



THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

Knowledge that will change your world



REGISTERED STUDENT ORGANIZATION HANDBOOK POLICIES AND GUIDELINES

OFFICE OF STUDENT INVOLVEMENT & LEADERSHIP
HILL STUDENT CENTER, SUITE 230
(205)-934-8020

Welcome

We are glad you are interested in being involved in student organizations at the University of Alabama at Birmingham. Co-curricular involvement is intended to enhance academic learning experiences through additional exposure to learning opportunities outside of the classroom. Joining or starting a new organization is a great way to start developing your co-curricular experience. The Office of Student Involvement and Leadership staff serves as a resource for UAB students and over 302 registered student organizations through advising, leadership training, and organizational support.



Whether you attend an event on the Campus Green, engage with the Birmingham community through service, or plan a campus wide program as part of a student organization, you are helping to shape the UAB experience for yourself and your fellow students. More information about student organizations, involvement opportunities, and leadership programs can be found on the [Student Involvement and Leadership website](#). If at any time throughout the year you have questions, concerns, or need clarification regarding the information presented in this handbook, or if you need more information or assistance with your student organization, please contact us at getinvolved@uab.edu or visit us in the Hill Student Center Suite 230.

Sincerely,

The Office of Student Involvement and Leadership

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University Departmental Guide

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Registered Student Organization Management

University registration is a privilege granted to student organizations by the University of Alabama at Birmingham. Registered student organizations are afforded access to campus resources and in turn agree to comply with regulations and procedures established for the governance of student groups. The University supports the creation of student organizations whose purposes and activities enhance the social, cultural, recreational, and educational functions of the University. Co-curricular involvement can be an important part of the educational and college experience. The University of Alabama at Birmingham believes that registered student organizations foster valuable experiences for students that often lead to significant learning and development.

A registered student organization is a club or organization of the University whose membership is composed of UAB students, which has complied with the registration procedures to be officially registered and in good standing with the University of Alabama at Birmingham.

Student Organization Requirements

1. Name
 - The name of the organization cannot begin with “UAB” For example, the title must be phrased as “Wrestling Club at UAB.”
2. Faculty/Staff Advisor
 - Organization must have full-time UAB faculty or staff member serve as the official advisor of the organization and the advisor must have the appropriate administration access on BSync.
3. Tax ID: Funding
 - If organization is requesting to receive funds from the Undergraduate Student Government Association (USGA), it must have a Tax ID (also known as the Employer Identification Number, EIN) generated from the IRS. The organization must upload a W-9 Form to BSync identifying the Tax ID number for the organization.
 - If organization collects dues, funds, or maintains a checking account, constitution must specify what to do with the funds if the organization is disbanded.
4. Membership
 - Upload a document to BSync with at least five UAB students who are members of the organization, their class standing, and their BlazerID.
5. Constitution
 - Upload a copy of your organization’s constitution.
 - The organization’s constitution must include the current UAB non-discrimination clause:
“The University of Alabama at Birmingham and (insert organization name) prohibits discrimination in admission, educational programs, and other student matters on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status, or genetic or family medical history.”



Student Organization Advisor

Why does a student organization need an advisor?

The advisor serves as a resource for students. By providing leadership, the advisor is an educator, helping students to learn by doing. The advisor provides a sense of direction for the student organization and promotes student and faculty/staff interaction in, and out of, the classroom. An advisor also provides the support necessary for the student leader to build and maintain a successful organization.

Who is eligible to serve as an advisor?

An advisor must be a full-time faculty or a staff member at the University of Alabama at Birmingham. Advisors are expected to be actively involved in the affairs of their organizations. Selection of a particular person as advisor is the choice of the organization and is by mutual agreement of both parties.

What is the role of an advisor?

Duties of an Advisor:

- Be familiar with the organization's objectives, constitution, and bylaws
- Meet regularly with student leaders to give them support and encourage them to fulfill their responsibilities, meet their objectives, and develop as leaders
- Be familiar with University policies and risk management procedures to assist leaders in their efforts to conduct business on campus
- Be able to help members explore alternatives as they plan activities and events, realizing that final decisions and organizational management is the responsibility of the members
- Help leaders during periods of transition in an effort to maintain continuity
- Assist the organization in their efforts to secure funding from campus and/or community sources
- Alert student leaders within the organization to potential organizational problems

For an advisor to be effective it is very important that they be kept informed as to the operation and needs of the organization. It is the responsibility of the student leaders to see that the advisor receives all minutes of meetings and is kept abreast of the program, upcoming events, and meetings. It is not the role of an advisor to impose themselves on an organization, but to be an available resource to the leadership and members. The Office of Student Involvement and Leadership staff serves in a general advisory role to organizations and advises as the need and particular questions arise.

