

# “Create an Org” Information Packet



The Office of Student Involvement  
[uainvolvement@ua.edu](mailto:uainvolvement@ua.edu)  
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. Representatives of The SOURCE Board of Governors and/or the Office of Student Involvement will do this follow-up.

### **NOTE- Organizations attempting establishment designated as Social/Fraternal**

*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. In addition, no group will be established whose proposed mission/vision conflicts with that of sustainable, long-term student organizations.

### **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 support services (*through SI*)
- Eligibility to apply for FAC in accordance with University procedures and regulations (***at conclusion of provisional status and if organization type is eligible for funding***)
- 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 Resource Center when available
- 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, mediation, etc.*)
- Free advertising of program/activities in the Ferguson Center
- Opportunity for recognition through the SOURCE Awards Banquet called the SAL Awards
- Eligibility to advertise, register, and host events on campus (*with proper approval*)

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 or update. 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:

- 1) Identify an advisor that is a full-time faculty and/or staff member (Needed prior to application)
- 2) Successfully submit a New Organization Registration via [mySOURCE](#).
- 3) Submit an **ONLINE** docusign version of the [Hazing Policy Acknowledgement](#) from required officers & [Child Protection Training](#) form from the president. (*Instructions provided on website*)
- 4) Attend a New Organization Workshop hosted by The SOURCE (Coordinated after initial approval)
- 5) Successfully recruit and add at least 10 official members to their organization roster. (*within the 1<sup>st</sup> month*)
- 6) Establish and complete at least 50% of their submitted “Sustainability Goals” within the first month.

### **Application Deadlines**

**ROLLING SUBMISSION PERIOD** (*Apps will be reviewed on a regular basis as they come in during this time*)

**March 27, 2017 – August 31, 2017** (Provisional Time- *Sept. 4, 2017- Oct. 4, 2017*)

### **Fall 2017 SUBMISSION DEADLINES**

*Provisional timelines are accurate only if the organization is granted approval and there are no issues with the application submitted by the designated deadline. If you miss the rolling deadline, applications will only be reviewed once a month after the close of the deadline listed below.*

- **Sunday, September 22, 2017** (Provisional Time- *Oct. 2, 2017 – Nov. 2, 2017*)
- **Sunday, October 22, 2017** (Provisional Time- *October 30, 2017 – November 30, 2017*)

**NOTE: New org approval goes on a freeze after Oct. 22<sup>nd</sup>. Any application submitted AFTER Oct. 22<sup>nd</sup> will be eligible for approval during the 1<sup>st</sup> January review.**

### **Spring 2018 SUBMISSION DEADLINES**

*Provisional timelines are accurate only if the organization is granted approval and there are no issues with the application submitted by the designated deadline. . If you miss the rolling deadline, applications will only be reviewed once a month after the close of the deadline listed below.*

- **Sunday, January 7, 2018** (Provisional Time- *January 15, 2018 – February 15, 2018*)
- **Sunday, February 11, 2018** (Provisional Time- *February 19, 2018 – March 19, 2018*)

**Submissions will not be accepted after the February deadline for the 2017-18 academic years. The new cycle typically opens in April for the 2018-19.**

## CREATE AN ORGANIZATION CHECKLIST & INSTRUCTIONS

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

### Account Login & Creation

- Go to [thesource.ua.edu](http://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 “*Constitution Writing Guide*” sheet for template found on SOURCE website)
- Organizations must submit a list of 4 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 (*via mySOURCE*)
- Organization must attend a **New Organization Workshop in their 1<sup>st</sup> Month** (*dates TBD but will be given via email*) and must also attend the required SOURCE Officers Academy annually in the Fall or Spring if established prior to workshop date.
- 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 to complete the online application and paperwork process:

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

- 1) Login to your “my SOURCE” profile & Select the Organization Tab
- 2) Select the button “**Register a New Organization**” at the bottom left of the page
- 3) Fill out the appropriate information (See “*Please Note*” Section above in red for details of what will be asked)
- 4) Click “Submit for Approval” once all your information has been entered
- 5) Click Finish
- 6) Print the final page of your application entitled “[Hazing Acknowledgement Form](#)”. Please turn in to 3610 Ferguson Center or the SOURCE space on 3<sup>rd</sup> floor with written signatures.
- 7) 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 along with the Hazing Form

# NEW ORGANIZATION CREATION CHECKLIST

This is a helpful checklist that captures the basic steps found in the previous section. This can assist you in making sure you have done all the steps to successfully start your organization creation process. These steps should be completed in sequential order.

