

STUDENT ORGANIZATION HANDBOOK

2019-2020



STUDENT INVOLVEMENT
& LEADERSHIP

The University of Alabama at Birmingham

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WELCOME

to the Student Organization Handbook

This handbook was created to serve as a resource for UAB student leaders interested in developing, participating in, or leading a student organization. UAB is home to 348 student organizations that support a variety of interests. For a full listing of UAB organizations, visit Engage and view the *Organizations* tab. For more information or additional organizational support, contact The Office of Student Involvement and Leadership at getinvolved@uab.edu.

ABOUT THE UAB Student Organization Community

348 • **18,921** • **2,194** • **138,534**
ORGS MEMBERS EVENTS ENGAGE SESSIONS

DATA IS REFLECTIVE OF THE 2018-2019 ACADEMIC YEAR

REGISTERED
ORGS



251

CLUB
SPORTS



21

UNIVERSITY
FUNDED



48

FRATERNITY
& SORORITY
LIFE



28

ABOUT

The Office of Student Involvement & Leadership

Recognizing UAB students come from different backgrounds with varied interests and passions, the Office of Student Involvement and Leadership supports organizational development and management to meet students' diverse needs. Through engagement with students, Student Involvement and Leadership has the opportunity to watch as students progress academically, discover values, develop an identity and realize their full potential. This is achieved through advising students and student organizations, creating innovative leadership opportunities and promoting involvement in the campus community, and developing students' institutional pride. Student Involvement and Leadership values and encourages all forms of leadership to cultivate an inclusive, socially responsible, and vibrant campus community.



MISSION

Student Involvement & Leadership exists to provide intentional experiences outside of the classroom that prepare UAB students to serve, inspire and lead.

ORGANIZATIONAL SUPPORT

Student Involvement & Leadership serves as the primary University department responsible for providing student leaders with the necessary support to develop, manage, and lead student organizations.



STUDENT INVOLVEMENT
& LEADERSHIP

The University of Alabama at Birmingham

ORGANIZATION RESOURCES

Financial Support

RSOs are eligible to request funds from their respective student governing body. Student government funding is not guaranteed as a result of registration, but it does impact eligibility. For more information on the funding processes available to RSOs, click the student governing body that best associates to the organization:

- [Undergraduate Student Government Association](#)
- [Graduate Student Government](#)

Equipment Rental & Work Room

The Office of Student Involvement and Leadership provides student organizations with access to a Student Organization Work Room which stores craft materials such as paint, poster paper, and other materials. Organizations may use the Work Room during business hours by visiting the Student Involvement and Leadership front desk. Additionally, limited equipment is offered for use through an [Equipment Rental Request](#). Available equipment includes: buckets/coolers, tables, and a popcorn machine. Equipment rentals are available during the fall and spring academic semesters. Requests must be submitted seven days in advance.

Honors and Awards

Student Excellence Awards honors student organizations for their outstanding contributions in leadership and service to the campus and community. At the annual ceremony, individual and group awards are presented. Nominations are accepted by UAB faculty, staff, and students through the Student Excellence Award Nomination Form. This form opens December 1st and closes January 30th. Organization leaders are encouraged to submit a nomination on the organization's behalf. To review criteria for organization awards, [click here](#).

Marketing and Promotion

Registered organizations have access to a variety of marketing and promotional benefits to assist with advancing the organizations mission and increasing student membership. These resources are designed to support student organizations, but they can be revoked with abused use. Resources include:

Flyer Printing – Pathfinders provide up to 25 flyers to be printed for free per event for student organizations in good standing. The event must be submitted and approved through Engage in order to print flyers. The [Flyer Request Form](#) must be submitted no later than 1 week prior to the date of requested pick-up.

Promotional Tabling – Through the Hill Student Center reservations system, student organization can request promotional tables for a maximum of three days in a row. There are designated areas to select from, visible on the tabling map. For more information, [click here](#) and select the “Promotional Tables” tab.

Digital Signage – Student organizations can submit digital, promotional materials to be displayed on the Hill Student Center digital screens. All ads should be 1280px by 720px. [Click here](#) to request a digital ad.

Bulletin Board Access - The Hill Student Center controls three bulletin boards in the Student Center. All posters/flyers must be brought to the Hill Student Center Information Desk for posting on the bulletin boards. The Information Desk will stamp approved posters/flyers and hang them. For more information, review the Bulletin Board policies on the HSC website.

Student Organization Newsletter – This electronic newsletter is distributed weekly during the spring and fall semesters, on Mondays, to support organizations through announcements, updates, and upcoming events. Organizations are encouraged to read the newsletter each week to stay up-to-date on all important related information. Organizations can [submit updates](#) to the newsletter, as well.

Media Policy

UAB's Office of University Relations works with UAB faculty, staff and students to develop and distribute university news and information in a variety of ways. Organizations who wish to initiate contact with the news media, or who receive news media inquiries, are required to work with University Relations.

University Relations must reach out to the media on an organization's behalf, to ensure proper procedure is followed. Media cannot be on campus property (including outdoor space and indoor space) without an escort from University Relations.

Naming Guidelines

The approved name of the organization that is designated during registration is the only name approved for use on marketing and promotional materials. This includes the use of the name on social media, print materials, and t-shirts/buttons/uniforms, etc. For example, if the Wrestling Club at UAB has an Instagram account, it cannot call itself @UABWrestling. The appropriate title would be @WrestlingClubatUAB.

Social Media Expectations

UAB welcomes individuals and organizations to identify their role at UAB publicly on social media. Be aware that by doing so, this is a representation of UAB and therefore is subject to UAB's conduct policies. Students are subject to the [Academic Honor Code](#) and [Student Conduct Code](#). Individuals creating and maintaining digital mass communications or digital content ("content") are responsible for adherence to the following requirements:

Content must not constitute a copyright or trademark infringement and must not otherwise violate any applicable laws or UAB policy.

Keep in mind these tips on accessibility when posting on social media:

- ✓ Is Alternative Text included for photos on Facebook, Instagram or Twitter?
- ✓ Do all graphics have a strong contrast between text and background?
- ✓ Was camel case used with the hashtags? #AccessibilityIsAwesome
- ✓ Is contact information available prominently in the social media bio?

ENGAGE

Engage is the University of Alabama at Birmingham's platform for student engagement. Engage connects students to meaningful experiences, manages and tracks student involvement, and showcases the impact of involvement through the Involvement Resume. Engage is also the primary tool used to oversee UAB's student organization community. Through Engage, organizations can maintain registration, submit and market events, connect to service experiences, and track participation. For specific questions and assistance with Engage, please contact the Office of Student Involvement and Leadership or visit the [Engage FAQ website](#).



ORGANIZATION MANAGEMENT

Engage is used to streamline the registered student organization registration and re-registration process. The platform provides student organization leaders with user-friendly tools to run their organizations efficiently and effectively. All UAB student organizations are only considered active if registered through Engage.

EVENT PLANNING

The event approval process is streamlined through Engage to both manage risk and serve as a connector for student organizations to the UAB campus calendar.

PARTICIPATION TRACKING

Organizations can easily track student participation through the Campus Labs Event Tracking app. Once downloaded, the app scans QR codes provided to each user within the platform to track their involvement and transfer their experience to the Involvement Resume.

BLAZERPULSE INTEGRATION

All opportunities created in the BlazerPulse community are visible in the Engage platform's service directory. Student organizations can direct their members to the Service tab to explore available service experiences.

