

STUDENT GROUP MANUAL

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BECOMING A STUDENT GROUP

STUDENT GROUP RECOGNITION AND REGISTRATION POLICY

Student Group Recognition is a process for students to create new groups or re-create pre-existing groups. When officially recognized by Campus Activities and Programs (CAP), groups receive benefits, opportunities, and responsibilities to UNC Greensboro. Recognition benefits include use of the University name, use of university facilities, Elliott University Center (EUC) office space, storage cabinets, and mailboxes first come, first served basis, professional consultation through the CAP office, sponsoring activities on campus, and opportunities for funding.

To maintain recognition, student groups must register each year with the CAP office. Annual Registration includes satisfactory completion of the requirements as directed by CAP staff. An additional review may also be conducted to address questions of liability, financial support, student interest, equipment needs, facility requirements, prior history, and related questions. Student groups, which are or have been under any type of sanctions, will be reviewed considering such history. In some instances, groups advised by administrative units (such as the Recreation and Wellness, CAP, or Greek-lettered social groups) may have additional requirements from their respective administrative unit or governing council prior to completion of University Recognition and Registration.

The University, through CAP, will recognize groups after successfully registering. Registration for club sports includes approval by Recreation and Wellness and for fraternities and sororities includes acceptance by the appropriate Greek governing council.

CAP requires that each recognized student group complete registration requirements via form submissions on Spartan Connect, an online student group management system. Spartan Connect can be found at spartanconnect.uncg.edu.

To be recognized, groups must fill out the form on Spartan Connect and have the following:

- at least 5 members (undergraduate or graduate-level students)
- a student head officer/president, and treasurer
- a university faculty or staff advisor (must be a full-time employee)
- a constitution that includes CAP's non-discrimination clause, clear mission statement, outline of responsibilities, and member removal process
- a New Student Group Orientation held by CAP staff

The student group must not present a clear and present danger to the University or individual students; must not violate existing policies, statutes, or laws; and must be reflective of the mission and goals of the University. Recognition is contingent upon compliance with this section of the policy. Failure to comply or allegations of failure to comply may result in the student group being suspended pending investigation and resolution.

ADVISOR INFORMATION AND RESPONSIBILITIES

Each recognized student group must have an advisor who is a full-time faculty or staff member at UNCG. Graduate Assistants, Community Advisors and Head Residents may not serve as advisors. The advisor is responsible for the following:

- Providing information about university and community resources, policies, and procedure
- Assisting in training new officers and assuring smooth officer transition
- Reviewing group's budget to ensure financial solvency
- Must not advise more than three student groups

It is suggested that the group's head officer and other leadership meet with the advisor on a regular basis. These meetings should be determined during the selection process of the advisor. Also, a relationship statement should be created between the advisor and student leadership to assure that a positive relationship is created and maintained. To aid in the discussion about the advisor role, the CAP office recommends a tool like the Advisor Role Worksheet.

SPECIAL RECOGNITION REQUIREMENTS

The following groups of organizations require special or additional student group recognition requirements.

HONORARY GROUPS THAT DO NOT HOLD PROGRAMS

- Student groups that are identified as an Honorary group, Honor Society, etc. are exempt from some registration requirements if they do not hold any programs, events, fundraisers, or the like throughout the year.
- Non-programming honorary groups must only submit the annual registration form via Spartan Connect and maintain accurate roster via Spartan Connect.
- The annual registration form (which includes in putting an updated roster) must be completed EVERY YEAR to be recognized by CAP.
- If the student group holds ANY type of event (induction, speaker, ceremony, fundraiser, etc) at any point in the year, they will be required to complete all annual registration requirements.

FRATERNITIES AND SORORITIES

- Prior to beginning the new member process, fraternities and sororities must submit to the Associate Director of Fraternity & Sorority Life the names of all aspirants/new members as well as membership intake/initiation schedule.
- Attendance of ALL required events as determined by the Associate Director of Fraternity and Sorority Life including the Fraternal Leadership Institute
- Be in good standing with the University, the respective governance council and national organization.
- Participate and complete the Chapters of Excellence Program.
- Identify both an Alumnus/Alumna and University Advisor and submit their contact information.