- Identity one or more full-time faculty and/or staff members to serve as your advisor. This person will receive an email to submit an “Advisor Acknowledgement Form” once your organization has been approved. They must submit that form to officially remain listed as your advisor and they will receive that form after your application has been accepted. You will list them on your application during the online application process.
- Submit an **ONLINE** application for Organization Creation via **mySOURCE** (see Pg.2 for instructions). In the online application, you will be responsible for having the following items listed below:
  - 1:** You must have a designated President, Vice-President, Treasurer, & Advisor. You will need their name, cell phone number, & email address to enter into mySOURCE. You will input Advisor office location, box number, & position title.
  - 2:** You will need the email addresses of 10 potential student members (crimson emails only).
  - 3:** You will need to submit an organization **Constitution** that meets the required UA guidelines found at <http://thesource.ua.edu> under policies/procedures called “Constitution Writing Guide”. This constitution must include a non-discrimination clause and all other aspects found in the sample constitution.
- Org will submit an **ONLINE** Hazing Policy Acknowledgement Form via a submission link found at <http://thesource.ua.edu> under the “Create An Org” tab. President should be the first to initiate the online signing and then it will be routed to all the other appropriate members electronically.
- President of org will submit an **ONLINE** Child Protection Acknowledgement Form via a submission link found at <http://thesource.ua.edu> under the “Create An Org” tab. If there is an organization whose mission is to work exclusively with minors, then each executive officer should go to the link a submit a form **ONLINE** as well.
- Student Organization must complete 50% ( 2 out of 4) of their Goals that were submitted during the application process and attend a New Organization Workshop in the 1<sup>st</sup> Month. Proof will be submitted **ONLINE** via the “Sustainability Goals Report Form”
- Organization will attend any other workshops deemed necessary by the **administrative bodies of The Office of Student Involvement**. (Notices regarding required meetings are communicated in advance to the organization’s president, primary contact, and/or advisor)

# CONSTITUTION WRITING GUIDE

Rev. March 2016

The purpose of this document is to assist registered student organization at The University of Alabama when drafting or amending their organization's constitution. Given the wide variety of student organizations at The University of Alabama and the fact that each organization may have its own unique or innovative purpose and/or structure, the information in this guide is very general in nature and will need to be tailored to meet the needs of each individual student organization. Where specific language is required by law or University policy to appear in a student organization's constitution, that language will be printed in **red font**.

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## GENERAL OVERVIEW

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Every Student Organization at The University of Alabama must submit a copy of its current constitution and its by-laws, if applicable, when registering or renewing with The SOURCE. Together these documents should provide a clear outline of the structure and mission of the organization as well as a basic set of rules that will govern the group's operations. The organization's constitution and its by-laws should be carefully considered, clearly worded, and kept up-to-date in order to effectively guide the activities of the organization and its members. If drafted properly, these documents establish a standard for reliable leadership in the organization and will ensure a consistent vision for the future of the organization.

When it becomes necessary to amend an organization's constitution or its by-laws, the organization must update the document with The SOURCE by utilizing the *Change of Constitution* form, available online. If asked to review an action or resolve an internal dispute, The University of Alabama's Office of Student Involvement will use the version of either document that was most recently filed with The SOURCE, unless the dispute involves allegations that the documents were amended improperly.

### The Constitution:

- Establishes the fundamental mission and principles of the organization;
- Determines the requirements for membership in the organization;
- Provides the leadership structure of the organization;
- Specifies how the organization conducts official business;
- Defines the procedure for adopting constitutional amendments.

### The By-Laws:

- Provide greater procedural rules and details for an organization;
- Should be consistent with the organization's constitution<sup>1</sup>;
- May be easier to amend than the organization's constitution.

**Please Note:** a failure to adhere to these guidelines may delay your organization's application for registration or renewal. Please ensure that all of the items listed in the Sample Constitution below are addressed or included in your organization's constitution.

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<sup>1</sup> When an organization's by-laws are inconsistent with the organization's constitution, the constitution will prevail.