ORGANIZATION TOOL MENU

This allows you to create and manage content for your organization. Access the Org Tool Menu by navigating to your Action Center through the Manage View of the Switchboard. You may see any one of the following tools.

About: In the About tool, you can update some of your organization's basic details, such as the profile photo, description, summary for the organization directory, contact information, and social media links.

Roster: The Roster tool includes your ability to manage positions for the organization, send organization messages, invite members, remove members, and approve pending memberships.

Events: The Events tool allows you to create and manage your organization's events. Submit an event request, or manage an individual event, including inviting attendees, tracking participation, or changing an event's details.

News: The News tool helps you share what your organization is doing with the community. You can create, edit, and delete News posts from this area.

Documents: The Documents tool allows you to create a shared storage space for important organizational files. You can share these files publicly or only with certain members or Position holders within your organization.

Forms: Use the Forms tool to move any of your organization's paper forms into Engage. Use forms for sign-ups, interest forms, applications, and more!

BLAZERPULSE



UAB is not just in Birmingham, it is for Birmingham.

That's why community engagement is a critical part of the UAB experience. Students, faculty, and staff can utilize BlazerPulse to connect to the community, register for service, and track your impact.

1 CONNECT AND GET INVOLVED

Find and explore causes and organizations within the Birmingham community and beyond. When you find an opportunity, BlazerPulse provides an outlet to register for service and communicate with the community organizer.

2 MAKE AN IMPACT

An impact is service-related output. This could be in the form of volunteer hours, donations, or training experiences that are mutually beneficial for both you and our community. Track your impact through BlazerPulse; all impacts are verified.

3 CREATE COMMUNITY

Manage a group such as your department or student organization. Through group management features, users can create events and opportunities to recruit UAB support. Furthermore, you can track the impact of your events, receive feedback, and manage memberships.

Connecting opportunity and community at UAB

uab.edu/blazerpulse

ORGANIZATION TYPES

UAB's student organization community is composed of a variety of organization types. Regardless of the type, all student organizations are required to register on Engage to be considered an organization in good standing. Organizations are asked to self-identify their type through the registration process. Those that identify as a University Affiliated Organization are confirmed through the appropriate departments advising those student groups.

Registered Student Organization (RSO)

A Registered Student Organization is a club or organization whose membership is composed of UAB students. RSOs are created by students and supported through advisement of a voluntary faculty/staff advisor, as well as student governance. The University supports the creation of student organizations whose purposes and activities enhance the social, cultural, recreational, and educational functions of the University. There are three types of RSOs:

Undergraduate Student RSO

An Undergraduate Student RSO is a club or organization whose membership is primarily composed of UAB undergraduate students actively pursuing a bachelor's degree. Undergraduate Student RSOs are created by students and are not financially reliant on a University Department. *Undergraduate Student RSOs are required to actively participate in all mandatory RSO training experiences such as the RSO Summit.*

Graduate or Professional Student RSO

A Graduate or Professional Student RSO is a club or organization whose membership is composed of UAB students actively pursuing an advanced degree. Graduate or Professional Student RSOs are created by students and are not financially reliant on a University Department. *Graduate and Professional Student RSOs are not required to actively participate in RSO training experiences, but they are invited to participate.*

Club Sport RSO

Club sports are organizations that have been officially approved by UAB Campus Recreation as a competitive, club sport organization. Club Sports membership is composed of UAB students and are required to adhere to the same registration requirements as a Registered Student Organization. All Club Sport registrations are verified by UAB Campus Recreation. *Club Sport RSOs are not required to actively participate in RSO training experiences, but they are invited to participate.*

University Affiliated Organizations

A University Affiliated Organization is a club or organization whose membership is composed of UAB students and directly supported through a University department or division. The organization's purpose aligns with that of the department or division and is directly advised by that unit. University Affiliated Organizations use registration as an outlet for organizational management and are not required to attend RSO training events. There are two types of University Affiliated Organizations:

University Funded Organization

UAB provides leadership development through organizations *sponsored, funded, and advised* through individual University departments and divisions. Organizations that meet this criteria are considered University Funded and are not required to attend mandatory RSO training events. Training is assumed by the respective University department; however, all University Funded Organizations are expected to comply with the policies and procedures set forth in the Student Organization Handbook.

Fraternity and Sorority Life Organization

Organizations recognized by Fraternity and Sorority Programs fall under one of four governing councils: the College Panhellenic Council (CPH), the Interfraternity Council (IFC), the Multicultural Greek Council (MGC), and the National Pan-Hellenic Council (NPHC). Social and academic fraternities that are not a member organization of one of the four governing councils are not recognized by Fraternity and Sorority Programs.

INTEREST GROUPS

Student Organization Interest Groups

Student Organization Interest Groups are available for those students who are interested in creating an organization on campus but may not meet the requirements for registering a student organization. This option allows for the students to recruit members, utilize limited resources, and have intentional support from the Office of Student Involvement and Leadership. Interest Groups are an opportunity for the campus to experience new organizations and the organizations to test the community's interest in the potential organization.

Process

1. Submit an Interest Group Registration Form

Prospective organizations must submit an [Interest Group Registration Form](#) to notify the Office of Student Involvement and Leadership that the Interest Group will begin to recruit members with the intent of registering the organization.

2. Meet with the Office of Student Involvement and Leadership

After completing the Interest Group Registration Form, the Office of Student Involvement and Leadership will contact the student who completed the form to schedule an Interest Group Consultation. During this meeting, the Interest Group will learn more about benefits of organizing and what will be required of them. This is also when the interest groups learn about the Engage platform.

Responsibilities

After one semester of promoting the Interest Group, Interest Groups should complete the [New Organization Registration Process](#). Interest groups who do not meet the minimum requirements for New Organization Registration will lose recognition as an Interest Group.

Interest Group Registration forms may be filed once per academic year. Interest Group registration forms are available from August 27 - September 30 and from January 1 - January 30

Benefits

Students that form an Interest Group and follow the required process will have access the following benefits:

1. One space reservation during the semester of registration for the purpose of an interest meeting
2. One promotional table during the semester of registration for the purpose of recruiting members
3. 25 flyers printed for the purpose of marketing the organization

Interest Groups are required to meet with a UAB Pathfinder to schedule and reserve space and print flyers.

RSO REQUIREMENTS

Registered Student Organization Requirements

There are five minimum requirements for an organization to register at the University of Alabama at Birmingham. These requirements include an appropriate name, the support of a faculty/staff advisor, minimum membership expectations, maintenance of an organization constitution, and compliance with the UAB Non-Discrimination Policy.

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.” UAB must be stated in the acronym form. Registrations will be denied when The University of Alabama at Birmingham is spelled out. The name of the organization must be consistent on all organization documents and marketing materials, including but not limited to the organization’s constitution, social media sites, and print promotional materials.

2. Faculty/Staff Advisor

- An advisor must be a full-time faculty or a staff member at the University of Alabama at Birmingham. Hospital personnel cannot serve as a faculty/staff advisor. National headquarters, national organization staff, or paid campus ambassadors cannot serve in the place of a faculty/staff advisor. The advisor will need to be added to the organization’s roster during the Engage registration process.
- The [Advisor Verification Form](#) is required for registered student organizations. Registration/Re-Registration will not be processed until the form is submitted. Advisors must login to Engage to complete the form.

3. Membership

- Student organizations must have at least five (5) members who are current UAB students. These members should be added to the roster through Engage registration.

