

Group

Student Group

MANUAL

2016 - 2017



THE UNIVERSITY *of* NORTH CAROLINA
GREENSBORO

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DEAR STUDENTS,

We are so excited that you are considering becoming a part of our student group community. Student groups are a central part of life at UNC Greensboro, a vibrant point of connection where students learn and grow together. They enrich our campus life and the lives of individual students.

Campus Activities and Programs and the entire division of Student Affairs is here to support you in your student group participation. The information in this document is a resource for all points of student group involvement, and should help you to better understand how student groups function at UNC Greensboro.

We look forward to working with you!

Thank you,

Jeff Lail

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BECOMING A GROUP

STUDENT GROUP RECOGNITION AND REGISTRATION POLICY

(Available on-line at <http://deanofstudents.uncg.edu/policy/>)

Student Group Recognition (SGR) is a process for students to create new groups or re-create pre-existing groups. When officially recognized by Campus Activities and Programs groups receive privileges, opportunities and responsibilities to The University of North Carolina at Greensboro. Recognition privileges include: use of the University name; use of University facilities; Elliott University Center (EUC) office space and mailboxes on a first come, first served basis; use of the Students Graphics Office; professional consultation through the Office of Campus Activities and Programs; sponsoring activities on campus; and opportunities for funding.

In order to maintain Recognition, groups must register each year with the Office of Campus Activities and Programs. Annual Registration includes satisfactory completion of the requirements below. 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. Groups, which are or have been under any type of sanctions, will be reviewed in light of such history. In some instances, groups advised by administrative units (such as the Office of Campus Recreation, Office of Campus Activities and Programs, or Greek-lettered social groups) may have additional requirements from their respective administrative unit or governing council prior to University Recognition and Registration being completed.

The University, through the Office of Campus Activities and Programs, will recognize groups after successfully registering. Registration for club sports includes approval by the Campus Recreation office and for fraternities and sororities includes acceptance by the appropriate Greek governing council.

Campus Activities and Programs requires that each Recognized Student Group (RSG) complete Registration requirements via form submissions on COMMUNITY, an online student group management system. COMMUNITY can be found at cap.uncg.edu.

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

- a constitution approved by Campus Activities and Programs
- a faculty or staff advisor
- a minimum of 5 members and an accurate and updated roster on Community
- a meeting with the Assistant Director for Programs following submission of the above materials

The 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 group being suspended pending investigation and resolution.

ADVISOR INFORMATION AND RESPONSIBILITIES

Each Recognized Student Group must have an advisor who is a full time University 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 procedures
- Assisting in training new officers and assuring smooth officer transition
- Reviewing group's budget to ensure financial solvency
- Attending group's meetings
- 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 in order 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 SGR requirements.

Honorary Groups that do not hold Programs

- Student groups that are identified as a Honorary group, Honor Society, etc. are exempt from some Registration requirements if they do not hold any program, event, fundraiser or the like throughout the year.
- Non-programming honorary groups must only submit the annual registration form via COMMUNITY and maintain an accurate roster via COMMUNITY.
- The annual registration form (which includes inputting an updated roster) must be completed EVERY YEAR to be recognized by Campus Activities and Programs.
- If the 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 CAP the names of all aspirants/new members as well as membership intake/initiation schedule.
- 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.



Campus Recreation Club Sports

- Affiliate with the Department of Campus Recreation through the Club Sports Council as well as meet their criteria for membership
- Adhere to the Campus Recreation Club Sports Handbook policies and procedures.
- Submit all paperwork required by the Department of Campus Recreation and Club Sports Council
- Work in conjunction with the Assistant Director for Intramural and Club Sports for practice coordination and travel procedures.
- Submit to the Department of Campus Recreation a budget proposal, mid-year and year-end reports as advised by the Campus Recreation Assistant Director for Intramural and Club Sports.
- Be represented at monthly Club Sports Council meetings and team leadership development programs.
- Club Sport student groups must have all paperwork signed by the Assistant Director for Intramural and Club Sports. This includes Student Government Association allocation requests.

APPLYING TO BECOME A GROUP

Students wishing to establish first-time recognition with a group OR wishing to reactivate a 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 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 contained in the So You Want to Start a Student Group (PDF).

4. Login to Community using your iSpartan username. Fill in all of the information about the student group you would like to start in the online form on Community (you MUST be logged in to Community FIRST). If necessary, the packet can be submitted as a paper form, using the So You Want to Start a Student Group (PDF) packet, however, online form is preferred.
5. Submit your paperwork by hand or 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 Assistant Director for Programs 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 the Department of Campus Recreation
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 privileges that accompany official recognition -- a student co-curricular group must abide by the following:**

1. Membership and participation in the group must be open to all students without regard to age, race, color, creed, national origin, disability, religion, religious status or historic religious affiliation, military veteran status, political affiliation or sexual orientation. Membership and participation in the group must also be open without regard to gender, unless exempt under Title IX.
2. 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 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.