New Student Organization Registration

In order to form a new student organization on campus, there are five steps that must be taken:

New Student Organization Registration Process

1. Login to [BSync](#) and go to [organizations tab](#).
2. On the right hand side at the top click "Register New Organization".
3. A box will pop up asking "Where do you want to create this organization?" Choose UAB Student Experience.
4. Fill out the appropriate information (New Organizations -MUST upload a membership list AND a constitution meeting the requirements above).
5. Click "Finish".



Upon submitting your student organization registration application, the advisor of the student organization will receive an e-mail to review and verify they are the advisor and the information entered is correct. The student organization registration application will then be reviewed by the RSO Advisor in the Office of Student Involvement and Leadership. Once the application is approved, the student organization will receive an e-mail notification. Additionally, if there are any errors in the application then the organization will be notified by e-mail.

****The UAB e-mail address listed on the registered student organization's BSync portal will be used to receive official communication.***

Renewal Process for Registered Student Organizations

Once an organization is approved for registration, an annual online BSync renewal must be submitted to the Office of Student Involvement and Leadership. The renewal process takes place every summer and student organizations must complete the renewal process by the first day of the Fall semester. This information can be submitted by revising your organization profile information on BSync.

Student Organization Renewal Process

1. Login to Bsync and go to your organization's portal homepage.
2. On the bottom of the page click "Manage Profile".
3. A new page will pop up and click on "Update and Renew Profile".
4. Fill out the appropriate information and ensure you uploaded your new constitution and membership roster.
5. Click "Finish".

If a registered student organization remains inactive for more than one (1) academic year, the organization must then re-register. Any organization that is inactive for one year and does not become active the second year will cease to be registered as an official registered student organization. If at any time an organization no longer meets its original stated purpose and/or the mission and purpose of the university, the organization will lose its university registration.



Student Organization Privileges and Services

Student Organizations registered with the Office of Student Involvement and Leadership and in good standing with the University have the follow privileges:

1. Use of Campus Facilities
 - Use of rooms and space in the Hill Student Center and UAB Academic Department buildings
 - Contact Tiffany Hearn (thearns@uab.edu) for [Academic Building space reservation](#)
 - Contact Chelsi Larson (larsonc@uab.edu) for [Hill Student Center space reservation](#)
 - Use of academic technology in the Hill Student Center including: computers, projectors, microphones, and speakers
 - Access to student tailgate spots at University Athletic events
2. Financial Support
 - USGA Funding
 - Guidance on creating a student organization bank account at Regions or BBVA Compass
3. Marketing and Promotion
 - Flyer and Banner printing
 - Use of BSync to advertise events – UAB’s organization management platform
 - Privilege to hold on-campus solicitation and fundraising activities
 - On campus advertising including the RSO Newsletter
 - Mailbox

[Flyer Request Form](#)

[Sidewalk Chalking Request Form](#)

[RSO Newsletter Form](#)

[Mailbox Request Form](#)

4. Equipment Rental
 - Use of coolers, popcorn maker, cotton candy maker, button maker, tables, and wired BSync card swipes
 - Use of the work room in the Office of Student Involvement and Leadership to create banners and inflate balloons

[Equipment Rental Form](#)

5. Organizational Support
 - Free workshops, icebreakers, energizers, team building, and retreat planning provided by the Office of Student Involvement and Leadership
 - Access to the Leadership Library in the Hill Student Center Suite 230



Event Registration Guidelines

I. Introduction

The Event Registration Guidelines were created to assist students in the planning of safe and successful events and activities. These guidelines are meant to facilitate adherence to UAB's policies and procedures as well as state and local laws and regulations. Student Involvement and Leadership believes that students should drive the development of events. Student ownership of events should be guided by a set of best practices and policies to provide a level of consistency and to help build a culture of responsible hosting. All registered student organizations as well as fraternities and sororities in good standing have the privilege of holding events on campus. Depending on the kind of event, you may need to complete the event registration form. The Event Registration Form is a tool used to help organizations connect with university officials in order to make their event planning experience efficient and seamless. The communication between the organization and university official will help the organization better understand university policies and procedures while allowing the university official the opportunity to learn more about the event and sponsoring organization(s).

II. Definitions

For the purpose of this policy, the terms listed below shall have the following meanings unless a different meaning is clearly indicated by the use of the term in the text.

- a) **"Guest"** shall mean a person who is invited by the student group that is hosting the social event and the guest's date or spouse.
- b) **"Member"** shall mean those individuals who are considered actives, new members, or associates in accordance with the student group's constitution or by-laws.
- c) **"Event"** shall be defined as any on or off-campus event that is organized/presented by registered student organization, fraternity or sorority. This includes any event sponsored by alumni/alumnae/graduate group that is promoted by or held in conjunction with the undergraduate or graduate student group.
- d) **"Student Groups," "organization,"** or **"student organization"** means any group of students who have complied with the University's formal requirements for registering as a student organization.