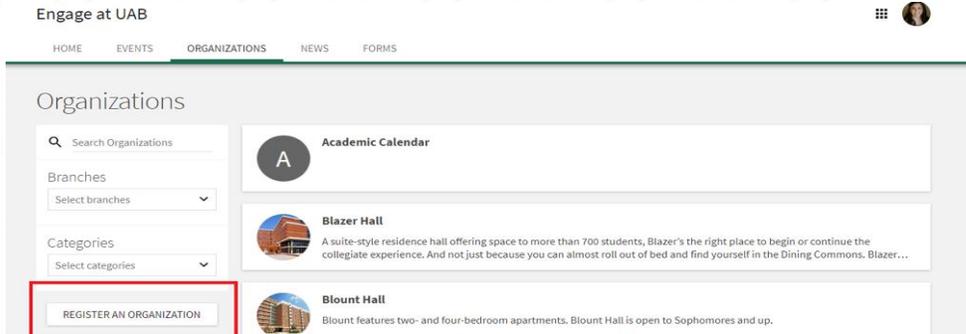
4. Constitution & Non-Discrimination Policy

- Each organization is required to create and maintain an organizational constitution. This guiding document helps the organization create sustainable practices. The constitution must be uploaded during the Engage registration process.
- The organization’s constitution must include the current [UAB Non-Discrimination Policy](#): “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.”
 - Organizations with Title IX exemptions should show both the full UAB Non-Discrimination Policy followed by the Title IX exemption.

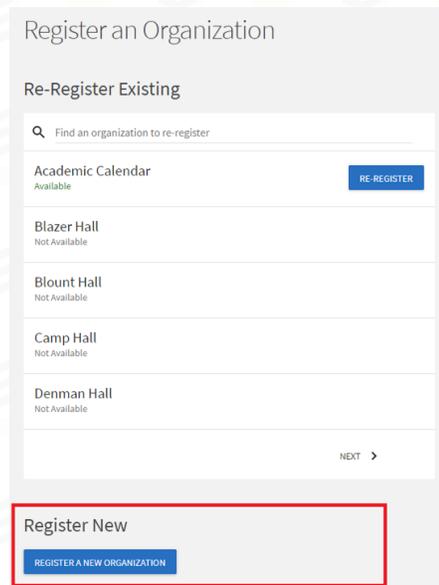
New Organization Registration Process

Registration for new organizations is available twice per year (July 1 – September 30 and December 1 – January 31). 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 to either "Re-register Existing" or (scroll down) "Register New Organization." Select "Register New Organization."



3. Complete the registration form. Be prepared to upload the organization's membership roster, Constitution, and faculty/staff advisor's information. 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.
4. Faculty/Staff advisors must complete the [Advisor Verification Form](#) on Engage in order for registration to be approved. This Form is located in the Engage *Forms* tab. Advisors must login to complete the form. Forms will be denied that are submitted from a student's Engage account.

Re-Registration and Roster Update Process for Student Organizations

Once an organization has been approved, they are required to annually complete Engage Re-Registration. Additionally, organizations are required to submit a Roster Update at the beginning of the spring semester. Failure to re-register and/or update the roster by the stated deadline will result in a loss of organizational benefits until the opening of the next re-registration period. Both the Re-Registration and Roster Update can be completed by using the Engage Re-Registration button (instructions are provided below). This button will only be visible during designated periods.

Fall Re-Registration period: July 1 – August 31

Spring Re-Registration/Roster Update period: December 1 – January 31

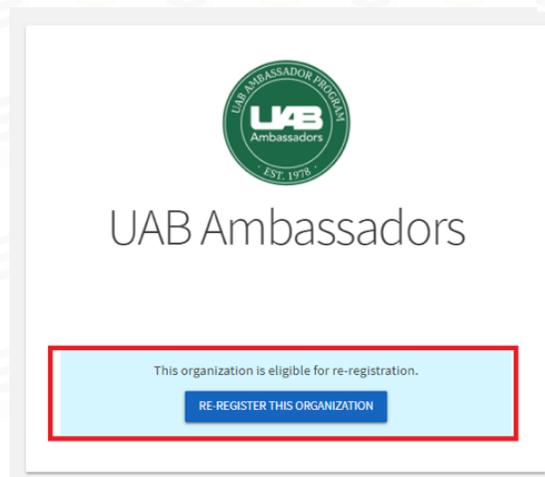
Students can view which organization(s) are eligible for re-registration by accessing the Action Center. To access the Action Center, click the Switchboard Icon on the top right hand corner of the Engage community and click "Manage."



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, there will be a blue box which states, "RE-REGISTER THIS ORGANIZATION." Please click this to proceed to the renewal form.



ORGANIZATION ADVISOR

The Purpose of an Advisor

The advisor serves as a resource. 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. Additionally, the advisor supports risk mitigation through on-going support of student leaders and through attendance at high-risk organization sponsored events.

Eligibility and Continued Service

An advisor must be a full-time faculty or a staff member at the University of Alabama at Birmingham. Hospital personnel cannot serve as a registered student organization advisor. National headquarters, national organization staff, or paid campus ambassadors cannot serve in place of a faculty/staff advisor. 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. After agreeing, the advisor must complete the Advisor Verification Form on Engage to make their role official. **If the advisor plans to take a leave of absence, it is the responsibility of the organization to find a temporary replacement for the time in which the advisor will be absent. Each semester the student organization is responsible for connecting with their advisor to confirm their continued support.**

Expectations of an Advisor

- Bi-annual completion of the [Advisor Verification Form](#)
 - The Advisor Verification Form enables the Office of Student Involvement and Leadership to ensure that the selection and listing of an advisor on Engage is by mutual agreement. This form is completed during the fall re-registration period (available July 1 – August 30) and during the mandatory roster update period (available December 1 – January 30) of each year. **Student organizations must communicate this need to their advisor.**
- Attend (or find a faculty/staff proxy) for any student organization sponsored event or activity that's [risk level](#) requires [security](#).
 - **This requires advisors to be aware of and invited to organization events. This is the responsibility of the student organization. If the organization is planning an event requiring advisor attendance and the advisor is unavailable, the event will be denied without the presence of an advisor-identified proxy.**
- Meet regularly (at least once a month) with executive student leader(s) to provide an outlet for discussion of the leadership experience, offer guidance on organizational management, and drive alignment of activities with organizational objectives.
 - **Student leaders should take the initiative to schedule these meetings. It is not the responsibility of the advisor to seek the organization out.**
- Complete the Clery Center's Campus Security Authority training and uphold role as a Campus Security Authority and mandatory reporter.
 - Advisors will receive a notification from the UAB Learning System once available alerting them to the assignment, its due date, and instructions for completion. This training is typically assigned in October or November.

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. Advisors are a resource for Student Organizations and students should utilize them when looking for support with a process or issue. The Office of Student Involvement and Leadership staff serves in a general advisory role to organizations and advisors as need and particular questions arise.