RECREATION AND WELLNESS CLUB SPORTS

- Affiliate with Recreation and Wellness through the Club Sports Council as well as meet their criteria for membership.
- Adhere to the Recreation and Wellness Club Sports Manual policies and procedures.
- Submit all paperwork required by Recreation and Wellness and Club Sports Council.
- Work in conjunction with the Assistant Director for Competitive Sports for reservations, practice coordination and travel procedures.
- Submit a budget proposal, purchasing requests, and reports as advised by the Assistant Director for Competitive Sports.
- Be represented at monthly Club Sports Council meetings and officer leadership development programs.
- Club Sport student groups must have all paperwork signed by the Assistant Director for Competitive Sports.

APPLYING TO BECOME A STUDENT GROUP

Students wishing to establish first-time recognition with a student group OR wishing to reactivate a student group that has lost recognition must complete the following procedures before they can begin to function as a student group.

1. Find five (5) UNCG students interested in your student group, each with a 2.5 cumulative GPA or higher.
2. Find a full time UNCG faculty or staff member to serve as your advisor.
3. Write a constitution using the “How to Write a Student Group Constitution” information on page 15 of this manual.
4. Login to Spartan Connect using your UNCG credentials. Fill in all the information about the student group you would like to start in the online form on Spartan Connect.
5. Submit your request through the online submission process to the CAP office for approval. The approval process may take up to 4 weeks, though we endeavor to complete approval as soon as possible.
6. Meet with the designated CAP representative after your paperwork has been approved.
7. All sports groups must be affiliated with the Club Sports Council and meet with the Assistant Director for Intramurals and Club Sports in Recreation and Wellness.
8. All social Greek-letter groups must meet the criteria for establishing those groups.

POLICIES RELATED TO RECOGNITION EQUAL OPPORTUNITY STATEMENT REGARDING STUDENT GROUPS

The University’s commitment to equal opportunity for each member of its student body is unshakeable. Over twenty years ago, the United States Supreme Court declared that racial discrimination in education violates deeply and widely accepted views of elementary justice, noting that discriminatory treatment exerts a pervasive influence on the entire educational process. Mindful of this principle and of our responsibility as a public institution of higher education serving all the people, The University of North Carolina at Greensboro does not discriminate in offering access to its educational programs and activities on the basis of age, race, color, creed, national origin, disability, religion, military veteran status, political affiliation or sexual orientation. Accordingly, it is the policy of The University of North Carolina at Greensboro that: To be eligible for official recognition from the University – and the benefits that accompany official recognition -- a student co-curricular group must abide by the following:

1. All student groups must have the following non-discrimination clause in their constitutions verbatim. If the statement is missing from the submitted constitution, the group will not be granted approval status. If you use a national constitution that cannot be edited, please contact the CAP office at capso@uncg.edu or 336-334-5800
 - a. "[GROUP NAME] will not tolerate any discrimination against or harassment of persons on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, political affiliation, genetic information, veteran status, disabling condition, or age."
2. Membership and participation in the student group must be open to all UNC Greensboro students. Membership and participation in the student group must also be open without regard to gender, unless exempt under Title IX.
3. Student groups that select their members on the basis of commitment to a set of beliefs (e.g. religious or political beliefs) may limit membership and participation in the student group to students who, upon individual inquiry, affirm that they support the group's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her age, race, color, national origin, disability, religious status or historic religious affiliation, military veteran status, sexual orientation, or, unless exempt under Title IX, gender.
4. All fee sponsored programming shall be open to the entire university community. All students must further comply with all University policies and laws. Members of student groups, head officers and advisors are expected to abide by the following statement:

STUDENT GROUP STATEMENT ON HUMAN DIGNITY

I affirm that I will contact UNCG Campus Police, a staff member of the Campus Activities and Programs office or my student group advisor if I become aware of anyone violating or abusing my rights as an individual or violating the UNCG Anti-Hazing Policy or North Carolina General Statutes on hazing.

I will also endeavor to ensure that the members of my student group abide by and uphold the University of North Carolina at Greensboro's Anti-Hazing Policy and Equal Opportunity Statement regarding Student Groups.

BEING A STUDENT GROUP

ANNUAL STUDENT GROUP REGISTRATION PROCESS

Every recognized student group must complete the annual registration process each year to maintain their recognized student group status for the following academic year. Specific dates and registration details will be announced via the weekly Student Group Shoutout email, typically in mid to late March. Student Group Registration Meetings will be held in March to review the process in detail. While these meetings are not required, we strongly encourage groups to attend.

