

Auburn University Student Organization Neighborhood Association

Constitution and By-Laws

I. PURPOSE

Auburn University's Board of Trustees authorizes the leasing of university property to student organizations in an effort to provide additional housing to Auburn University students. Provision of safe housing to university students is the guiding principal behind the ground leases. Auburn University's Student Organization Housing Policy (the "Policy") outlines the processes for leasing, designing, constructing and maintaining on-campus housing by recognized student organizations at Auburn University. The governing document outlining the relationship between the university and an individual student organization (the 'Parties') is a land-lease agreement (the "Agreement"). The parties may be bound by this policy and an agreement.

The purpose of the Student Organization Neighborhood Association (*the association*) is to represent student organizations with houses on university property. The Auburn University land-lease agreement requires that student organizations maintain houses and properties to a standard similar to those of other campus facilities, and by doing so, members of *the association* will maintain an aesthetically pleasing student organization housing community and encourage good relations between organizations.

The association recognizes that the general appearance of the student organization housing community is a reflection of the campus as a whole. It is for this reason that a well-maintained student organization housing community is not only important but a necessity.

II. EFFECTIVE DATE

September 1, 2017

III. POLICY MANAGEMENT

Responsible Office: Office of Greek Life

Responsible Executive: Vice President for Student Affairs

Responsible Officer: Director of Greek Life or designee

Committee Oversight: Student Organization Housing Committee; Interfraternity Council

IV. MEMBERSHIP

A. Organizations represented by *the association* will include:

1. All student organizations with an on-campus facility (i.e. those with a land-lease agreement with Auburn University)
 2. Those student organizations with an off-campus facility that are willing to actively participate in, be governed by, receive any benefits associated with membership, and uphold the ideals of *the association*
- B. *The association* will consist of one representative (preferably the organization's house/property manager) from each organization represented.
- C. *The association* will be led by a chair and a vice chair that will be appointed by the Interfraternity Council (IFC) President. These chairs must then be approved by a simple majority vote of the members of *the association*.
1. The chair's responsibilities will be to set and preside over the regular meetings of *the association*, to direct the activities and delegate responsibilities to ensure the oversight and execution of these bylaws, the Student Organization Housing Policy and the terms of each member organization's land-lease agreement, as appropriate. The chair will also oversee the incentive award program.
 2. The vice chair's responsibilities will be to set and preside over all meetings of *the association* in the chair's absence, to maintain regular written communication of the proceedings of each *association* meeting, and to represent the interests of *the association* in the chair's absence or at their delegation. The vice chair will also develop and oversee the house check schedule, reports, notifications, violations and sanctions.
- D. Members of *the association* will serve terms of one-year. These terms will be based on calendar years, beginning at the start of classes in January and ending at the completion of classes in December.

V. MEETINGS

- A. *The association* chair and vice chair will host regular meetings of all *association* members at least once a month during the regular academic year (August-April). Special meetings may be called as needed.
- B. These meetings will serve to foster appropriate communication and to promote collaboration of *association* members on programming. This programming can include but is not limited to fire and life safety and risk management procedure development, presentations of house manager "best practices," development of landscaping service partnerships, and open forums.
- C. Although regular meetings are not required over the summer months (May-July), active participation in upholding aesthetic standards (Student Organization Housing Policy; Section IX, Item D) is a requirement of all student organizations represented in *the association*.

VI. ACCOUNTABILITY

- A. *The association* will obtain signatures from each organization’s representative, president, advisor, and house corporation president, indicating that they understand and accept all policies pertaining to the maintenance and upkeep of their organization’s property and facility. These policies include but are not limited to this document, the Student Organization Housing Policy, and the City of Auburn/Auburn University Public Safety Agreement and the specific organization’s land-lease agreement.
- B. Organizations are responsible for waste originating from their event or property, as well as damage originating from its members or guests of its events done to another property. Should waste from one organization affect a neighboring property or affect the street, the organization is responsible for repairing the property to its previous condition. Further, should any property be damaged by the members or guest of another organization, that organization shall be responsible for any and all repairs and the costs associated with said repairs.
- C. Lawncare: The last full week of classes each semester, each organization must submit a lawncare plan or contract to the *Association* detailing their action plan for lawn maintenance the following semester.