Mediation, Consultations, and Presentations

The Office of Student Involvement and Leadership supports organization management and growth through mediation, consultations, and presentations. Resources include:

- **Conflict Mediation** – The purpose of mediation is to find a solution satisfactory to both parties, whether that be two organizational members or two organizations. Mediation is an attempt to settle a dispute. In essence, it is a facilitated negotiation. Mediation is closed to anyone outside of the parties in question, and all participants in the mediation process must adhere to the mutually agreed outcomes. The Office of Student Involvement and Leadership will provide an unbiased staff member to mediate the conversation. To request mediation, complete the [Conflict Mediation Request Form](#).
- **Retreat Planning Consultations** - The Office of Student Involvement and Leadership provides consultations to student organizations planning a leadership retreat. Retreats are an excellent opportunity for new member education, leadership development, reflection, and team building. However, in order for a retreat to be successful, there are many critical components which should be thoroughly thought through. Retreat Planning Consultations are offered to assist student leaders with identifying the important elements of a retreat and successfully seeing the event to fruition. To request a consultation, please complete the [Retreat Planning Consultation Form](#). *Consultations should be requested at least two months prior to the retreat for optimal planning time.*
- **Customized Leadership Presentations (Learn to Lead)** - The Learn to Lead presentation series brings leadership development into UAB classrooms and student organization meetings with engaging and active presentations. The Learn to Lead leadership curriculum focuses on the Social Change Model of Leadership, including presentations which focus on individual, group, and societal values. Presentations can be modified to accommodate any organizations size and/or focus. Requests should be submitted two weeks in advance through the [Learn to Lead Presentation Request Form](#).
- **Engage and BlazerPulse Training** – Engage and BlazerPulse are two useful resources for student organizations to use for organizational management. Organizations that need support on either platform are encouraged to schedule a training presentation. Trainings can be conducted in one-on-one settings with a Student Involvement and Leadership staff member or shared through a presentation format with the entire organization. To schedule an Engage and/or BlazerPulse training, email getinvolved@uab.edu.

ORGANIZATIONAL CONDUCT

Expectations of Student Organizations at UAB

Student organizations at UAB are composed of UAB students, and therefore, held accountable to the Student Conduct Code. The Student Conduct Code promotes honesty, integrity, accountability, rights, and responsibilities expected of students consistent with the core mission of the University of Alabama at Birmingham. This Code describes the standards of behavior for all students, and it outlines students' rights, responsibilities, and the campus processes for adjudicating alleged violations. Student organizations that are campus branches of international/national organizations are not allowed to have an international/national, non-UAB student represent or advocate on behalf of the organization without an invitation from the University.

Student Conduct Code

Student organizations are responsible for aligning their actions with the values outlined in the UAB Student Conduct Code. These values include:

- Integrity *"UAB students exemplify honesty, honor and respect for the truth in all of their dealings."*
- Community *"UAB students build and enhance their community."*
- Social Justice *"UAB students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors."*
- Respect and Civility *"UAB students show positive regard for each other, for property and for the community. Students will conduct themselves and treat others in polite reasonable and respectful manner."*
- Responsibility *"UAB students are given and accept a high level of responsibility to self, to others and to the community."*

How to Report a Violation

To report a violation of the student conduct code, submit a [Student Conduct Incident Report](#). In the event of an emergency or crimes or incidents involving imminent threat of harm, contact UAB Police at 205-934-3535.

For additional information, contact Student Conduct & Outreach at 205-975-9509 or visit their [website](#).

Handbook Policy Violations

Violations of the Student Organization Handbook and policies herein *that do not align with Student Conduct Code policy* but blatantly disregard student organization standards of behavior and reporting are determined by the Office of Student Involvement and Leadership. Failure to comply with student organization policy such as the Event Registration Process may result in loss of registration, mandated education, or other stipulations.

Hazing Policy

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.

Student organizations should review the UAB Hazing Policy for Student Organizations and share this policy with their membership ([Policy & Procedures Library – Policy VII-009](#)).

EVENT REGISTRATION GUIDELINES

Introduction

The Event Registration Guidelines assist students in the planning of safe and successful events and activities. These guidelines 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 in good standing have the privilege of hosting on-campus events. Registration is the sole responsibility of the student organization(s) sponsoring the event. **Organizations are required to register all on-campus events through Engage.** Community service events may be submitted for marketing and recruitment purposes through BlazerPulse.

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. This includes non-UAB affiliated persons, including national/international affiliates or guest speakers/public figures.
- 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-campus event that is organized/presented by a student organization.
- d) **"Student Groups," "organization," or "student organization"** means any group of students who have complied with the University's formal requirements for registration as a student organization.
- e) **"On-Campus Event"** refers to any event or organizational activity hosted on a UAB owned and operated facility.

Event Registration Violations

Student Involvement and Leadership 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. If an event violates the Student Conduct Code or if any law enforcement agency issues an incident report, the matter will be referred to the Office of Student Conduct.

Any student group found not in compliance with the Event Registration Guidelines or that is found to be operating an event in a manner that is inconsistent with the details provided in the event registration form 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, 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.

Identifying the Risk Level of an Event

Events inherently assume a certain level of risk. Based on the level of risk, the event submission window ranges from 5 business days, for low-risk events such as general body meetings, to 10 business days, for events that align with the risk factors indicated below. Events that are not submitted within the required window for review will be denied.

- **Identifying Risk –**
 - The safety and wellbeing of each UAB student alongside the success and sustainability of each student organization is one of the primary reasons the event registration process exists. There are five types of risks associated to organization event planning. *These five types of risk have been adopted and adapted from Texas A&M's Division of Student Affairs.*
 - **Physical Risks**
 - This type of risk accounts for any physical harm that may be incurred by a participant. Factors associated to physical risk include but are not limited to the presence of food, alcohol, dangerous environmental conditions, recreational equipment, traffic congestion, etc. Physical risk may also be a concern when a controversial issue is being discussed or a high-profile guest visits campus.
 - **Emotional Risks**
 - Emotional risks include those activities that could negatively influence the well-being of participants. Events that involve sensitive topics or controversial issues stimulate emotional risk.
 - **Reputational Risks**
 - It is important to consider the impact that the event may have on the reputation of each member (students must abide by the Conduct Code as a participant), but also the impact the event may have on the organization as a whole and UAB. Activities where participants may demonstrate poor conduct or where media may be present could influence the public's perception of UAB, the student organization, and the national organization when applicable.
 - **Financial Risks**
 - Organizations need to consider financial risks associated to hosting the event. Can the organization cover the cost of equipment rentals or catering, for example? In order for an organization to sustain, it is important to make wise financial decisions.
 - **Facilities Risks**
 - The space chosen for an event often dictates the type of activities that can be hosted. Is the space a safe environment? Does the facility approve of the type of activity the organization intends to host? Will traffic become an issue?
 - **Events that involve physical, reputational, or emotional risks require 10 business days for registration review.** These events may also require the attendance of the advisor. Depending on the activity, security may also be required. See additional information regarding event [security below](#).
 - **Low risk events, such as on-going meetings or promotional tabling, require a minimum of 5 business days for review.**

Events Requiring Security and Advisor Attendance

Events that include **one or more** of the following criteria require security and Advisor attendance:

- Event participation and/or the venue capacity is expected to exceed 75 participants.
- Alcohol is being served.
- The event's focus may generate emotional or physical risks.
- The event has a potential to cause traffic congestion.
- There are potential health or safety hazards associated with event participation.

**Please note: A minimum of two (2) security officers are required for any event requiring security. Determinations of the need for and size of a police detail will be made by the Chief of Police or his designee in consultation with other university officials.*

The Office of Student Involvement and Leadership may, in its sole discretion, require an organization to have security in 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 the event is outside of the building's operating hours in the following facilities:

- Volker Hall
- Alumni House
- Edge of Chaos

How to Request Security

- A ten (10) day advance notice is required for all detail requests. If the event is cancelled, it is the responsibility of the person who requested the detail to inform the Captain in a timely fashion, in order to avoid the assessment of costs. The form to request Event Security can be found on the UABPD Website – [Event Security Request Form](#). If there is a problem with the online form, please contact the Captain by calling (205) 934-4434.

University Capacity

- 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.