REQUIRED INFORMATION FOR REGISTRATION

As part of the Registration process, Student Groups are required to submit the following information via the Spartan Connect "organization transition" process:

- Head Officer, Treasurer, and Advisor contact information.

- Names of each leadership/executive position and the member holding the position
- Active membership roster
- Agree to the Anti-Hazing Policy and Statement on Human Dignity
- Updated version of group constitution that includes group name, mission statement, CAP's non-discrimination clause, position outline, and member removal process

STUDENT GROUPS OF EXCELLENCE

Once student groups are registered and recognized, they can go on to be awarded a Group of Excellence. The Group of Excellence award is handed out at the Spartans of Excellence Student Awards Banquet at the end of the school year and applications for the Student Group of Excellence award will be available in the spring semester. To become a Group of Excellence, student groups must achieve the 4 pillars of excellence:

Leadership: Student group officers must attend a university-sanctioned leadership development during the academic year

Service: student groups must engage at least 1 community service project

Scholarship: student group members must maintain an average GPA of at least 3.0

Community: collaborating with 1 or more student groups on an event or service project

SERVICES AND EXPECTATIONS FOR STUDENT GROUPS

The CAP office has administrative responsibility for providing opportunities for and supporting student group success and development. To accomplish this, the group's head officer will work with the CAP office and the administrative, academic, or national group responsible for the Group. Ultimately, students are responsible for student group success and development and encouraged to seek support and guidance from the CAP office.

Recognized student groups may be required to meet additional guidelines set by their academic, administrative, or national groups in order to maintain their recognition with the university. Enforcement of such requirements would be the responsibility of the academic, administrative, or national groups' office with ultimate authority for recognition provided by the CAP office.

Program advisement assistance will be provided through the CAP office (or other departmental units as appropriate) to every student group as requested. All questions regarding program advisement or related policies and training opportunities for student groups should be referred to the student group's assigned Event Consultation (as this information changes from year to year, please visit cap.uncg.edu for updated contact information) or in the case of club sports, to Recreation and Wellness. The staff of the appropriate office will provide lists of services and consultative activities as well as offer workshops, referrals and direct intervention as requested by the head officer of the group or deemed necessary by the CAP office.

1. For those student groups advised directly by university administrators as part of their job responsibilities, the student group will receive direct, traditional advising as appropriate.
2. The CAP staff will also provide support and information on a consulting basis for head officers and advisors of student groups as requested. Such information will be directed to the Head Officer and Advisor on record as identified by the student group registration. The CAP office will as part of the Registration process, student groups are required to submit the following information via Spartan Connect referred to also send information to additional officers or advisors if such information is requested in writing.

HEAD OFFICER RESPONSIBILITIES

The head officer must meet the following qualifications:

- Must be a full-time UNCG student enrolled for a minimum of nine undergraduate or six graduate credit hours. Recognized as an active member of the group and be in good standing with the student group and the University.
- Must maintain a minimum cumulative grade point average of 2.5. Student groups may require a higher GPA in their constitution and bylaws.
- Meet other Head Officer requirements as outlined in the student group's constitution and bylaws.
- Ensure that recognition requirements are met each semester. Failure to comply may result in the student group losing its recognition classification.

The head officer of the student group assumes responsibility to assure that all members are made aware of and abide by regulations pertaining to this student group. The head officer further agrees that their group's members will conduct their affairs in a manner to further the educational mission of the UNC Greensboro community. The head officer will receive official University communications to the student group and to make their content known to the entire group. The head officer agrees that the group is in compliance with all Federal regulations regarding nondiscrimination based on age, race, color, creed, national origin, disability, religion, military veteran status, political affiliation or sexual orientation.

NOTE: Any student leader found responsible of a violation of university standard code of conduct or Recognition policies may be removed from office at the discretion of the CAP office.

COMMUNICATION WITH CAP

CAP sends out weekly e-mails to all student groups known as the Student Group Shoutouts. These go to head officers and advisors and contain pertinent information related to your group's recognition. It is important that you read these and share this information with members of your group.

UPDATING STUDENT GROUP LEADERSHIP

While head officer, treasurer, and advisor contact information is gathered during the annual registration form in the Spring semester, the CAP office recognizes that leadership changes happen outside of this timeframe.

For leadership changes that happen outside of the registration period, a Student Group Leadership Change Request form must be submitted within 1 week of the installation of new officer(s). This form only needs to be submitted for updates to the required leadership positions (head officer, treasurer, and advisor). The form can be found on Spartan Connect or by clicking the following hyperlink: [Student Group Leadership Change Request Form](#).

