

**Student Organization Manual
Student Organizations Programming
Policies, Procedures, and
General Handbook**

Your Organization's Guide to Success

**To be used by all Auburn University Student Organizations,
Student Activity Projects, and the Office of Greek Life.**

Note: The following copy is a Unofficial Draft Copy. The SOO is currently working to produce a permanent and more thorough copy. We wanted to be able to provide with you with some information in the meantime. If you have any questions, please call the SOO.

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Section 1 - Introduction

Welcome Letter

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 local communities.

Every student can participate in an extensive array of activities and find a place to belong. With over 200 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 manual 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 Student Organizations Office (SOO) 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 organizations@auburn.edu.

War Eagle!

Student Organizations Office

Section 1 - Introduction

What is a Student Organization?

A Student Organization is a group of at least fifteen currently enrolled students joined together for a common purpose. There may be additional non-student members (no more than 50%), but the majority of the organization must be full-time enrolled students. Officers are students registered for 12 or more credit hours and 9 or more credit hours for graduate students. Non-students cannot hold an office

Section 1 - Introduction

Student Organizations Office

The Student Organization Office (SOO) is a division of the Office of the Dean of Students and the Student Government Association. The SOO 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:

- 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), Orientation, Workshops, and much more
- Assistance with new organizations chartering procedure
- Assistance in obtaining organizations funding through the Organizations Fund
- Publication of the official Student Event and Programming Policies, Procedures, and General Handbook
- Maintaining Organizations Advisor and Presidents' Listservs
- Coordination of the Student Organizations Email Newsletter
- Support of approximately 200 registered organizations

How can a Student Organizations Office Staff member help organization leaders and advisors?

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

Section 1 - Introduction

Categories of Student Organizations

Each year a list of current organizations is published according to the following categories on the Student Organizations Website at www.auburn.edu/sga/organizations:

- *General Interest* – Organization with a focus on any general area of interest, topic, or special issue including social, political, cultural interests.
- *Honor Society* – Organizations that recognize high level of academic achievement and generally require a demonstrated interest in a particular career or academic discipline. Membership requirements may include a certain grade point average, leadership and involvement experience, credit hours, or academic discipline.
- *Military* – Organizations affiliated with or support the various branches of military service.
- *Music* – Organizations that encourage and support the various musical interests of students including choral and instrumental. Membership may be based on an audition.
- *Religious* – Organizations that serve as a support for students of a particular religious persuasion or denomination.
- *Service* – Organizations that provide volunteers for on and off-campus projects. Membership requirements generally include a commitment to work for and/or an interest in a particular cause.
- *Club Sports* – Organizations for promote the interest of students in various recreational activities. Some organizations do compete. These organizations are competitive, recreational, or instructional in nature and may represent Auburn University in extra-curricular competition or conduct intra-club activities such as practice, instruction and tournament play. All clubs are supervised by Recreational Services.
- *Sports Hostesses* – Organizations that promote students interest in recreational sports and activities. Membership requirements may include interest and knowledge of the sport.
- *Theatre* - Organizations that encourage and support the various theatrical interests of students including choral and instrumental. Membership may be based on an audition.
- *College/School* – The directory also includes organizations categorized by their college or school. These organizations are honor societies or professional organizations that promote development in a particular academic area. Activities may include field trips, business meetings, speakers, volunteer or field work and social activities.

Section II- Benefits and Responsibilities of Student Organizations

Student Organizations at Auburn University play an active role in developing Auburn into a vibrant community. Auburn University is a very unique University that is reliant on the many events including conferences, social and cultural events, lectures, and debates that the student organizations provide. These programs contribute to making Auburn University the loveliest village on the plains!

The Student Organizations Office works to provide student organizations with education, training, and consultation. Active and chartered student organizations and the Student Organizations Office act as partners in the university community. We work to facilitate the sharing of information, assist in the decision making process, manage their risks, and achieve their goals.