University Compliance for Events with Alcohol

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.

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.

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.

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.

Event Advertisements

Advertisements or invitations to events where alcoholic beverages are being served should emphasize the nature of the event and not alcoholic beverages.

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.

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.

Non-Alcoholic Beverage

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.

Food

Food must be made available to those in attendance at all events where alcoholic beverages are served.

Hours of Service

Service of alcoholic beverages must be discontinued at least one hour before an event is scheduled to end.

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.

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.

****These guidelines were adopted and adapted from the [UAB General Policy Regarding the Use and Consumption of Alcohol](#) and the [UAB School of Medicine’s Guidelines for Hosting Off Campus Events with Alcohol](#).***

Events with Food

Food that is handled or prepared improperly can cause food-borne illness. Safety in food preparation and service is important to consider when planning an event or promotional tabling activity. Furthermore, the possibility of allergic reactions create risk associated to food distribution. Food should be labeled and prepared by a caterer or pre-packaged to mitigate risks.

UAB has its own catering company, [Blazer Catering Co.](#), which offers a low cost Student Catering Menu. **If the event is located in the Hill Student Center (including the Amphitheater), the organization is required to use Blazer Catering Co. or submit the [exemption form](#).**

Exemptions will be limited to:

- Meetings that have no more than 75 people in attendance
- Events after 6pm on a week night or on the weekend.
- Events that feel UAB Campus Dining cannot provide an authentic meal due to cultural, religious, or ethnic reasons.

Student Organizations are expected to read and understand the [Catering Policy](#) in full.

Reservation Process for Catered Events

1. Any group holding an event in the Hill Student Center and planning to serve food/beverages of any type must indicate such on the online reservation system.
2. Food service must be arranged through UAB Campus Dining.
3. Groups should consult a catering menu to determine their needs/budget. This should be planned carefully, adhering to all catering policies with respect to minimum group size, changes/cancellations, menu, and proper notices.
 - a. Small Group – less than or equal to 75 people in attendance
 - b. Large Group – more than 75 people in attendance

Violations to the Catering Policy

Violations to the Hill Student Center catering policy will result in the loss of space reservation privileges.

Contact Information:

- Phone: (205) 966-6565
- Engage Page: [Campus Dining](#)
- Email: catering@uab.edu

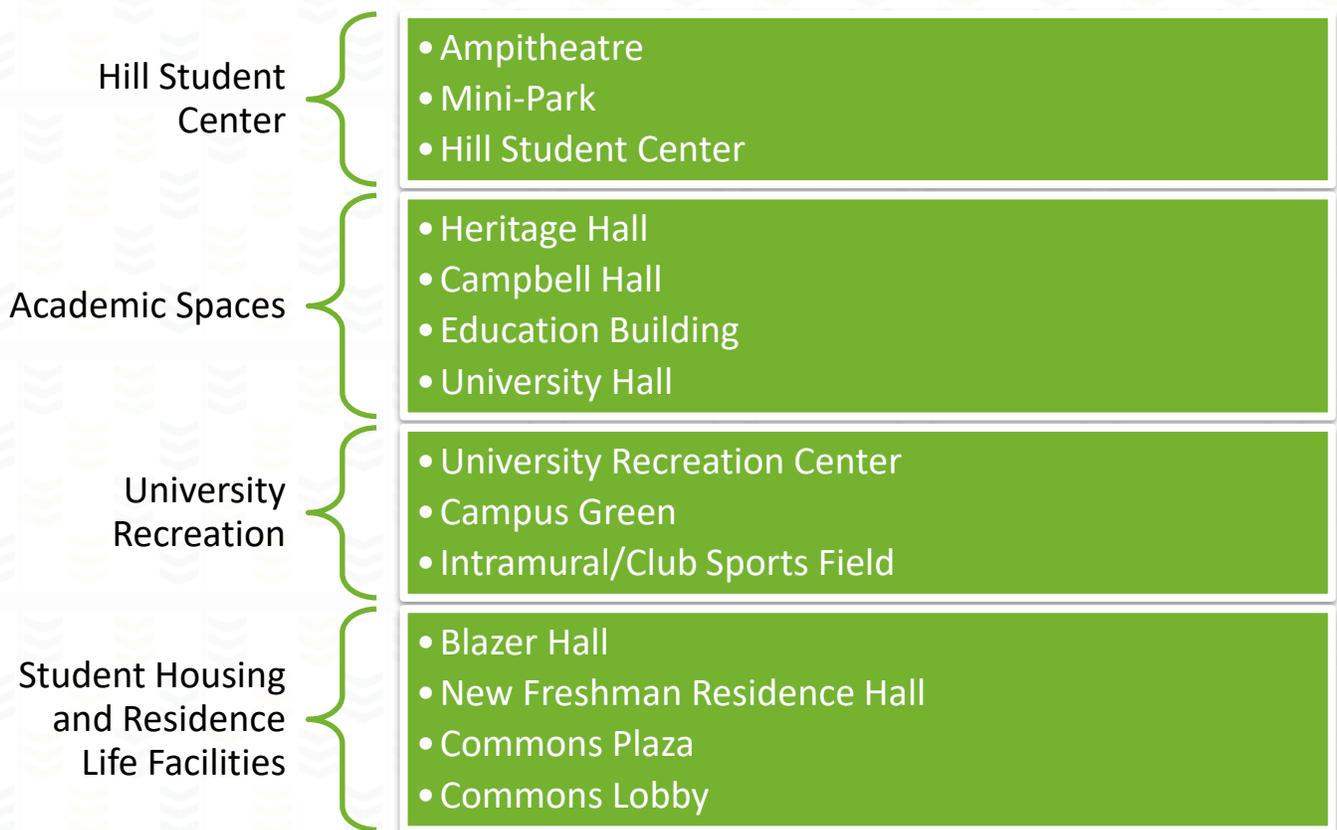
Media at Events

It is the responsibility of the organization to indicate whether or not they would like to invite media to their event through event registration. The Office of Student Involvement and Leadership will notify the Office of University Relations of the organization's intent and provide them with the primary event contact, as listed through event registration. **The Office of University Relations must reach out to the media on the organization's behalf, to ensure proper procedure is followed. Media cannot be on campus property (including outdoor space and indoor space) without an escort from University Relations.**

SPACE RESERVATION

Active student organizations who are in good standing with the University have access to reserve campus facilities for the purposes of organizational management/promotion and organization-sponsored events. Use of space is a privilege; organizations that do not abide by the Event Registration Guidelines set for student organizations as well as the space reservation policies defined by the venue, will be referred to the Office of Student Involvement & Leadership and/or Student Conduct. Privileges will be revoked for organizations that abuse this benefit. Student organizations are required to register all on-campus events (this includes tabling and regularly scheduled meetings) through the University's online involvement platform, Engage. **Space reservation does not replace event registration through Engage.**

The following campus facilities may be reserved by student organizations:



When reserving space for an event, remember:

- Student organizations are required to submit their space reservation concurrently with their event registration.
- Both forms should be submitted a **minimum of 5-10 days in advance** depending on the event's level of risk.

