

CENTER FOR
STUDENT INVOLVEMENT
AMERICAN UNIVERSITY

Recognized Student Organization
Manual

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Welcome

Student organizations are integral to creating community and a sense of belonging on AU's campus. This cannot be accomplished without the time, energy and commitment you all give as student leaders. This manual has been created as a guide to the rights and responsibilities CSI recognized student organizations have on campus.

As a student organization, you are responsible for knowing, following, and educating others on the policies and procedures found here. If you have any questions about the following information, your assigned CSI advisor is a great resource for support.

Please note that the content of this document is subject to change. Notice of any major changes will generally be distributed via email and updated on the CSI website. Minor changes may be made without formal notification.

The Center for Student Involvement is on the 3rd floor of the Mary Graydon Student Center. Feel free to come by to ask questions, engage in discussions about how to improve your organization, or say hi. You can contact us or schedule an appointment at studentinvolvement@american.edu. We look forward to working with you in leading a successful student organization!

Role of the Center for Student Involvement

The Center for Student Involvement is the hub for the student experience at American University. The following includes but is not limited to CSI's part on campus:

1. *Scope of Authority:* The Division of Student Affairs has given the Center for Student Involvement (CSI) the authority to establish policies and procedures for involvement opportunities through student-led recognized student organizations (RSOs). CSI also provides the advisement, oversight, and recognition for all boards/councils listed in this manual and their respective student organizations.
2. The decision for recognition of student-led organizations within CSI is managed through the new organization and renewal processes. The Director of CSI has final review of all recognized clubs. This process does not impede students' right to associate on campus.
3. All councils and boards within CSI must abide by the policies outlined in this manual. Failure to do so may result in disciplinary action, which could result in revocation of recognition.
4. Students will be granted the responsibilities and privileges thereof when they follow proper procedures to establish recognized student organizations.
5. Engage is the primary communication, financial, and event management online system for recognized student organizations at American University. CSI is responsible for maintaining Engage use and access for RSOs. Access to Engage will be limited to enrolled AU (American University) students, faculty/staff members, and departments that currently advise a student organization, council, or board. Information contained in Engage is strictly limited to AU events and promotions only.
6. CSI currently maintains an Instagram account and a section of the AU website, in addition to our Engage page. All social media accounts are used for promoting AU events, programs, and RSO information.
7. The Division of Student Affairs at AU has provided CSI with the responsibility of assigning a staff advisor to each council or board. CSI Advisors are responsible for the oversight of day-to-day operations and fiscal management of the council or board. CSI Advisors reserve the right to make all final decisions concerning the council or board as they pertain to American University policy and finances.

Operations

The Center for Student Involvement provides the procedures, guidelines, and advising support for the following areas:

- Organization Advising
- Club Recognition
- Club Finances
- Club Programming
- Relationship Building
- Leadership Development

CSI Governance Groups

The boards/councils listed below provide day-to-day oversight for organization programming, leadership selection processes, and allocation of funds with the support and advisement of the CSI Advisors.

- **American University Student Government (AUSG)** provides governance and advocacy on behalf of the AU campus community.
- The **Student Activity Council (SAC)** is the student-run governing body for programming with the aim of creating an inclusive and diverse environment that offers a wide range of activities and events to enhance the student experience at American University. Ranging from political speakers to concerts, students can attend a wide range of free events throughout the academic year. Hosted under SAC are the following programming boards:
 - Spirit & Traditions Board (STB)
 - Kennedy Political Union (KPU)
 - Student Union Board (SUB)
 - Students for Change (SFC)
- **American University Club Council (AUCC)** is charged with supporting, promoting, developing, and managing recognized student organizations and the funding allocation process.
- The **Student Media Board** is a collaborative effort of recognized student-run media organizations. It is responsible for the recognition process and governance of student-run media organizations.
- **Graduate Leadership Council** is the representative body for graduate students at AU. They assist with advocacy and programming for graduate students and collaborate and oversee the Graduate Student Councils, graduate student organizations, and graduate student activity fee allocations.
- **Fraternity & Sorority Life (FSL)** within CSI provides recognition, advisement, and day-to-day oversight to the councils below, as well as the individual chapters under each council. CSI/FSL also sets expansion, recruitment and intake policies, and all organizations must abide by the official expansion process. For organizations to be recognized by FSL, chapters must be recognized by an inter/national headquarters and have a \$1 million insurance policy.
 - **Interfraternity Council:** governs all men's social fraternities that are, or have been, historically recognized by the North American Interfraternity Conference (NIC)
 - **North American Interfraternity Conference (NIC)** - <https://nicfraternity.org>
 - **Intercultural Greek Collective:** governs the member chapters of recognized culturally based fraternal organizations under the National Pan-Hellenic Council (NPHC) and the National Association of Latino Fraternal Organizations (NALFO)
 - **National Pan-Hellenic Council** - <https://www.nphcq.com/>
 - **National Association of Latino Fraternal Organizations** - <https://nalfo.org/>
 - **Panhellenic Council:** governs all women's social sororities recognized by the National Panhellenic Conference (NPC)
 - **National Panhellenic Conference** - <https://npcwomen.org/>

Eligibility for CSI Leadership Positions

Organization officers are responsible for providing all aspects of leadership for the organization and for their own actions and those of organization members acting on its behalf. An officer is a member of an organization who accepts responsibility for the organization, including its actions, conduct, and activities. Responsibilities include but are not limited to receiving communications from the University and disseminating information as appropriate, ensuring that the organization abides by all University policies, and communicating with the CSI and faculty/staff advisor information impacting the operations of the organization in a timely fashion.

Leadership positions may be elected or appointed and shall include without limitation Sponsored Organization officers, Presidents in active RSOs & FSL, and members of university committees. Requirements for holding a leadership position include:

- All undergraduate council, board leadership, and student organization presidents must have a minimum cumulative grade point average of 2.5 for all hours earned at American University and/or their previous educational institution if the student is a transfer student in their first semester at AU. Graduate students must have a minimum cumulative 3.0 grade point average. Student grades will be confirmed by CSI each semester.
- A student leader must be in good disciplinary standing with the AU and not on disciplinary probation.
- Student leaders must be enrolled at AU for at least twelve (12) undergraduate credit hours or six (6) graduate credit hours each semester.
 - *Seniors who have less than 12 hours to complete can submit an appeal to the CSI Director for an exception.*
- Students who have taken a leave of absence or are participating in Study Abroad are not eligible to hold leadership positions during their absence.
- All students elected, appointed, or slated to a CSI position must attend the yearly leadership retreat. The date is determined by CSI at the beginning of each academic year.
- Students may not hold more than two (2) paid leadership positions within CSI.
- Those positions that receive student support payments must complete the required paperwork to receive payment each semester by the CSI Finance deadline. Student support payments are not salaries, nor do they make student leaders employees of the university.
 - Requirements may be reviewed for a waiver only under extraordinary circumstances, as deemed appropriate by the CSI Director.

Student Organization Requirements, Rights & Responsibilities

CSI recognizes the value of student organizations and strives to provide development, guidance and advocacy to recognized student organizations on campus. Student organizations allow students to pursue their passions and interests alongside peers while developing critical leadership and organizational skills. Involvement in and leadership of a student organization has widely cited benefits, including greater affinity for the institution; positive relationships with peers, faculty, and staff; and a greater sense of belonging and community. Student organization leaders gain knowledge and skills applicable in academics and employment, including communication skills, relational skills, fiscal management, event planning, critical thinking, and more.