Benefits

There are many benefits to being an active and chartered 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. Student organizations also exist to build upon and enrich the classroom experience. 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 currently Active and Chartered with the Student Organizations Office.

- Utilize the Auburn University Name and Logos
- Develop leadership skills
- Obtain meeting space in campus facilities such as Foy Student Union or Haley Center.
- Participation in Organizations Days (O-Day)
- Host your own web page on the Auburn University server and have access to help and support of the OIT staff.
- Form new friendships
- Your organization will be included in all listings of Auburn University Student Organizations including the official list of AU Student Organizations on the AU website.
- Participate in various organization and leadership training programs
- Have your organization's picture in the Glomerata.
- Request funds from the Student Organizations Fund (O-Fund) (For permanent chartered organizations only.)
- Place ads or announcements in the Plainsman (Campus Newspaper), on the Air on WEGL (Campus Radio Station), or on Eagle Eye Television (Campus Television Station)
- Request a Campus Mailbox

- Participate in the SGA Spirit Point program and the opportunity to obtain block seating at football games
- Hosts or sponsor campus speakers
- Conduct fundraising activities
- Access to the Student Organizations Office and its resources
- Opportunities to participate in other campus leadership training programs

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.

Awards

Each year the Student Organizations Offices presents several annual awards to student organizations and student organizations leaders. All active and chartered student organizations are eligible to apply for these awards, which include the President of the Year and Organization of the Year plus several others. Applications will be sent out in the spring over the Student Organizations Listserv and will also be available on the Student Organizations Website and in the Student Government Association Office (332 Foy Student Union).

Section II- Benefits and Responsibilities of Student Organizations 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:

- 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
- All organizations must manage university resources wisely, ethically, and according to university and department guidelines
- All organizations must register each fall with the SOO and have and maintain a current copy of their constitution and/or bylaws in the SOO

- All organizations must send the President or a representative to the Organization President's Meeting held each fall
- All organizations and their advisors subscribe to the Student Organizations Listserv
- All organizations must maintain an advisor who is a member of the Auburn University faculty or staff
- All organizations must ensure continuity from year to year by training new leaders and keeping good records
- All organizations must inform the SOO when there are any changes in leadership

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, Student Affairs, the Office of the Dean of Students, Student Government Association, and the Student Organizations Office. This includes rules and regulations governing the management of university resources. This handbook contains many of the rules and regulations your organization, its leaders, and its advisor should be familiar with.

Registering Your Organization

All Auburn University Student Organizations are responsible for registering their student organization each fall online with the Student Organization Online Registration Form. Often the President is the student leader who will complete this form. The form can be found on the Student Organization website. Deadlines for registration are provided to advisors and presidents during the spring and summer terms prior to the deadlines. Deadlines are also provided on the website and through the Student Organizations Listserv. Those organizations that fail to register their organization will be placed in Temporarily Inactive Status. Those organizations failing to register two semesters in a row will be placed on Permanent Inactive Status and will have to be re-chartered in order to become an active organization again.

Organization Presidents' Meeting

All Auburn University Student Organizations Presidents (or a representative of the organization) are required to attend the President's Meeting held fall. The date or dates of the Presidents Meeting can be found on the Student Organizations Website and will be announced Spring Semester prior. Reminders will be sent over the Student Organizations Listserv. 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.

Student Organizations Listserv

Each Auburn University Student Organization is required to subscribe to the Student Organizations Listserv. Important announcements and events are posted on the listserv. The Student Organizations Listserv 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 included. To subscribe to the listserv, follow the instructions below.

There are two separate listservs for Auburn University organizations – one for the organization presidents and one for the organization advisors.