CAP CONTACT INFORMATION

Need to get in touch with us? We can be reached at (336) 334-5800 or capso@uncg.edu. Of course, we always love it when you stop by! We are located on the second (top) floor of the EUC - if the main stairwell is behind you, take a left, follow the hallway around past the Student Government Association and Office of Student Rights and Responsibilities. Our office is the next one on the right. CAP be found online in multiple formats as well. You can visit our website at cap.uncg.edu or connect with us via social media @UNCGCAP.

GROUP OPERATIONS

EVENTS ON CAMPUS

PLEASE NOTE: Student group event policies and procedures may be updated as needed by CAP staff or university officials. Updates will be shared directly with student group head officers and advisors.

- **Event Consultants:** Each student group is assigned an event consultant. Your event consultant is your group's primary contact in the office; while they will work with you on event contracts, they are also a good point of contact if you have other questions about your student group. You will be notified of this individual at the beginning of each academic year and CAP office can also identify your event consultant for you. The information is also on the CAP website and in the weekly student group shoutout email.
- **Event Planning Workshop:** The Elliott University Center and CAP will host a mandatory event planning training workshop for student groups. Each student group is required to have one representative attend; this is required to hold events on campus.
- **Reserving Space:** All student group reservations must go through the University Reservations office and reservations must be completed at least 6 weeks prior to the activity. Reservations can be completed on the EUC website (euc.uncg.edu/reservations/).
- **Event Requests:** Event Requests are required for all student group events at with deadlines ranging from 7 – 30 days, depending on the program. Event Requests are completed through Spartan Connect (spartanconnect.uncg.edu). Additional details can be found [here](#).
- **Merchandising/Fundraising:** All fundraising and merchandising activities on campus must be approved by the CAP office at least 1 week prior to the activity. All fundraising and merchandising activities should be submitted through Spartan Connect as an "event" for review.
- **Catering:** Catering for student groups should be ordered through CAP event consultant for your group at least four weeks prior to the event. This includes on-campus and off-campus catering.
- **Tickets:** Student groups may wish to ticket events to control entry, raise funds, or to advertise events. Student groups are required to utilize the CAP Eventbrite account for ticketing for all events and the number of tickets available must be limited to the legal space capacity as determined by the fire marshal and the University. Student groups must factor in group members, performers, and any other individuals who will be in the space in their ticket count. CAP event consultants will work with groups to set up the event. Ticketed events should be planned with at least an additional two weeks advance to allow for setup time.
- **Contracts:** All contracts for student organization events should be executed through the CAP office. Student groups have no authority to sign a contract under any circumstances, and all student group contracts are invalid unless signed by the proper signatory authority with the university. Students who sign contracts and are not authorized to do so are personally and individually liable for the contract they sign and may face disciplinary action from the university for themselves and their group. Students will only have access to their student fundraising accounts if contracts have been appropriately executed through the CAP office. Student groups must work with the CAP event consultant 4 weeks prior to their event if there is a contract involved in the process.

EVENTS OFF CAMPUS

Events conducted off-campus do not need to be registered with Campus Activities and Programs, unless the event is to be funded through payments made through CAP. This includes monies held from fundraising, donations, allocations from SGA, and all other sources. If the event must be registered, students must work closely with their advisor/s and CAP event consultant, well ahead of the event, and must understand the University will require the same standards, behaviors, actions, and accountability as if the event happened on campus.

If the event is not registered through CAP, UNCG will have no responsibility, liability, or oversight for the event. Students must inform their advisors fully about the event and should work with all advisors and members of the group to ensure everyone involved understands some important points:

- **Host Liability:** the host of the party (private individuals, organizations) can be held legally liable for damages to a third party injured by a guest. In other words, if alcohol is served to guests, a guest leaves the party intoxicated, drives a car and then injures another person, the person/s hosting and the organization can be held liable for costs, damages, and criminal charges.
- **Student Code of Conduct:** The Code of Conduct for individuals and organizations does not end at the campus perimeter. The Code specifically applies to, "...off-campus building occupied by students by virtue of their association with a group/organization given formal recognition by the University..."and, "...this Code may also be invoked against students whose off-campus behavior potentially harms the educational interests of the University...or...threatens the well-being of its students or employees..." Students and organizations may face the full range of sanctions outlined in the Code, including suspension and expulsion.
- **Civil Liability:** There are a wide range of civil actions which can result from behaviors at off-campus events. While most events happen without incident, advisors should work closely with student leaders to practice appropriate standards for risk management, risk and harm reduction, and safety for all in attendance.
- **Criminal Liability:** Individuals may be held criminally responsible for deliberate or negligent behavior causing harm to another. If there are concerns about criminal liability, the individuals involved should contact a competent attorney. UNCG does not provide legal advice, insurance, or coverage to students or organizations.