This section covers the benefits, privileges and responsibilities of a recognized student organization (RSO), how to start a new student organization, and how to maintain your organization's status as a recognized student organization.

Recognized Student Organizations

Student organizations are required to re-register each academic year and must complete the appropriate annual requirements. Failure to register annually or complete the annual requirements may result in revocation of recognized status.

Student organizations can receive official AU recognition in one of three ways:

1. Recognition from CSI through AUSG, AUCC, FSL, Student Media, or GLC/GSC
2. Recognition as a club sport through Recreational Sports & Fitness
3. Recognition through the respective Office of the Dean of the College or a Departmental group.

Recognized student organizations under CSI fall under one of the following categories:

1. **University-Sponsored Organizations**- contribute to the University's general goals and benefit or serve many students; required to have a CSI staff advisor.
2. **Recognized Student Organizations (RSO)** - a student-led and created group formally recognized by the Center for Student Involvement or another university department and has benefits and responsibilities tied to the recognition.
 - i. Any RSO that completes the proper procedures for registration and meets set requirements is eligible to receive the privileges and responsibilities associated with being a recognized student organization. Recognition must be received from the proper council or board, as delineated by CSI.
 - ii. *Note:* Professional fraternities are organizations whose primary purpose is to promote the interests of a particular profession and whose membership is restricted to students in a particular field of professional education or study; service fraternities and sororities focus on community service. These differ from the social fraternities and sororities that are housed under FSL.
3. **Provisionally recognized student organization**- a student led group who has received provisional status through a recognition process from a department, such as the Center for Student Involvement or an international organization that's been approved to pursue recognition under one of the Fraternity and Sorority Life councils.

4. **Fraternities & Sororities**- social Greek-lettered organizations are defined as single-sex*, selective, and values-based; they must go through the FSL extension or expansion process to be recognized by CSI
 - i. *Membership and all privileges, including voting and officer positions, must be extended only to all currently enrolled AU students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. Title IX of the Educational Amendment of 1972, Section 106.14 makes an exception for social fraternities and sororities, regarding gender, for membership criteria.
5. **“Unrecognized group”**-a group of individuals who have formed around a common purpose but choose not to seek recognition that would include the privileges of a recognized student organization at the university. Behavioral incidents involving an unrecognized group will result in individual conduct charges for those involved.

Student Organization Categories

CSI-recognized groups fall under one or more of the below categories they feel best reflect their organization’s primary activities and mission: .

- Academic/Professional
- Advocacy
- Civic Engagement
- Fraternity/Sorority Life
- Graduate
- Health and Wellness
- Intercultural Greek Collective
- Interfraternity Council
- Multicultural
- Panhellenic Council
- Performing Arts
- Political
- Professional Greek Organization
- Programming
- Service
- Social
- Spiritual/Faith-Based
- Student Governance
- Student Media

Official Recognition

Organization Names

Recognized student organizations may not use the name of any other recognized student organization or campus office, department, or initiative without prior written approval. CSI reserves the right to deny the use of organization names that are deemed inappropriate, denigrating, or misleading; that use trademarked references without written permission; or that are related to other student organizations and/or campus departments to an extent that may cause confusion.

Recognized student organizations must conduct business and promotions in the name they are registered with the Center for Student Involvement and listed in Engage. Recognized student organizations who choose to include American University in their name must include American University at the end. Ex: [Organization Name] at American University or [Organization Name] AU.

Annual Renewal

Annual Renewal is the process CSI uses for currently recognized student organizations to continue recognition for the next academic year. If you do not renew, your organization will be considered frozen and will have to wait to reactivate until the following semester's reactivation process. Only the person who will be considered the organization's primary contact should submit for Annual Renewal; this person can be your president or another officer.

Annual Renewal includes the following phases:

1. **Preparation**- training new club leadership on topics such as Programming, Finance, and Leadership Development
2. **Registration**- updating your club's contact information, roster (including faculty/staff advisor), executive board, and governing documents
3. **Launch**- signing up for participation in CSI's Involvement Fair during All-American Welcome

Required Trainings

The following trainings occur during the Preparation phase of Annual Renewal:

1. Transitions of Leadership – discusses how to seamlessly transition your outgoing executive board to the incoming executive board, including an overview of how to run elections.
2. DEIA – teaches how to lead inclusively and navigate difficult conversations within your organizations
3. CSI Orientation – an introduction to the office and university policies
4. Finance – explains how to access funding for your organization, including how to create a budget request and a purchase request
5. Programming – an overview of event timelines and the steps to putting on a successful event
6. Meet Your Governance Board – a meet and greet with the council that oversees your organization
7. Advisor 101 (*for club advisors*) – Resources, policies and practices for staff and faculty that serve as student organization advisors.

Frozen Clubs

Recognized student organizations are frozen when they do not complete the year's Annual Renewal. Frozen clubs do not have any privileges of recognized student organizations. Organizations frozen for 2 or more years will be required to participate in the New Club Registration process. Please see the club reactivation section below for the reactivation process.

New Club Registration

The new club registration process is for undergraduate and graduate students looking to start an organization and gain recognized status with the Center for Student Involvement. Students interested in starting a new club must follow the outlined process established by the Center for Student Involvement. Provisionally recognized groups approved for registration will receive 'Recognized' status for the following academic semester upon completion of all required recognition components. If denied, interest groups can submit an appeal within 7 days of receiving the denial message via the Engage Appeal Form.

Requirements for starting a club include:

- The proposed organization is accessible to all AU students
- The student proposing the organization is currently a full-time student at American University
- A member of the club's executive board attends an information session offered by CSI (dates are published each semester on Engage)
- A club constitution
- A full-time AU faculty/staff advisor
- A roster of **at least 8** members, including a President, Treasurer, and EMS Requester. The EMS Requester position can be held simultaneously with another executive board position. The President and Treasurer positions cannot be held by the same individual. The advisor is not included in the 8-member requirement.
- The club cannot be a duplicate of any currently recognized organization.

CSI does **not** recognize the following groups:

- Fitness-based organizations (visit RecFit for information about how to get involved)
- Organizations tied to a class or have an academic component required to join
- Groups that operate as an independent business or are looking to generate money through participation in the group

Club Reactivation

When a club does not complete the Annual Renewal requirements, they are automatically put in a frozen or inactive status. The Club Reactivation process is for clubs looking to be recognized again by the Center for Student Involvement.

- If Engage does not have an archived record of the Recognized Student Organization proposing to be reactivated, it must be recognized through the New Club Registration process.
- Contact studentinvolvement@american.edu to see the status of the previously existing recognized student organization you are trying to reactivate.
- Clubs will be required to follow the reactivation or registration process depending on their organizations' status.

Recognized Student Organization Benefits

CSI Recognized Student Organizations are entitled to the following benefits:

- Use of University facilities as established within each university department and access to the online space scheduling system, EMS.
- Ability to sponsor activities and promote them.
- Access to Engage platform to manage organizational operations, communications, and finances.
- Receive funding from Student Activity Fees, except for organizations that are protected by Title IX or are exclusionary.

