“Create an Org”
Information Packet

The Office of Student Involvement
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205-348-6114
3610 Ferguson Center

Video Tutorial, documents, and resources also available online at
http://thesource.ua.edu under “create an org” tab.
Basic Information

Thank you for your interest in becoming a registered student organization at The University of Alabama. There are a variety of organizations available to student at UA and we hope that yours will add to the unique fabric that is student engagement at The University of Alabama.

Attached to this packet is information about the Organization Creation process. Please be sure to gather all of the information required and requested on the following checklist before beginning the organization creation process on “mySOURCE” which is our online organization management portal.

Once your organization status is approved, you will fall into a period of time that we can Provisional Status. During your provisional status, your organization will NOT have access to Financial Affairs Committee Funds from SGA, and at the conclusion of the period will be required to produce evidence of effective member recruitment and completion of at least 50% of the goals established during your application for organization creation. This follow-up will be done by representatives of The SOURCE Board of Governors and/or the Office of Student Involvement.

NOTE- Organizations attempting establishment designated as Social/Fraternity
If you are an organization that is seeking recognition under social/fraternal organizations protected by Title IX, then additional steps may apply, as required by the Office of Fraternity and Sorority Life and in conjunction with The SOURCE. You will need to contact the Office of Greek Affairs before beginning the creation process to gain colonization approval.

No group will be allowed to establish whose mission, purpose, and or name closely resembling that of another group already in existence on UA’s campus without providing proof of how the groups differ and receiving approval from the Office of Student Involvement.

The benefits to recognition as an official registered student organization at UA include:

• Use of University facilities including Ferguson Center meeting rooms (free of charge or at a discounted rate)
• Sponsorship of events, on-campus solicitation, and fundraising activities
• Organization mail services (through SI)
• Eligibility to apply for FAC in accordance with University procedures and regulations (at conclusion of provisional status)
• Eligibility to obtain a student organization E-mail and Website accounts through the Office of Information Technology. Forms can be found at 3610 Ferguson.
• Computer and Copier Use in the SOURCE (400 black & white copies) starting Fall 2015
• Opportunity to participate in annual fall and spring “Get On Board Day”
• Inclusion in the online Student Organization Directory
• Access to consultation services with the Student Involvement Office professional staff on organizational issues (i.e., conflict resolution, retreats, officer transition, constitution review etc.)
• Free advertising of program/activities in the Ferguson Center
• Free use of display cases in the Ferguson Center.
• Opportunity for recognition through the SOURCE Awards Banquet called the SAL Awards

Without official recognition, your organization may be denied access to UA facilities and prohibited from taking advantage of other campus resources and services. If you are operating as a Student Organization, you are required to register.

Registered student organizations are private, voluntary associations and are not official components of The University of Alabama. Registration allows student organizations to enjoy basic privileges granted by the institution, when the organization meets minimum standards for registered status. Registration does not imply University approval of the organization or the activities of the group; and The University of Alabama and the Student Involvement in no way accept liability for the actions of registered student groups.
ALL organizations must renew registration every year and registration requirements are subject to change. Reminders will be sent via e-mail and announced using a variety of marketing/publicity methods.

“Create an Org” Approval Dates

An organization that has not been registered with The SOURCE previously is considered a New Organization. All NEW organizations must go through a 1 month status called a “Provisional Status” where they will be allowed to do nominal business of the organization. During this timeframe, the organization must do the following:

• Successfully submit a New Organization Registration via mySOURCE.
• Attend a New Organization Workshop hosted by The SOURCE
• Establish and Complete at least 50% of their submitted “Sustainability Goals” within the first month.
• Successfully recruit and add at least 10 official members to their organization roster. (within the 1st month)
• Identify an advisor that is a full-time faculty and/or staff member
• Submit a signed Hazing Policy Acknowledgement from approved officers & Child Protection Training form from the president

APPLICATION DEADLINES

Applications received at the between April 1st and August 25th will be reviewed throughout the summer months on a rolling basis. Organizations that are approved within this timeframe will observe their provisional period from September 1st – September 30th. All other applications will be reviewed and approved on the 1st and 3rd Tuesday or each month, unless otherwise listed.

Here are the deadlines to submit applications for 2015-2016 New Organization Creation:

ROLLING SUBMISSION PERIOD


Fall 2015
Provisional timelines are accurate only if the organization is granted approval and there are no issues with the application submitted by the designated deadline.