- Organization presidents should subscribe to the organization presidents' listserv by emailing majordomo@auburn.edu. Enter in the message box the command "subscribe orgpres [userid@auburn.edu](mailto:user@auburn.edu)" where userid is the email address you want to receive the list messages.
- Organization Advisors should subscribe to the organization advisors' listserv by emailing majordomo@auburn.edu. Enter in the message box the command "subscribe studentorg [userid@auburn.edu](mailto:user@auburn.edu)" where userid is the email address you want to receive the list messages.
- All past presidents, officers, and organization advisors should unsubscribe from the listserv by sending an unsubscribe message from the email account where they receive list messages. The email should be sent to majordomo@auburn.edu and include in the message "unsubscribe orgpres" or "unsubscribe studentorg".
- To set up your own listserv for your organization or for any questions you may have, simply visit the Information Technology Helpdesk at www.auburn.edu/helpdesk/internet/listserv.html

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.

Section II- Benefits and Responsibilities of Student Organizations Advisors

Each Auburn University Student Organization is required to have an advisor who is a member of the Auburn University Faculty and Staff. The knowledge, leadership, and guidance of an advisor that an advisor can provide your organization will be priceless. Advisors must participate in Advisors Training Session before becoming a Student Organization Advisor. For more information on advisors, see Section X.

Section III - Creating an Organization

Starting a New Organization

A group of fifteen (15) 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.

Steps to Take

A summary of the steps you need to get started are below:

- Stop by the SOO (332 Foy Student Union) and pick up a *Probationary Charter Information Packet*. You may also download a packet on the Student Organizations Website at www.auburn.edu/organizations
- Choose a New Student Organization Orientation date from the list and call the SOO at 844-4240 to reserve your space in the Orientation Session
- Read through and become familiar with the *Probationary Chart Information Packet*
- Attend the New Student Organization Orientation
- Complete the *Probationary Chart Information Packet*.
- Return all forms to the SOO (332 Foy Student Union).

What Information is Required?

The *Probationary Charter Information Packet* will provide you with a checklist of all the information and documents necessary to apply for a probationary charter as well as examples and instructions on how to create such documents. A constitution and/or bylaws, list of fifteen members, a list of proposed programs/activities for the upcoming year, a Tax ID number, a signed Advisor Agreement Form, and a Dues/Income Agreement form are just some of the forms and paperwork required to become an Auburn University Student Organization. These forms and the packet will be explained further during your New Student Organization Orientation.

Understanding the Process

Once you have completed all the New Student Organization Orientation and have turned in all the necessary paperwork to the SOO, a staff member in the SOO will contact you to schedule a time for a representative of your organization and your advisor to attend an Organizations Board (O-Board) Meeting. Prior to this meeting 5-7 members of the Student Senate's Organizations Board will review your material. During the meeting, the Organizations Board will ask you to explain a little about the reason for starting the organization, the purpose of the organization, any goals the organization may have, as well as any other questions necessary. The Organizations Board will then vote to recommend to Senate the probationary chartering of your organization. The following week the Student Government Association Senate will vote to determine if you

organization will be granted a probationary charter. You are invited to attend this meeting as well. If the Student Government Association Senate does vote to grant your organization a probationary charter, a copy of the approved Senate Bill and a letter congratulating you on your charter will be sent to the organization.

Section III - Creating an Organization

Important Concepts/Terms

Probationary Charter

Organizations are granted a probationary charter for one year from the date of the organizations chartering was passed in the Student Senate. A probationary charter grants the organization a year to demonstrate to the Student Organizations Board that it is actively functioning and financially stable. After the one-year deadline, the organization will have 60 days to apply for a permanent charter. Organizations should contact the SOO Office at that time to complete the paperwork for a permanent charter.

Organizations on probationary status are eligible for the same benefits that permanent chartered student organizations receive with the exception of the ability to request funds from the Student Organizations Fund.

Permanent Charter

Organizations are granted a permanent charter if, at the expiration of their probationary charter, they complete the required paperwork and can demonstrate to the Student Organizations board that it has been an active and stable organization. The Student Organizations Board will then vote to recommend or not recommend to the Student Senate to grant the organization a Permanent Charter. Those organizations receiving a permanent charter are considered active and chartered unless they fail to meet the required responsibilities of an Auburn University Student Organization.

Active and Chartered Status

Auburn University Student Organizations that have met all the annual responsibilities of a student organization and are not in violation of any rules and policies. Are eligible for all benefits granted to student organizations.