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# CONSTITUTION CHECKLIST

## ARTICLE I - NAME

The name should be unique from any other currently recognized student organization and should reflect the nature and activities of the organization. In addition, any organizational abbreviations or acronyms must be formally referenced in this article. Your name cannot use “The University of Alabama” in the title of the organization or any other trademarked UA phrase or saying. If the organization is affiliated with a local or national organization, that information should be stated here.

### Items to Consider:

- Does the name effectively indicate what the organization will do?
- Do any potential abbreviations or acronyms have unintended meaning?

## ARTICLE II – PURPOSE AND OBJECTIVE

### SECTION 2.1 - PURPOSE

The purpose must be clearly stated and should be unique from all other currently registered student organizations. This statement should be broad enough to allow for flexibility within the organization, while fulfilling its mission, but specific enough to convey understanding of the uniqueness and purpose of the organization.

### Items to Consider:

- Does the organization have a recognized mission statement?
- How do you want the organization to impact The University of Alabama?
- What services will the organization provide and for whom?
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### SECTION 2.2 – OBJECTIVES

Objectives should be written as action statements (“to...”), which act as specific things the organization strives to achieve in order to fulfill its mission. These statements are specific concepts, ideas, or issues that provide tangible examples of what the organization does.

### Items to Consider:

- Are these objectives realistic and achievable?
- Is each objective reasonable related to the organization’s purpose?
- Are these objectives written as action statements (“to...”)?

## ARTICLE III - RELATIONSHIP

Use this article to state any present or intended relationship the organization may have to any other local, state, or national organization. If your organization is not chartered by or associated with another organization, use this section to indicate that no such affiliations exist.

**\*NOTE:** if your organization is chartered by another organization, you must include a copy of the constitution and by-laws of the chartering organization when registering with The SOURCE.



## ARTICLE IV - MEMBERSHIP

This article outlines the requirements and expectations for membership to be granted into the organization. It typically includes three levels of eligibility: general membership, committee membership, and executive board/officer membership. These sections detail the initial requirements to be eligible for participation at each level of the organization.

### SECTION 4.1 – GENERAL MEMBERSHIP ELIGIBILITY

Under this section, you should determine who is eligible for general membership in the organization.

#### **Items to Consider:**

- Who is eligible for membership? (Faculty, staff, non-UA community members)
- Will you establish membership classes (*ex: voting/non-voting*), and if so how will those classes be determined?
- Is there a minimum attendance requirement?
- Are dues required?
- How and when can membership be revoked?

**\*NOTE:** if membership is open to non-UA students, at least 50% plus one of the members of any organization must be University of Alabama students.

### SECTION 4.2 – COMMITTEE ELIGIBILITY

Under this section you must determine who is eligible to serve on any standing or special committees of the organization, if applicable.

#### **Items to Consider:**

- Are non-students eligible to serve on committees?
- Are there additional expectations or requirements to be eligible?

### SECTION 4.3 – EXECUTIVE BOARD ELIGIBILITY

Under this section you must determine who is eligible to serve as an officer or an executive board member for the organization.

#### **Items to Consider:**

- Who is able to hold an executive board position?
- Are there additional expectations or requirements to be eligible?

**\*NOTE:** All executive board officers must be University of Alabama students.

### SECTION 4.4 – NON-DISCRIMINATION

**Membership in registered student organizations shall be open to all students of The University of Alabama, without regard to race, religion, sex, ability status, national origin, color, age, gender identity, gender 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.



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## **ARTICLE V – ORGANIZATIONAL LEADERSHIP POSITIONS**

This article provides a detailed description of the structure of the organization. Individual sections under this article will define the individual rights and responsibilities of the executive board/officers, the advisor or advisors, and any standing committee positions. This article is essential to create an understanding of the role of each enumerated position and creates a measure of accountability within in the organization.

### **SECTION 5.1 – EXECUTIVE BOARD**

Under this section, you should list of each Executive Board Position (ex: President, Vice-President, Secretary, Treasurer) and provide a general description of the responsibilities associated with that role.

#### **Items to Consider:**

- Are there specific eligibility requirements for each position?
- Are there specific skills and/or relevant experience desired or required to be eligible to hold an officer position?
- Do the enumerated responsibilities allow for flexibility for the person assuming the position to make it their own?