- Participation in campus-wide events sponsored by Student Activity Fees
- Listed in CSI publications, including directories and websites.
- Opportunity to promote your organization at student organization fairs
- Ability to table in designated locations across campus
- Posting and advertising privileges
- Use of printing services
- Using the AU name, logo, and seal per university guidelines.
- Ability to use the Center for Student Involvement campus office for your organization address and package/mail delivery

Group Accountability

To be considered a Recognized Student Organization under the Center for Student Involvement at AU, members must be aware of the following:

- Activities and functions of student organizations must abide by all CSI, University, and Student Code of Conduct policies, as well as local, state, and federal laws. Student organizations recognized by an international/national organization must also abide by policies consistent with university policies. Events that do not follow CSI policy or guidelines will be denied.
- All RSOs must have an AU faculty or staff advisor who is considered a full-time university employee to be in good standing. Fraternities and Sororities must have a chapter advisor that is in good standing with their inter/national organization.
- All student organizations must provide the appropriate CSI Advisor, executive board leadership, faculty/staff Advisor, and an updated membership roster on Engage during the annual renewal process each year.
- RSO's must attend the annual RSO summit hosted by the Center for Student Involvement.
- RSOs must attend at least 1 continuing education or leadership education program each fall and each spring, as published and determined by the Center for Student Involvement.
- All RSO advisors must attend mandatory training before being recognized as a recognized student organization advisor. Training on any updated policies and best practices must be completed annually.
- Recognized Student Organizations using University facilities for general events, meetings, and programs open to the campus community, and advertised through Engage, must include the time, location, and hosting organization in their announcements.
- Recognition of student organizations by CSI shall not imply support for any student organization's purpose, philosophy, or activities. The University will not assume legal liabilities for any student organization's activities that have not been previously approved and follow University policy.
- The use of the AU logo, wordmark, and signatures is restricted to AU colleges, departments, and administrative units. Student organizations may use the logo but cannot change it, the work mark, or signatures. Guidelines for logo usage can be found at <https://www.american.edu/ucm/resources.cfm>
- The organization and its officers are responsible for all programs, actions, or commitments made on behalf of the organization, including their debts. AU is not liable for debts incurred by the student organization that have not been preapproved by the Center for Student Involvement. Responsibility for any action which violates federal, state, and local laws and ordinances or university policies is assumed by the individual group's officers and members.

Political Student Organizations

These guidelines are meant to jointly recognize AU students' active participation in the political process and AU's institutional obligation, as a non-profit entity, to remain neutral in the political process. All political student groups (PSGs), regardless of candidate, political party, or political action committee ("PAC") affiliation, are prohibited from:

1. Coordinating university fundraising with the fundraising for any candidate for public office, political party, PAC, or any similar politically active organization.
2. Reimbursing AU administrators, faculty, or staff for campaign contributions.
3. Permitting candidates for political office to use AU facilities (including, but not limited to, mailing lists, office space, telephones, copy machines) to support the candidate or a campaign, political party, or PAC.
4. Placing AU registered visual trademarks (logos) on any communications (including, but not limited to, mailings, flyers, online, and social media).
 - a. Any PSG communications must unambiguously convey that messaging is on behalf of individual students or their PSG, and not AU. PSGs should include disclaimer language on their Engage profile, website(s), and social media profiles as follows: "The views expressed herein are purely those of the [PSG's Name], and its individual members, and do not necessarily represent the views of American University."

Membership Guidelines

Membership in a recognized student organization must be open only to AU students and any student must be able to join. All others- alumni, friends, family, faculty, and staff- are considered guests. Guests cannot hold officer positions, vote in elections, or handle money on behalf of the organization. Organizations are allowed to set requirements for leadership positions within the organization, if they do not conflict with CSI or university policies.

The following are required clauses in all organization constitutions. Any changes to the constitution must be shared with your CSI advisor and uploaded to the organization's engage page.

- *Clause 1.* CSI recognized student organizations shall not discriminate in membership based on race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity, veteran status, or any other basis under international, federal, or local law.
- *Clause 2.* Student organization membership is open to any University student in good standing who express interest in American University student life.
- *Clause 3.* Student organizations cannot investigate potential Student Conduct or Equity Title IX violations and are encouraged to submit the information to the appropriate offices.

Some organizations have additional requirements for membership; however, they cannot supersede the clauses mentioned above. Such organizations include:

- Honor societies and professional fraternities- requirements such as GPA and major from the national organization are allowed, as long as such requirements are listed specifically in the national headquarters' own membership requirements and clearly stated in the organization constitution.
- Performing arts groups: all groups must be open to **all** students; however, such organizations

can include requirements for participating in performances (i.e., auditions for shows). These groups are encouraged to outline the difference between the rights and responsibilities of general membership and performers.

What Makes a Successful RSO?

Planning and goals

A plan for the year should be discussed at the beginning of the academic year with your advisor. Your organizational goals can include membership goals, service projects, collaborations with other organizations, social activities, etc.

The president alone should not decide the goals of the organization. All members should work together to establish both short-term and long-term goals. Your programming should revolve around these established goals.

Continuity

There should be continuity in the activities of the organization between meetings, including follow-up work for the members, posting notices and updates, recruiting members, etc.

Members

The officers must be prepared and organized prior to each meeting—*especially the first one of the year*. You should provide a list of meeting dates in advance and prepare a printed agenda to distribute.

Minutes should be taken at each meeting to record attendance, decisions, action steps, and assignments. These minutes should subsequently be made available within 24 hours of the meeting's adjournment and should be kept for documentation and assessment purposes.

Guiding and advisement

Officers should use all available resources including your advisor and the Center for Student Involvement team. Ask for their input and meet early and regularly with your advisor to review your plan for the year.

The outgoing executive board should leave behind recommendations for the incoming executive board based on feedback from the advisor and all members. A transition meeting between the incoming officer and outgoing officer is recommended.

Membership participation

Be sure to take attendance at all meetings, whether they are open to general members or are executive board-only. If/When new members join your organization, be sure to introduce them during their first meeting.

Additionally, all members should have the opportunity to speak and express their ideas. It is up to you as members of the executive board to organize those thoughts into the best ideas and actionable items.

Faculty/Staff Advisor

All RSOs are required to have a full-time faculty or staff member to serve as the RSO advisor. Additionally, all members of the Center for Student Involvement team serve as de facto advisors. These resources are provided to you as members of an RSO and should be taken advantage of whenever possible. Being a recognized RSO provides students with the opportunity to seek help with planning and programming within your organization. While students are encouraged to go to advisors for support, they are not there to do the work for you. The advisor is not:

- Just a signature for forms.
- Responsible for submitting organization paperwork on time.
- An event planner for the organization.
- In place to make decisions for the students.

Additionally, the role of the advisor may be broken down into three main subcategories: advising, budgeting, and involvement. Each of these subcategories are detailed below.

Advising	Budgeting	Involvement
<p>Assist group members in the development of yearly goals of the organization.</p> <p>Meet regularly with the exec board to provide support and serve as a resource for the organization throughout the entire academic year.</p> <p>Advise officers on all policies laid out in the RSO manual.</p> <p>Assist in the elections process and serve as a constant for the group through officer transitions.</p> <p>Assist in development of a yearly calendar of events.</p>	<p>Assist the group in the development of a budget.</p> <p>Approve all budget requests prior to submission to AUCC.</p> <p>Encourage thoughtful usage of allocated money in accordance with university spending guidelines and good judgment.</p> <p>Be knowledgeable of CSI's financial policies in the RSO Manual.</p>	<p>Attend organizational events, especially if they don't occur during business hours; attend periodic meetings.</p> <p>Act as a liaison to the Center for Student Involvement; assist in the persistence and development of the RSO members.</p> <p>Sign off on all requests, including but not limited to recognition, renewal, space, budget requests.</p>

Organization Events and Programming

One of the ways recognized student organizations contribute to the student experience on campus is by hosting events and programs that engage the campus community. Organizations must follow all CSI procedures to ensure knowledge and support of successful programming.