III. Conditions Requiring Registration

Registration of an event with the Office of Student Involvement and Leadership is the sole responsibility of the student organization(s) sponsoring the event. If the event meets one or more of the criteria below you are required to register the event with the Office of Student Involvement and Leadership:

- a) Events or activities where alcohol will be present* - Please refer to UAB's official Guidelines for Hosting Off Campus Events with Alcohol for Student Groups for a complete list of guidelines. These guidelines can be found on B-Sync under the "files" tab in both the Fraternity & Sorority Life and RSO portal.
- b) Events where there is outdoor amplified sound*
- c) Events where there will be a guest speaker (outside of a standard meeting time)
- d) Events that are held in a venue with a capacity of 100 or more people*
- e) Events that are open to individuals who are not affiliated with UAB
- f) Events where money is collected
- g) Any event taking place off campus*
- h) Political campaign events (this does not include voter registration drives)
- i) Events where contracts are involved*

- j) Outdoor recreation events (this does not include intramurals conducted through UAB's Campus Recreation Center)
- k) Other events or activities may be required by appropriate campus departments under special circumstances.

*Event requires an advisor or university official to be available to respond in case of an emergency

1. The University reserves the right to limit the number of events requiring UABPD or approved security personnel based on the number of events scheduled at a given time.
2. For safety and security reasons, the University may, in its sole discretion, limit the number of registered events allowed to take place at one time on campus. In instances where multiple events are registered and the University deems it necessary to limit the number of registered events for a given time, approved events will be allowed to go forward in the order they were registered.
3. If a group is found to be operating an event in a manner that is inconsistent with the way the event was registered the group (and possibly individual members) will be referred to the Non-Academic Student Code of Conduct Officer.
4. Student Groups will not be permitted to register or host events during UAB designated holidays.
5. Student Groups will not be permitted to register or host events during the university designated week for final examinations.

IV. Registration Process

All organization events (outside of regularly scheduled meetings) must be registered with the Office of Student Involvement and Leadership at least three (3) weeks before the event. Events registered less than three (3) weeks prior to their scheduled date may not be approved, regardless of the amount of money the group has already invested in the event. Student Organizations are responsible for ensuring that the event has been approved through the appropriate channels (Catering, Facility Reservation, Student Housing & Residence Life, etc.). A venue for the event must be secured in advance of submitting the Event Registration Form. Completing the Event Registration Form does not take the place of reserving a space for the event or completing a request for catering.

Events should be registered by completing the Event Registration Form. The Event Registration Form can be found on B-Sync in your organizations portal under the forms tab. The form can also be found by going to <https://orgsync.com/12771/forms/214177> on any Internet browser.

The Event Registration Form can be found on B-Sync (uab.edu/bsync). Any active member of a student organization can navigate to the forms section of the IOC or Fraternity & Sorority Life portal and complete the Event Registration Form. All events must be approved by the organization's advisor prior to completing the Event Registration Form. Organizations will be required to provide their advisors name and contact information when completing the form. The form will be reviewed and approved or denied within two (2) business days of being received by the Office of Student Involvement and Leadership. Confirmation of approval or denial will be sent to the individual who submitted the form.

V. Event Planning Timeline

When planning an event at UAB, there are several steps an organization should take to maximize the event's success. This timeline provides a standard checklist for your

program/event. Please know that this is a suggested timeline and some events may require your planning process to start further in advance.

6 months in advance:

- Space reservation opens for the following semester
- Review Event Registration Guidelines to see if your event is one that needs to be registered with the Student Involvement and Leadership office
- Reserve space and any necessary support services (audio, visual, etc.)

6 weeks in advance:

- Complete Event Registration Form if you haven't already
- Request catering and confirm menu/Complete catering exemption process and confirm menu with outside caterer if applicable
- Request security, if needed

4 weeks in advance:

- Reserve any necessary equipment (tables, card swipes, coolers, etc.) from Student Involvement and Leadership
- Submit event details to the master calendar on B-Sync

2 weeks in advance:

- Distribute marketing materials - fliers, digital signs, GreenMail submissions, etc.
- Confirm space setup
- Confirm catering headcount

VI. Security & Law Enforcement Personnel

Any organization hosting an event where alcohol will be present must provide security for that event. Depending on the nature of the event and the estimated crowd, security may or may not be required for events without alcohol.