### **SECTION 5.2 – STANDING COMMITTEE CHAIRS**

This section should be used to describe committees within the organization. The description should provide an overview of what the role/purpose of the standing committee chairperson is within the organization.

#### **Items to Consider:**

- Are there specific eligibility requirements for each position?
- Are there specific skills and/or relevant experience desired or required to be eligible to hold a committee chair position?
- Do the enumerated responsibilities allow for flexibility for the person assuming the position to make it their own?

**\*NOTE:** Not all organizations will have standing committees.

### **SECTION 5.3 – ADVISOR(S)**

All student organizations are required to have at least one advisor who is a full-time employee of The University of Alabama.

#### **Items to Consider:**

- How will the advisor be selected?
- What are the responsibilities of the advisor?
- What are the groups' expectations for the involvement of the advisor?
- When and how may an advisor be removed?

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## **ARTICLE VI – ELECTION OF OFFICERS**

This article outlines and details the process and procedures for electing/selecting executive board positions and committee chairpersons. There are various methods to selecting officers or executive board positions, which can include: selection committee and interview, nomination and vote, or appointment procedures. The elements contained within this section depend upon the method the organization decides to utilize. Ultimately this Article must expressly state:

- When the election/selection process takes place
- What notice is required to be given of the election/selection process;
- Any requirements to enter the election/selection process;
- How the election/selection process operates;
- When newly elected/selected officers begin their terms.

#### \_\_\_\_\_ SECTION 6.1 – ELECTION/SELECTION TIMING

##### Items to Consider:

- When is the election/selection process held?
- How often is the election/selection process held?

#### \_\_\_\_\_ SECTION 6.2 – NOTICE OF ELECTION/SELECTION

##### Items to Consider:

- How should members be notified of upcoming election/selection (e.g., email, flyers, social media event, etc.)?
- How long is the notification and posting period?

#### \_\_\_\_\_ SECTION 6.2 – NOMINATION PROCESS

##### Items to Consider:

- Who may make nominations?
- Who can accept nominations?
- When are nominations made?
- How are nominations made and accepted?
- Can someone nominate themselves?
- What happens if no one accepts nomination for a position?
- Who monitors the nomination process?

#### \_\_\_\_\_ SECTION 6.3 – ELECTION/SELECTION PROCEDURES

##### Items to Consider:

- Is a quorum necessary for the elections/selections process to take place?
- What happens if there is no quorum present at the election?
- Can members participate remotely or vote by proxy?
- Do remote participants count when seeking a quorum?
- Who is eligible to cast a vote in the election/selection process?
- What is the voting method (e.g., paper, electronic, etc.)?
- Is an officer elected by simple majority or by another measure?
- What happens if there is a tie vote?
- Who monitors the election/selection process?

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## SECTION 6.4 – ELECTION CERTIFICATION

### Items to Consider:

- When do you announce the individual elected or selected for a position?
- When does the individual selected or elected take office?
- Who is required to make the necessary changes with The SOURCE?

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## ARTICLE VII – COMMITTEES

This Article should provide the names, purposes, and responsibilities of any standing committees. Information in the Article should include the executive structure of the committees, a description of the responsibilities of each committee/committee chairperson, and the method of membership and chairperson selection.

### Items to Consider:

- How and when are standing committees formed or disbanded?
- Are temporary/special committees allowable?
- What are the purposes and responsibilities of special committees?
- What is the duration of a temporary or special committee?

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## ARTICLE VIII – REMOVAL OR VACANCY OF OFFICERS/CHAIRPERSONS

This Article defines the process by which an officer or a chairperson may be removed from office as well as the procedures to follow when filling a vacancy in office. As with the elections procedures, there are various methods by which officers may be removed and vacancies in office filled. Removal from office usually requires **malfeasance** (doing something outright wrong), **misfeasance** (doing a proper act in a wrongful or injurious way), or **nonfeasance** (failing to act).

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### SECTION 8.1 – GROUNDS FOR REMOVAL OF OFFICER/CHAIRPERSON

#### Items to Consider:

- What are the grounds for removal of an executive board member?
- Who can bring a charge or request for removal against an officer?
- Must the person seeking removal provide evidence, if so what is required?