- Only recognized student organizations can serve as a host or advertise events on Engage. Engage flyers and event language can only list recognized host or cohosts. Unrecognized organizations' events cannot be advertised on Engage.
- Events funded with Student Activity Fee money must be added to the Engage calendar and attendance must be taken through Engage for the event.
- Recognized Student Organizations using University facilities for general events, meetings, and programs open to the campus community, and advertised through Engage, must include the time, location, and hosting organization in their announcements.
- Events are considered student organization events when the planning, funding and execution of the event is managed by the student organization. While student organizations can collaborate with colleges and departments, student activity fee money cannot be used to fund departmental events.
- CSI reserves the right to cancel events that do not follow appropriate timelines or violate any university policies.
- Event requests held at off campus locations are reviewed and approved on a case-by-case basis.

Complex Events

Complex events are defined by meeting one or more of the following criteria:

- **Contracted services**- catering, speakers, venues or services that have terms and conditions or require a contract, invoice, or service agreement that needs to be signed
- **External vendors**- Any service or vendor that is not an AU service and is coming to campus from an off-campus 3rd party vendor
- **Hosted off-campus**- events hosted off-campus (including the local DMV area)
- **Could be considered contentious**- events that are designed to increase attention and/or community advocacy to increase the visibility of an issue or inspire collective action around a polarizing social position
- **AU special events services**- require presence from AUPD (American University Police Department), 2Fix requests, extra AV equipment, etc.
- **High profile**- hosting dignitaries, diplomats or high-profile speakers

Due to the extensive planning required for complex events, **all recognized student organizations must follow the timeline** set forth by the Center for Student Involvement. If requests do not follow the timeline, they will be rescheduled or denied. All complex events require a meeting with the appropriate CSI advisor.

Simple Events

Simple events **do not** meet any of the complex event criteria. These events take place on campus and should only utilize simple vendors, such as Chipotle, Panera, Target, and Amazon. Examples of simple events include trivia nights and crafting sessions.

The following timelines are provided regarding the event submission process for each governing council:

AUCC Timeline

-If you are a recognized student organization, follow this event planning timeline for complex and simple events. Steps include setting up a complex event meeting with CSI/AUCC and submitting a budget request for AUCC allocation review.

GLC Timeline

-If you are a graduate-level group under the Graduate Leadership Council (GLC), follow this event planning timeline for complex and simple events. Steps include meeting with the GLC Director of Finance and submitting a budget request for the GLC Executive Board to review.

GSC, Student Media, AUSG, & Programming Board Timeline

-If you are:

- A graduate-level group under one of the Graduate School Councils (GSC)
- An undergraduate group under Student Media
- Student Government
- Student Activities Council boards

Follow this event planning timeline for complex and simple events. Steps include meeting with your CSI Advisor before submitting a purchase request.

General Body Meetings

General body meetings are scheduled to conduct regular club business, such as executive board elections, event planning, or making general announcements about the club. Funding **cannot** be requested for general body meetings.

Co-Sponsorships

- All hosts of the co-sponsored event must be recognized CSI organizations, university schools or departments.
- The RSO must have an active Engage account.
- Co-sponsorship requests submitted on behalf of unrecognized, nonmember groups to Engage will be denied.
- The program must be open to all AU students.
- One member from each co-sponsoring organization must attend a meeting with an AUCC Club Consultant or CSI Advisor as appropriate.
- All co-sponsoring clubs submitting a budget request must submit within the same funding cycle for club allocations.

Types of Co-Sponsorships

1. Organizations Under the Same Governance Group

We encourage organizations within the same cohort (AUCC, Student Media, GLC/GSC, etc.) to collaborate on co-sponsoring an event. To do this, each organization must split the costs associated with the event and fill out a separate budget or purchase request indicating the requested funds.

2. Organizations Under Different Governance Groups

If an organization from one governance group seeks collaboration with another, only the governance group making a purchase should submit a budget/purchase request for the item(s) the group contributes. To encourage

mutual collaboration, it's recommended that each group contribute a similar amount to the event through funding, marketing efforts, and the planning and execution of the event.

Eligibility for Co-Sponsorship

- The host of the co-sponsored event must be a recognized CSI organization.
- The organization must have an active Engage account.
- Co-sponsorship requests submitted on behalf of unrecognized, nonmember groups will be denied.
- The program must be open to and inclusive of the entire AU community.
- One member from each co-sponsoring club must attend a meeting with a Club Consultant or CSI Advisor.
- All co-sponsoring clubs submitting a budget request must submit within the same funding cycle for club allocations.

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Recognized Student Organization Accountability and Resolution Procedure

Purpose: Recognized Student Organizations are expected to conduct themselves in a manner that fosters and ensures a positive and respectful relationship within the University and beyond. The below information outlines the procedures that CSI will use to address complaints or concerns about the conduct of a recognized student organization or their responsibilities under this CSI Recognized Student Organization Manual that requires remediation to maintain a positive and respectful campus environment. CSI will typically address these matters through educational interventions, corrective measures, and collaborative efforts to ensure compliance and improvement. Student organizations are encouraged to view this process as an opportunity to learn and enhance their contributions to the campus community.

Reporting Process:

1. Complaints or concerns about the conduct of a recognized student organization or their responsibilities under this CSI Recognized Student Organization Manual can be submitted informally here:

https://audos.guardianconduct.com/incident-reporting?incident_type=Organizational

Resolution Process:

1. CSI administrator conducts an initial review to determine the nature and extent of the complaint or concern.
2. If the reported action is an alleged violation of the Student Conduct Code or university policy, the matter will be referred to the Office of Student Accountability and Restorative Practices (OSARP) for review.
 - a. In some instances, OSARP may determine that informal resolution or educational follow up may be appropriate and will be conducted by CSI staff. Otherwise, OSARP will follow procedures outlined in the [Student Conduct Code](#) regarding adjudicating student organizational misconduct.
3. For all instances in which the reported behavior does not meet the definition of Prohibited Conduct under the Student Conduct Code, the following steps apply:
 - a. The CSI administrator will notify the RSO's leadership in writing within 7 days of receiving notification, outlining the specific concern and schedule a time to meet to discuss the matter.
 - b. Based on the collected information, the CSI administrator will determine the nature, extent, and severity of the concern, as appropriate. The RSO will work collaboratively with the CSI administrator to develop an action plan to address the concerning conduct and prevent future occurrences.
 - c. The action plan may include required educational interventions, attendance at educational workshops, training, constitution reviews, or other appropriate measures.
 - d. The RSO must implement the action plan within the agreed timeframe.
 - e. The CSI administrator will monitor the RSO's progress and provide support as needed.
 - f. CSI will review the progress of the organization's completion of the action plan and update or close out as appropriate.
 - g. If the CSI administrator determines that the RSO has failed to comply with the action plan, escalated actions may be taken including potential disciplinary measures under the Student Conduct Code.

Recordkeeping:

Issues resolved through this process are not considered formal disciplinary records for recognized student organizations, however, they can be considered by the Office of Student Accountability and Restorative Practices when determining a course of action for addressing prohibited conduct outlined in the Student Conduct Code.

Contact Information:

For questions or concerns about this Procedure, please contact:

Matthew Galewski mgalewski@american.edu

Sr. Associate Director Training & Development

Center for Student Involvement

University Policies

All recognized organizations must abide by the policies put in place by the University. These include but are not limited to:

[Student Conduct Code](#)

This Student Conduct Code is designed to support a safe, honest, and inclusive community with a shared commitment to acting with mutual respect and forming the highest standards of ethics and morals among its members.