The number of security personnel required for an event will be determined by the following:

- Is alcohol present
- What is the capacity of the venue
- Will the event creating potential traffic congestion
- Does the event present a potential health or safety hazard

****Please note: A minimum of two (2) security officers are required for any event requiring security.***

The Office of Student Involvement and Leadership may, in its sole discretion, require an organization to have security and the event if they believe a safety or security concern exists. If a group is found to be operating an event in a manner that is inconsistent with the way the event was registered, the group (and individual members) will be found in violation of the Event Registration Guidelines and be referred to the Office of Student Involvement and Leadership. Certain locations require security regardless of the type of event being hosted. Due to policies within these individual facilities, security will be required if your event is outside of the building's operating hours in the following facilities:

- Volker Hall
- Alumni House
- Edge of Chaos

Organizations are permitted to hire security personnel for security reasons. UABPD must be contacted immediately (include UABPD non-emergency phone number) anytime law enforcement is needed to assist in managing a situation.

VII. Protocols for Violations

The sponsoring organization will develop and implement appropriate training for all members of their organization on the Event Registration Guidelines, the Guidelines for Hosting Off Campus Events With Alcohol for Student Groups, the Non-Academic Student Code of Conduct and any state/local laws relating to alcohol. The dates and a description of the training, including who attended and materials shared, must be provided to and approved by the Office of Student Involvement and Leadership at the beginning of each academic semester before a social event involving alcohol is registered.

Student Involvement and Leadership registers and reviews all events with the goal of empowering and supporting student organizations to plan and offer events that are both fun and safe. University policies and procedures exist to assist students in managing events safely. Student Involvement and Leadership staff is available to assist organizations in effective event planning and management.

Violations of these event planning policies and management procedures will be handled according to the procedures set in place by Student Involvement and Leadership. Related files and communications are maintained in Student Involvement and Leadership, separate from the University's conduct system. If an event violates the Non-Academic Student Code of Conduct or if any law enforcement agency issues an incident report, the matter will be referred to the Office of Student Advocacy, Rights and Conduct, which may result in disciplinary action. The Non-Academic Student Code of Conduct can be found online in the [University's Policies & Procedures Library](#).

Any student group found not in compliance with the Event Registration Guidelines will be required to meet with the appropriate advisor within the Office of Student Involvement and Leadership. Accountability could come in the form of the organization losing its privileges including, but not limited to, the ability to reserve space, rent equipment, request funds from USGA, etc.

In addition to any disciplinary action by the university, student groups or organizations that are member organizations of either local or inter/national groups governed by inter/national organizations may also be subject to disciplinary action by those local or inter/national councils or groups for violations of these guidelines.

Any potential violation of these Event Registration Guidelines should be promptly reported to the Office of Student Involvement and Leadership, where it will be addressed pursuant to the Non-Academic Student Code of Conduct.



Student Organization Finances

Undergraduate Student Government Association Funding

Undergraduate student organizations are eligible to submit a funding request to USGA if the organization meets the following requirements:

- Is officially registered with the University and the Office of Student Involvement and Leadership
- Attend both the Fall and Spring RSO Meetings
- Obtains an active bank account with Regions or BBVA Compass

A registered student organization can submit a budget request between 8:00 AM on Monday to 5:00 PM on Friday of the budget request week. No extensions will be given to submit a budget request.

In order to request funding from USGA you will need to complete the Budget Request Application.

Budget Request Process

- Login to the registered student organization BSync portal
- Click on “Treasury” tab
- Click on “Manage Budget”
- Click on “New Budget”
- Name the budget as “Term (Fall or Spring) and Registered Student Organization Name”
- Fill out appropriate information and complete budget item for event/meeting (Do NOT upload any documents)
- Click “Submit”

Within 24 hours of submitting a budget request, an email will be sent to all administrators of the organization’s BSync portal inviting the organization to sign up for a budget hearing time using the link in the email. Please keep in mind the following:

- Failure to schedule a budget hearing will be an automatic denial of your budget request.
- Failure to attend your budget hearing will be an automatic denial of your budget request.
- Budget requests will be finalized (approved/denied) by mid-December for Spring requests or mid-April for Fall requests
- Approved amounts may differ from requested amounts
- Funding is dispersed through a reimbursement process. The Reimbursement Request Form is located under the “Files” tab on the “Registered Student Organization Help Desk” BSync portal.
- Preference will be given to fundraisers and events that are unique to the organization
USGA will not fund items such as t-shirts, pins, certificates, and name tags that solely benefit specific members of the organization.



Reimbursement Application Checklist Sheet

All requirements shown below must be fulfilled in order to process the reimbursement application. Uncompleted applications will be returned to the organization.

