The Club Sports programs are coordinated through the Competitive Sports Office in Campus Recreation and Student Involvement. These organizations are designed to serve students and faculty/staff members in recreational sports and activities. These interests can be competitive, recreational, or instructional in nature. The organizations may represent Auburn University in extra-curricular competition or conduct intra-club activities such as practice, instruction and tournament play.

All Club Sports must adhere to all organizational policies and procedures as well as any policy and procedure outlined by Campus Recreation. Club Sports organizations are registered in the same manner that all student organizations are registered. Failure to adhere to these policies and procedures will result in the loss of the benefits and rights of being an Student Organization.

## Competitive Sports Office

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

Questions regarding Club Sports should be directed to the Competitive Sports Office:

601 Heisman Drive

Auburn University, AL 36849

(334)844-0023

[www.auburn.edu/campusrec](http://www.auburn.edu/campusrec)

## Becoming a Club Sport

Students interested in beginning a Club Sport should begin the same process all student organizations are required to follow. Only Permanent Student Organizations will be considered an active Club Sport. Upon completion and approval of Provisional status, students interested in starting the Club Sport must schedule a meeting with the Competitive Sports Office. After the provisional period is up, organizations who have obtained approval by the Competitive Sports Office to become a Club Sport may apply for Permanent Status. Should the Competitive Sports Office not approve the Club Sport a student organization may become a special interest group with students who enjoy playing that particular sport, but will not be allowed to compete.

# THE FOLLOWING ARE TO BE COMPLETED AFTER THE ORGANIZATION HAS BEEN GRANTED PROVISIONAL STATUS

Each organization is required to annually update their organization's information & roster online at [www.auburn.edu/auinvolve](http://www.auburn.edu/auinvolve). Directions are below:

1. Upon arriving to the AUinvolve website, students should begin by clicking on LOG IN in the upper right corner. You may access the page with your Auburn University Username and Password.
2. Upon logging in, you may access your organization page by clicking on "See all of my organizations" or browsing for your organization under the "Organizations" tab. All students who submit paperwork will automatically be listed as the primary contact for your organization granting you administrative privileges. You may change you primary contact at any time.
3. Update the membership roster for your organization.
  - a. Student Involvement requires your organization to have 10 members and at least two officers (President, Vice President and Treasurer if collecting dues). You may invite your members by their Auburn University e-mail address or you can have members click on "Join Organization". Our office requires you to enter all of your members into your roster. There are many benefits to having all of your members listed including but not limited to: Messaging, Elections, Document Storage, Forms/Applications, Events Calendar, and more.
4. Complete the online Student Leadership Training course.
5. Contact the Provisional Organizations Graduate Assistant for New Organization pre-assessment.
6. Attend one New Student Organizations Leadership Training.
  - a. The Student Organization President and up to 5 officers are required to attend the New Student Organization Training. The training is offered twice a year, in September and January. The training will cover important information on policies and procedures for student organizations as well as allow organization leaders the opportunity to discover more about their leadership style and potential.
7. Attend 3 of the Student Organization Workshops
  - a. The Involvement Ambassadors host 6 distinctive workshops to assist organization leaders in many different areas of running an effective organization. These workshops will cover a variety of topics and will

be offered monthly. The schedule of these workshops is available on AUinvolve.

8. Attend another organization's (or SAP) event
  - a. Proof of attendance will be submitted online when an organization applies for Permanent status.

## **Student Organizations Helpful Contacts**

### **Student Organizations Advising Staff**

Alexis Davis, Coordinator  
3134 Student Center  
844-4978  
[cme0028@auburn.edu](mailto:cme0028@auburn.edu)

Lizzie Whitley, Graduate Assistant  
3135 Student Center  
[ew0014@auburn.edu](mailto:ew0014@auburn.edu)

### **Concourse/Banner Permits**

Debbie Hood  
3248 Student Center  
844-1304  
[hooddel@auburn.edu](mailto:hooddel@auburn.edu)

### **Student Center Room Reservations**

Andrea Conti-Elkins  
3231 Student Center  
844-1300, [contial@auburn.edu](mailto:contial@auburn.edu)

### **Club Sports**

Daniel Overstreet,  
[oversdr@auburn.edu](mailto:oversdr@auburn.edu)  
601 Heisman Drive  
844-0023

### **Tiger Catering**

(Aramark)  
1119 Student Center  
Phone: 844-1234  
[tigercatering@auburn.edu](mailto:tigercatering@auburn.edu)

### **Campus event planning**

Brooke Patton  
[cbp0007@auburn.edu](mailto:cbp0007@auburn.edu)

### **Risk Management**

Patrick White  
[plw0010@auburn.edu](mailto:plw0010@auburn.edu)