[Event Limitations During Final Exams](#)

Recognized student organization programming **ends on the last day of classes each semester.**

[Amplified Sound at Outdoor Events](#)

Approval is subject to the professional judgment of the University Center staff or designee as to the suitability of the proposed activity for the requested time and campus site. The use of amplified sound is prohibited on East Campus. Activities employing amplified sound must conclude by 10:00 pm.

[Protections for Freedom of Expression & Expressive Content](#)

Expression that violates law or University policy, threatens the health and physical safety of others, or disrupts classes, operations, or University-sponsored events is not protected.

[Alcohol Service at University Events](#)

In cases where a group uses an off-campus facility and alcohol is being served, an alcohol clearance form and appropriate proof of vendor insurance must accompany the contract. Student Activity fee money cannot be used to purchase alcohol. **Undergraduate organizations are not authorized to have events where alcohol will be served.**

[Non-Endorsement of Political Candidates](#)

Students, staff, and faculty cannot engage in lobbying and political activities on behalf of the University.

This policy is not intended to hinder an AU community member's personal expression of political views made in a person's individual capacity and on his/her personal time. However, when engaged in such personal activities, AU community members must indicate by their words and actions that these activities or expressions are personal positions and are not made on behalf of American University.

[Prohibited Items & Decorations](#)

-Organizations should avoid using decorations such as latex balloons, glitter, and scotch tape, due to allergy and damage concerns. A list of approved decorations can be found in the link above.

Chalking Policy- Draft form. To be updated
Tabling Policy- Draft form. To be updated
Posting Policy- Draft form. To be updated
Facilities Use Policy- Draft form. To be updated

All other AU Policies that recognized student organizations must follow can be found at <https://www.american.edu/policies/>.

Campus Resources

All AU students have access to a variety of resources to ensure their success and well-being. Recognized student organizations are encouraged to take advantage of these resources to assist in any organizational matters.

Care Network: The Care Network should be used to share concerns about a particular student with the Office of the Dean of Students. Often, these concerns arise from observed disruptive behaviors, a change in demeanor or performance, or from a disturbing interaction with another student. Students can also submit hazing reports through the Care Network.

The Center for Well-Being Programs and Psychological Services (the Well-Being Center): The Well-Being Center has a range of resources for students and is also available to consult with faculty, should you have concerns about a student's well-being. Faculty and staff can also use AU ProtoCall services for a consultation on urgent student concerns, 24 hours a day, at this number: 202-885-7979. The Well-Being Center houses the university's Victim Support Advocate, who is available to meet with students who have been impacted by interpersonal violence or sexual assault and can be reached at 202-885-3276.

Help@American: Help@American is a self-service library of knowledge articles about technology and student services in the areas of financial aid, billing, registration, housing, One Card, and dining. This service is available to all students, parents, and other AU community members.

Office of Equity and Title IX: The Title IX office works to support American University's commitment to guarantee equitable treatment and a welcoming working and learning environment for all. The office is responsible for the implementation of the following two university policies: Discrimination and Non-Title IX Sexual Misconduct Policy and the Title IX and Sexual Misconduct Policy. For questions or concerns, you can contact the Office of Equity and Title IX by email at equityoffice@american.edu or by phone at 202-885-8080. Reports and complaints should be submitted on the website using the online reporting form. All AU employees are required to make a report to the Office of Equity and Title IX if they learn about an allegation of discrimination, harassment, or sexual misconduct.

Center for Diversity & Inclusion: The Center for Diversity and Inclusion (CDI) works to advance American University's commitment to respecting and valuing diversity by serving as a resource and liaison for students, staff, and faculty on issues of equity through education, outreach, and advocacy. To achieve this mission, the center is dedicated to enhancing LGBTQ, multicultural, first-generation, and women's experiences on campus. CDI offers educational training and workshops, advocacy, and community-building events and programs.

Veterans Services Support Network (VSSN): The Veterans Services Support Network provide AU's military connected student population (Veterans, current Service-members, and dependents) with the necessary resources and support to achieve their educational goals.

Kay Spiritual Life Center : is home to a rich array of faith communities and fosters a climate of interfaith understanding and cooperation. Chaplains from diverse faith traditions provide opportunities for prayer and worship and are available to students, faculty and staff for programming, counseling and guidance on issues of faith and ethics.

Center for Leadership & Community Engagement (CLCE): offers programs and resources to connect students to volunteer and service-learning opportunities in the Washington, D.C., community and beyond. Programs include

Welcome Week's Explore DC service experiences, DC Reads tutoring, the Community Service-Learning Program (CSLP), the Eagle Endowment for Public and Community Service, and the Alternative Breaks Program.

Club Operations

Retrieving Orders

When placing orders, there are three different methods for receiving your items:

1. Pick-Up: Students will retrieve the items themselves from local stores or restaurants. (Examples: Food orders from restaurants, Target, Giant, Michaels, Walmart, etc.)
2. Shipping: This refers to the delivery of packages from one location to another. Packages are delivered to the AU Mail room and then forwarded to our office. (Examples: Amazon, Walmart, Target, Michaels, etc.)
3. Delivery: This involves getting the package directly into the hands of the recipient. Delivery is conducted by either the store itself or a delivery service company. (Examples: Food orders from restaurants, Target, Walmart, etc.)

Please note: Deliveries can only be made to locations on campus and directly to students, not to the CSI office.

Flyer Printing

Flyers may not be posted without advance approval from the appropriate department or office. All RSOs must have flyers match the Engage event page and approved by CSI; all fraternities and sororities must have flyers approved by FSL.

Minimum Requirements for Flyer Printing:

- Title of the activity or service
- Name(s) of host organization(s)
- Date/time/confirmed location of activity
- Updated contact information

To post flyers in MGC, **a maximum of 4 copies** must be brought to the University Center for approval. Staff will post flyers on designated bulletin boards in MGC.

For academic buildings, the organization will have to hang the flyers itself. Flyers can only be posted on general announcement bulletin boards and not department-specific boards.

Organizations interested in posting flyers in the Residence Halls, please see visit

<https://www.american.edu/student-affairs/housing/advertisements.cfm>

Students are not allowed to leave flyers on tables or post them on walls, bus stops, or outside spaces due to property damage. You cannot post on trees, exteriors of buildings, on painted, wall-papered, or glass surfaces, on building/classroom doors, car windshields, or on bulletin boards administered by a university department without their permission.

Subscriptions

Annual subscriptions will only be considered for governance groups that support multiple organizations.

Websites

All recognized organizations have a page on Engage, AU's online platform for on-campus clubs and events. Organizations are welcome to create their own website using a free service, such as Wix, but Engage is the primary platform for event advertising and communication. You are also able to post the website link on your Engage page.

University-Provided Services

AU can provide services to student organizations based on the event they are hosting. These services include:

- **A/V-** If you are looking for additional features that are not built into your reserved event space, you can fill out an [A/V Service Request Form](#). This must be completed **at least 24 hours in advance of your event, or by 5PM on Thursday if it is a weekend event.**
- **2Fix-** If your event is outside (I.e., on the Quad, in the Amphitheater, or Hall of Science plaza), you will need to complete a 2Fix request for electricity and/or water to be provided at a cost. You should also request trash and recycling bins to be provided, which is at no cost to you. Requests need to be discussed during complex event meetings.
 - More details, including instructions for submitting a request, can be found in the [How to Work with 2Fix Guidelines](#). When completing the forms, please ensure to indicate to 2fix that you are a CSI organization and only require a quote for our approval. Once approved, CSI Finance will directly liaise with them to confirm the service and provide payment details.
- **AUPD presence-** If your event could be considered contentious or you are expecting a larger crowd in attendance, you can request additional support using the [Special Event Request Form](#). This needs to be submitted **at least 2 weeks prior to your event.**

CENTER FOR
STUDENT INVOLVEMENT
AMERICAN UNIVERSITY

Finance Manual

Important Policies & Procedures

Student Activity Fee

Recognized student organizations receive funding from the undergraduate or graduate Student Activity Fee (SAF), which all matriculating full-time and part-time students at American University pay through their tuition. The **undergraduate** fee is allocated through the Budget Advisory Committee process, which is made up of representatives from the governance cohorts. The **graduate** fee is allocated toward all recognized graduate-level groups under the Graduate Leadership Council and the Graduate Student Councils.