Hill Student Center

Space reservations open for student organizations:

- 1st Tuesday of October for the following Spring/Summer semester
- 1st Tuesday of March for the following Fall semester

Requests should be submitted to the Hill Student Center's [online space reservation system](#) on or following the open of reservations for that term. Student organizations are required to submit their space reservation concurrently with their event registration. Both should be submitted a minimum of 5-10 days in advance depending on the event's level of risk. **There are [five types of risks](#) that should be considered when evaluating the submission timeline. Events that involve physical, reputational, or emotional risks require 10 business days for registration review.**

Normal Operating Hours for the Hill Student Center are:

- Monday-Friday 7:00 AM-12:00 AM
- Saturday 8:00 AM-12:00 AM
- Sunday 12:00 PM-12:00 AM

During the summer semester and designated University holidays and breaks (fall, winter, and spring) the Hill Student Center will operate under abbreviated building hours. These hours are:

- Monday-Friday 7:00 AM-7:00 PM
- Saturday 8:00 AM-7:00 PM
- Sunday 12:00 PM-7:00 PM

During the following University designated holidays and breaks the Hill Student Center may be closed:

- Labor Day Weekend
- Thanksgiving Weekend (Wednesday-Sunday)
- December 23th-27th
- New Year's Eve and New Year's Day
- Martin Luther King Day
- Memorial Day Weekend
- 4th of July

For a comprehensive list of rules and regulations for the Hill Student Center, please reference the [HSC Policy & Procedure Manual](#).

Academic Space Open for Student Organizations

Academic space reservations for student organizations are requested through the event registration process. However, student organizations can access academic space guidelines and policies through www.uab.edu/bookit.

The [Office of the Registrar](#) reserves the following spaces for student organizations:

- Campbell Hall
- Education Building
- Heritage Hall
- University Hall

Space reservations for academic space will be made through the student organization event registration process. Student organizations will not be permitted access to reserve academic space prior to the add/drop deadline of each semester. **Student organizations may register their event prior to this time however, review will not take place until after the add/drop deadline and will require a minimum of 5-10 days depending on the risk level of the event.**

Event Registration Process for Academic Spaces:

- Through the “Manage” view of the Student Organization “Engage” page, the student organization should “create event” to submit the event registration form.
- Through event registration, the student organization will have the opportunity to request a preferred academic space.
- Once the registration form has been submitted, it will be reviewed by the Office of the Registrar and an appropriate space will be identified and confirmed if there is one available.
 - Requests received prior to the add/drop deadline will not be reviewed until after that date
- A confirmation of the space reservation will be emailed to the individual who submitted the event request. This confirmation will include any relevant space policies as well as any special instructions.

Due to the final exam schedule, events are not permitted in academic spaces during final exams or during university designated breaks and holidays. Academic Spaces are only available for reservation between the hours of **7AM and 10PM**. Any event request made before 7AM or after 10PM will be denied. **Food is not permitted in classrooms.** University Hall and Heritage Hall are permitted to have food in the lobbies (additional space reservation required for lobby spaces). Any event where food is being served will not be permitted to take place in an Academic space.

University Recreation

All facility spaces may be rented during non-peak times (Monday-Friday 5:00 AM-4:00 PM) Facility spaces can be reserved outside of this window through the online request process, but are not guaranteed to be approved. Space reservations for University Recreation facilities can be made directly on the [University Recreation Website](#).

Student organizations are required to submit their space reservation concurrently with their event registration. Both should be submitted a minimum of 5-10 days in advance depending on the event’s [level of risk](#). Any facility reservation that does not have a corresponding event registration will not be approved. For a comprehensive list of policies and procedures visit the [University Recreation Facilities Website](#).

Student Housing & Residence Life Facilities

Student Housing & Residence Life has first priority over all spaces within the Student Housing community. Student organizations are permitted to reserve space overseen by Student Housing when the organization sponsored activity is open to all UAB students. Tabling and collection boxes are also permitted in the Residence Halls.

Reservation requests for spaces within Student Housing can be submitted directly to the Housing Operation Coordinator at (205) 996-0408 or hamilt63@uab.edu. Reservation requests for the Commons Plaza and Commons Lobby can be submitted directly to the Operations Director of the Commons on the Green at (205) 934-6298 or bre49@uab.edu. For a comprehensive list of policies and procedures, please reference [the Residence Life Handbook](#).

UAB Libraries

Study rooms within Lister Hill and Sterne Library are available by reservation to both individuals and groups of two or more. Space reservations for study rooms should be made directly with the library through their online room reservation form. For an overview of the space reservation process for Sterne Library and Lister Hill, please reference their [Space Reservation Policy](#). Individuals or groups who are reserving study space in the libraries for academic preparation do not need to complete the event registration process. Event registration is for the use of student organizations hosting organization sponsored events.

Special Events

For special events, student organizations may utilize one or more of the following venues:

- **Alys Stephens Center** – To reserve space in the Alys Stephens Center, call the administrative office at 205-975-9540.
- **National Alumni House** – To reserve space in the National Alumni House, contact Adam Poer, Assistant Director of the UAB Alumni House. Please call 205-934-3555 for an appointment or email him at awpoer@uab.edu. Students can reference the [National Alumni Society's Rental Policies and Procedures](#) for a comprehensive list of policies for the space.

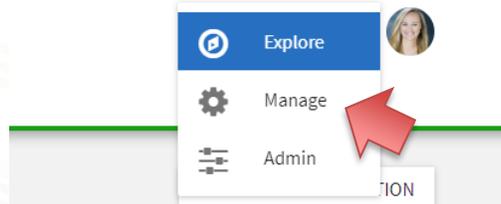
These venues are able to be reserved by student organizations, and all come with an associated cost. Please reach out directly to the venue in order to check availability, pricing, as well as the policies and procedures for the space.

EVENT REGISTRATION PROCESS

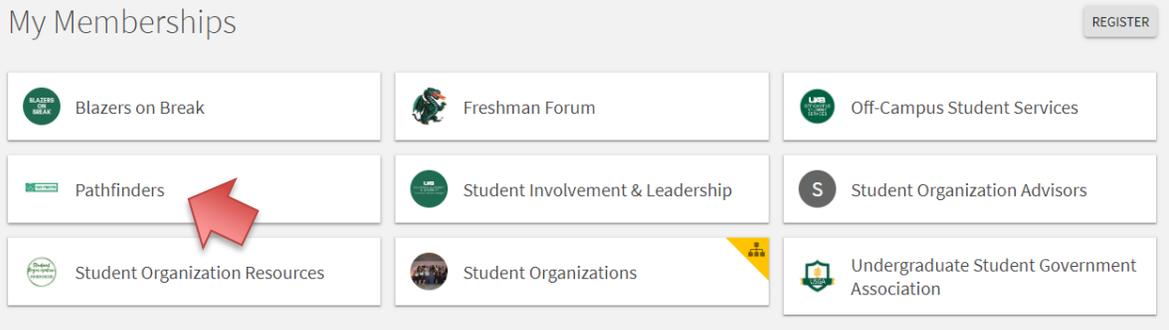
- All on-campus organization events must be registered with the Office of Student Involvement and Leadership on Engage five (5) to ten (10) business days before the event, pending on the event's level of [risk](#).
 - This is to allow for the review and evaluation of the event by staff; the higher risk an event is, the more time needed for review.
 - Events that are not registered within the required timeframe for review will not be approved, regardless of the amount of money the group has already invested in the event.
- The Office of Student Involvement and Leadership will provide feedback through the *comments* section of the Event Registration Form to allow students to amend their existing registration to meet criteria. Any issues or questions about an event will be communicated on Engage through the *comments* feature. It is the organization's responsibility to respond to questions using this feature. The student that submitted the registration form will receive an email notification from Engage when comments are posted.
 - Events that are not updated to reflect the recommendations made through comments and do not meet standard criteria for event registration will be denied. Any event that is denied through event registration will be considered cancelled and not permitted to take place. *If an event is denied, the Office of Student Involvement and Leadership will notify the campus facility to cancel the space reservation.*
- Student Organizations are responsible for ensuring that the event has been approved through the appropriate channels (including but not limited to catering, facility reservation, Student Housing & Residence Life, etc.). Space reservations should happen concurrently with event registration.