• Friday, October 23, 2015 (Provisional Time- October 30, 2015 – November 30, 2015)

Spring 2016
Provisional timelines are accurate only if the organization is granted approval and there are no issues with the application submitted by the designated deadline.

• Friday, January 15, 2016 (Provisional Time- January 22, 2016 – February 22, 2016)
• Friday, February 12, 2016 (Provisional Time- February 19, 2016 – March 19, 2016)

Submissions will not be accepted after the February deadline for the 2015-16 academic year.
Here are a few check-list items for completion when establishing a new student organization.

As the person creating the organization, you will need to have a “mySOURCE” profile:

Account Login & Creation

- Go to thesource.ua.edu
- Click the “my SOURCE” Logo (bottom right)
- Click the Login Button (top right)
- Enter your mybama info
- Update your personal profile by completing the 3 steps listed under your profile picture.

Next, you will need to make sure that you have the following information:

*Please NOTE

To be recognized by the University of Alabama as a registered student organization you need the following:

- 10 interested members w/ names and crimson email addresses (all UA students)
- A President, Vice-President and Treasurer w/ crimson email & phone #’s (all UA students)
- A faculty/staff advisor, who must be a full-time employee of the University of Alabama
- A UA Constitution (See Sample Constitution and By-laws sheet for template)
- Organizations must submit a list of measureable goals (as part of the application) for their 1 month Provisional Period and show growth of membership by recruiting or recognizing their 10 interested members with official member status through listing on the organization roster and those individual accepting membership (via mySOURCE)
- Organization must attend a New Organization Workshop in their 1st Month (dates TBD and advertised via The SOURCE website) and must also attend the required SOURCE Officers Academy annually in the Fall
- Organization must submit proof of completion of their sustainability goals to be moved from Provisional Status to regular Student Organization status and to gain access to FAC funds and other full privileges. If criteria are not successfully met, organization will remain on provisional status for an additional month.

Once you have reviewed the criteria and information needed to complete the application, follow these steps:

Create an Organization (Once you are ready to submit an app, you should follow these steps:)

- Login to your “my SOURCE” profile & Select the Organization Tab
- Select the button “Register a New Organization” at the bottom left of the page
- Fill out the appropriate information (See “Please Note” Section above in red for details of what will be asked)
- Click “Submit for Approval” once all your information has been entered
- Click Finish
- Print the final page of your application entitled “Hazing Acknowledgement Form”. Please turn in to 3610 Ferguson Center or the SOURCE space on 3rd floor with written signatures.
- Make sure that your president has completed the Child Protection Training Form; The signed back page Acknowledgement must be signed and also be submitted to SI Office.
Sample Constitution & Checklist

The University of Alabama

Every student organization at The University of Alabama must submit a constitution and bylaws that provides the organization with guidelines for operations and activities. These documents should be well written and kept up-to-date to meet the needs of the student organization.

**The constitution:**
- Establishes the broad structure and fundamental principles that govern the organization
- Should be straightforward and difficult to amend

**The bylaws:**
- Outline the rules of procedure for an organization
- Should be consistent with the constitution
- Are often easier to amend than the constitution

Failure to adhere to the guidelines of the sample constitution may delay your application for organization creation/renewal. Please ensure that all of the items listed in the sample are included in your constitution in some way, but modified to meet the unique needs of your organization.
STUDENT ORGANIZATION CONSTITUTION CHECKLIST

The following checklist is designed to aid student organizations in creating a document that will be of benefit to the organization’s management and functioning on The University of Alabama campus. The Student Handbook requires organizations to include the following information in each constitution (see attached sample constitution):

* ARTICLE ONE (Name)
State the name of the organization. (Organizations should not use “The University of Alabama” in the title of the organization or any other trademarked UA phrase or saying.)

* ARTICLE TWO (Purpose)
State the purpose, objectives, and aims of the organization.

* ARTICLE THREE (Members)
Within Article III you MUST state the requirements for membership and MUST include the following aspects of organizational membership:

1. Organizations must allow for self-nomination for membership.

2. If non-University of Alabama students are allowed membership, at least 50% plus one of the membership should be University of Alabama students. All organization officers must be University of Alabama students.