FUNDING AND PURCHASES

SGA ALLOCATIONS

- Only available to recognized student groups.
- To apply for funding through SGA, student groups must send ONE representative to an SGA allocations meeting to be eligible for funding. At the SGA allocations meetings, students will be given details on how the funding process works.
- Information about upcoming allocation periods will be sent through the weekly Student Group Shoutouts email.

MERCHANDISING/FUNDRAISING

Student groups must submit an event request on Spartan Connect for all fundraising or sales of the organization on and off-campus, including fundraising for charity, treasury, and scholarship.

STUDENT GROUP ACCOUNTS

Student groups have access to two finance accounts through the CAP office: Fundraising and Allocations Accounts.

- **Fundraising Account:** Student groups that are registered with the CAP office are allowed to hold a fundraising account with the CAP office.
 - All funds in this account roll over until they are spent.
 - Groups wishing to create an account should contact the CAP Budget Manager or their event consultant
- **SGA Allocations Account:** Student groups who receive allocations from SGA will automatically have this account created on their behalf. Allocations will be transfer into this account and are only available for the semester of disbursement.

PURCHASES AND DEPOSITS

Student groups with either a fundraising or allocation account on campus must submit a purchase request on Spartan Connect to utilize funds. CAP cannot provide student groups with cash or checks. To deposit money into a fundraising account, money must be submitted to the CAP Office in person. A deposit envelope will need to be completed with either cash or check enclosed (no coins or electronic transfers are accepted).

OFFICE SPACE

Assignment of office space for student groups in the Elliott University Center is based upon their expected level of involvement in the Elliott University Center and contribution to the life of the University community, as evaluated by the CAP office.

POLICIES AND PROCEDURES RELATED TO OFFICE SPACE

Student group office space is allocated annually through the CAP office. Student groups receiving space must be in full compliance with university student group recognition requirements. Student groups applying for office space must be a currently registered student group with the CAP office and have no outstanding recognition submissions or financial dues or obligations to the CAP office or the Elliott University Center, such as the anti-hazing agreement or equipment rentals.

- Groups should also have a good history of timely financial payments and no outstanding financial obligations to the University at large. Student groups also agree to be in compliance with federal, state, and municipal laws, as well as Elliott University Center policies (<http://euc.uncg.edu>). All these conditions must exist at the time of application and throughout the term of their lease. Furthermore, all members must be in compliance with the UNCG Student Conduct policies, (osrr.uncg.edu) always. Individual members not in compliance may be denied access to office space, facilities, and services of the Elliott University Center.
- Student group office space is to be used primarily as administrative office space. Should groups regularly need space for group meetings or social events, they are to reserve other rooms in the Elliott University Center through the Reservations Office located in Room 221 of the Elliott University Center or online at reservations.uncg.edu.
- Should student groups need storage space only, they may contact CAP at capso@uncg.edu.
- During regular business hours 8:00 a.m. – 5:00 p.m., student group office spaces will remain open for tenants as well as their guests and visitors to enter. Before and after regular business hours, access to student group office space will only be permitted to those who

have been listed on official access lists submitted by head officers of each student group. Afterhours, select members who have been granted access, need to utilize their Spartan Card. Spartan Card access is granted to student group members completing the required paperwork.

OFFICE SPACE ASSIGNMENTS

The CAP will be using the following criteria to award space:

- Mission and goals of the group
- Reason for desired office space
- Demonstrated maximum student participation in leadership and implementation of group's goals and objectives.
- The collaborative nature of the group

Office space is a privilege, not a right. Student groups are encouraged to complete each section of the Student Group Office Space Application as thoroughly as possible as this helps the CAP office determine the specific needs of each applicant. Please do not exaggerate numbers or details. The CAP office will be looking for groups that fulfill all of the above criteria but will also be looking for a good mix of groups, large and small with different goals and purposes, to occupy the space.

