

# STUDENT ORGANIZATION HANDBOOK

2018-2019



STUDENT INVOLVEMENT  
& LEADERSHIP

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The University of Alabama at Birmingham

## Welcome

We are glad you are interested in being involved in student organizations at the University of Alabama at Birmingham. Joining or starting a new organization is a great way to develop your co-curricular experience. The Office of Student Involvement and Leadership staff serves as a resource for UAB students and more than 250 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 at [The Office of Student Involvement & Leadership's 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](mailto: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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Reach out to these UAB  
Resources to help your  
organization be the  
best it can be!

## ENGAGE

Engage is the University of Alabama at Birmingham's online campus community and organization platform. Engage enables UAB students to connect with opportunities to engage on campus, join and manage student organizations, and create an involvement resume. Through Engage, the Office of Student Involvement and Leadership oversees the organization registration process. Once registered, each organization has a public-facing organization page where information can be shared with both the campus and the public. Organizations also list events on Engage, which allows students to RSVP and save events to their personal calendars. For specific questions and assistance with Engage, please contact the Office of Student Involvement and Leadership or visit the [Engage FAQ website](#).

## Registered Student Organizations

UAB is home to more than 250 registered student organizations, representing a broad range of interests. RSOs foster valuable experiences for students that often lead to significant learning and development.

A registered student organization is a club or organization whose membership is composed of UAB students. RSOs are created by students and supported through the Office of Student Involvement and Leadership as well as student governance, such as the USGA. The University supports the creation of student organizations whose purposes and activities enhance the social, cultural, recreational, and educational functions of the University.

## University Funded Organizations

In addition to UAB's registered student organization population, UAB also provides leadership development through organizations sponsored, funded, and advised through individual University departments and divisions. There are more than 40 University Funded Organizations at UAB that provide extended opportunities for students to connect to the campus experience.

**Both Registered Student Organizations and University Funded Organization are expected to register through Engage and abide by UAB regulations and procedures.**

## Student Organization Management

University registration is a privilege granted to student organizations by the University of Alabama at Birmingham. 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.

## Registered Student Organization Requirements

1. Name
  - The name of the registered student organization cannot begin with "UAB" – the organization can state "at UAB" at the conclusion of their name. For example, the title must be phrased as "Wrestling Club at UAB."
2. Faculty/Staff Advisor
  - Each organization must have a full-time UAB faculty or staff member serve as the official advisor.
  - The advisor will need to be added to the organization's roster during the

Engage registration process.

### 3. Membership

- The organization must have at least five members who are current UAB students. These members should be added to the roster through registration on Engage.
- Two members **MUST** serve as “Event Administrators”. These members will be the contact person for your events and have the ability to reserve spaces on campus for your organization.

### 4. Constitution

- Each organization is required to create and maintain an organizational constitution. This is the guiding document helps organization create sustainable practices. The constitution is required to be uploaded during the Engage registration process.
- 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.”

## Organization Advisor

### *Why does an 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 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 and help students annually reassess the organization’s objectives, constitution, and bylaws
- Meet regularly with student leaders to give them support and encouragement.
- 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
- Be available to respond in case of an emergency at events which require an advisor or university official.
- 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 within approved guidelines
- Alert student leaders to potential organizational problems

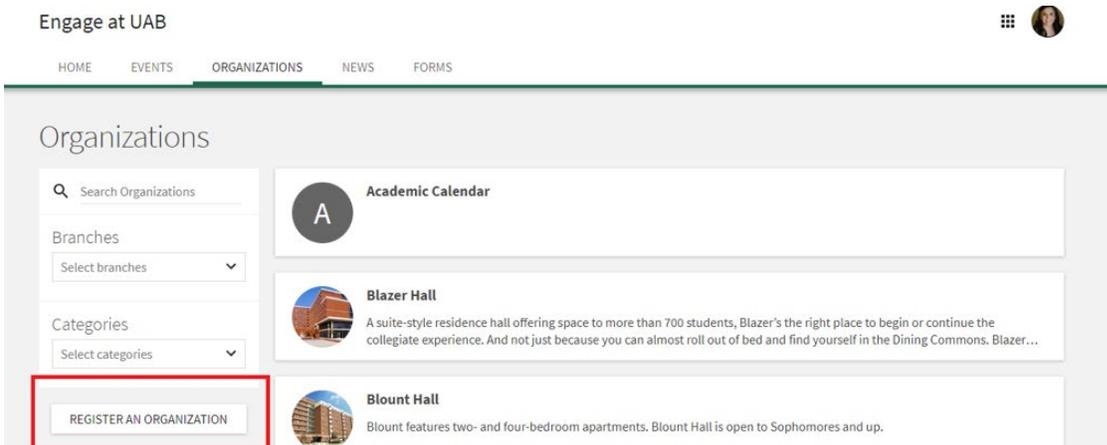
For an advisor to be effective it is very important that they be kept informed as to the operation and needs of the organization. It is the responsibility of the student leaders to see that the advisor receives all minutes of meetings and is kept abreast of the program, upcoming events, and meetings. 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 need and particular questions arise.