Student activity fee funds can be requested by recognized student organizations to host events or provide an activity accessible to **all** AU students. They cannot be requested when organizations are deriving any revenue from the funds, such as through winning money at competitions or by charging students or schools to attend or participate in the event. Student activity funds also cannot be used when only a few select students are benefiting from the funds. Travel, where a few members represent the organization, is acceptable on a case-by-case basis (i.e., a conference).

All purchases using Student Activity Fee money must abide by CSI finance procedures and the [University Mandatory Fee guidelines](#).

To use SAF money, all funded organizations must submit a Purchase Request (AUCC clubs require a Budget Request before submitting a Purchase Request) to the CSI Finance team on Engage.

Net30 Payment Policy

American University has a Net30 Policy, and CSI **does not pay any deposits or pre-pay for any space, service, or product**. Vendors must agree to the Net30 policy for us to use their services. It is the organization's responsibility to confirm with the vendor/venue that they will accept this policy. For example, bowling alleys require a deposit or prepayment, making it an ineligible activity.

Payments are processed in the order in which they are received by Accounts Receivable. Payments cannot be guaranteed on a certain day or time.

Forms of Payment

CSI pays vendors either by check (regardless of the amount) or by credit card if the amount is less than \$10,000.00. CSI does not use pay apps.

CSI processes payments by credit card either over the phone during business hours through a verified payment link or by submitting a credit card authorization form. Please note that evening, weekend, or in-person payments are not available options.

Travel Policy

The following rules and regulations govern planning for official, college-sanctioned travel of recognized student organizations at American University.

Note: The following does not cover participation in Faith-based Service trips or Service Trips as defined by the Center for Leadership and Community Engagement. Service trips are defined as multiple-day trips to perform

community service activities and/or engage with a Community-Based organization, nonprofit, or school centered on learning about a social issue.

To fulfill a travel request, you must meet the minimum steps:

1. The travel must be directly related to the organization's mission and all members must be eligible to participate, even if not selected.
2. Submit an event request on Engage within the complex timeline (at least five weeks before the travel date). *You must have your CSI Advisor's initial approval for travel dates.*
3. Submit a budget request to AUCC/GSC and/or a purchase request to the CSI Finance Department through Engage (Student Media Board, Student Government, SAC, Graduate Leadership Council, etc.).
4. Have each participating club member fill out the [Student Travel Waiver](#) and submit emergency contact information **at least 24 hours before the travel date**. A copy of the waiver is also available on CSI's Engage page under "Documents."

Authorized travel expenses:

- Hotel lodging: the name of each student staying in the hotel must be provided to CSI when making the budget request/purchase request.
- Bus/train fare/rental car: *for car rentals, the driver must be 21 years or older, and all tolls must be incorporated in the rental car fee.*
- Conference/convention registration costs.
- Prepaid shuttles (one drop or pick up for entire group. Not for individual travel)

Most approved travel expenses can be paid using the CSI credit card. RSOs can request up to \$5,000 per year for student organization travel requests. The final amount allocated will be based on availability and need.

Non-authorized travel expenses:

- Airfare/flights
- Airbnb/Home Rentals: *rentals have terms and conditions, and the reservation needs to be paid for and listed under the occupant's name, which goes against AU policy.*
- Traveling reimbursements
- Travel in a personal vehicle for university-related functions
- Incidentals i.e., food, gas

Reimbursement

Reimbursement for club programming is rarely granted with limited exceptions. CSI does not reimburse without prior approval by the CSI Director and after all appropriate forms have been submitted. Reimbursement must be in line with funding and programming timelines.

On-Campus Movie Policy

Student organizations will need to obtain screening rights for any film they wish to show at an event, even if it is in the library's collection. The only exception is for films that the library has already purchased public performance rights for. If that is the case, it will be listed on the catalog record.

For more information, please review this [Guide to Showing Movies on Campus](#). Students can request screening rights at the website below and submit a budget/purchase request to their governing board:

- Swank: www.swank.com
 - Contact person- Caleb Wotring, cwotring@swankmp.com or 1800-876-5577

The event must be free of charge to AU students, not used as a fundraiser or revenue-generating of any kind, open only to AU students, and have an educational purpose.

The Federal Copyright Act makes it unlawful to show a film in public without explicit permission from the film's copyright owner. Renting or purchasing films from a streaming source or elsewhere gives the consumer the right to view the film, but not in public. In this context, the Copyright Act defines "public" as: "any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered."

Vendors & Venues

The following is a list of important points to remember when choosing a vendor:

- We can only work with vendors and businesses that accept checks or credit cards and follow the Net30 policy. No Cash Apps or Venmo.
- Terms and Conditions on an invoice are considered a contract, so it must follow the CSI Contracts Process which requires PCD approval. CSI does not have control over PCD timelines for contract review. Grocery store delivery services are allowed. *Note: Giant is pick-up only. Delivery is not available.*
- Student organizations cannot purchase from personal app accounts. This includes Uber Eats, GrubHub, Door Dash, etc.
- CSI has accounts with GrubHub and EZCATER for catering deliveries.
- It is extremely important if you know that your vendor is a first-time vendor that you first check with AUCC and CSI Finance to confirm we can work with them.

AU venues must be prioritized before moving to off-campus venues. These spaces can be booked using the online scheduling platform, EMS, or by emailing the specific location's scheduling department. All events, whether off-campus or on-campus, must follow university guidelines.

Note: Washington College of Law, Katzen, and Kogod all require email communication to reserve their spaces. You can find their contact information in the CSI Event Planning Timelines.

Catering

CSI does not create catering reservations. RSOs should submit the request and get a quote before submitting a Purchase Request and provide a quote, specifying the organization and issued to American University. If possible, include a payment link in the purchase request.

Contracts

All contracts are considered complex, regardless of whether a payment is required, and must follow the complex event timeline. **All contracts using Student Activity Fee money must be managed by CSI Finance. Students and student org advisors cannot initiate, sign or edit a contract on behalf of the organization or AU.**

Student organizations must submit a Purchase Request to CSI with the contact information of the vendor/talent/agent/guest ***no later than 4 weeks prior to the event.*** The Finance team will then contact the organization regarding the contract procedure.

Recognized organizations under AUCC, must submit a budget request first with a quote from the vendor that shows the price of the service at least **5 weeks** prior to the event. Once approved by AUCC, organizations must then submit the purchase request to CSI Finance through Engage.

Recognized student organizations are not official entities of the University. **Contracts should always be between a service provider and American University, never between the service provider and a specific individual.**

University Contracts

The following is a list of contracts that are commonly used for recognized student organization events.

Professional Services Agreement (PSA)- preferred university contract to use for events and services. This can be reviewed, approved, and signed by the CSI Director. CSI Finance must send any changes to the PSA to the Procurement and Contracts Department (PCD) for review. Speakers and vendors usually have one simple service or product that will be rendered at one time/date. In addition to this signed agreement, a purchase request must be submitted with an invoice for payment.

