

## STUDENT ORGANIZATION POLICY

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<b>EFFECTIVE:</b>	August 1, 2022 May 27, 2020
<b>RESPONSIBLE EXECUTIVE:</b>	Senior Vice President for Student Affairs
<b>APPLICABILITY:</b>	This policy applies to all students, staff, and faculty of Auburn University and to student organizations recognized by Auburn University pursuant to this policy.
<b>REVIEW BY:</b>	August 2027

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### I. POLICY STATEMENT

The purpose of student organizations at Auburn University is to provide experiential learning opportunities that engage, educate, and empower students to pursue their passions and interests with other students while developing leadership and organizational skills.

This policy identifies the six categories of student organizations recognized by Auburn University, describes some of the responsibilities and standards that student organizations must meet, and outlines the university benefits that may be available to them.

Other university policies and requirements also apply to student organizations, including policies referenced later in this policy.

### II. POLICY PRINCIPLES

Student organizations are an essential part of student life at Auburn University and add significant value to the overall student experience. Through their participation in student organizations, students gain experiential learning opportunities that enhance their community engagement, leadership skills, and career readiness.

The University may recognize and offer unique benefits to approved, active student organizations. Although the University offers benefits, guidance, and support to eligible student organizations, such organizations are treated as independent associations of university students that are separately governed and managed by students. The leaders and members of student organizations are responsible for the organization's conduct and activities.



## A. Student Organization Categories and Status Levels

### *i. Student Organization Categories*

The university recognizes six categories of student organizations:

1. Student Activity Organizations (SAOs): Student Activity Organizations are organizations directly housed and advised by Student Involvement that provide high-impact, visible, or otherwise notable involvement opportunities to the Auburn University student body. Student Activity Organizations are governed by the [Student Government Association \(SGA\) Code of Laws](#) and are eligible to request funds through the SGA Senate budget and finance processes.
2. Registered Student Organizations (RSOs): Registered Student Organizations are student created organizations based on the common interest of their members. Registered Student Organizations may charge member dues and are eligible for funds from the Organizations Fund once active status is achieved.
3. Sponsored Student Organizations (SSOs): Sponsored Student Organizations are organizations formed to advance an interest that is closely related to a university college or department and to contribute to the mission of the University. Sponsored Student Organizations must be sponsored by a university college or department, and a university dean or vice president must complete a verification form confirming that affiliation. Although governed by students, Sponsored Student Organizations typically are subject to more University oversight and management than other student organizations. Sponsored Student Organizations may be funded in whole, or part, by an administrative department or academic unit, but may also be eligible for funding from the Student Involvement Organizations Fund.
4. Competitive Clubs: Competitive Clubs are involved in regular participation in official competitions outside of Auburn University for their specific organizational purpose. A Competitive Club may not duplicate or involve a comparable activity/sport of any other Competitive Club or Club Sport. Competitive Clubs may charge member dues and are eligible for funds from the Student Involvement Organizations Fund once active status is achieved.
5. Club Sports: Club Sports Teams are athletic organizations that are involved in regular competitions. Membership requires a degree of physical skill or exertion. Club Sports Teams must consist of only Auburn University students and be affiliated with a national governing body that may have additional requirements that exceed those of Campus Recreation. Club Sports may charge member dues and are eligible for funding from Campus Recreation. Campus Recreation will assign a staff advisor to each Club Sports Team and must approve the hiring or selection of coaches.



Individual team members must purchase additional general liability and medical (AD&D) insurance through Campus Recreation. Club Sports teams also must have a concussion management program developed in conjunction with Risk Management & Safety.

6. Fraternities and Sororities: Fraternities and sororities are social, Greek-lettered (in most cases) organizations affiliated with an inter/national organization. Fraternities and sororities must be recognized by one of the three Auburn Greek governing councils (Panhellenic Council, Interfraternity Council, and National Pan-Hellenic Council). Fraternities and sororities are entitled to maintain single-sex membership consistent with Title IX of the Education Amendments of 1972. Membership cannot be held in more than one organization at the collegiate level. Funding is provided by member dues. Active membership in a fraternity or sorority is limited to current, undergraduate students at Auburn University. Candidates for membership must be enrolled full-time (12 or more hours) at Auburn University at the time of joining the organization. Fraternities and sororities registered within Greek Life must comply with their [Chapter Standards](#), which may include requirements that differ from those applicable to other student organizations.

#### *ii. Student Organization Status Levels*

The University assigns a status level to each recognized student organization. Student Affairs may modify an organization's status level based on the age of the organization and based on the activities and actions of the organization and its members.

The following classifications, which are managed by the department responsible for the organization's respective category, describe the levels of status for student organizations:

- **Active**: An organization that has met all annual requirements and is considered in good standing with the University. The organization has access to all listed benefits and privileges for their respective category.
- **Provisional**: A recently created organization that is being developed under the requirements of Greek Life, Student Involvement, or Campus Recreation. Access to University resources may be sponsored by the University reporting unit.
- **Conditional**: An organization on provisional or active status that has not met the requirements to maintain that status and temporarily loses benefits and privileges for their respective category until all requirements have been met.
- **Inactive**: An organization on conditional status that has not met the requirements to return to active or provisional status or an organization that is



no longer functioning according to the president, advisor, or sponsoring department.