- Create an “event” on Bsync for the meeting or event hosted
- Complete reimbursement application cover sheet
- Obtain itemized receipts denoting method of payment: cash, check, or card
 - If paid via check, submit bank transaction history showing check cleared
 - Receipt must be original copy
 - Receipt cannot be highlighted
 - Receipt cannot contain personal or other miscellaneous items
- Obtain signed and dated form w-9
 - “Name” must be name of organization as it appears on Bsync
 - “Address” must be 1400 University Boulevard, Room 230, Birmingham, AL 35233
 - “Social security number” must be left blank
 - “Employer identification number” must be filled
- Obtain flyer for event or meeting
 - Must contain event name and host name
 - Must contain date, time, and location
 - Must contain USGA logo or state “co-sponsored by USGA”
 - Must contain target audience (example: “open to all UAB students”)
- If meeting or event is not open to all UAB students
 - Obtain meeting agenda or event itinerary
 - Obtain list of attendees

Deliver all above documents to the Office of Student Involvement and Leadership [HSC 230] during standard business hours. Reimbursement time may take up to one month from the date that application is completed and received. The president who is listed on BSync will be contacted once the check is ready to be picked up. Checks not deposited/cashed within six months are automatically voided irreversibly.

Tax ID / EIN

Any student group that will raise money and, therefore, spend money, will need to maintain proper financial accounts for the group. These accounts should not be the same as any one individual’s account and should be set up by applying for a **Tax ID (called EIN by the IRS)** specific to the group. Each taxpayer, or Registered Student Organization, must have a Federal Taxpayer **Identification Number (EIN)**. The organization should file Form SS-4 with the IRS to apply for this number. Any financial accounts created or maintained for the organization should be managed under this number.

- Go to the IRS Tax ID [website](#)
- Read instructions and click on "Apply Online Now"
- Read instructions and click on "Begin Application"
- Scroll to bottom of list and select on "View Additional Types including Nonprofit/Tax-Exempt Organizations," click "Continue"
- Choose either "Community or Volunteer Group" or "Social or Savings Club" depending on which best describes your group, click "Continue"

- Read description to confirm your selection, click "Continue"
- Fill out the rest of the information
- If the above steps are followed properly, the EIN will be generated online for you to save and begin using immediately. Print out and retain a copy of your CP575 Confirmation. Your current and future officers will need this document for tax filing purposes.

Official Letter of Recognition

If a registered student organization would like to set up a bank account with Regions or BBVA Compass it is required to have an official letter of recognition. The registered student organization letter of recognition is issued on an annual basis and includes the name and contact information for the organization's executive board members and the advisor. This letter recognizes the organization as a registered student organization that is in good standing with the University and the Office of Student Involvement and Leadership.

A registered student organization is required to complete the "[Official Letter of Recognition](#)" form on BSync in order to receive a letter.



University Policies and Guidelines

Student Handbook

Please refer to the [Student handbook](#) for comprehensive official University policies.

Probation, Suspension, and Withdrawal of Registered Student Organizations

- I. An organization is subject to be placed on probation or suspension or to have registration withdrawn for any of the following reasons:
 - The organization fails to maintain compliance with the initial requirements for registering as a student organization.
 - The organization operates or engages in any activity in violation of UAB rules and regulations or federal, state, or local laws.
 - The organization fails to submit required reports and updates.
 - The organization ceases to operate as an active organization. If attempts to contact student leaders or advisors by the Office of Student Involvement and Leadership exceeds 60 days, then the organization will be put on inactive status.
 - If a student organization loses official membership status within its national/international organization, it also will cease to be recognized by UAB; loss of UAB registration in this manner will be effective as long as the national suspension is in effect.
 - The organization requests withdrawal of registration. This must be done in writing by the advisor/president.
 - The organization fails to comply with any other provisions set forth in these regulations.

- II. The organization is entitled to a hearing before any action pertaining to an organization's status of registration is initiated.

- III. The president of the organization and its faculty or staff advisor shall be notified in writing of the proposed action to withdraw registration and of the reason for the proposed withdrawal.

- IV. Any organization which is suspended may not engage in, or sponsor, any activity or program and may not schedule campus facilities for organizational meetings. In cases in which registration of an organization is withdrawn, it shall cease to exist as an organization.

Student and Student Organization's Advertising: On and Off Campus Activities

Regulations relating to posting of materials shall apply to all students and organizations. Students and organizations should realize that they are representatives of UAB. All publicity must reflect good taste and cannot be misleading in purpose or content.

- I. Advertising "On Campus Activities" On/Off Campus
 - Publicity insinuating or encouraging the direct consumption of alcohol is prohibited.
 - Publicity having sexual connotations is prohibited.
 - Buttons, T-shirts, and other publicity items should follow all rules that pertain to advertising.