## New Organization Registration

Registration for new organizations is available for the fall semester from July 1 – September 30 of each year. After September 30, new organizations will not be able to register for the spring semester until December 1.

In order to form a new student organization on campus, an interest group must complete the following steps:

1. Login to Engage and go to Organizations tab. At the bottom of the left column, click the button which states "Register An Organization".



2. A box will then appear prompting you to either "Re-register Existing" or (scroll down) "Register New Organization." Select "Register New Organization."

## Register an Organization

### Re-Register Existing

Find an organization to re-register

Academic Calendar Available	RE-REGISTER
Blazer Hall Not Available	
Blount Hall Not Available	
Camp Hall Not Available	
Denman Hall Not Available	

NEXT >

### Register New

REGISTER A NEW ORGANIZATION

### 3. Complete the Registration Form

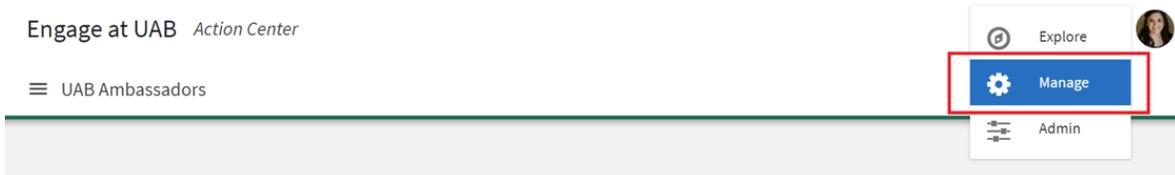
Be prepared to upload your organization's membership roster, Constitution, and faculty/staff advisor's information. Organizations will also be required to identify 2 students to serve as primary event administrators. Event administrators will have access to campus reservations. The student organization registration application will be reviewed by the Office of Student Involvement and Leadership. Once the application is approved, the student organization will receive an e-mail notification. If there are any errors in the application, then the organization's registration will be denied. The organization will be notified of approval or denial by e-mail. The student which submitted the registration will have an opportunity to correct the errors and resubmit for consideration.

## Re-Registration Process for Student Organizations

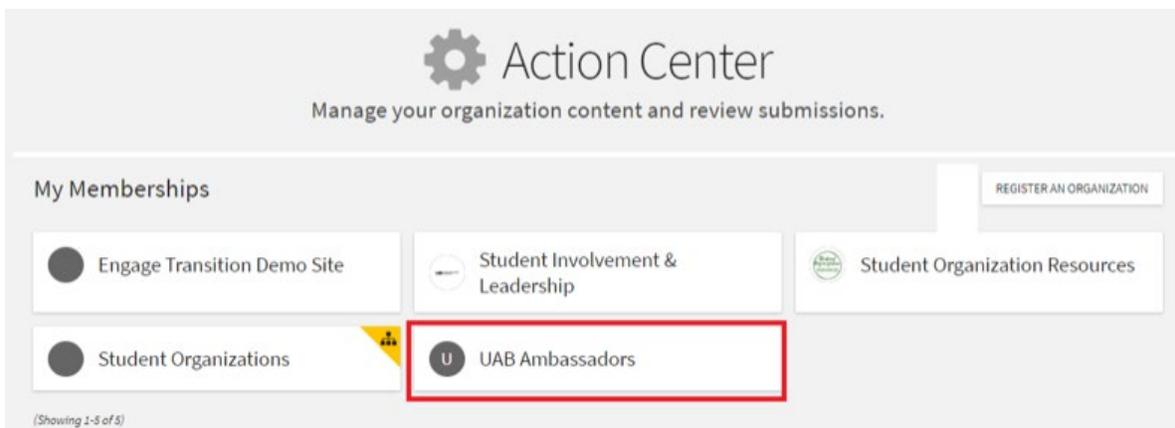
Once an organization has been approved, they are required to bi-annually complete Engage Re-Registration. Failure to re-register by the stated deadline will result in a loss of organizational benefits until the opening of the next re-registration period.