- **Suspended:** An organization who has been removed from the University for a stated period of time due to a violation of law and/or University policy. During the suspension period, the student organization loses all recognition and benefits.

## **B. General Requirements Applicable to All Student Organizations**

All student organizations and their members must meet the requirements described in this section in order to be recognized and considered on active status. Additional requirements may apply to specific categories of student organizations, as described in Section II.A.

If, at any point, a student organization fails to uphold or comply with all requirements for recognized, active student organization status, then a student organization's recognized, active status may be denied or revoked. Furthermore, if a student organization's activity is deemed to be non-compliant with university policies, then their status may be denied or revoked.

### ***i. Student Organization Recognition and Membership***

Any group of students that associates together and engages in organized activities for educational, charitable, cultural, social, or recreational objectives may seek University recognition and benefits by following and completing a registration process established and managed by Student Affairs and its respective departments. Prospective student organizations will be approved or denied based on whether they meet all requirements of the registration process for their appropriate organizational category.

To be recognized as a student organization and to remain on active status, a student organization must maintain an accurate membership roster that includes at least ten currently-enrolled Auburn University students and identifies current officers. Only currently-enrolled Auburn University students may be members of a student organization. Additionally, student organizations must have a constitution and bylaws that comply with university requirements and include information on membership selection.

### ***ii. Annual Registration Requirement***

All student organizations must complete an annual registration process to remain on recognized, active status. Student organizations must provide and maintain an updated membership roster with an active advisor, along with any other requirements held by their respective organizational category's registration process.



*iii. Other Organization Management Requirements*

Student organization leaders must participate in all orientations and training sessions required by their respective managing department for maintaining recognized, active status.

Student organization leaders must always maintain an accurate roster, a designated primary contact and advisor, and a list of officers on the AUinvolve digital engagement platform. Additionally, all organization events and activities should be submitted on AUinvolve so that the University and its students are aware.

At all times, all student organizations are responsible for ensuring that all activities of the organization comply with local, state, and federal laws, as well as all University policies and procedures.

*iv. Financial Responsibilities*

Student organizations are expected to manage their finances responsibly and in accordance with relevant legal authorities and University requirements.

For student organizations using University-held accounts, they must always follow all University financial policies and procedures. For student organizations establishing and maintaining bank accounts external to the University, their advisors and student leaders should exercise care and strong ethics as they are independently responsible for those accounts.

Student organizations, their leaders, and advisors should follow all federal tax requirements for organizations that collect outside revenue and dues.

Student Affairs provides training and general guidance to student organizations regarding fundraising and other financial matters. However, student organization leaders are responsible for the management of organization finances and compliance requirements. Student Affairs may audit a student organization's financial records to ensure compliance with university policies, and student organizations must comply with such requests.

*v. Advisors*

All student organizations must have at least one advisor, who must be identified in the organization's annual registration filing. All advisors must be University employees (faculty or staff), except that fraternities and sororities may consult with responsible individuals who are not University employees. Organizations should promptly report to Student Affairs any change in the identity of their advisor(s).



Advisors serve an important role in university student organizations by providing guidance to student leaders and by enhancing the educational experience for organization members. The advisor provides oversight and direction for the student organization and promotes student and faculty/staff interaction beyond the classroom. The advisor provides the support necessary for student leaders to build and maintain a successful organization.

Student organization advisors are expected to perform the following functions:

- Maintain regular contact and involvement with the officers of the organization
- Provide guidance in relation to the mission, goals, and operations of the organization
- Assist the organization in upholding university policies and procedures
- Support with the activities and events of the organization
- Assist with the administration of the financial and business affairs of the organization

Advisors must understand their obligation to actively provide responsible advice to the organization they advise. Advisors who are University employees and who act within the scope of their official duties likely will be covered under the University's liability insurance programs. Advisors may consult Risk Management & Safety and Student Affairs regarding insurance and related matters. Individuals who are not employed by the University are not covered by the University's liability insurance programs.

Under the federal Clery Act, the University must annually disclose statistics concerning the occurrence of certain crimes that are 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). All student organization advisors are designated as Campus Security Authorities under the Clery Act for the purpose of their student organization. Advisors will receive training and further guidance from the University's Department of Campus Safety and Security regarding their reporting obligations.

*vi. Use of University Trademarks*

Student organizations must comply with the [Policy on Student Organizations Use of Auburn University Trademarks](#), which governs use of Auburn University names, images, and graphics by student organizations. As described in that policy, a student organization generally must obtain prior approval before using Auburn University names or graphic elements in the organization's own name, logos, events, and product designs (e.g., tee-shirts).



**vii. Meetings, Events, Travel, and Other Activities**

Student organizations must follow relevant University policies for planning and holding meetings, events, travel and other activities, including the [Student Organization Social Event Policy](#) and the [Campus Events Policy](#).