Temporarily Inactive Status

Auburn University Student Organizations that have failed to meet the annual responsibilities of a student organization or are in violation of any rules and policies. The organization is granted temporarily inactive status for a semester. If the organization completes the required responsibilities or any other necessary conditions placed on the organization by the Student Organizations Board, it may regain its Active and Chartered status the following semester. The organization is temporarily denied any of the benefits granted to student organizations.

Permanently Inactive Status

Auburn University Student Organizations that have failed to meet the annual responsibilities of a student organization or are in violation of any rules and policies for two consecutive semesters. The organization will no longer be recognized as an Auburn

University Student Organization and all benefits should be denied. Organizations may request to be re-charted as a year from the date of being placed on permanently inactive status. Petitions to be re-instated should be made to the SOO.

Section III - Creating an Organization **Recruiting Members**

Students interested in starting a new student organization must have fifteen (15) currently enrolled students to form a new student organization. Therefore, if you do not have fifteen students you will need to find a few that might be interested in helping you get the organization started. There are a couple of ways you can recruit founding members:

- You can get permission from the SOO to have a table on the Haley Concourse or your College/School. The SOO will direct you on any necessary permits that would also be required. This is a great way to distribute information about your organization and to talk with prospective members.
- If your organization is going to be affiliated with your department, college, or school you can talk to students in your classes. Ask your professors for their support and if they would make an announcement to their class. You may even ask permission to host an interest meeting.
- If your organization is going to be affiliated with a church or special interest group, talk to community organizations and let them know what you are interested in doing.
- Word of Mouth always works well too! Share with your friends and friends of friends that you are interested in starting this organization. Word will get around!

Section III - Creating an Organization **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 Club Sports Office in the Recreational Services Office and the SOO. 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 SOO Office policies and procedures outlined in this handbook as well as the Sports Club Handbook. Club Sport organizations are chartered and recognized in the same manner that all student organizations are chartered and recognized. Failure to adhere to these policies and procedures will result in the loss of the benefits and rights of being an Auburn University Student Organization.

Club Sports Office

The Club Sports Office provides encouragement, guidance, and coordination to the Club Sports recognized by the SOO. However, in the club's success depends the active student involvement and participation. The key to a successful club is it is student-initiated and student-led, and the emphasis is placed on participation.

Questions regarding Club Sports should be directed to the Club Sports Office:
204 Student Activities Center
Auburn University, AL 36849-5324
(334)844-4716
(334)844-3730 (fax)
www.auburn.edu/recservices

Becoming a Club Sport

Students interested in beginning a Club Sport should begin the same process all student organizations are required to follow. Prior to the completion of the Probationary Chartering Packet and submission of all paperwork, those students interested in starting the organization must schedule a meeting with the Club Sports Office. The Club Sports Office will then provide approval to the SOO before the official chartering process can begin.

Section III - Creating an Organization

Using the Name of the University

In 1981, Auburn University created its trademark and licensing program 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 SGA and official campus departments are allowed to use AU trademarks in conjunction with their name. For more information on using the Auburn University name, see Chapter 5.

Section IV - Leading an Organization

Running an Effective Meeting

Careful planning is the secret to running an effective meeting. Poorly planned meetings are usually viewed as boring and disorganized. Oftentimes, poor planning can lead to a disinterest by respective members. However, proper planning can lead to efficient meetings that are in return a lot of fun. The following steps will assist you in setting up a meeting that works to perfection!

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.
- Try to have nametags so that it easy for everyone to get to know each other.
- If possible, serve some sort of refreshments.
- Try an icebreaker if you think it is necessary.
- Start on time. End on time. Most students have a very busy schedule and do not alot time to stay over. Also, short-productive meetings tend to retain the attention span of members longer.
- Follow your agenda.
- 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 out. 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.
- Try a leadership building activity.

After the Meeting

- Write up and distribute minutes within a few days. The best way is via e-mail.
- 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.