Paid Speaker Agreement- a university contract generated by CSI for a speaker that is requesting payment for their appearance.

Speaker Agreement with Agent- the speaker's agent serves as the primary form of contact and provides an agreement drafted by the agency/company to American University. *This must be handled by the CSI advisor and Finance team, not the organization.* The organization can provide CSI with the agent's contact information and CSI will contact the agent on behalf of the organization.

[Guest Speaker Consent Form \(Zero-Dollar Speaker Agreement\)](#)- this can be reviewed and approved by the CSI Advisor for the organization. The agreement states that speakers will follow and respect AU speaker guidelines. Since this does not require payment, organizations can locate a copy of this form under the "Documents" section of CSI's Engage page. From there, the organizations must submit a signed form **at least one week prior to the event**, as long as no edits have been made.

Concert Performance Agreement – outlines the contractual terms between American University and artists/promoters/agents/talent for organizing and hosting musical events on campus including but not limited to bands, DJs, singing groups and individuals, ensuring clarity and compliance with financial arrangements, responsibilities, and event logistics. It serves as a reference document for all parties involved in planning and executing successful concerts within the university premises.

External Contracts

External contracts typically include additional terms and conditions that the University needs to negotiate, which take longer to be approved, depending on edits (an extra 3 to 4 weeks).

ALL external contacts will be sent to PCD by the CSI finance team. These include, but are not limited to:

- Campus venues contracts (space rental)
- Speaker engagements
- Bands and other musicians
- Bus rentals anonymous

Contracts are only considered complete once both parties have signed, and the vendor has submitted their financial documents to AU. Payment will be issued no earlier than the day after the event and no later than 30 days (about 4 and a half weeks) after the event.

Food Vendors

The following is a list of important points to remember when requesting food for your organization:

- Student Activity Fees cannot be used for general body meeting food.
- Food for events must follow the event/programming process and timelines.
- Catering is considered a complex event and must follow the 4-week timeline.
- Order amounts must align with your roster.

Popular food vendors that would be considered a simple purchase include:

- Panera
- Dominos
- Giant
- Amazon
- Target
- Chipotle

If ordering for delivery, the tip **must be included** in the budget request and purchase request amount. **Tips cannot exceed 20% and must be included in the purchase request amount.** Adding an additional tip amount after approval will be considered a finance violation and could impact future funding approvals. *Students are not authorized to add a tip or any additional charge to the credit card the day of the delivery.*

Student Fee Accounts

Revenue accounts

These accounts hold funds that an RSO receives through donations or fundraisers and is managed by CSI Finance. Use of the account must follow CSI and American University guidelines and policies.

Reserve accounts

These accounts are tied to CSI governance groups and carry over year to year. Each governance group is required to have a process approved by CSI to access the funds. Reserve accounts are meant to support one time/special initiatives or supplement budgets in a deficit.

All club funding accounts must be tied to the student club and American University. Organizations **cannot** have an account outside of AU.

The Bridge Fundraising

RSOs may organize fundraising at The Bridge to donate to a charity through Drink of the Month fundraisers. The Bridge requires that all RSOs hosting a Drink of the Month fundraiser donate the proceeds to a nonprofit organization either on or off AU's campus. The Bridge will provide the RSO an invoice for the funds collected. Once received, a Funding Request must be submitted in Engage to deposit the funds into the account. If the funds are to be used for a donation to a charity, a Purchase request must be submitted as well to disperse the funds. No funds will be transferred directly from The Bridge to either students or to the charity.

Merchandise & Promotional Materials

Membership Merchandise

Recognized student organizations should practice being good stewards of the Student Activity Fee when purchasing merchandise. Student organizations can purchase merchandise **once per academic calendar year**. This includes T-shirts, hoodies, hats, socks, and other wearable items. **Caps will be set each year for a maximum amount per item.**

Merchandise is for general marketing purposes and not for annual, one-time, or semi-annual events or programs. Special events can be sent to a CSI advisor for consideration. The CSI Director will have the final approval.

Costumes

Any costume(s) purchased for performances or events must be reusable and stored on campus. All costumes purchased using Student Activity Fee funds must not be construed as personal in nature and/or for one-time use. Once used, organizations must have the items professionally dry-cleaned, packed up appropriately, and returned to the recognized student organization storage closet.

Promotional Items

RSOs can purchase **up to \$200 worth** of items for general giveaways **once per semester**. These items include keychains, pop sockets, pins/buttons, totes, and laptop stickers.

All items purchased for general use, such as event decorations and crafting supplies, will be considered shared items and can be used by all student organizations. They will remain in the storage closet to be checked out by all recognized organizations.

Note: This does not include religious or cultural items or decorations that are used for religious purposes or cultural programs.

Final purchases must be approved by the CSI Advisor in conversation with the CSI Finance team and CSI Director.

Magazine Printing

Only student media organizations are approved to print magazines for campus-wide distribution.

Financial Co-Sponsorships of Events

Co-sponsorships are commitments with other student organizations to partially handle the cost, management, and/or marketing of the event. RSOs can serve as financial co-sponsors for events or programs with other RSOs, departments, or schools, when there is clear evidence the RSO is an active participant in the planning, marketing, and execution of the event. RSOs cannot financially cosponsor events with unrecognized student organizations, or fund college or departmental events.

Student Activity Fee funds **cannot** fund university department events. If an organization is co-sponsoring an event with a department, the organization must provide an email between the department and group clearly to CSI outlining the organization's role in the event. No organization should be confirming financial co-sponsorship of a departmental event prior to a complex event purchase request approval.

Things SAF Cannot Be Used For

The following are examples where the Student Activity Fee cannot be used, but note that the list is not exhaustive, and there may be other usages to which this policy applies.

Donations & Fundraisers (with Limited Exceptions)

Student Activity Fees may NOT be used for donations. A recognized student organization may only sponsor a fundraising program to support a non-University organization if the following conditions are met:

- Student activity fee funds were not used to buy supplies or items that would be donated to an external organization.
- The net profits are donated. The organization **cannot** make a profit from it.

If these parameters are followed, the organization can donate the funds in the following two ways:

1. Donating Collected Funds via Student Organization

The organization collects fundraising money and then works with the charity of their choice on the delivery of funds via ACH (Direct Deposit) or paper check

2. Donating Collected Funds via the Center for Student Involvement

The organization collects fundraising money and then transfers the funds to American University via ACH or check. CSI claims the deposit and logs it into Engage. The organization submits a Funding Request, following the instructions under the "Funding Request" section of the manual. CSI Finance will process a check request and issue payment to the selected charity. Student organizations must notify the CSI Finance Team of incoming transfers via email. Deposits will be made available in Engage once we have confirmed receipt of the funds.

Note: AU cannot donate funds to an organization on behalf of a guest speaker.

Charging for Events

Student Activity Fee funds **cannot** be used for events where students will be charged. This includes charging for entry, food, or a required donation.

Dues

Clubs **cannot** charge membership dues to students if they receive Student Activity Fee money. Your constitution must state that you are not charging dues; if you are, the constitution must explain what the dues are for and how the money is used.

Organizations that are part of a national organization that require a chapter membership fee that applies to all members, are eligible to request funds. It must clearly state in the constitution any dues collected go directly to the national organization. These organizations must meet the eligibility rules for funding.