Engage Event Form Submission

1. The member must have officer access to submit events for review. Positions with access will be able to do so by accessing the Action Center.
2. To access the Action Center, click the Switchboard icon on the top right hand corner of the Engage community and click on Manage.



3. From the Action Center home page, there will be a list of memberships. Select a single organization to view.

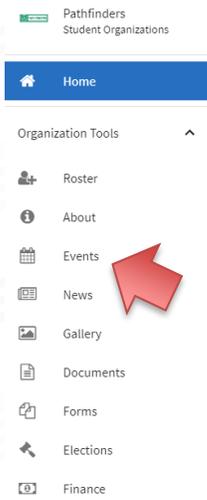


4. When viewing the Organization View, there will be a box in the center of the page, and a management bar in the left corner. Click on the management bar sandwich menu (three lines).

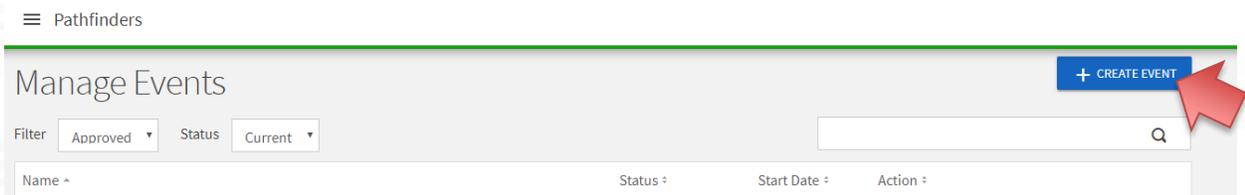


5. After clicking on the management bar, a drop down of organization management options will appear. Click on Events.

- When using the Create Event option, 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 ten (10) business days of being received by the Office of Student Involvement and Leadership.



6. On the Manage Events page, click "Create Event".



STUDENT ORGANIZATION FINANCES

Official Letter of Registration

If a student organization would like to set up a bank account, the bank will require an Official Letter of Registration. The student organization letter is issued on an annual basis and includes the name and contact information of the members the organization deems needed for bank access. This is verified by the upload of organization meeting minutes which include these details. The faculty/staff advisor must also have bank access. 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.

Complete the [Official Letter of Registration Form](#) to request a letter. Be prepared to upload meeting minutes including the organization's EIN number as well as officers and faculty/staff advisor that need account access. Organizations must also indicate their preferred bank. The Office of Student Involvement and Leadership requires 5 days to review and write the Official Letter of Registration.

How to Open a Bank Account

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 individual's account and should be set up under the organization's name. This will allow the organization to securely collect and store money, use a debit card for organization purchases, and deposit reimbursement checks. **An organization must have an EIN to secure a bank account.**

1. Host an organization meeting with officers to discuss opening a bank account.
 - a. Draft Meeting Minutes which details that the organization wants to open a bank account with "said bank," who will be on the account, their official titles, and the organization's EIN number.
 - i. Keep in mind:
 1. Everyone who is officially on the account must be present when opening the bank account
 2. When transitioning leadership, the current account holder and the new account holder must visit the bank.
 3. UAB suggests opening an account with either Regions Bank or BBVA Compass based on positive past experiences. However, organizations may open a bank account with the bank of their choice.
2. Print or make a copy of the organization's CP575 Confirmation form (EIN verification)
3. Fill out the [Official Letter of Registration Form](#) on Engage
4. Pick up the Official Letter of Registration from the Office of Student Involvement and Leadership. The student that made the request will receive a notification when it is available for pick-up.
5. If the organization is part of a national chapter, it may request Tax Identification Documents from the national organization, such as 501(c)(3) confirmation showing that the organization is a non-profit and is tax exempt.
6. Take the Meeting Minutes, CP575 Confirmation, Official Letter of Registration, and Opening Deposit to the bank along with the starting deposit.
 - a. Regions requires a \$100 deposit
 - b. BBVA Compass requires a \$25 deposit

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.

EIN & W9 Must Match

The person applying online must have a valid Taxpayer Identification Number (SSN, ITIN, EIN). The organization is limited to one EIN per responsible party per day. Organizations may reapply for a new EIN from year-to-year if needed; there is no penalty.

The "responsible party" is the person who ultimately owns or controls the entity or who exercises ultimate effective control over the entity. Unless the applicant is a government entity, the responsible party must be an individual (i.e., a natural person), not an entity.

The individual who applies for the EIN will need to sign on the W9s for the student organization's reimbursement requests. In order to prevent a RSO from applying for a new EIN every year, it is recommended that the RSO seek the support of the faculty/staff advisor.

Instructions for Obtaining an EIN

- 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 the group, click "Continue"
- Read description to confirm selection, click "Continue"
- Fill out the rest of the required information and submit

If the above steps are followed properly, the EIN will be generated online and provided in a pdf document for immediate use. **Print out and retain a copy of the CP575 Confirmation. Current and future officers will need this document for tax filing purposes.**

Tax Exemption Status

Registration of a student organization does not make the organization tax exempt. UAB's federal taxpayer identification number may not be used by organizations that are not University Funded Organizations.

Obtaining Exempt Status

Social clubs may be exempt from federal income taxation if they meet the requirements of [section 501\(c\)\(7\) of the Internal Revenue Code](#). Although they are generally exempt from tax, social clubs are subject to tax on their unrelated business income, which includes income from non-members. For more information, visit the [IRS website](#).

Fundraising

Fundraising events are a great way for an organization to support their events and activities. These are a few options (by no means an exhaustive list) when it comes to fundraising:

Percentage Nights

This is a joint effort between an organization and a restaurant. The restaurant will donate a portion of the profits generated during a date and time previously agreed upon by the restaurant and the organization. For a list of common percentage night location, review the [Fundraising Guide](#).

Sales Fundraisers

These are fundraisers where something is sold to raise money.

Keep in mind that organizations cannot sell food items in the HSC or the Mini Park as part of the Catering Policy. For a list of common companies that provide sale fundraisers, review the second page of the [Fundraising Guide](#).

Crowdfunding

[FIRE](#) is the official crowdfunding platform at UAB. FIRE enables alumni, friends, students, faculty, and staff to make a collective impact by fueling innovation, research, and education. Crowdfunding at UAB gives donors another way to fund their passions. Student organizations interested in using FIRE must work with an academic or administrative UAB unit to use this platform. The platform requires a University account for fund distribution. *The Office of Student Involvement and Leadership does not provide a University account for registered student organizations.*

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
- Attends the Fall RSO Summit, completes spring re-registration requirements, and attends all required budget hearings
- 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, the USGA Budget Process on Engage must be completed.

USGA Budget Request Process

- Budget Requests can be made using the organizations Finance tab on Engage.
- Budgets for the Fall semesters are approved in the Spring semester prior, and budgets for the Spring semester are approved in the Fall semester prior.

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 be mindful of the following:

- Failure to schedule a budget hearing will result in an automatic denial
- Failure to attend the budget hearing result in an automatic denial
- Failure to arrive on time to the budget hearing will result in an automatic decrease in funding
- Approved amounts may differ from requested amounts
- Funding is provided on a reimbursement basis. A Purchase Request and the [USGA RSO Reimbursement Form](#) must be completed to process a reimbursement.
- Fundraisers and events that are unique to the organization are more likely to be approved for funding as well as receive more funding. Meetings that only benefit a small group of students are less likely to be approved for funding.
- USGA will not fund items such as t-shirts, pins, certificates, and name tags that solely benefit specific members of an organization.