- Signs and other publicity may only be placed on bulletin boards. They may not be attached to interior walls, doors, windows, over-hangs, exterior walls, fences, utility poles, waste receptacles, signs, signposts, trees, or shrubbery.
 - Digital Signage, poster stands, and display cases are available in the Hill Student Center through the [tabling and marketing form](#).
 - All materials must clearly identify the organization or person placing the sign.
 - All materials must be removed within 24 hours following the event advertised.
 - Failure to meet these specifications will result in the removal of all materials, and appropriate disciplinary action will be taken.
- II. Advertising "Off Campus Activities" On Campus
- Publicity insinuating or encouraging the direct consumption of alcohol is prohibited.
 - Publicity having sexual connotations is prohibited.
 - All materials must clearly identify the organization placing the material.
 - All publicity materials should be removed within 24 hours following the event advertised.
 - Failure to meet these specifications will result in appropriate disciplinary actions being taken.
- III. While all student organizations' advertising should be in good taste, UAB does not attempt to regulate off-campus advertising

Conditions of Maintaining a Registered Student Organizations Status

- I. A registered student organization shall be subject to an annual review by UAB.
- II. Registration status shall be contingent upon the organization's demonstration of compliance with the following conditions. The organization must:
- Adhere to the purposes, goals, and objectives as stated in the approved constitution and bylaws.
 - Remain in compliance with all UAB rules and regulations and federal, state, and local laws.
 - Maintain a current list of officers and advisers on organization's BSync portal.
 - Properly schedule all sponsored events that are held on campus through the appropriate scheduling office(s).
 - Submit an updated roster on BSync each semester.
 - Maintain email addresses for the organization president and advisor that must be checked weekly.
 - Have at least two members attend the registered student organization summit during the fall and spring semesters.
- III. UAB shall not be responsible for injuries or damages to persons or property resulting from the activities of student organizations or for any debts or liabilities incurred by such organizations. Student organizations shall be responsible and liable for the conduct and actions of each member of the organization while acting on behalf of the organization or while attending or participating in any activity of the organization.
- IV. Organizations which violate UAB regulations are subject to disciplinary action as outlined in the Student Handbook, Direction. Disciplinary action will be determined by

the UAB Non-academic Judicial Affairs Officer. Such action may include, but not be limited to:

- a) Limitation of privileges
- b) Social probation for the organization
- c) Temporary suspension of the organization's activities
- d) Withdrawal of registration of the organization

Hazing Policy for Student Organizations

I. Purpose

It is the responsibility of all student organizations to encourage an atmosphere of learning, social responsibility, and respect for human dignity and to provide positive influence and constructive development for members and aspiring members. "Hazing" is an unproductive and hazardous custom that is incongruous with this responsibility and has no place in university life, either on, or off, campus.

The purpose of this policy is to define hazing and to provide guidelines with regard to hazing that student organizations and their members must follow.

II. Prohibition and Sanctions

Hazing, as defined in this policy, is prohibited, and

- Organizations that are found to be in violation of this policy may lose status as recognized UAB student organizations, and
- Individual members who are found to be in violation of this policy are in violation of the Non-Academic Conduct Policy and may be disciplined in accordance with UAB's disciplinary procedures.

III. Definition

Hazing is a willful action taken toward any student, or group of students, on, or off, campus by a student organization or any of its members to produce public humiliation, physical discomfort, bodily injury, or public ridicule or to create a situation where public humiliation, physical discomfort, bodily injury, or public ridicule occurs.

Such activities include, but are not limited to:

- Paddling
- Requiring or compelling exercise and calisthenics
- Road trips (involuntary excursions)
- Requiring or compelling exposure to uncomfortable elements
- Requiring or compelling activities creating unnecessary work, detention, or any duties that impair academic efforts
- Verbal harassment
- Requiring or compelling the wearing in public of apparel which is conspicuous and not in good taste
- Requiring or compelling the forced consumption of any liquid or solid substance

IV. Relationship of this policy to the State of Alabama's law:

Alabama Law H.387 declares hazing illegal and establishes conditions for civil and criminal liability. Alabama Law H.387 and subsequent related amendments will serve as a guide for action by UAB should a hazing incident occur.



Organization Resources

Sample Constitution and Bylaws for Student Organizations

The constitution and bylaws guide an organization in its operations and activities and, accordingly, are intended primarily for the organization's benefit and use. The constitution contains the fundamental principles and structure of the organization, and the bylaws outline the basic rules of procedure by which a group's membership govern their organization. The constitution and bylaws should be carefully formulated, clearly worded, and kept up-to-date so that the needs of the organization can be met. Furthermore, it is important that each member of an organization have a copy of the constitution and bylaws.

The following outline is provided to assist in the preparation of a constitution and, if needed, bylaws. Use this guide to prepare the constitution for your new student organization or to revise and update your constitution. A copy of the constitution is required to be submitted via Bsync (www.uab.edu/bsync) in order to approve your organization. If there are any problems or concerns with your constitutions, a Student Involvement and Leadership staff member will contact you.