- **Fall Re-Registration period: July 1 – August 31**
- **Spring Re-Registration period: December 1 – January 31**

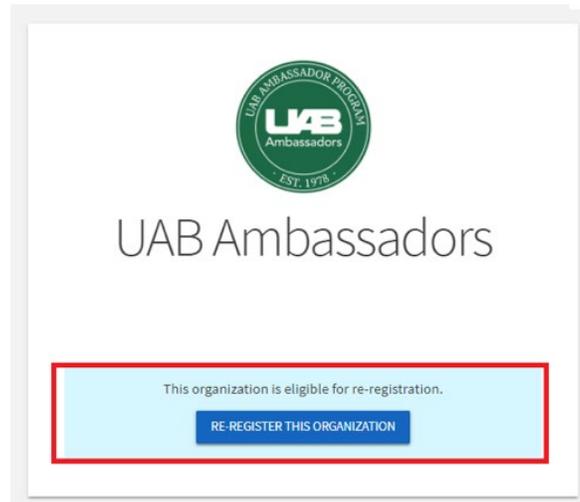
Students can view which of organization(s) are eligible for re-registration by accessing the Action Center. To access the Action Center, click the Switchboard Icon on the top right hand corner of your Engage community and click "Manage."



From the Action Center home page, the student will see a list of organizations. Select a single organization to view.



If the organization is eligible for re-registration, you will see a blue box which states, "RE-REGISTER THIS ORGANIZATION." Please click this to proceed to the renewal form.



If an organization remains inactive for more than one (1) academic year, the organization must then re-apply for registration. Any organization that is inactive for one year and does not become active the second year will cease to be an official university 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 no longer be registered with the university.

## 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
  - Use of academic technology in the Hill Student Center including: computers, projectors, microphones, and speakers
2. Financial Support
  - Student Government Funding
  - Guidance on creating a student organization bank account
3. Marketing and Promotion
  - [Flyer printing](#)
  - Use of Engage to advertise events
  - On campus advertising
  - Campus Mailbox
4. Equipment Rental & Work Room
  - Use of coolers, popcorn machine, tables, etc.
  - 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
  - Organization conflict mediation provided by the SIL staff

## Event Registration Guidelines

### 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. The Office of 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 student organizations as well as fraternities and sororities in good standing have the privilege of holding events on campus.

### 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 active, 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 a 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 recognition as a student organization.

### Conditions Requiring Registration

Registration is the sole responsibility of the student organization(s) sponsoring the event. **Organizations should register all events through Engage.** However, if the event meets one or more of the criteria below, the organization is **required** to submit the event through Engage.

- a) Events or activities where alcohol will be present\*
- b) Events where there is outdoor amplified sound\*
- c) Events where there will be a guest speaker
- d) Events that are held in a venue with a capacity of 75 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 events
- 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.

### Additional Event Registration Policies

- 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.

- 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.
- 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.
- Student Groups will not be permitted to register or host events during UAB designated holidays.
- Student Groups will not be permitted to register or host events during the university designated week for final examinations.

### 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.***
- Engage Event Form Submission:
  1. If you have officer access to submit events for review, you will be able to do so by accessing your Action Center.
  2. To access the Action Center, click the Switchboard icon on the top right hand corner of your Engage community and click on Manage.
  3. From your Action Center home page, you will see a list of your organizations. Select a single organization to view.
  4. When you switch to Organization View, you will see a box in the center of the page, and a management bar in the left corner. Click on the management bar sandwich menu (three lines).
  5. When you click on the management bar, a drop down of organization management options will appear. Click on Events, then Create Event.
    - When you Create Event - please note, submission **DOES NOT GUARANTEE** approval. All events are reviewed by the Office of Student Involvement and Leadership.
    - 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.