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 Office of Campus Activities and Programs 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.

POLICIES AND PROCEDURES RELATED TO STUDENT GROUPS

[*NEW* Event Contract Agreement Process \(PDF\)](#)

[Anti-Hazing Policy \(PDF\)](#)

[Drug Policy and Operational Procedures \(PDF\)](#)

[Family Educational Rights and Privacy Act \(FERPA\) \(PDF\)](#)

[UNCG Merchandising Policy \(PDF\)](#)

[Posting Announcements \(PDF\)](#)

[Student Alcohol Policy \(PDF\)](#)

[Student Organization Event Safety Policy \(PDF\)](#)

[Student Group Recognition Policy \(PDF\)](#)

[Student Group Handbook – revised November 2015 \(PDF\)](#)

[Student Code of Conduct](#)

[Guide to Campus Promotions \(includes Chalking\) \(PDF\)](#)

[Event Catering Guidelines \(PDF\)](#)

[Reservations Policy \(PDF\)](#)

[Free Speech, Public Assembly, Petitioning, and Amplified Sound](#)

[Facility Use Policy](#)

[Travel Policy \(PDF\)](#)

(This list is accurate as of August 2015. For most up to date policy and procedure list, please visit <http://cap.uncg.edu/student-groups/policies/>)

POLICY COMPLIANCE

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 group are considering a mission or focus which is single-gender, you must meet the following criteria:

- 1. Tax Exempt Status:** Your group must be tax exempt under Internal Revenue Service Code, section 501. This means your 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 group must meet the Department of Education definition of a social fraternity:
- 4. Major:** Your group cannot limit members to a specific academic discipline, major, profession, or field of study.
- 5. Academics:** Your 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 provide 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 the staff of Campus Activities and Programs

Head Officer(s) are expected to ensure that the group be conversant and compliant with all University policies and procedures that apply to student groups. They may be found online at <http://studentconduct.uncg.edu/policy/>.

When a student group does not complete a required component of Registration Classification, the head office and advisor will receive written notification from the Office of Campus Activities and Programs. 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 Campus Activities and Programs within the given deadline, that 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 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 (<http://studentconduct.uncg.edu/policy/>), 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 Assistant Director of Campus Activities and Programs.
- Failure to comply with Recognition policies as stated in this document will result in group sanctions as outlined in the Student Code of Conduct, UNCG Calendar/Student Handbook publication or on the University's Web site (<http://studentconduct.uncg.edu/policy/>), and may include revocation of the group's recognition.

BEING A GROUP

STUDENT GROUP ANNUAL REGISTRATION

Every Recognized Group will complete Registration each year in order to maintain their Recognized Student Group Status. Specific dates will be announced at Student Group Registration Kick Off Meetings at the end of the spring semester in regards to requirement deadlines. Someone from the group must attend this meeting, it is strongly encouraged that the Head Officer attends this meeting.

In order to maintain Your Registered & Recognized Student Groups Status groups must:

- Send a representative to one Registration Kick Off meeting in the spring semester. As mentioned previously, the representative should be the president for the forthcoming school year, if at all possible
- Submit Annual Registration Form via COMMUNITY by deadline provided at the registration meetings
- Maintain accurate roster including officers/leadership positions on Community with a minimum of five members
- Complete End of Year Survey

As part of the Registration process, Student Groups are required to submit the following information via COMMUNITY referred to



as the 'Annual Registration Form':

- Head Officer and Advisor Contact Information, including mailing address for both group and advisor
- Names of each leadership/executive position and the member holding the position
- Meeting Time and Location
- Active membership roster
- Agree to the Anti-Hazing Policy and Statement on Human Dignity
- Most recent Constitution - Constitution must include: Name, Mission, Purpose and Membership Requirements (INCLUDE LINK)
- Affirm that the group will submit an End of Year survey at the end of the spring semester

If a student group wishes to make changes to their constitution, they must submit the changes in writing to the Assistant Director for Campus Activities and Programs for review. The Assistant Director has up to 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 Assistant Director for Campus Activities and Programs.

STUDENT GROUPS OF EXCELLENCE

Once 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 Excellence Banquet at the end of the school year and applications for the Student Group of Excellence award are done through the End of Year Survey.