VII. ENFORCEMENT, SANCTIONS, APPEALS

A. Enforcement

- 1. *The association* will enforce aesthetic (Student Organization Housing Policy; Section IX, Item D) and parking (Student Organization Housing Policy; Section IX, Item F) standards noted in the Student Organization Housing Policy as follows: Monday through Friday: Every property must have a clean appearance by 8:00am every morning. Saturday and Sunday: Every property must have a clean appearance by 10:30 am every morning.
- 2. The *Association* will appoint members to check the aesthetic standards (Student Organization Housing Policy; Section IX, Item D) of the student organization neighborhood daily.
- 3. Notifications sent to organizations found in violation of policy will be sent to *the association* representative for that organization as well as the president, and advisor/house corporation president. This is to ensure proper communication is achieved.

B. Sanctions

1. Level 1

First Notification: If an organization is found to be in violation of policy as it pertains to property aesthetics, a written notification will be issued.

- a. The issue must be resolved, or action must be taken to resolve it, within 4 hours of receiving this first notification.
- b. If it is not resolved or action has not been taken within 4 hours of initial notification, a fine of \$5.00 per organization member will be assessed.
- c. If the issue in question is an issue of cleanliness, it must be wholly resolved within 24 hours or the organization shall be referred to the appropriate conduct authority (i.e. IFC Court), in addition to the fine listed in item 2.

Second Notification: If the issue is not resolved the Office of Greek Life reserves the right to request Facilities Management staff to clean up the property and the organization will be responsible for the cost, in addition to the fine from the first notification and any adjudication that may arise from noncompliance.

Third Notification: If an organization has not resolved the issue after the first or second notification, the organization president and advisor must meet with the IFC Advisor or designee and either a co-chair of *the association*, or IFC president to compose an action plan that states how to resolve the issue at hand as well as how to avoid future issues of policy violation. Any fines assessed for this occurrence remain in place and must be paid.

2. Level 2

This applies to organizations receiving three (3) occurrences in one semester that they have violated policy (i.e. the organization violates policy three (3) different times).

The organization will go before the disciplinary body that governs that organization (i.e. IFC Judicial Court) to have their case heard. Sanctions given here are at the discretion of the disciplinary body and may include: loss of social privileges, athletic event seating privileges and/or guest privileges at the premises

3. Level 3

Cases may be referred to the Student Organization Housing Committee if an organization continues to be non-compliant despite the aforementioned interventions. The *Committee* may issue appropriate sanctions including but not limited to any of the sanctions noted above or may require that the organization vacate the premises until the *issue is resolved*.

C. Appeals

1. Appeals to decisions resulting in the levying of sanctions must be submitted in writing to the co-chair of *the association* within two (2) school days of receiving said sanction.
2. Appeals must be based on one of the following bases:
 - a. Improper procedure was followed by *the association*

- b. Sanctions levied upon an organization were more severe or punitive than they should have been. (As outlined in Section VI of *the association's* constitution and by-laws.)
3. Whether or not an appeal is based on one of these above criteria is determined by a simple majority vote of the quorum present at *the association's* monthly meeting. A simple majority constitutes a quorum.
4. In the case that the appeal is determined to be based on one of the outlined criteria, the organization president will be allowed to present his or her appeal to the membership of *the association*. After deliberation, a 2/3 vote of the quorum present is required to approve the appeal.
5. In the case that an appeal is approved, the organization president will present alternative sanctions to *the association* for their consideration. The organization president will then leave the room, the members will deliberate and propose a list of alternative sanctions, and cast a vote to approve the alternative sanctions.
6. After deliberation, a simple majority of the quorum present is required to approve the alternative sanctions.
7. Appeals to sanctions levied by the IFC Judicial Court will follow the procedure for appeals as outlined in the IFC Judicial Constitution.

VIII. INCENTIVE AWARDS

Organizations participating in the *association* will be eligible for funding from the SONA and IFC to support aesthetic, parking or other upgrades to their respective houses. Applications for financial awards will be submitted annually by a date determined by the *association*. In reviewing award applications, the *association* will review overall cleanliness and upkeep, plan for continued improvement, and number of violations incurred. Awards will be allocated on an annual basis.