Student groups that are granted office space are expected to:

- Use their office space to help reach their group goals.
- Hold at least two office hours a week.
- Contribute to a sense of community among the other student group offices.
- Be respectful of their neighbors.
- Student groups that do not uphold these expectations are subject to review to determine their continued use of their assigned space.

OFFICE SPACE RULES & REGULATIONS

- Groups must make visible use of the office space, including office hours (a minimum of two hours per week during Elliott University Center hours) and group work.
- Offices are not to be primarily used as storage spaces.
- Shelving, panels, storage units, chairs and other items that are part of the working space should not be relocated within or removed from the working space.
- Office hours must be posted inside the office, and a copy of these hours should be submitted to the CAP office.
- The CAP office may make spot checks to insure proper use.
- Sharing of space with groups not allocated office space is not allowed and could be grounds for loss of office space.
- Office space must be kept clean and sanitary (food service trays and food must be returned to the Elliott University Center Food Court) or otherwise properly disposed.
- Safety of belongings is everyone's responsibility; proper care should be taken to avoid theft.
- Groups not adhering to the guidelines will be notified in written warning. If warnings are not effective and problems are not resolved, the CAP office may revoke a group's office space privileges or University recognition.

OFFICE SPACE POSTING

No bumper stickers, materials, or signs may be posted on the desks, storage units or file cabinets. Signs must be neatly posted on walls using drafting tape or other non-destructive sticking materials. No tacks, nails or staples are to be used on the main walls of the Elliott University Center unless otherwise

authorized and coordinated by the CAP office. The CAP office reserves the right to have any sign removed if it does not comply with guidelines.

STORAGE LOCKERS

The CAP office has obtained several storage cabinets to assist groups that need additional storage space. Student groups can email the CAP office at capso@uncg.edu to receive additional information about utilizing one of these lockers located on the top floor of the Elliott University Center.

POLICIES AND PROCEDURES RELATED TO STUDENT GROUPS

For the most up to date policies and guidelines, please view the CAP webpage.

- [Advertising and Promotions on Campus](#)
- [Anti-Hazing Policy](#)
- [Facility Use Policy](#)
- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Film and Copyrighted Content Guidelines](#)
- [Free Speech, Public Assembly, Petitioning, and Amplified Sound](#)
- [Graduation Accessory Guidelines](#)
- [Group Member Removal Process](#)
- [Reservations Policy](#)
- [Student Alcohol Policy](#)
- [Student Code of Conduct](#)
- [Student Group Event Request Process](#)
- [Student Group Fundraising Guidelines](#)
- [Student Group Sanctions](#)
- [Travel Policy](#)

SINGLE GENDER ORGANIZATIONS

Discrimination on the basis of sex in educational programs and activities at UNC Greensboro is prohibited by both University policy and federal law. UNC Greensboro must comply with the law, including elimination of gender-based discrimination which often drives single-gender organizations.

The United States Department of Education Office of Civil Rights enforces the law and provides information on what single gender organizations can be established, based on specific criteria. If you or your student group are considering a mission or focus which is single-gender, you must meet the following criteria:

1. **Tax Exempt Status:** Your student group must be tax exempt under Internal Revenue Service Code, section 501. This means your student group must be organized (usually incorporated) as a legal entity, completed the process to request tax exempt status through the IRS, and maintain tax-exempt status. You cannot use the UNCG tax exempt status to meet this requirement, as that applies to the University.
2. **Membership:** Your membership must be exclusively limited to only UNC Greensboro faculty, staff, and students. No outside community members, students from other schools, or alumni can be members.

3. **Social Fraternity:** Your student group must meet the Department of Education definition of a social fraternity
4. **Major:** Your student group cannot limit members to a specific academic discipline, major, profession, or field of study.
5. **Academics:** Your student group cannot require a high grade point average (i.e., 3.25 or more), a difficult-to-achieve endeavor requirement (i.e. athletic requirement, Eagle Scout, etc.), or a similar hard-to-reach achievement.
6. **Exclusivity:** Membership in your organization means members cannot participate in any other fraternity, sorority, or affiliated organization. In other words, your membership policies must be provided to check the fraternal membership of all prospective members and the policies must prohibit members from joining any other fraternity or sorority affiliated with UNC Greensboro Greek Councils (NPHC, CPC, IFC, MGC).