Section IV - Leading an Organization 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 prior to your event 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.
- 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 Auburn University Calendar of Events (www.auburn.edu/calendar). You may your organizations events to the calendar online.
- Approval
 - Any campus wide planned entertainment events such as concerts, dances, etc. must be approved by the University Program Council Office through an Event Request Form. The Event Request Form must be submitted at least twenty (20) working days prior to the event to the UPC Office, 316 Foy Student Union. For questions, please call the UPC Office at 844.5292.
 - Determine the type of entertainment/speaker you would like to sponsor.
 - Research local, national, and regional possibilities and negotiate a fee.
 - Review all policies and procedures to ensure that you are following.
- 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 Seven- University Venues” 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.
- 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.
- 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 Foy Student Union. The only food that you may order has to be purchased through Sodexo Marriot. Remember that the SOO Staff is more than willing to assist you in your event planning process. For questions, please call the SOO Office at 844-4240.

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.

Section IV - Leading an Organization

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.

SOO 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, and not in establishments in which might make some students feel unsafe.

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 diversity! For more information, or to discuss issues of diversity, inclusiveness, and equality more in depth, please contact staff members in Student Organizations Office. For specific information about how you can accommodate students with disabilities in your organization, please contact Program for Students with Disabilities 844-2096.

Section IV - Leading an Organization

Retaining Members

In order for your organization to become an effective and positive 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).

Section IV - Leading an Organization 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 Human Society, Atria 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.

Section IV - Leading an Organization 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, SOO 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

Section V –Publicity

Advertising and Distribution 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 Foy Student Union, 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 or provisionally chartered student organizations, and agencies otherwise authorized by Foy Student Union 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.

Advertising is not permitted inside University buildings except:

- (1) On bulletin boards other than those designated for the use of colleges, schools or departments of the University. Advertising may only be attached by staples or thumbtacks.
- (2) On A Frames restricted for use of organizations recognized by the Student Government Association and sponsored by colleges, school or departments of the University and so placed as neither to restrict the flow of pedestrian traffic nor constitute safety hazards;

- (3) In Food Services outlets, Foy Student Union, Student Activities Center and Memorial Coliseum, and then only in locations approved by the management of each facility.

No advertising is permitted in any location that intrudes on or restricts 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, or on University grounds except as follows:

- (a) Designated window of Foy Student Union, Student Activities Center and University Housing when in accordance with policies established by the management of each facility.
- (b) On billboards, outdoor signs and marques by written permission of the Vice President of Student Affairs Office.

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 be distributed 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.

Section V –Publicity Printer Disclaimer

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.

Section V –Publicity 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 Cater Hall 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 Cater Hall at 844-5810.

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 Cater Hall. For more information, please contact Cater Hall at 844-5810.

Eagle Eye News

Eagle Eye News is Auburn's student run television studio. Student organizations that have Active and Chartered 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 334.844-5292 to submit a story. The Eagle Eye Studio is located in 326 Foy Student Union. Air times for Eagle Eye are below.

On Campus: Monday – Saturday, 11am – 1pm and 6pm – 8pm

Off Campus: Monday/Wednesday/Friday/Saturday, 4 pm on Channel 98

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 Active and Chartered Status student organizations.

UPC Windows

Active and Chartered Status student organizations can advertise information about your event on the UPC Windows located on the Foy Student Union Patio. Forms may be submitted to the UPC Office, 316 Foy Student Union. For questions, please call the UPC Office at 844-5292 or visit them at www.auburn.edu/upc.

WEGL

WEGL is Auburn's student run radio station. To have your event announced on the air, stop by the WEGL office in Foy Student Union to pick up the announcement form or contact them at 844-4114. You may also visit them at www.auburn.edu/wegl.

Campus Connection

Campus Connection is a weekly email send 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/connection/policy.html>.

Campus Connection 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 Campus Connection 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.

Foy Information Desk

The Foy Student Union has an Information Center for students. Organization may post information upon approval of the Office of the Dean of Students (228 Foy Student Union).