Constitution

The constitution should be simple yet comprehensive and difficult to amend, leaving any specific procedural rules to be included in the bylaws. When amending the constitution, as with the bylaws, previous notice of any proposed changes are usually required to be given to the membership and should not be changed in the same meeting in which proposed.

NAME OF ORGANIZATION

DATE

CONSTITUTION

Article I - Name, Purpose, Non-Discrimination Policy, and Non-Hazing Policy of the Organization.

Section 1: Name: If your organization has "University of Alabama at Birmingham" or "UAB" in its title, it must follow the main portion of the name. For instance: Acceptable: Wrestling Club at University of Alabama at Birmingham (or UAB) Unacceptable: University of Alabama at Birmingham Wrestling Club or UAB Wrestling Club. If your organization is affiliated with a national or international organization, details of the affiliation should be adequately described.

Section 2: Purpose: Organizations should take care to include a complete statement of purpose and objectives. Programs sponsored by the organization must comply and be consistent with the organization's stated purpose and objectives.

Section 3: Non-Discrimination Policy: All student organizations desiring to benefit from registered student organization status with UAB must include in their constitution a non-discrimination policy statement that accords with the University's Non-Discrimination policy statement.

Student organizations must use the following non-discrimination policy statement:

The University of Alabama at Birmingham and (insert organization name) prohibits discrimination in admission, educational programs, and other student matters on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status or genetic or family medical history.

Article II - Membership: Qualifications and categories of membership.

Define voting membership in this section. Membership should be defined as limited to currently enrolled UAB students.

Article III - Officers: Titles, terms of office, type of selection, and duties of the leaders.

Officers represent the general membership and are elected or appointed from the ranks of the organization's voting membership. The titles of officers, the length of terms, specification as to which officers are elected or appointed, when they are elected, and by whom, and the general duties of each leadership position should be clearly specified. Organizations need to have the necessary leaders to conduct their activities.

Article IV - Dues.

A majority of the voting members should determine reasonable dues for each member.

Article V - Standing Committees (if needed): Names, purposes, and composition.

These committees serve the general membership and are permanent and designed to carry out the basic functions of the organization. Often chairpersons of these committees are appointed by the officers.

Article VI – Advisor(s) Responsibilities and Authority

Advisors of student organizations must be full-time members of the University faculty or staff. Responsibilities and expectations of advisors should be clearly and adequately described. UAB organizations must have an advisor.

Article VII – Meetings of the Organization: Required meetings and their frequency.

Required meetings and their number are specified here. For example, two general meetings of the membership may be required each academic term except for summer.

Article VIII – Method of Amending Constitution: Proposals, notice, and voting requirements.

Proposed amendments should be in writing and should not be acted upon, but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

Article IX – Method of Dissolution of Organization

Requirements and procedures for dissolution of the student organization should be stated. Should any organization assets and debt exist, appropriate means for disposing of these assets and debts should be specified clearly and unequivocally.

Bylaws

Bylaws contain the standing (permanent) rules of procedure of an organization. Items in the bylaws may be covered in appropriate detail in the constitution of very small organizations. However, most groups keep the two separate because bylaws usually contain more detail and are subject to change more than that of the constitution and, therefore, may require different procedures for amending.

Provision for amendment of the bylaws should be somewhat easier than that of the constitution as rules of procedure should adapt to changing conditions of the student organization. When amending the bylaws, as with the constitution, previous notice of any changes are usually required to be given to the membership and should not be changed in the same meeting in which proposed.

Bylaws are more permanent, however, than passing a general motion, which may require only a simple majority vote of voters present at a general meeting of the membership (a quorum being present). Bylaws cannot run contrary to the constitution.

NAME OF ORGANIZATION
DATE
BYLAWS

Article 1 – Parliamentary Authority

Most organizations use Robert’s Rule of Order to govern their organization’s decision making except when these rules are inconsistent with their constitution or bylaws of the organization. These rules are of Western cultural origin, and based on the premise that “though the minority shall be heard and absentees protected, the majority will decide.” A recommended wording is “The rules contained in [specify the source for parliamentary practice] shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of this organization.”

Article II- Membership

Procedures for becoming a member, which may vary by membership category, amount of dues, if any, and how often they should be paid, termination of membership, and so on should be described in detail.

Article III- Election / Appointment of Leadership

Elections rules and procedures, including eligibility for office, the nominating process, design of ballots and balloting procedures, and so on should be specified as well as appointment and ratification procedures. The timing of elections and/or appointments should be specified along with procedures to cover special circumstances (resignations, impeachments, etc.).