3. Membership selection and expulsion procedures should be outlined.

4. Must include the EXACT language: “Membership in registered student organizations shall be open to all students of The University of Alabama, without regard to race, religion, sex, disability, national origin, color, age disability, gender identity or expression, sexual identity, or veteran status except in cases of designated fraternal organizations exempted by federal law from Title IX regulations concerning discrimination on the basis of sex.”

*NOTE: Religious student groups will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs.

* ARTICLE FOUR (Offices) Include a (1) list of offices, (2) the terms of office, (3) descriptions of office responsibilities, (4) officer election/selection procedures, and (5) provisions for filling vacancies.

* ARTICLE FIVE (Meetings) State when regular meetings are to be held as well as provisions for calling special meetings. State what number constitutes a quorum at any organizational meeting.

* ARTICLE SIX (Relationships) State any present or intended relationship the organization may have to any other local, state, or national organization. Include one copy of the constitution and by-laws of any such related organization.

* ARTICLE SEVEN (Finances) State provisions for allocation of any bank account funds held in the name of the organization in the event that the organization goes defunct or is terminated with The SOURCE.

* ARTICLE EIGHT (Committees) Include the structure of the executive committees, a description of standing committees, and the responsibilities of each committee/committee chairperson, and the method of membership and chairperson selection.

* ARTICLE NINE (Advisors) State the selection procedures for the advisor(s), the advisor’s responsibilities, and the length of the advisor’s term. The advisor(s) must be a full-time faculty, staff, or a full-time employee of The University of Alabama.

* ARTICLE TEN (Parliamentary Authority) Provide for some form of parliamentary authority (Robert’s Rules of Order recommended).

* ARTICLE ELEVEN (Amendments) State provisions for adopting amendments.

* ARTICLE TWELVE (By-Laws) State provisions for adopting by-laws.
SAMPLE CONSTITUTION OF
THE AARDVARK TIDDLYWINKS ASSOCIATION
ADOPTED MAY 1990
REVISED MAY 1994

ARTICLE I
NAME
The name of this organization shall be the Aardvark Tiddlywinks Association.

ARTICLE II
PURPOSE
The purposes of this association are to promote interest in the history and development of tiddlywinks and to provide opportunities for members to play tiddlywinks.

ARTICLE III
MEMBERS
Section 1. Persons interested in becoming members may join after attending two consecutive meetings and paying the required dues. No formal application or interview is required.
Section 2. Active members shall be enrolled students at The University of Alabama. Associate members shall be faculty or staff interested in tiddlywinks. Members shall be removed from the organization if the miss XXX.
Section 3. The number of active members in the organization must be one more than 50% of the total number of members. Associate members are not eligible to hold office or to vote.
Section 4. Annual dues of $5.00 shall be paid by September 30 of each year, after which a member will be dropped by nonpayment of dues.
Section 5. In order to maintain active membership status, a member must compete in at least three (3) tiddlywinks games per semester. Failure to meet this requirement will result in expulsion from the association. Expelled members must wait a semester (excluding summers) before they may seek active membership status.
Section 6. Membership in the Aardvark Tiddlywinks Association shall be open to all students of The University of Alabama, without regard to race, religion, sex, disability, national origin, color, age disability, gender identity or expression, sexual identity, or veteran status except in cases of designated fraternal organizations exempted by federal law from Title IX regulations concerning discrimination on the basis of sex.

ARTICLE IV
OFFICE
Section 1. The officers of the association shall be President, Vice President, Secretary, and Treasurer. These officers shall comprise the executive committee.
Section 2. Officers shall be elected at the first meeting in April each year from the pool of nominations. Active members seeking office may be nominated by other members or by themselves.
Section 3. Elections shall be by secret ballot. Candidates receiving one vote more than 50% of the total number of votes cast shall be named to their respective officers.
Section 4. Officers shall be elected to serve for one year, beginning at the close of the meeting at which they are elected. Vacancies in offices shall be filled by nomination and voting by a quorum of active members.
Section 5. The President is responsible for presiding over all meetings and determining play dates of the next tiddlywinks game.
Section 6. The Vice President is responsible for setting up all game materials at each play date and ordering new materials as needed.
Section 7. The Secretary is responsible for recording the minutes and the results of each tiddlywinks game. Those records must be open to inspection to all members.
Section 8. The Treasurer is responsible for collecting membership dues and dispensing funds for the purchase of new game equipment.