Section V –Publicity **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 at http://www.auburn.edu/student_info/public_relations/dosa/.

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.

To find out the steps to writing a press release you can visit the Student Organizations Guide to Public Relations at http://www.auburn.edu/student_info/public_relations/dosa/.

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.

To find out the steps to writing a radio spot you can visit the Student Organizations Guide to Public Relations at http://www.auburn.edu/student_info/public_relations/dosa/.

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. To find out how to respond you can visit the Student Organizations Guide to Public Relations at http://www.auburn.edu/student_info/public_relations/dosa/.

Adapted from the Student Organizations Guide to Public Relations.

Student Directory

Organizations needing to send information to all Auburn University students or a certain subset of the student body may complete a Student Directory Information Request Form available in the Student Organizations Office (332 Foy Student Union). Students should

complete the request two weeks prior to needing the information. For more information, call the SOO at 334.844.4240.

Section V –Publicity

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.

Section V –Publicity

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 Foy Student Union each fall during the Online Registration period. Only those organizations requesting a mailbox may have their mail sent to the SOO. Any student organization may place flyers into these mailboxes for communication purposes. The mailboxes are located on the 3rd Floor of Foy Student Union.

SOO Listservs

The SOO maintains two listservs for Auburn University student organizations – one for the organization presidents and one for the organization advisors. It is the responsibility of the current advisor and president to subscribe themselves to this listserv. For more information, see Section II.

SOO Directory

The SOO maintains an online database of all Active and Registered student organizations on the SOO website at www.auburn.edu/sga. 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 SOO Office at 844.4240.

Section V –Publicity

Getting Your Student Organization's Website

In order to qualify for Web directory space under the AU Web directory structure, a campus student organization must have Active and Registered Status with the Student Organizations Office.

New organizations that are in the probationary period will be granted Web directory space for the duration of the probation. At the end of the probationary period, if the organization fails to meet the requirements to become a permanently chartered organization, the Web directory space given to that organization will be cleared.

Suspension of Web Space Due to Inactive Status

If the student organization fails to meet the SGA's yearly requirements to remain listed as on Active and Chartered Status, the organization's Web space may be removed or suspended until the requirements are met. Organizations may contact the SOO Office at 844-4240 for more information about how to regain Active and Registered Status.

To reacquire organization Web space after suspension for inactivity, the organization's advisor or current president/Webmaster should contact the student organization Web coordinator at webadmn@auburn.edu. Complete restoration of the original page and data may not be available in every case. Additional Requirements

- The student organization's Web page should conform to the network usage guidelines in the IT Network Policies. Failure to conform to these guidelines will be grounds for denying Web space to the student organization.
- Files stored in the student organization's Web directory should relate to the student organization and should be actively linked to the organization's Web pages. The student organization Web space should not be used for file storage of non-related programs or data.

Space on the AU Web Server is limited. Large video and audio files should be stored in and streamed from the "content" directory volume. To request space for streamed audio and video files, please e-mail webadmn@auburn.edu. AU provides the RealServer 8 streaming media server. Large audio and video file types to be served from AU web space should be converted to real media (RM) or a similar file format that can be streamed from this server. Other large audio or video files of types that cannot be streamed from the streaming media server may have to be removed from the web document directories if they present a problem for the automated backup procedure.

Section V –Publicity

Using the Auburn University 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 and official campus departments are allowed to use AU trademarks in conjunction with their name.

To ensure consistency in the use of the University name and logos, all products, signage, or packaging bearing reference to Auburn University must be produced by licensed manufacturers. The licensed manufacturer will submit the design for approval on behalf of the organization/department and remit royalties to CLC. All designs must be approved by the Office of Trademark Management & Licensing before production. If there are questions concerning the design, the organization/department representative may contact the Licensing Office directly. Using only officially licensed companies to manufacture AU merchandise ensures that the company has provided appropriate product liability insurance and signed the University's labor code of conduct agreement.