Article IV- Dues

Specific details about dues, collection of dues, and provisions for failing to pay dues.

Article V- Standing Committees (if needed)

Specific duties of each committee and their responsibilities to the organization.

Article VI - Advisor Responsibilities

Expectations of the advisor in the organization (e.g., availability, meeting attendance, second signer on checks, etc.)

Article VII - Meeting Requirements

Regular, special, size and determination of quorum (number of voting members required to vote on decisions placed before the general membership, executive, and standing committees).

Article VIII - Method of Amending Bylaws



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

Student Organization Officer 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:

Why is transitioning important?

- Provides the new leaders with significant organizational knowledge.
- Minimizes the confusion of leadership change and provides a sense of continuity among the membership.
- Gives outgoing leaders a sense of accomplishment and closure.
- Maintains a history of the organization.
- Utilizes the valuable contribution of experienced leaders. 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 group.
- Provides a sense of continuity among the membership.
- When an organization does not transition their officers their officers it leaves their officers:
 - Not knowing what their job entails.
 - Not knowing where to go to get information, forms, or equipment.
 - Not knowing who they are working with.
 - Unfamiliar with what the person before them in their position.
 - Leaves them feeling insecure, disorganized, stressed, and incompetent to fulfill their duties.

Who should be included in the transition process?

- President, Vice-President, Secretary, Treasurer, and the Advisor
- Other positions such as Marketing, etc. Positions that you feel would benefit from this transition process. It is up to you as leaders.

How can your organization transition incoming officers?

- Start planning for the transition early in the spring semester.
- Election of officers one month before installation to provide an overlap period for new and old officers to work together.
- Require new officers to meet with the organization's advisor.
- Set up a meeting and/or plan a retreat. Orient all of the new officers together with the outgoing officers so they can understand each other's roles and start building their team.
- Do not drop off a binder or leave notes. Make sure that the outgoing and incoming officers meet. Give plenty of time to meet without interruptions.
- Retreats are a fun way to train new officers. Retreats held off-campus help facilitate good relationships and are a great way to avoid distractions or disturbances. Things that should be covered at the retreat:



- Purpose of the organization
- Historical records
- Goal Settings
- Idea Brainstorming
- Group Development
- Transfer knowledge and information

Transfer the knowledge, information and materials necessary for them to function well. Share your knowledge of the organization's structure.

- It is important that the new officers and advisor are aware of the requirements to stay an active and officially registered organization.
- Attend annual student organization summit in the Fall and Spring semester
- Maintain a minimum of 5 active members
- Have an active faculty or staff member serving as advisor
- All organizations must operate in a manner consistent with the goals and standards of the university
- Update files on BSync
- Participate in student orientation, UAB Days, and the Student Involvement Fair
- Check Student Involvement mailbox on a weekly basis

*Share files related to your position and organization. Create a notebook. In addition to the notebook, provide a thumbdrive, dropbox, etc., with as much information as possible saved on it so the new officers do not have to recreate everything. **Notebook should include:***

- Organizational Mission Statement
- Constitution and by-laws
- Organizational goals and objectives
- Annual Report
- Organizational Policies and Procedures
- Judicial Policies - University and Organizational
- Clarify job responsibilities, job descriptions/role classifications
- List of committees and their descriptions
- Current membership records
- Current mailing and e-mail distribution lists
- Status reports of ongoing projects
- Evaluation of previous projects and programs
- Review of a calendar of events for the year including program evaluations and reports
- Previous minutes and reports
- Resources and contact lists
- Financial books and records
- Web page and webmaster information. Include passwords and how the sites are maintained
- Reports about traditions, ideas, projects, and ongoing projects
- Concerns or ideas that were never implemented
- A to-do list that you used for programs or events
- Event planning check list with list of event resources
- List of Equipment and where it is stored
- Historical records and scrapbooks



Encourage new leaders through personal contact.

- Share with the new officers the benefits of leadership. Share the effective leadership qualities and skills you learned on the job.
- Model effective leadership styles.
- Develop a mentoring program.
- Create a shadowing program.
- Clarify job responsibilities.
- Ask outgoing officers to share what they wish someone had told them a year ago.
- Share your successes and challenges as an officer. Share your ideas, problems, areas for improvement, helpful ideas, and what you would have done differently. Its best if these are written down.
- Share your personal goals for the organization and where they currently stand. Make recommendations for goals for the new officers based on your experience from the past year.
- Share your experience with your advisor. Let them know what the new officers should expect from the advisor. Do not use this time to bash an advisor but to offer helpful advice.
- Introduce incoming officers to Student Involvement staff.
- Orient incoming officers to resources used.
- Trade contact information so that the outgoing officers can be used as a resource in the year ahead.





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