To be considered as a single-gender organization, you must meet all these requirements: tax exempt status, social fraternity, and UNC Greensboro membership. If you can prove your organization meets all the requirements listed above and you wish to be considered for application as a single-gender organization, include all documentation with your organization application.

If your organization does not meet the requirements listed above, any request to become a registered student group will be declined. UNC Greensboro will comply with our own policies and federal law by denying organizational status. Questions can be directed to Campus Activities and Programs.

POLICY COMPLIANCE

Head Officer(s) are expected to ensure that the student group be conversant and compliant with all University policies and procedures that apply to student groups. They may be found online at <https://sa.uncg.edu/handbook/student-code-of-conduct/>.

When a student group does not complete a required component of registration, the head officer and advisor will receive written notification from the CAP office. This written notification will state that they will lose University Recognition should they not appeal within one week of the notification email. If an appeal is not submitted to the CAP office within the given deadline, that student group will IMMEDIATELY lose recognition and all rights associated with University Recognition. Student groups may only appeal ONE time in the same academic year. If the appeal is granted, a second violation in a year will result in immediate loss of University Recognition.

For repeated or more significant student group behavior issues, an administrative hearing process, as outlined in the Student Code of Conduct, UNCG Calendar/Student Handbook publication or on the University's Web site (<https://sa.uncg.edu/handbook/student-code-of-conduct/>), will be employed to bring groups into compliance when other advisory efforts prove unproductive.

- An interim action (such as temporary suspension of Recognition) may be employed prior to a hearing process when a group's continued operation and activities in violation of university policies and procedures as determined by the Associate Director of Campus Activities and Programs.
- Failure to comply with Recognition policies as stated in this document will result in student group sanctions as outlined in the Student Code of Conduct, UNCG Calendar/Student Handbook publication or on the University's Web site (sa.uncg.edu/handbook/student-code-of-conduct/) and may include revocation of the group's recognition.

SANCTIONS

Failure to comply with Campus Activities and Program's policies and procedures can result in student group sanctions. Appropriate sanctions will be determined by the Associate Director of Student Groups and Programming and the Coordinator of Programs for Student Groups. For social fraternities and club sports, additional sanctions may be applicable, and groups should refer to the appropriate offices and staff for more information.

Sanctions can include any of the following, depending on the severity of policy violation:

- **Formal Warning:** A written notice that the student group is in violation to the Office of Campus Activities and Programs policy and procedures. Additional violations can result in more severe sanctions.
- **Loss of Programming Privileges:** Student groups placed under programming sanctions may lose the ability to host any events or programs for a specific period of time.
- **Loss of University Facilities:** Groups will lose the privilege to reserve University spaces, including academic and outdoor space.
- **Loss of Student Group Services:** Groups will be prohibited from utilizing services specific to student groups. This includes but is not limited to: Student group office space, storage lockers, the Student Group Resource Room, and marketing/promotion.
- **Group Conduct Review:** A more severe sanction that includes a formal review of behavior displayed by a student group. A meeting is required to be held with the Program Coordinator for Student Groups and the Associate Director for Student Groups and Programming. Behavioral plans may be created to assist in the correction of behavior.
- **Suspension of Recognition:** Rarely implemented; A designated period, as determined by the Associate Director of Student Groups and Programming, will be placed upon a group that dissolves the group's recognition as a registered student group.

All sanctions will be communicated via email in a timely manner. Student group representatives can review sanctions by setting up a meeting with the Associate Director of Student Groups and Programming and/or the Coordinator of Programs within 5 business days of initial notification. After an initial meeting, student groups have the option to appeal sanctions to the Director of Campus Activities and Programs. All students and groups must follow the Student Code of Conduct. Alleged violations of the Student Code of Conduct shall be addressed by the Office of Student Rights and Responsibilities through the conduct process outlined in the Student Code of Conduct.

SUPPLEMENTAL INFORMATION

HOW TO WRITE A STUDENT GROUP CONSTITUTION

The below are recommended articles to include into your group's constitution. Required articles are indicated by * and must be included before the document can be approved by the Office of Campus Activities and Programs. A sample constitution can be found [here](#).

NAME OF STUDENT GROUP*

The modifier "UNCG", while descriptive for off-campus entities, will be understood on campus. You may include common nick- names or abbreviations of your group, if any.

ARTICLE 1: STATEMENT OF PURPOSE/MISSION*

- Clearly state your group's goals, programs and/or ideals.
- The student group's constitution must not violate The University of North Carolina at Greensboro's Policies and Procedures or Student Code of Conduct. It must also be in

compliance with all local, state and national existing policies, statutes or laws and be reflective of the University's mission and goals.