ARTICLE V
MEETINGS
Section 1. The regular meetings of the association shall be held on the first and third Wednesdays of each month from September to May unless otherwise ordered by the organization or by the Executive Committee.
Section 2. The regular meeting on the first Wednesday in April shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports from officers and committees, and for any other business that may arise.
Section 3. Special meetings may be called by the President or of the Executive Committee and shall be called upon the written request of 10 members of the association. The purpose of the meeting shall be stated in the notice, and three days notice shall be given except in cases of emergencies.
Section 4. Fifty percent of the active members shall constitute a quorum.

ARTICLE VI
RELATIONSHIP
Aardvark Tiddlywinks Association shall have no relationship to or be controlled by any other local, state or national organization.

ARTICLE VII
FINANCES
In the event that the organization, Tiddlywinks Association becomes defunct or is terminated, all funds held in the Tiddlywinks Association account at the Alabama Credit Union shall be donated in full to the University of Alabama Student Organization Scholarship Fund and the account officially closed.
ARTICLE VIII
COMMITTEES
Section 1. The Executive Committee shall include the officers of the association. They shall supervise affairs of the association between its business meetings, make recommendations to the association and perform other duties as specified in these by-laws. The Executive Committee shall be subject to the orders of the association, and none of its acts shall conflict with actions taken by the association.
Section 2. Other committees, standing or special, shall be appointed by the President as the association or the Executive Committee deem necessary to carry on the work of the association.

ARTICLE IX
ADVISOR
One or more advisors shall be elected each year in the same manner as the association’s officers. Responsibilities shall be those assigned by The University of Alabama Student Handbook and shall include:
   a.
   b.
   c.

ARTICLE X
PARLIAMENTARY AUTHORITY
The rules contained in the current addition of Robert’s Rules of Order, Newly Revised shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these by-laws and special rules of order the association may adopt.

ARTICLE XI
AMENDMENTS
This constitution may be amended at any regular meeting of the association by two-thirds vote, provided the amendment has been submitted in writing at the previous regular meeting.

ARTICLE XII
BY-LAWS
By-laws to this constitution may be added at any regular meeting of the association by two-thirds vote, provided the by-laws has been submitted in writing at the previous regular meeting.

Document History:
Created:
[INSERT DATE OF CREATION]
by:
[INSERT AUTHORS]
Amended:
[INSERT DATE, SECTION, & AUTHOR OF AMMEMENT]
Record of Organization Standing:
Chartered:
[INSERT DATE OF RECOGNITION]

Signed By: _________________________________
President

Signed By: _________________________________
Advsior

Signed By: _________________________________
Secretary
**Additional Tips for constitution creation**

- A constitution is a founding document that provides a clear outline of the structure and mission of the organization and provides a basic set of rules that will govern the group. Its intent is to provide consistent leadership for the organization as it will be passed on to future officers.
- Bring all stakeholders together, including organization advisor
- Start by creating a mission statement that describes the purpose of the group, along with a list of activities that will accomplish the purpose.
- Define the composition your membership and the requirements for admission into the group
- Write officer descriptions in third person using position titles instead of pronouns, i.e., "The President will."
- Keep the document in an editable digital format (.doc), a permanent digital format (.pdf), and in print

You should also include bylaws for your constitution. A detailed description of bylaws and what should and can be included is found below. Bylaws provide the opportunity to be more specific regarding constitutional requirements. Typically bylaws are intended to establish rules or procedures necessary to carry out the constitution. It is important to note that your bylaws must not change, amend, or conflict with your constitution.

- More detailed material concerning members, rights, duties expulsion, and resignation procedure.
- Provisions for honorary members/associate members, if the group so desires.
- Provisions for membership fee, dues and assessments, if there are to by any, should be set down in detail.
- Details regarding the selection of advisors, expulsion of members, etc.
- Detailed description of the officer positions, if desired.
- Duties, authority, and responsibility of the Executive Committee.
- Name of the standing committees, if any, and the method of selection of committee chair:
- The duties of the committee(s) should also be stated.
- Provisions for creation of new committees
- A provision for some accepted rules of order for parliamentary procedure (i.e. Robert's Rules of Order).
- A method to amend the by-laws, typically a majority vote (**Required should you choose to have bylaws**)