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 where a registration fee is required and the price of the premium item has been included in the fee. Fund-raising projects that use AU's trademarks on products are not exempt from royalty payment.

Use of trademarks or other 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 department or organization, a written release allowing for such use is required before Auburn will grant design approval.

Recognized student organizations and campus departments may include a sponsor name/logo along with University trademarks on products and certain forms of advertising. However, the student organization/department'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. University departments will need to secure approval of any joint advertisement from the Licensing Office and University Relations.

The University has more than 500 licensees nationwide with numerous in-state and locally licensed companies. A list of AU licensees can be obtained from the Licensing website at www.auburn.edu/trademarks. If you have any further questions please feel free to call the Office of Trademark and Licensing at 844-5180.

Section VI –Events and Activities

There are many places on Auburn’s campus to hold your meetings and social events. You may want to consult with the SOO 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?

Section VI –Events and Activities **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 - 844-1143

The alumni center provides an ideal place for meetings and social events

Ampitheater – 844-1300

A great out-door venue for use for large events.

Arboretum - 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.

Beard Eaves Memorial Coliseum - 844-4442

The coliseum is a great place for hosting large social events like concerts.

Broun Hall Auditoriums – 844-1800

Contains several great meeting rooms and a large auditorium with classroom seating.

Cater Hall Living Room - 844-5810

Cater Hall is the old President’s Mansion. It is listed in the National Historic Registry and is ideal for hosting teas and social events.

Concourse- 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.

Eagle's Cage – 844-5810

Another great outdoor venue in the center of campus.

Eagle's Nest (roof of Haley Center) - 844-5791

The Eagle's Nest is the observation deck located on the top of the building. It is not handicap accessible, but is suitable for certain social events.

Foy Student Union - 844-1303

Most organizations have their meetings in Foy. Foy 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 dorms. The ballroom also provides a great place for large social events.

Foy Union Patio – 844-1303

Graves Amphitheatre - 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 - 844-2545

Haley Center classrooms can provide a great place to have speakers or set up displays.

Haley Center First Floor Lobby – 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 – 844-2545

Business Building classrooms can provide a great place to have speakers or smaller meetings.

Memory Garden - 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 - 844-5751

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 - 844-4442

The Pavilion is located behind the Student Activity Center and is great for concerts.

Student Activities Center – 844-4442

The Student Activities Center can be reserved for meetings or for recreational purposes. All Club Sports must go through the Office of Club Sports in Recreational Services.

University Chapel - 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 - 844-5810 (Student Affairs) & 844-3452 (Housing)

The area behind Cater is ideal for callouts and other social settings.

Section VII-Risk Management 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 in order to remain an *Active and Registered* student organization. Please contact the City of Auburn Fire Department for any concerns relating to the safety of your building.

Section VII-Risk Management 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.

Adapted from: StopHazing.org, Educating to Eliminate Hazing. Copyright StopHazing.org 1998-2001. www.stophazing.org

AuburnUniversity's Anti-Hazing Policy

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 Ahazing@ under the provisions of this section.

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.

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.
6. Nudity at any time.
7. Conducting activities which do not allow adequate time for study.
8. Subjecting a person or group of people to verbal harassment.
9. The use of demeaning names.

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. "Trashing," 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.

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.

-Adopted April 1989, Amended February, 2003

To question the validity of a planned activity, please call the Student Organizations Office at 334.844.4240. To report any violations of this policy, please call the Auburn's Hazing Hotline at 334.844.4564 or contact Auburn's Office of the Dean of Students at 334.844.4240.

Section VII-Risk Management Smoking Policy

It is the policy of Auburn University to prohibit the smoking of tobacco within the interior of any building or facility except under the conditions described below.

- Smoking at University sponsored public events at Beard-Eaves Memorial Coliseum and intercollegiate athletic facilities will be regulated by the management of those facilities in conjunction with the local fire authority.
- In keeping with the University's concern for the well-being of its employees and students, smoking cessation classes are provided by Human Resource Development Office and the Auburn University Medical Clinic to assist smokers who want to quit smoking.