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### SECTION 8.2 – PROCEDURE FOR REMOVAL OF OFFICER/CHAIRPERSON

#### Items to Consider:

- When may a charge or request for removal be discussed?
- Is a quorum necessary to consider requests for removal?
- Does notice need to be provided to the individual being removed?
- Does the individual have the opportunity to argue a defense and offer counter evidence?
- Who determines whether or not removal is warranted?
- If the question of removal is put to a vote, who is eligible to vote?
- Is removal done by simple majority vote or by another measure?
- Is there an appeal process?
- Who oversees the removal process?

### SECTION 8.3 – VACANCY IN OFFICE

#### Items to Consider:

- At what point is an office considered vacant?
- By what method are vacancies filled, election or appointment?
- Who is entitled to appoint or vote on a replacement officer?
- What notice is required before filling a vacancy?

## ARTICLE IX – MEETINGS

This article should detail any meeting the organization holds, which can vary from executive board meetings, committee meetings, general body meetings, election meetings, and special meetings. The process of how and who can call a particular meeting, who runs the meeting, and the purpose of the meeting should be outlined. Each different type of meeting needs to have its own section so full understanding of the process and procedures can be conveyed.

### SECTION 9.1 – TYPES OF MEETINGS

#### Items to Consider:

- What are the different types of meetings (e.g., business, regular, special, executive, etc.)?
- Who is eligible to attend each type of meeting?
- When is each type of meeting held (e.g., weekly, monthly, as needed, etc.)?
- Who can call each type of meeting?
- What notice is required to members before each type of meeting?

### SECTION 9.2 – QUORUMS

#### Items to Consider:

- Who is required to attend each type of meeting?
- What is the percentage or number of members needed for quorum at each meeting?
- What happens if quorum does not exist at a meeting?
- What happens if quorum is not reached for several meetings few meetings?

### SECTION 9.3 – MEETING PROCEDURES

#### Items to Consider:

- What rules shall govern the conduct of business for the organization?
- May those rules be revised, suspended, etc.?
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**\*NOTE:** Robert’s Rules of Order are strongly recommended as the rules used to govern meetings

### SECTION 9.4 – MEETING RECORDS

#### Items to Consider:

- Who is responsible for taking notes and/or meeting minutes?
- How are meeting records stored and who is responsible storing for them?
- How does the organization share the meeting minutes?
- How are meeting minutes corrected, if necessary?

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## **ARTICLE X – FINANCES**

This article outlines the procedures for handling organization funds. You must also expressly indicate all bank accounts held in the name of the organization, so that those any remaining funds within those accounts may be properly distributed in the event that the organization goes defunct or is terminated with The SOURCE.

### **Items to Consider:**

- Who will have authority to make withdrawals from organizational accounts?
- Who will have authority to make deposits into organizational accounts?

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## **ARTICLE XI – CONSTITUTIONAL AMENDMENTS**

This article outlines the process and procedures to amend the organization's constitution.

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### **SECTION 11.1 – AMENDMENTS**

#### **Items to Consider:**

- Who can propose an amendment?
- How are proposed amendments introduced? (e.g., verbal, written)
- When can an amendment be proposed?
- Is there any notice required in advance of amending the constitution?
- How much time must pass between introducing an amendment and it being considered?

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### **SECTION 11.2 – RATIFICATION OF AMENDMENTS**

#### **Items to Consider:**

- Who can vote on the amendment?
- Is a quorum required to vote on an amendment?
- How many votes are required for ratification?
- When does a newly ratified constitution become in effect?
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**\*Note:** If an organization's Constitution is changed in any way, one new copy of the Constitution must be submitted to The SOURCE. The Office of Student Involvement will use the version of the Constitution on file with The SOURCE to resolve any dispute; unless the dispute itself involves allegations that Constitution on file was amended improperly.

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## **ARTICLE XII – RULES OF ORDER**

This article outlines the rules, processes, and procedures that shall be followed relative to the governance of the organization.

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### **SECTION 12.1 – INTERPRETATION OF CONSTRUCTION**

This section should describe the procedures under which this ambiguities or disputes arising from the interpretation or application of the organization's constitution are resolved.

#### **Items to Consider:**

- Who should resolve situations that are not specifically address by the constitution?
- Should those decisions be appealable? If so, to whom?

\_\_\_\_\_ **SECTION 12.2 – DISSOLUTION OF ORGANIZATION**

This section should outline the requirements and procedures for the dissolution of the student organization

**Items to Consider:**

- What is the procedure for dissolution?
- When would dissolution of the organization be considered?