### University Compliance for Events with Alcohol

- a) The use of alcoholic beverages must be in compliance with federal, state and local laws;

- the regulations of the Alabama ABC Board; and other university policies and procedures, including, but not limited to, the Drug-Free Workplace Policy and the Drug-Free Campus Policy for Students.
- b) All events where alcohol is present must end by 1:00 am. Alcohol may not be served or consumed for more than four (4) hours during any single event.
  - c) Responsible Persons
    - A “responsible person” must be designated for every function at which alcoholic beverages are served. That individual is responsible for ensuring that this policy and other related policies (see “Compliance”) are followed.
    - The organization’s advisor must be in attendance for any event where alcohol is present.
  - d) Controlled Areas
    - Steps should be taken to ensure that alcoholic beverages are contained within the boundaries of the event. All alcoholic beverages should be consumed or disposed of by all guests or participants before they leave the premises.
  - e) Event Advertisements
    - Advertisements or invitations to events where alcoholic beverages are being served should emphasize the nature of the event and not alcoholic beverages.
  - f) Self-Service
    - Alcoholic beverages must not be freely available to attendees. A designated server or hired professional bartender must be on duty at the event to limit the size and number of drinks served. If the function involves a sit-down meal at which alcohol is served, waiters and/or waitresses should be instructed to ask before automatically refilling wine or liquor glasses.
  - g) Proper Identification
    - Alabama state law prohibits purchase, consumption or serving of beer, wine or distilled spirits by persons under legal drinking age. It is also a violation of Alabama state law to purchase alcohol for, or serve alcohol to, persons under the legal drinking age. Therefore, at all events where alcoholic beverages will be served, the designated server or hired professional bartender will be required to check for proper identification before serving any alcoholic beverages and must reject any questionable forms of identification.
    - Alcoholic beverages may not be served at functions where the majority of attendees are under legal drinking age.
  - h) Non-Alcoholic Beverage
    - Alternatives Alternative non-alcoholic beverages must be equally available and accessible at all events where alcoholic beverages are served. Water should not be the only alternative beverage offered.
  - i) Food
    - Food must be made available to those in attendance at all events where alcoholic beverages are served.
  - j) Hours of Service
    - Service of alcoholic beverages must be discontinued at least one hour before an event is scheduled to end.
  - k) Transportation
    - For the duration of the event, the student organization must provide

and have available transportation by taxi or other similar means for members/guests who are visibly intoxicated or who request transportation.

l) Refusal to Serve Intoxicated Guests

- If a participant or guest at an event where alcoholic beverages are being served appears to have exceeded his or her consumption limit, the designated server or hired professional bartender must discontinue serving alcoholic beverages to this individual.
- Individual Responsibilities
  - Failure to comply with the policies and regulations stated within this document or violation of the law may result in civil and/or university action.

### 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
- Develop Learning or Program Outcomes/Goals/Concepts for the event
- Contact potential partners or sponsors
- Book guest speakers, musicians, comedians, etc.
- 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:*

- Complete Event Registration Form if you haven't already
- Reserve any necessary equipment (tables, card swipes, coolers, etc.) from Student Involvement and Leadership

*2 weeks in advance:*

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

### 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.

### ***Protocols for Violations***

The sponsoring organization will develop and implement appropriate training for all members of their organization on the Event Registration Guidelines, the Non-Academic Student Code of Conduct, and any state/local laws relating to alcohol.

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 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.

### ***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 registered with the University and the Office of Student Involvement and Leadership
- Attend both the Fall RSO Summit and complete spring re-registration requirements
- Obtains an active bank account

A student organization can submit a budget request during the budget request week - usually the week following the RSO Summit. 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**

- Instructions for submitting a budget request can be found under the “documents” section of the USGA or [Student Organization Resources](#) Engage page. The document containing the instructions is titled “Fall 2018 RSO Summit.” Please note that the Fall 2018 Budget Request period has closed.

Within 48 hours of submitting a budget request, an email will be sent to the individual who submitted the request. Sign up for a budget hearing time using link in the email. Please keep in mind the following:

- Failure to schedule a budget hearing will result in an automatic denial of your budget request.
- Failure to attend your budget hearing result in an automatic denial of your budget request.
- Failure to arrive on time to your budget hearing will result in an automatic decrease in funding.
- Approved amounts may differ from requested amounts
- Funding is provided on a reimbursement basis. The Reimbursement Request Form is located under the “forms” tab on the USGA Engage page. The form is titled “USGA RSO Reimbursement Form.”
- Fundraisers and events that are unique to the organization are more likely to be approved for funding as well as receive more funding.
- USGA will not fund items such as t-shirts, pins, certificates, and name tags that solely benefit specific members of an organization.