The [Student Organization Social Event Policy](#) and the [Campus Events Policy](#) require student organizations to complete necessary forms and/or to obtain permits for certain events. These policies impose additional requirements and restrictions on events involving the attendance of minors and on events involving the consumption of alcohol.

Student organization events and activities are expected to be submitted through the AU involve digital engagement platform to ensure the University has records of activities and to help promote student organization opportunities.

**viii. Insurance**

Activities and events conducted by Student Activity Organizations and by Sponsored Student Organizations, which are approved by the University, may be covered under the University's general liability insurance policy.

Most student organizations are not covered under the University's general liability insurance policy. Student organization leaders and advisors should consider obtaining insurance coverage for their organization and/or specific events. Organizations may purchase a Tenant and User Liability Insurance Policy (TULIP) for approved events, or provide proof of insurance from an alternate source. Risk Management & Safety and Student Affairs are available to advise organizations on these issues.

Fraternities and sororities are not covered by the University's general liability policy and may be subject to insurance requirements imposed by Student Affairs and/or Risk Management & Safety, including the insurance requirements listed in the [Greek Life Chapter Standards](#).

Based on liability and activity type, Club Sports are required to hold additional secondary insurance. This policy will be communicated by the managing department in collaboration with Risk Management and Safety.

**ix. Compliance with Laws, Policies and Other Requirements**

Student organizations must comply with all applicable federal, state, and local laws, regulations, orders, and other requirements.



Student organizations also must comply with:

- Their own constitutions and bylaws and affiliated national organization requirements (if any).
- All University policies and requirements, including but not limited to its [Code of Student Conduct](#), [Policy Against Discrimination and Harassment](#), [Title IX Sexual Harassment Policy](#), [Anti-Hazing Policy](#), [Campus Events Policy](#), [Campus Alcohol Policy](#), [Student Organization Social Event Policy](#), [Campus Distribution Policy](#), [Expression and Demonstration Policy](#), and [Policy on Student Organizations Use of Auburn University Trademarks](#).

Fraternities and sororities must comply with the [Greek Life Chapter Standards](#).

The [Code of Student Conduct](#) governs all student behavior in connection with student organization activities, both on and off campus.

**x. *Student Organization Disputes and Complaints***

Appeals related to decisions on organizational status should be submitted in writing to the appropriate department head overseeing the organization's respective category. Appeals will be reviewed and ruled upon within two weeks by the Director (or Associate Vice President) to determine if organizational status policies and procedures were followed appropriately and to confirm the organization's status.

Second-level appeals should be submitted in writing to the appropriate Associate Vice President for Student Affairs (or Senior Vice President for Student Affairs if the Associate Vice President managed the first appeal).

Any dispute, controversy, or claim arising out of or relating to the interpretation or application of a student organization's constitution and bylaws shall be settled by the student organization's advisor. In the event that the advisor is unavailable, is a party to the dispute, or is unable to resolve the dispute, then the issue shall be submitted in writing to the appropriate Director overseeing the organization's respective category for mediation assistance.

Such appeals or requests for mediation must include the name of the student organization, the name and contact information for the individual filing the request, an explanation of the complaint and any evidence to demonstrate alleged wrongdoing, and the remedy requested.

All complaints related to alleged violations of the [Code of Student Conduct](#) should be submitted to the Student Conduct office.

Any student or university employee may report non-compliance with this policy by



submitting their report in writing to the appropriate Director, Associate Vice President for Student Affairs, or the Senior Vice President for Student Affairs.

### C. Benefits & Privileges Available to Student Organizations

Recognized, active student organizations may be eligible for the following benefits:

- Utilization of University trademarks in accordance with the [Policy on Student Organizations Use of Auburn University Trademarks](#) and related requirements.
- Utilization of AUinvolve, an online organization management database and website.
- Eligibility to apply for funding through the appropriate managing department:
  - Student Government Association Budget & Finance – Student Activity Organizations
  - Student Involvement Organizations Board – Sponsored Student Organizations, Registered Student Organizations & Competitive Clubs
  - Recreation & Wellness – Club Sports
- Eligibility for use of campus meeting facilities and outdoor spaces.
- Eligibility for participation in university organization events including Organizations Week and weekly O-Days.
- Eligibility for featured space in The Glomerata yearbook.
- Eligibility for website space through the Office of Information Technology, according to the [Student Organization Web Space Policy](#).
- Eligibility to apply for awards and honors presented to student organizations and members.
- Utilization of a campus mailbox in the Student Involvement office, Greek Life office, or Campus Recreation and Wellness Center.
- Access to Student Affairs advising staff for general organizational guidance.

### III. ENFORCEMENT AND SANCTIONS

Auburn University student organizations alleged to have violated this policy are subject to review through the appropriate Student Affairs department. Violations of this policy that may also constitute a violation of the [Code of Student Conduct](#) or other university policy may be referred to Student Conduct or other applicable university disciplinary processes.

Any conduct outcome or other applicable policies may be imposed upon a student organization found responsible for violating this policy. Depending on the violation and severity, conduct outcomes include but are not limited to warning, loss of privileges, educational sanctions, fines, or loss of university recognition.