ARTICLE 2: NON-DISCRIMINATION CLAUSE*

- Student groups must have the following non-discrimination clause in their constitutions. If this statement is not included, groups will not be granted approval status
- "[GROUP NAME] will not tolerate any discrimination against or harassment of persons on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, political affiliation, genetic information, veteran status, disabling condition, or age."

ARTICLE 3: MEMBERSHIP REQUIREMENTS

- One hundred percent of membership must be composed of currently enrolled UNCG students and must be inclusive of Title IX requirements detailed in this manual.
- A non-discrimination policy or statement must be included in the constitution.
- Are there academic requirements to be a member?
- Are there obligations of membership such as meetings, paying dues, attending programs?
- Are members required to sign a statement of belief or faith?
- How and for what reasons is a member removed? It is important that due process be preserved in any membership reviews and removals, including officers.

ARTICLE 4: HEAD OFFICER*

Each group must have a designated head officer. All official communications from the Office of Campus Activities & Programs to the student group will go to the head officer. The Head Officer must have and maintain a minimum 2.5 cumulative GPA and be a full-time student while in office. Full-time is defined as being enrolled in a minimum of twelve (12) undergraduate or nine (9) graduate credit hours. The group may choose to increase this academic requirement; this is a minimum set by the University. The Head Officer must also be recognized as a member of the group and be in good standing with the group and the University.

- What are the duties of the head officer?
- What is the term of office?
- What procedure is to be followed in the event of a vacancy?
- How may an officer be removed? It is important that due process be preserved in any membership reviews and removals, including officers.

ARTICLE 5: ADVISORS

- What is the role of the advisor in the group?
- How are advisors selected? How are advisors terminated? What is the term of office and how is it renewed?
- Are there advisors from off-campus? What are the different roles for those advisors?

ARTICLE 6: ELECTIONS

- When are elections held? By what means and how far in advance will nominations and/or elections be announced?
- How are nominations made? Who is eligible to run for each office?
- If a certain GPA is required, how will it be certified, that is, who will check grades?
- What type of voting system is used?

ARTICLE 7: FINANCES

- Will dues be required? If yes, how much, how often and to whom are they paid?

- What happens if a member does not pay his or her dues?
- Who is responsible for collection and disbursement of funds? Who may authorize expenditures? Groups are encouraged to create accounts with CAP office and NOT host off campus accounts.

ARTICLE 8: MEETINGS

- How often will meetings be held? When will the first meeting of the semester be held?
- How will members be notified of such meetings?
- How will group decisions be made? Who is eligible to vote at meetings?
- What constitutes a quorum at meetings? A quorum is the absolute number of members or the percentage of members required to be in attendance for the group to conduct business.
- How will meetings be run? Will the group use parliamentary procedure (i.e. Robert's Rules of Order) or another method? Who is responsible for enforcing?
- How will records of meetings be kept? With whom will they be shared?

ARTICLE 9: MEMBER REMOVAL*

In the case that a member breaks policies stated in the group's constitution and/or by-laws, groups must include verbiage for member and officer removal.

ARTICLE 10: AMENDMENTS TO THE CONSTITUTION AND BYLAWS

- What procedures will be used for amendments to be proposed, discussed, etc.?
- How will such an amendment be incorporated into the constitution? If by a vote, then by what majority, i.e. 2/3 vote, unanimous?
- If a student group wishes to make changes to their constitution, they must submit the changes in writing to the CAP office for review. CAP has ten (10) academic days to review and approve changes. Student groups may not implement changes in their group until they have received written approval from the office.

ARTICLE 11: AFFILIATION

- What is the affiliation, if any, with local, state, national or international groups?
- What affiliations does the group have with on-campus offices or departments, or off campus organizations?
- What is the relationship of the group to the affiliate? attends this meeting.

CAMPUS RESOURCES

There are several offices on campus who will serve as valuable resources as you conduct the business of your student group here.

CAP Office - Elliott University Center 250-262, (336) 334-5800

Reservations Office – Elliott University Center 221, (336) 334-5378

Office of Leadership and Civic Engagement – Elliott University Center 216, (336) 256-0538

Student Government Association – Elliott University Center 230

EUC Information Desk – Elliott University Center First Floor, (336) 334-5510