## Reimbursement Application

The reimbursement form (“USGA RSO Reimbursement Form”) and cover sheet “Reimbursement Application”) can be found on the USGA Engage page. All requirements listed in the reimbursement form and on the cover sheet must be fulfilled in order to process the reimbursement application. Incomplete applications will be returned to the organization.

Reimbursement time may take up to one month from the date that application is completed and received. The primary contact who is listed on Engage 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 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 <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
- 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.

[A step-by-step guide on how to apply for an EIN.](#)

## Official Letter

If a student organization would like to set up a bank account it is required to have an official letter of registration. The student organization letter 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 indicates the organization as a registered organization that is in good standing with the University and the Office of Student Involvement and Leadership.

A student organization is required to complete the “Official Letter” form on Engage in order to receive a letter. The form can be found in the “forms” section Student [Organization Resources Engage](#) page.

## Appendix A

### 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 Engage in order to approve your organization. If there are any problems or concerns with your constitutions, a Student Life 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 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).

## Appendix B

### Student Leader Transition Guide

*A thorough and intentional leadership transition plan will provide an organization with continuity so that next year's officers can build on the knowledge gained rather than starting from ground zero. Below is a guide to assist you in navigating this transition.*

#### Tips for a successful transition

- Officer terms should provide at least one month of overlap so new officers have the opportunity to shadow and learn from the outgoing officers.
- When new officers have been selected, orient them together as a group with all of the outgoing officers. Include the organization's advisor in this process as well. This process provides the new leaders with an opportunity to understand each other's roles and to start building their leadership team. Outgoing officers should openly share what they believe went well and what they would change if they had it to do over again.
- Make introductions to resources. Schedule time to walk around campus with the new officers and introduce them to important people who can serve as key resources (Advisor, Student Involvement & Leadership Office, Student Affairs, etc.)
- Recognize your outgoing officers. Could be certificates, thank-you cards, etc. Show your group that leaders are valued and an important part of your organization.

#### The Basics

- Introduce new officers to the organization advisor(s)
- Update organization contact list (create if one doesn't already exist)
- Register your organization on Engage (*This is done annually*)
- Give access and instructions to any online platforms, such as:
  - Organization email account
  - Social media accounts
  - Engage
  - Website
  - Online document storage (dropbox, google drive, etc.)
  - National affiliation website login information/passwords
  - Any other communication your organization may utilize
- If your organization uses a mailbox provided by Student Involvement & Leadership, give the mailbox number and show where it is located. Remind to check at least once a week!
- If you transition officers AFTER registration has been renewed for your organization, please update your officers on Engage
- Share the Student Organization Handbook with them. Found here: [insert web link]
- Explain how to reserve meeting/event space on campus for the year. Please reference the Student Organization Handbook for information on how to do that
- If you are affiliated with a national organization, explain this relationship and any important information associated.
- Finish all correspondence that you can and pass on any unfinished items to new officer.

#### Share any and ALL documents

Sharing documents electronically allows new officers to easily update and make changes. Google drive and/or dropbox are two popular online tools to help store documents online easily. Below are ideas of what to include:

- Mission, vision, goals and purpose of the organization

- Constitution/By-Laws
- Budgets/Spending History
- Meeting Agendas
- Meeting Minutes
- Program/Event Evaluations
- Calendar of Events and Deadlines
- Officer Position Descriptions
- Committee Position Descriptions
- Organizational Chart and Reporting Structure
- Election/Selection Process and Timeline
- Membership Recruitment Information and Timeline
- Organization Contact List (Name, position, email and phone #)
- Membership application (*if applicable*)
- Event Planning Documents (*if applicable*)
  - Event Planning Guide/Checklist for any annual events or programs (*a sample guide can be found in the Student Organization Handbook [See pages 12-16]*)
- Marketing Materials
  - Logos
  - Photos
  - Marketing/branding guidelines established by your organization

#### **Finances**

- Discuss the financial status of the organization with the outgoing president, treasurer and organization advisor
- Share where your organization receives money from (USGA, University, member dues, etc.)
- If your organization receives USGA funding share what spending has been approved and how you receive the funding through the reimbursement process
- If your organization has an off-campus banking account, update the authorized signers for the account to your new leadership, relay username and passwords for online banking and pass along organization checkbook (*if applicable*)
- Discuss any fundraising plans or goals (*if applicable*)
- Documents to share:
  - Budget spreadsheet
  - Past USGA funding applications (*can be found on Engage*)
  - Any approved budgets

#### **Introduce & Explain the Office of Student Involvement & Leadership**

This office provides support and resources to all student organizations. Feel free to stop by our office in HSC 230 to introduce your new officer(s)!