**SAMPLE CONSTITUTION**  
**THE AARDVARK TIDDLYWINKS STUDENT ORGANIZATION**  
**(ADOPTED MAY 2000)**  
**(REVISED MAY 2016)**

**ARTICLE I: Name**

The name of this organization shall be the Aardvark Tiddlywinks Student Organization.

**Article II: Purpose and Scope**

**Section 2.1.** The purpose of this association is to promote an interest in the history and development of tiddlywinks and to provide opportunities for members to play tiddlywinks.

**Section 2.2.** In the pursuit of this general purpose, the Aardvark Tiddlywinks Student Organization will work to:

- (A) Host social events that provide opportunities for members to play tiddlywinks;
- (B) Advocate for issues and policies important to the playing of tiddlywinks;
- (C) Encourage the academic study of tiddlywinks;
- (D) Partner with other student organizations to further the goals above.

**Article III: Relationship**

The Aardvark Tiddlywinks Student Organization is unaffiliated with any local, state, or national organization or entity. Although this organization has members who are students at The University of Alabama and may have University employees associated with or engaged in its operations, the University does not direct, supervise, or control the organization and is not responsible and cannot be held liable for the organization's contracts, acts, or omissions.

**Article IV: Membership**

**Section 4.1.** Active membership in the Aardvark Tiddlywinks Student Organization shall be limited to students who are currently enrolled at The University of Alabama. Active members are eligible to vote and hold office in the Aardvark Tiddlywinks Student Organization.

**Section 4.2.** Associate membership in the Aardvark Tiddlywinks Student Organization shall be open to all faculty and staff of The University of Alabama. Associate members are not eligible to vote or hold office in the Aardvark Tiddlywinks Student Organization.

**Section 4.3.** The number of active members in the organization must be one more than 50% of the total number of all members of the Aardvark Tiddlywinks Student Organization.

**Section 4.4.** Persons interested in becoming active members in the Aardvark Tiddlywinks Student Organization may join after attending two consecutive meetings and paying the required dues. No formal application or interview is required to obtain active member status.

**Section 4.5.** Annual dues of \$5.00 shall be paid by September 30<sup>th</sup> of each academic year, after which a member will be dropped from active status by nonpayment of dues. Individuals seeking active membership in the organization after September 30<sup>th</sup> shall pay annual dues of \$5 at the next business meeting of the Aardvark Tiddlywinks Student Organization.



**Section 4.6.** Membership in registered student organizations shall be open to all students of The University of Alabama, without regard to race, religion, sex, ability status, national origin, color, age, gender identity, gender 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 V: Organizational Leadership**

**Section 5.01.** The officers of the Aardvark Tiddlywinks Student Organization shall be the President, the Vice President, the Secretary, and the Treasurer. These officers shall comprise the Executive Committee. All executive officers must be current University of Alabama students.

**Section 5.02.** The President shall:

- (A) lead all meetings of the Aardvark Tiddlywinks Student Organization;
- (B) serve as the primary point of contact between the Aardvark Tiddlywinks Student Organization and The University of Alabama;
- (C) assist the other officers with the completion of their responsibilities;
- (D) ensure that the actions of the Aardvark Tiddlywinks Student Organization remain consistent with the vision and purpose of the organization.

**Section 5.03.** The Vice-President shall:

- (A) plan and execute all social activities of the Aardvark Tiddlywinks Student Organization;
- (B) organize all advocacy initiatives of the Aardvark Tiddlywinks Student Organization;
- (C) schedule and supervise community outreach/service opportunities;
- (D) oversee the social media accounts of the Aardvark Tiddlywinks Student Organization.

**Section 5.04.** The Secretary shall:

- (A) keep minutes of all meetings of the Aardvark Tiddlywinks Student Organization;
- (B) record attendance at all meetings of the Aardvark Tiddlywinks Student Organization;
- (C) maintain the list of active members of the Aardvark Tiddlywinks Student Organization;
- (D) archive all official documents of the Aardvark Tiddlywinks Student Organization;
- (E) record any committee assignments the Aardvark Tiddlywinks Student Organization

**Section 5.05.** The Treasurer shall:

- (A) attend finance meetings and trainings held by the Financial Affairs Committee (FAC);

- (B) collect, record, and deposit any funds allocated to or collected by the record attendance at all meetings of the Aardvark Tiddlywinks Student Organization;
- (C) report on the financial status of the group at business meetings;
- (D) plan and organize any fund raising activities or events; and
- (E) maintain all financial records with the appointed financial institution.