Failure to comply with this policy will constitute a violation of University Policy and may be dealt with accordingly through established, formal disciplinary procedures. Requests for assistance and questions regarding this policy can be addressed to the University Safety Officer, the Office of Safety and Environmental Health, at 334.844.4870.

Section VII-Risk Management Alcohol and Drug Policy

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 who is impaired by an illegal drug or by alcohol. No student will attend classes or any University activity who is impaired by illegal drugs or alcohol.

More information on the types of drugs and their possible effects can be found in the *Tiger Cub Student Handbook*.

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:

- Referral for prosecution;
- Probation, suspension or expulsion of students; or
- Suspension or termination of employees.

Legal sanctions for the possession, use, or distribution of alcohol or drugs may also be imposed. For more information on these legal sanctions refer to the *Tiger Cub Student Handbook*.

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:

- Information/Education/Referral
- Self-Help
- Professional Treatment.

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), located in 134B Foy Student Union Building, 844-5123, 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. For more information you may visit the SCS Office in Foy Student Union or call them at 334.844-5123.

Section VII-Risk Management

Auburn University Firearm and 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. Crossbow
 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 City of Auburn Police Department. 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 City of Auburn Police Department and respective mutual aid agencies and shall be separate from this administrative policy.

Section VII-Risk Management **Student Discipline Policy**

A student, upon registration at Auburn University, agrees to conform to its regulations and policies and is subject to disciplinary action by the University upon violation of any part of Section II of the Discipline Code. A student, by registering at Auburn University, in no way abrogates responsibility as a citizen to obey all public laws.

Only a duly authorized agent, who is officially appointed by the president of Auburn University, shall have the right, if it is deemed necessary, to initiate legal proceedings against a student for violation of public law on campus in which University properties and/or vested interests are involved.

Violations of the Discipline Code will be referred to the University Discipline Committee; violations of the Academic Honesty Committee; violations that pertain to both codes will be referred to the Vice President of Academic Affairs, who will refer the case to the committee he/she deems more appropriate.

All cases involving infractions of the Discipline Code of Auburn University by students enrolled in the School of Pharmacy and College of Veterinary Medicine will be handled initially by the Student Boards of Ethical Conduct/Relations of the respective schools.

Section VIII - Financial Management

Organizations Fund

The SOO Organizations Fund is available to Active and Chartered student organizations each year through the Student Government Association budget. The amount available should be no less than \$1500 per semester available to student organizations but shall be determined by the Budget and Finance Committee each fall semester.

The SGA Organizations Fund can be used only by Active and Chartered Permanent student organizations to cover expenses of a non-recurring nature. The maximum amount of Organizations Fund monies that organizations can request at a single time is \$1,000. Before an organization can receive the money, they must present the SGA with a Tax ID Number and proof of the expenses.

An Active and Chartered Permanent student organization can apply for Organizations Fund monies by completing the application available to them through the SOO or online at www.auburn.edu/sga/organizations. Completed applications must be turned in to the SOO. A representative of the Organizations Board 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. At the conclusion of the hearing, the Student Organizations will deliberate and present a recommendation to the SGA Student Senate regarding the approval of the request.

If the Student Senate grants approval for the requests, the organization will be contacted to complete additional paperwork if necessary. The check will be processed and be available in the SOO Office for pick-up. Organizations cannot receive money until after the expense has occurred and the organization can provide proof of the expense.

If you have questions about the Organizations Fund, please contact the SOO at 844-4240.

Section IX-Nondiscrimination and Harassment Policies

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 veterans 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;
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 Office of the Vice President for 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.

Section X -Advisors

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.

McKaig, R. & Policello, S. (1984). Group Advising-Defined, Described, and Examined. In Schuh, J.H. (Ed.), *A Handbook for Student Group Advisors* 47.

Section X –Advisors 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.

Section X –Advisors 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.

Section X –Advisors

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 are 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.

Section X –Advisors

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.