- Register your organization – All student organizations must reregister in the fall and spring semester to be an active organization. Re-registration takes place July 1<sup>st</sup>-August 31<sup>st</sup> and December 1<sup>st</sup> – January 31<sup>st</sup> and can be done on Engage.
- Student Organization Funding – If your organization has been approved to receive funding from USGA, pass those details along to your new leadership. If you do not have funding, but would like to apply, please contact USGA ([usga@uab.edu](mailto:usga@uab.edu))
- Trainings – Student Involvement & Leadership will offer trainings throughout the year on various topics to assist you in managing and leading your organization. If you'd like for us

to do a presentation specifically for your organization, complete our “Learn to Lead” [Presentation Request Form](#) here.

- Website – Student Involvement & Leadership is building their online resources (such as this document) to help organizations be successful. Book mark [www.uab.edu/studentorgs](http://www.uab.edu/studentorgs) for easy access to these resources throughout the year.
- Involvement Fairs – Student Involvement & Leadership hosts an involvement fair at the beginning of the fall and spring semester. All organizations are invited to participate and can request a table on Engage. The Involvement Fair is a great way to recruit new members, build membership, marketing your organization, and increase awareness about the great things your organization is doing on campus!
- Student Organization Newsletter – The Student Organization Newsletter is a weekly communication sent out by the Office of Student Involvement & Leadership to all student organization presidents. Please make it a habit to read this communication and share important updates with your membership as you see fit.
- Flyer Printing (*RSO Specific*) – All student organizations are eligible for free flier printing courtesy of USGA. There is a limit of 25 fliers per event. All requests can be made through the online request form on Engage. Find the [Flyer Printing Request form](#) here.
- Equipment Rental – Your organization has access to reserve equipment from Student Involvement & Leadership. The equipment rental form lists what equipment is available for reservation as well as the pick-up and drop-off times once a reservation has been approved. Find the [Equipment Rental Form](#) here.
- Event Registration – Student Involvement & Leadership requires all events to be registered on Engage. See the Student Organization Handbook for the Event Registration Guidelines.
- Keep your organization roster and primary contact information up to date on Engage. This is how you will receive important updates and announcements.

### **Pass along your wisdom!**

Take some time to reflect on the past year along with the rest of your executive board and identify the following:

- Culture of the group
- What was the best part about this position? What was the most difficult?
- What do you wish you knew then that you know now?
- What collaborations were successful?
- What projects or ideas did you begin to develop that you would like to see continue?
- What administrators/staff members were helpful?
- Review the organization’s constitution, by-laws, and goals and outline any areas needing attention or revision
- Tips of running an effective meeting
- Ideas for improvement
- Prepare an end-of-the-year report. Some ideas for what to include are:
  - Progress on any goals that were set
  - Major Achievements
  - Challenges
  - Areas of improvement
  - Advice for the future
  - Program Evaluations (attendance numbers from events, and program assessments completed, feedback on whether or not the event should be continued)
  - Budget Summary
  - Leadership Conferences, Professional Development, Additional training any members participated in

- Service Hours & Amounts of philanthropic funds raised
- Recruitment ideas
- Be available for consultation or questions

**Checklist of Suggested Tasks for Incoming Officers**

- Read Transition Binder (or online documents) and previous executive reports. Become familiar with the general history of the organization and its recent activities. Remember you need to know all of the little details as well as the big picture.
- Determine training and guidance you will need from the outgoing officers. Think of questions you have after reviewing the transition documents.
- Make appointments with key people. What reoccurring meetings should you establish (with your advisor, executive team, individual members of your organization, etc.)?

*Information adapted from:*

*San Diego State University Office of Student Life & Leadership*

*University of Wisconsin-River Falls Office of Student Life*

*Montana State University Office of Activities & Engagement*



STUDENT INVOLVEMENT  
& LEADERSHIP

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The University of Alabama at Birmingham