**Section 5.06.** The terms of all officers of the Aardvark Tiddlywinks Student Organization shall be one year; however, officers may serve multiple consecutive terms.

**Section 5.07.** One or more advisors shall be appointed or confirmed at the beginning of each academic year by the Executive Officers. The advisor(s) must be a full-time faculty, staff, or a full-time employee of The University of Alabama.

**Section 5.08.** The Advisor shall:

- (A) advise the Aardvark Tiddlywinks Student Organization to ensure compliance with UA policies and procedures;
- (B) attend all meetings of the Aardvark Tiddlywinks Student Organization;
- (C) resolve internal disputes between members of the Aardvark Tiddlywinks Student Organization.

## **Article VI: Elections**

**Section 6.1.** The Aardvark Tiddlywinks Student Organization will hold officer elections annually during the month of April in The University of Alabama's spring semester. This meeting shall be open to all members of the Aardvark Tiddlywinks Student Organization. At this meeting, the only business that may be considered is the election of Executive Committee members for the next academic year. The primary advisor must be present at the election meeting.

**Section 6.02.** The President of the Aardvark Tiddlywinks Student Organization will open the election meeting by seeking nominations for each office in the following order:

- (A) President
- (B) Vice-President
- (C) Secretary
- (D) Treasurer

**Section 6.3.** Any active member of the Aardvark Tiddlywinks Student Organization may nominate any active member of the organization, including themselves, to any office. All nominations must be accepted by the nominee. An individual can only accept nomination for one (1) executive officer position.

**Section 6.4.** After accepting nominations for each office, the President will close nominations. In the event that only one individual accepts nomination to an executive officer position, that individual will assume the position for the next academic year. In the event that two or more individuals accept nomination for an executive officer position, the position will be put to a vote.

**Section 6.5.** Voting shall occur by secret ballot, distributed to the each active member of the Aardvark Tiddlywinks Student Organization present at the meeting. Each active member may cast one and only one vote. Proxy voting is not allowed.

**Section 6.6.** A simple majority vote is required to elect Executive Officers. In the event that a winner cannot be determined because two or more individuals receive the same number of votes, any individual who received less than

those individuals will be removed from the list of potential candidates and a new vote will be conducted until such time as one candidate receives a simple majority.

**Section 6.7.** The new Executive Officers shall be immediately installed following the selection of each office. Outgoing Executive Officers are expected to assist the new officer-elect in learning about their new role and the duties and responsibilities associated with it.

#### **ARTICLE VII: Committees**

**Section 7.1.** The Executive Committee shall include the officers of the Aardvark Tiddlywinks Student Organization. They shall supervise affairs of the organization between its business meetings, make recommendations to the organization, and perform other duties as specified in this Constitution.

**Section 7.2.** Other committees, standing or special, shall be appointed by the President of the Aardvark Tiddlywinks Student Organization or the Executive Committee as deemed necessary to carry on the work of the organization.

#### **Article VIII: Vacancies and Removal of Executive Officers**

**Section 8.1.** If, for any reason, an Executive Officer steps down or is removed from the position, the vacancy shall be filled by electing a replacement officer at the next meeting of the organization by following the applicable sections of Article VI above.

**Section 8.2.** In the event that the Council President steps down or is removed from office, the Vice President will automatically assume the role of President. At which time the organization will proceed to fill the vacancy in the role of Vice President.

**Section 8.3.** Executive Officers may be removed from their position before the expiration of their normal terms for failure to satisfactorily perform the duties of office, for repeated absences from meetings, or for conduct that is improper to their office.

**Section 8.4.** A motion to remove an Executive Officer may be made at any scheduled meeting of the Aardvark Tiddlywinks Student Organization; however, a vote shall not be taken until the next scheduled meeting. In order to remove an Executive Officer, the motion must receive an affirmative three-fourths ( $\frac{3}{4}$ ) majority vote of those active members in attendance at the meeting.

