

New Organization Info Packet 2021-2022



The Office of Student Involvement

uainvolvement@ua.edu

205-348-6114

3610 Ferguson Center

Video Tutorial, documents, and resources also available
online at <http://thesource.ua.edu>

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. Prior to starting the process of creating an organization, we suggest that you review this document in its entirety and consider scheduling a meeting with the Source Board Director of New Organizations if you have any questions.

Official Student Organization Benefits

- Use of University facilities including Ferguson Center meeting rooms at a free or discounted rate
- Sponsorship of on-campus events, solicitation, and fundraising activities
- Organization support services through the Source Board and Office of Student Involvement
- Eligibility to apply for Financial Affairs Committee (FAC) funding through the Student Government Association in accordance with University procedures and regulations
- Opportunity to participate in annual fall and spring recruitment events like Get on Board Day and Organization Take Over
- Inclusion in the official online database of UA student organizations on mysource.ua.edu
- Access to consultation services with the Student Involvement Office professional staff on organizational issues (i.e., conflict resolution, officer transition, constitution review, mediation, etc.)
- Opportunity for recognition through the Source Awards Banquet called the SAL Awards
- Eligibility to advertise, register, and host events on campus **at the conclusion of your provisional period**

Minimum Requirements to Create a Student Organization

1. 10 members, UA Students, and their names and crimson email addresses. These official members will be listed on your organization roster.
2. A President, Vice-President, and Treasurer (mandatory officers) with a crimson email address & phone number
3. A faculty or staff advisor, who must be a full-time employee of the University of Alabama (graduate students and part-time employees do not fulfill this requirement)
4. A UA Constitution including all required components and the UA non-discrimination clause (See "Constitution Writing Guide" found on thesource.ua.edu)
5. Successful completion of the new organization proposal. If approved, complete all requirements and the organization registration process during the new organization's provisional period (see "Application Process" section for details)

Recognition and Association to UA

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, its views, or the activities of the group; and The University of Alabama and Student Involvement in no way accepts liability for the actions of registered student groups.

Proposal Approval

Before proposing a new organization, students must review currently active student organizations at mysource.ua.edu to see if there is an existing group that has the same name or a similar purpose/goal. No group will be allowed to establish whose mission, purpose, and or name closely resemble 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. Additionally, no group will be established whose proposed mission/vision conflicts with that of sustainable, long-term student organizations.

Additional Approvals

There are some organizations that will require additional approval, information, or recognition before being approved. Below is a list of some of those groups. This list may not be an exhaustive. However, if deemed appropriate, the Office of Student Involvement may choose to gather additional information or require supplemental steps before approving the group for official recognition.

The following are among the list of organization types that may require additional approval:

- **Social/Fraternal Organizations:** If you are an organization that is seeking recognition under social/fraternal organizations protected by Title IX, additional steps may apply, as required by the Office of Fraternity and Sorority Life (OFSL) and in conjunction with The Source. You will need to contact OFSL before beginning the creation process to gain colonization approval.
- **Honor Societies:** Honor Societies are deemed as any organization, which serves an academic purpose, but selects membership or invites students to membership. Their registration process includes additional questions regarding their selection and membership criterion, as well as statements regarding ethical behavior. These organizations may be eligible for membership in the Coordinating Council for Honor Societies (CCHS). The Office of Student Involvement currently recognizes any organization that meets the criteria for membership in the Association of College Honor Societies (ACHS) or has demonstrated longevity/history in its operation with UA or a national body for at least 3 or more years as the category of "Honor Society". Any organization that does not currently meet that requirement is considered an "Academic" group

and should utilize best practices in recruiting similar to our non-honor society organizations. Groups who are conferred the official category of “Honor Society” may be eligible for limited access to request membership recruiting assistance from the Office of the Registrar when necessary.

- **Sports Clubs:** Sports Club organizations are registered organizations, which also have a relationship to the UREC Office of Competitive Sports. These organizations are governed by the same guidelines of student organizations but are also required to adhere to any guidelines related to sports clubs as established by that governing office.
- Groups with **mentoring, outreach, or service** as a mission: The University of Alabama has a Youth Protection Policy which helps provide proper parameters and guidance to programs and services involving minors (anyone under 18 years of age or individuals who are above the age of 18 but are under the care of an adult) that may be hosted by an organization both on and off campus. Organizations whose mission involves the mentorship, care, or activities involving minors may be subject to additional approval procedures.
- Groups whose primary missions involve **international travel:** Student Organizations who plan to promote activities abroad may be required to provide additional information regarding the formation of
- Groups who may engage in **activities that may be considered high risk:** Student organizations who may be engaging in regular or frequent activities that may be deemed high risk will be evaluated on a case-by-case basis.

If you are considering starting an organization that may require additional approval, then we strongly encourage you to email us at uainvolvement@ua.edu to set-up a meeting with one of our professional staff members.

Provisional Period

All new organizations begin under “provisional status.” This only allows officers to conduct limited organization business. To become an active organization with full student organization status, new organizations must complete all requirements of the application process during their provisional period. New organizations who do not successfully complete all requirements will remain in their provisional period until all requirements are complete.