USGA Reimbursement Application

The Purchase Request is located under the organization's Finance tab. The Purchase Request links to the USGA RSO Reimbursement. The reimbursement form ("[USGA RSO Reimbursement Form](#)") and cover sheet "Reimbursement Coversheet") can also be found on the USGA Engage page. All requirements listed in the purchase request, 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.

Graduate Student Government Association Funding

The student graduate student groups can apply for funds on the first day of class of the Fall semester for events planned in Fall and the first day of class of the Spring semester for the events planned in Spring/Summer.

The application named “**Application for Graduate Student Group Funding**” must be submitted online on the Engage platform.

Reimbursement Guidelines

Questions should be directed to the GSG Treasurer and/or the Graduate School Office prior to making a purchase.

GSG Treasurer: Keyur Savla (ksavla@uab.edu)
Cynthia Ballinger (cknight@uab.edu)

UAB Financial Affairs policies can and do change. For information about specific policies visit the UAB Financial affairs webpage at: <http://financialaffairs.uab.edu/policies.asp>

Under NO circumstances will an individual be reimbursed.

- Student group purchases must be made via invoice, Limited Purchase Order (LPO), or through payment from an account in the name of the student group.

NO CONTRACTS – Students are not authorized to enter into a contract on behalf of the University.

Payment will not occur until after the event/meeting has happened.

Regulations to Be Aware Of

- All funded student groups are required to review all the GSG Senate meeting minutes for new updates.
- All funded student groups are required to have one member representative at all the GSG Budget Committee meetings.
- Follow the [UAB Expenditure Guidelines](#).

Co-Sponsored Events with GSG

For events which the organization will be co-sponsoring with GSG using GSG allocated funds, notify the GSG Treasurer and the Graduate School by email indicating which GSG committee the organization will be partnering with and how much the organization will be contributing.

- If the organization will be contributing a lump sum amount (i.e. \$200) towards an event, no other actions (i.e. uploading receipts or invoices need to be done). The GSG committee co-sponsoring the event will be responsible for submitting invoices for payment. The GSG Treasurer and Graduate School will make the necessary adjustment to the GSG account.

- If the organization will be responsible for a specific invoice, for example catering, follow the reimbursement guidelines as usual. Invoices should only be uploaded for payment to the GSG website only once.

Co-Sponsoring and Other GSG Funded Student Groups

For events which the organization will be co-sponsoring with another student group using GSG allocated funds, notify the GSG Treasurer and the Graduate School by email indicating which Student group the organization will be partnering with and how much the organization will be contributing. The GSG Treasurer and Graduate School will make the necessary adjustment to the organization's GSG account.

Invoices should only be uploaded for payment to the GSG website only once. Arrangements between co-sponsoring organizations must be made as to who will be responsible for submitting documentation for payments.

Required Documentation

- Completed GSG Reimbursement Form
- Agenda for meeting OR Poster for event with date, time, and place of meeting/event
 - Posters/flyers must include GSG Logo no less than 1% of the poster space.
 - Emails communication must include "funded by GSG".
 - Posters/flyer/emails also must contain the following statement: "To request special disability related accommodations, Please contact [insert the organization's email address]"
- Sign-in list with ALL attendees listed
 - List does not need to be hand-written signatures
- Itemized original receipt listing the food, beverages, and supplies purchased
- Receipts should include the method of payment
- Include documentation to link the receipt to the method of payment (i.e. screenshot of credit card statement, image of credit card with name and last four digits visible)

Submission of Documentation for Payment

Completed reimbursement forms should be scanned and uploaded directly to the [GSG website](#) under "GSG Event Payment Request."

Timing

Reimbursements requests should be prepared immediately following each meeting and event. Payments to vendors generally take about 2-3 weeks to process and any delay on behalf of a student group looks poorly upon the University as well as the GSG. **Significant delays in reimbursing will be noted by the Treasurer and will be a factor in obtaining funding in subsequent years.** It is extremely important to the University as well as the GSG that we maintain a good working relationship with vendors who are gracious enough to allow for invoicing.

Appendix

SAMPLE CONSTITUTION

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 a new student organization or to revise and update a current constitution. A copy of the constitution is required to be submitted via Engage in order to approve an organization.

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.

ORGANIZATION NAME DATE OF UPDATE CONSTITUTION

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

Section 1: Name

If the organization has "UAB" in its title, it must follow the main portion of the name. If the 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

Responsibilities and expectations of advisors should be clearly and adequately described. UAB organizations must have a faculty/staff advisor. Refer to the Organization Advisor section of the Student Organization handbook for more information.

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.

ORGANIZATION NAME DATE OF UPDATE 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).

LEADERSHIP TRANSITIONS GUIDE

Leadership Transitions Guide

A thorough and intentional leadership transition plan will provide an organization with continuity so that future officers can build on the knowledge gained rather than starting from ground zero. Below is a guide to assist student organizations 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 outgoing officers.
- When new officers have been selected, they should be oriented 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 outgoing officers. Could be certificates, thank-you cards, etc. Show the group that leaders are valued and an important part of the organization.

The Basics

- Introduce new officers to the organization advisor(s)
- Update organization contact list (create if one doesn't already exist)
- Register the 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 the organization may utilize
- If the 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 the organization transition officers AFTER registration has been renewed for the organization, please update the officers on Engage
- Share the Student Organization Handbook with them.
- 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 the organization is affiliated with a national organization, explain this relationship and any important information associated.
- Finish all correspondence 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](#)*)
- Marketing Materials
 - Logos
 - Photos
 - Marketing/branding guidelines established by the organization

Finances

- Discuss the financial status of the organization with the outgoing president, treasurer and organization advisor
- Share where the organization receives money from (USGA, University, member dues, etc.)
- If the organization receives USGA funding share what spending has been approved and how the organization receives the funding through the reimbursement process
- If the organization has an off-campus banking account, update the authorized signers for the account to the 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 the Student Involvement and Leadership Office in HSC 230 to introduce the new officer(s)!

- Register the organization – All student organizations must reregister in the fall and spring semester to be an active organization. Re-registration takes place July 1st-August 31st and December 1st – January 31st and can be done on Engage.
- Student Organization Funding – If the organization has been approved to receive funding from USGA, pass those details along to new leadership. If the organization does not have funding, but would like to apply, please contact USGA (usga@uab.edu)
- Trainings – Student Involvement & Leadership will offer trainings throughout the year on various topics to assist in managing and leading the organization. If the organization would like for the Office of Student Involvement & Leadership to do a presentation specifically for the organization, complete the “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 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 the organization, and increase awareness about the great things the 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 the organization membership.
- 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 – The 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 the organization roster and primary contact information up to date on Engage. This is how the organization will receive important updates and announcements.

Pass along the wisdom!

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

- Culture of the group
- What was the best part about this position? What was the most difficult?
- What collaborations were successful?
- What projects or ideas did the officer begin to develop that the organization 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 each officer needs to know all of the little details as well as the big picture.
- Determine training and guidance the new officers will need from the outgoing officers. Think of question after reviewing the transition documents.
- Make appointments with key people. What reoccurring meetings should be established (with the advisor, executive team, individual members of the organization, etc.)?

*Leadership Transitions Guide 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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