**Section 8.5.** A motion to remove an Advisor may be made at any scheduled meeting of the Aardvark Tiddlywinks Student Organization and a vote taken at that time. In order to remove the Advisor, the motion must also contain a nomination for a replacement Advisor. In order to pass, the motion must receive an affirmative vote from a simple majority (50% +1) of the active members present at the meeting and the replacement advisor must accept the nomination to serve as Advisor.

#### **Article IX: Meetings**

**Section 9.1.** At least one “business meeting” of the Aardvark Tiddlywinks Student Organization shall be held per semester during the University of Alabama’s fall and spring semesters. Proper notice must be provided before all business meetings.

**Section 9.2.** At least one “social meeting” of the Aardvark Tiddlywinks Student Organization shall be held per month during the University of Alabama’s fall and spring semesters. Social meetings of the Aardvark Tiddlywinks

Student Organization should be announced and marketed in such a way as to reasonable inform the general membership of the organization of the social meeting.

**Section 9.3.** The Aardvark Tiddlywinks Student Organization will hold a separate “election meeting” during the month of April in The University of Alabama’s spring semester. This meeting shall be open to all members of the Aardvark Tiddlywinks Student Organization. At this meeting, the only business that may be considers is the election of Executive Board Members for the next academic year. In the event that an election meeting is not or cannot be held during the month of April, the election of new Executive Board Members must take place at the next business meeting of the Aardvark Tiddlywinks Student Organization.

**Section 9.4.** A quorum shall be required at any meeting of the Aardvark Tiddlywinks Student Organization in order to conduct official business. A quorum shall consist of at least twenty-five (25%) percent of active members at any business meeting and fifty (50%) percent of active members at the annual Election Meeting.

**Section 9.5.** Notice of each meeting shall be provided at least seven (7) days before the scheduled date of the meeting. Notice shall be given by email to the active membership of the Aardvark Tiddlywinks Student Organization. Notice must include the date, time, and location of the meeting, as well as an indication of any official business that will be considered and/or put to a vote at that meeting. Business items that do not appear in the meeting notice may be discussed but not considered or put to a vote at that meeting.

#### **Article X: Finances**

In the event that the Aardvark Tiddlywinks Student Organization 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 XI: Constitutional Amendments**

This constitution may be amended at any regular meeting of the Aardvark Tiddlywinks Student Organization by a two-thirds majority vote of the active members present at the meeting, provided that the amendment has been submitted in writing at the previous regular meeting.

#### **Article XII: Rules of Order**

**Section 12.1.** The rules contained within the most recent edition of Robert’s Rules of Order shall govern this organization, to the discretion and better judgment of the Executive Officers, unless they are found to be inconsistent with the constitution of the organization.

**Section 12.2.** Words and phrases shall be read in context and construed according to the rules of grammar and common usage. Words and phrases that have acquired a technical or particular meaning shall be construed accordingly.

**Section 12.3.** If any section or portion of this document is ambiguous in terms of scope, application, or intent, then any such ambiguity will be presented to the Advisor for the Aardvark Tiddlywinks Student Organization, who will

recommend an interpretation. Such interpretation will be binding until such time as the constitution can be amended to clarify the ambiguity, or overturned by the Office of Student Involvement.

**Section 12.4.** In the event that an issue, dispute, or situation arises that is not contemplated by the provisions of this document, the matter will be presented to the Advisor for the Aardvark Tiddlywinks Student Organization, who will recommend a solution, resolution, or course of action. Such recommendation will be binding until such time as the constitution can be amended to provide guidance, or overturned by the Office of Student Involvement.

**Section 12.5.** If the majority of the Executive Board disagrees with the interpretation of the advisor, as contemplated in Section 3 of this Article, or the recommendation of the advisor, as contemplated in Section 4 of this Article, then the matter can be presented to the Office of Student Involvement for consideration and final determination. The determination of the Office of Student Involvement shall be binding until such time as the constitution is amended.

**DOCUMENT HISTORY:**

Created: \_\_\_\_\_  
*[date originally ratified by vote of the Organization]*

Amended: \_\_\_\_\_  
*[date approved by vote of the Organization]*

**AUTHORIZED:**

Signed By: \_\_\_\_\_  
*[President]*

Signed By: \_\_\_\_\_  
*Advisor*

Signed By: \_\_\_\_\_  
*Secretary*