During the provisional period new organizations do not have the same access and benefits as active student organizations. In particular, **new organizations cannot:**

- Host events requiring registration through the mySource event form (a list of registration requirements can be found in the [Social Event Guidelines](#))
- Apply for Financial Affairs Committee (FAC) funding through the Student Government Association

Once a student organization’s provisional period and all associated requirements are complete the organization will be listed on mySource and have access to these resources.

Application Process

Any group of 10 or more currently enrolled UA students who refer to themselves as an organization or club must apply to be recognized by the Office of Student Involvement. Any organization that has not been registered through mySource previously is considered a new organization.

To register a new organization for recognition by the University of Alabama, complete the steps below:

1. Review all minimum requirements (see “Minimum Requirements to Create a Student Organization” section for more details)
2. Ensure that the new organization mission does not duplicate or closely resemble any currently active student organizations listed in [mySource](#) (see “Proposal Approval” section for more details)
3. Find and confirm a full-time faculty or staff member to serve as the organization advisor
4. Confirm three student officers (president, vice president, and treasurer)
5. Complete the “[New Organization Proposal 2021-2022](#)” form on mySource (see deadlines below)
6. Review proposal feedback and make changes if required by Student Involvement staff (see “Proposal Approval” and “Additional Approvals” sections for more details)
7. Complete new organization training, membership, and goal setting requirements by the end of the provisional period (see provisional period dates below). Detailed information about these requirements is sent to officers via email if their new organization proposal is approved. These requirements are subject to change but generally include:
 - A. All officers complete the New Organization workshop and pass with a score of 75% or above any associated assessments
 - B. All officers complete an additional training requirement and pass any associated assessments
 - C. Officers create and submit measurable sustainability goals to ensure the long-term success and growth of the new organization
 - D. Officers meet with the Source Board Director of New Organizations
8. Officially register the new organization in mySource including the Child Protection and Hazing form (signed by the president, vice president, and advisor via DocuSign)

Please note that all student organizations must complete organization renewal **every year** to update their officer, advisor, membership, and constitution with UA. Registration requirements are subject to change. Registration reminders are sent via e-mail to all officers and announced using a variety of marketing/publicity methods.

2021-2022 Application Deadlines

Deadlines

Applications will be reviewed in bulk after each proposal deadline. During the two weeks after each application deadline, students will receive feedback about their new organization proposal and modifications may be required. Submissions will not be accepted after the March deadline for the 2021-22 academic year. The new cycle opens in July for the next academic year.

Proposal Deadline	Proposal Review	Provisional Period* (if approved)	Full Org Status (if all requirements are met)
August 1 (Priority)	August 1 – 15	September 1 – 31	October 1
September 1	September 1 – 15	October 1 – 31	November 1
November 1	November 1 – 15	December 15 – January 15	January 15
February 1	February 1 – 15	March 1 – 31	April 1
March 1	March 1 – 15	April 1 – 30	May 1

* All new organizations are under provisional status which only allows officers to conduct limited organization business. To become an active organization with full student organization status, new organizations must complete all requirements of the application process during their provisional period. See “Provisional Period” and “Application Process” sections for more information.

Priority Deadline for Fall Involvement Events

July 1, 2021 to August 1, 2021 (Provisional time – September 1st – September 30th)

August 1 is a **priority deadline** for any new student organization that wants to participate in fall Get on Board Day, Organization Takeover, or any early fall activities. Applicants who do not meet this deadline will not be approved to participate.

New Org Registration Checklist

Before applying:

1. Review the New Organization information packet in its entirety
2. Ensure that the new organization mission does not duplicate or closely resemble any currently active student organizations listed in [mySource](#)
3. Find and confirm a full-time faculty or staff member to serve as the organization advisor (graduate students and part-time employees do not fulfill this requirement)
4. Confirm three UA students who will fill the required officer positions (president, vice president, and treasurer) for the organization

Account Login & Creation:

1. Visit mysource.ua.edu
2. Click the “Login” button in the top right corner
3. Use your myBama credentials to log in
4. Update your personal profile by completing the steps under your profile picture

Submit a proposal:

1. Review the application deadlines
2. Complete the “[New Organization Proposal 2021-2022](#)” form on mySource
3. Review proposal feedback and make changes if required by Student Involvement staff

Note: You must have a confirmed advisor to complete the proposal. After your proposal has been reviewed, you will receive feedback and next steps. Proposals are not automatically approved, and you may be asked to revise and resubmit.

Complete the Provisional Period

1. Complete all training (mandatory officers), membership, and goal setting requirements (detailed information about new organization requirements are emailed to student officers if their new organization proposal is approved)
2. Meet with the Source Board Director of New Organizations
3. Register your New Organization in mySource including your [organization constitution](#), 10 UA student members, and Child Protection and Hazing form

Note: After the New Organization Registration is reviewed and approved the organization will be given active status. This means the organization is officially recognized by the Office of Student Involvement and will be listed on mySource