Alcohol

SAF **CANNOT** be used to purchase alcohol for any event, whether it is held on or off-campus. If graduate-level groups are interested in hosting an event at a venue that sells alcohol, they must follow the appropriate procedures listed under the [Alcohol Service at University Events policy](#).

Flammable items

Flammable items are prohibited purchases. Examples of this include but are not limited to matches, lighters, coal, and fuel.

Weapons

Weapons are prohibited purchases. Examples of this include but are not limited to, firearms, explosives, blades, and knives.

Gift Cards

Gift cards are prohibited purchases.

Individually Purchased Tickets Individually purchased event tickets will not be approved. Group tickets can be purchased on a case by case basis. Examples of such events include entrance to museums and shows. Please note that this policy does not apply to conference registrations or train tickets.

Student Vendor Payments

Students can only be paid as vendors when they provide a service for an event or program open to the campus community being hosted by an RSO beyond their involvement or position within an organization.

Special Requests For Funding

Large requests for major events, such as galas, end-of-year banquets, and special guest speakers, will be granted funding based on the resources being requested, attendance from any previous similar events, and past group allocations. You must have a conversation with your CSI Advisor prior to submitting the request, and your request must then be approved by your governance group.

Official quotes must be provided for all services, and this is no different for larger requests such as venues outside of AU, catered food, and entertainment. **Due to the amount of planning and contracts involved in larger requests, CSI recommends that organizations submit budget/purchase requests at least 6 weeks in advance.**

Organization Accounting on Engage

The Center for Student Involvement uses the Engage financial platform to assign accounts to student organizations. From these accounts, the organization can submit Budget, Purchase, and Funding requests to document transactions in detail. The transactions show how much of their request was approved, when the money was moved between accounts, and more.

Budget Request

Organizations under AUCC & GLC use this tab to request funding for a specific event. This is reviewed for approval or denial by the AUCC Club Consultants or GLC Director of Finance, depending on the governance board the organization is under. RSOs submit one budget request per event. It should include all requested purchases for the event.

It is the individual organization's responsibility to review their governance board and CSI policies and timelines to ensure they are requesting and receiving funding in time for their event. Organizations under the American University Club Council can follow the [AUCC Budget Request Quick Guide](#) and organizations under the Graduate Leadership Council can follow the [GLC Budget Request Quick Guide.Pdf](#)

Budget Request approval is not the end of the process, a purchase request must be submitted.

C

Purchase Request

RSOs under AUCC or GLC / GSCs, must receive approval for their budget request before submitting a purchase request*. Purchase requests are used to access the approved allocated funds that are in the organization's account. Only items approved during the budget request process can be submitted on a purchase request.

Note: The group cannot request more in their purchase request than what they were originally allocated for in their approved budget request. Organizations not under AUCC or GLC work with their CSI Advisor to submit a purchase request to the CSI Finance Department as the first finance step.

*GLC / GSC will submit the Purchase Request from their account on behalf of their organizations.

Purchase requests out of timeline or without preapproval will be denied by the CSI finance team.

Once approved, no additional purchases will be made for the event without a new purchase request. The new request must be in timeline and have also been approved by the appropriate governance group.

[Follow the instructions on how to submit a Purchase Request](#) to ensure your request isn't denied and your event isn't delayed.

Funding Request

This form is used for organizations that need to pay dues, or to request funds to be delivered to the organization's revenue account generated from a fundraiser.

If the organization organizes a fundraiser without using funding from the Student Activity Fee, it may use the proceeds as revenue. Here are the steps to do so:

1. Submit a Funding Request on Engage.
2. ACH Deposit or drop off checks or money orders to our office. The checks should be issued to American University. No cash is accepted.
3. Once ACH has been confirmed or the check has been cleared, funds will be deposited into the organization's Revenue account.
4. If the proceeds are being donated, a Purchase Request should be submitted after the deposit has been cleared.

Technology for Student Organizations

Engage

Engage is the Center for Student Involvement's club management system. It allows members of the AU community to find student organizations and discover events happening on campus. Every recognized club has a unique Engage page to manage their organization and submit campus wide events. Think of it like Facebook and Google Drive all in one! Simply sign into Engage using your AU Portal username and password and manage your organization or explore what other clubs are up to.

Engage has several tools to help you maximize your club operations. Check them out below to learn about them all. CSI also has an [Engage Student Leader Resource Guide](#) for reference.

Roster

The Roster tool includes your ability to manage positions for the organization, send organization messages, invite members, remove members, and approve pending memberships. You can even create a 'Follower' position for non-members interested in learning more about your organization. **Organization rosters must include the organization president and advisor contact information.**

Note: When inviting members to join on Engage, be sure to use their AU email addresses, **specifically @student.american.edu.**

About

In the About tool, organizations can update basic details, such as the profile photo, description, summary for the organization directory, contact information, and social media links.

Events

The Events tool allows organizations to create and manage their events. Submit an event request, or manage an individual event, including inviting attendees, tracking participation, or changing an event's details. Events funded with Student Activity Fee money must be added to the Engage calendar and attendance must be taken through Engage for the event.

News

The News tool helps organizations share updates and information to the broader community. You can use this tool for blog posts or press releases for your club. It will appear on the homepage of Engage under "Latest News" for the campus to see!

Gallery

The Photo Gallery tool helps organizations create a more visually appealing organization homepage. Photos are a great way to show off the exciting things your organization has done! Your gallery photos will be showcased at the top of your organization's public-facing page.

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. As you

update your documents, please be sure to remove any previously uploaded files to reflect the most current governing documents. All governing documents are required to be uploaded to the organization's Engage page, as a part of the Annual Renewal and New Club Registration process.

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!

Elections

The Elections tool allows you to create elections for your organization, either for the entire community to vote on, or exclusive to organization members.

Finance

Use the Finance tool to manage your organizations's finance accounts. Here you will be able to submit financial requests (budget and purchase) for your organization. Also, see real-time updates for your financial ledger.

Zoom

The AU has a Zoom license available to you as leaders of student organizations. Use your AU credentials to log in here: <https://american.zoom.us>.

A few things to keep in mind to ensure you and your members have a safe, positive experience:

- You can host up to 300 participants in your meeting or event.
- If you schedule an event and are hoping for selective participation, configure some of the privacy settings in Zoom, such as:
 - Authenticate users: AU community members will sign into Zoom with their AU username and password
 - Requiring Zoom registration: attendees will register on a separate page to attend the Zoom event/meeting
 - Enable Waiting Room: attendees will automatically enter the waiting room until the Zoom host allows attendees to join the event/meeting.
- Both phone and computer are an option, however you can choose one over the other when setting up your meeting.
- If you are hosting an event, you may want to enable the option to mute participants on entry when setting up your meeting.

For more information, check out these [Zoom Video Tutorials](#).

American University Technology

For other technology questions and concerns, visit the [Office of Information Technology website](#).

Have a Question?

For more information about the Center for Student Involvement, visit [our website](#) or check out our [FAQ \(Frequently Asked Questions\)](#).

Engage Page: www.american.campuslabs.com/engage/organization/getinvolved

Staff Members

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Oversees: The Center for Student Involvement, CSI Policies

Matt Galeskwi, galeskwim@american.edu, Sr. Associate Director Training & Development

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Oversees: Finances

Definitions

Host Organization

- The primary recognized student organization (RSO) responsible for planning, organizing, and executing an event or activity.

Co-Sponsorship

- A partnership between two or more recognized student organizations, department or school where each party shares responsibility for planning, funding, and/or executing an event or activity.

Sponsored Organization

- Student Led Governance Organizations- contribute to the University's general goals and benefit or serve many students; a CSI staff advisor is required.