To become a Group of Excellence, student groups must achieve the 4 pillars of excellence:

1. *Learning* – student groups must attend a Leadership Academy in the Fall and the Emerging Leaders Conference in the Spring, and must complete 2 educational programs each year presented by Peer Leadership Educators
2. *Service* – student groups must engage in 2 community service projects each year
3. *Scholarship* – student groups must maintain an average GPA of at least 3.0
4. *Community* – collaborating with at least 2 other student groups on an event or service project

SERVICES AND EXPECTATIONS FOR STUDENT GROUPS

The Office of Campus Activities and Programs has administrative responsibility for providing opportunities for and supporting student group success and development. In order to accomplish this, the group's head officer will work with the Office of Campus Activities and Programs and the administrative, academic, or national group responsible for the Group. In conclusion, students are responsible for student group success and development and encouraged to seek support and guidance from the Office of Campus Activities and Programs.

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 Office of Campus Activities and Programs.

Program advisement assistance will be provided through the Office of Campus Activities and Programs (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 Assistant Director of Campus Activities and Programs, 221 Elliott University Center or in the case of club sports, to the Department of Campus Recreation. The program 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 Office of Campus Activities and Programs.

1. For those groups advised directly by university administrators as part of their job responsibilities, the student group will receive direct, traditional advising as appropriate.
2. The Campus Activities and Programs staff will also provide support and information on a consulting basis for head officers and advisors of groups as requested. Such information will be directed to the Head Officer and Advisor on record as identified by the student group (Recognition Renewal form. The Office of Campus Activities and Programs will also send informa-

tion 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 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 group assumes responsibility to assure that all members are made aware of and abide by, regulations pertaining to this 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 University of North Carolina at Greensboro community. The head officer will receive official University communications to the group and to make their content known to the entire group. As the Contact Coordinator of an officially recognized student group, the head officer is agrees that the group is in compliance with all Federal regulations regarding non-discrimination based on sex, race, religion, national origin and handicap.

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 Office of Campus Activities and Programs.

COMMUNICATION WITH CAP

Campus Activities and Programs 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.

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. Our mailing address is 221, but our office can be found around the corner from that – if you come up the staircase and take a left, follow the hallway around past the Student Government and Carolinian Offices. Our office is the next one on the right.

Campus Activities & Programs can be found online in multiple formats as well. You can visit our website at cap.uncg.edu, or connect with us via social media:

Facebook: UNCGCAP

Twitter: @UNCGCAP

EVENTS ON CAMPUS

- **Event Consultants** - Each student group is assigned an event consultant. Your event consultant is your group's primary go-to 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 get a letter identifying this individual upon your group's registration; at any time, the Office of Campus Activities & Programs can also identify your event consultant for you.
- **Required Event Planning Workshop** - The Elliott University Center and Campus Activities & Programs will host a mandatory event planning training workshop for student organizations. Each group is required to have one representative attend; this is required in order to do events on campus.
- **Reserving Space** - All student group reservations must go through the EUC reservations office and reservations must be completed at least 6 weeks prior to the activity. Reservations can be completed on the EUC website (<http://euc.uncg.edu/reservations/>)
- **Event Contracts** - Event Contracts are required for all student group events at minimum of 4 weeks prior to the event.

Event contracts are completed through Community (<http://uncg-community.symplicity.com>).

- **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 Community (<http://uncg-community.symplicity.com>).
- **Catering** - Catering for student groups should be ordered through the CAP business manager at least four weeks prior to the event.
- **Tickets** - Student groups may wish to ticket events to control entry, raise funds, or to advertise events. Their CAP event consultant can help walk them through the process of ticketing; ticketed events should be planned with at least an additional two weeks advance to allow for setup time.
- **Student Graphics Office** - Recognized student groups in good standing may request graphic design services from the CAP Student Graphics Office. Marketing pieces such as palm cards, flyers, posters, and web graphics can be designed for FREE. Simply fill out and submit a "blue form" to the Graphics Office located in the EUC. Final files are delivered via email. Printing is not included.
- **Contracts** - All contracts for student organization events should be executed through the CAP office. Student organizations have no authority to sign a contract under any circumstances, and all student organization 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.

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 in the Elliott University Center.

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 insure 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

SGA Allocations

- Only available to recognized student groups
- To apply for funding through SGA, student groups must send one representative to one Finance Allocation meeting in order to be eligible for funding. At the Finance allocation meetings, students will be given details on how the funding process works.
- Information about upcoming allocation periods will be sent through student group shoutouts.

Merchandising/Fundraising

- Student groups must receive a Merchandising Permit and Fundraising Report from the Office of Campus Activities and Programs for all fundraising or sales of the organization on and off-campus, including fundraising for:
 - charity
 - treasury
 - scholarship.

Student group fundraising accounts

- Student groups that are registered with the CAP office are allowed to hold a fundraising account with the CAP office. Checks can be disbursed from this account and some items can be paid for with the office purchase card, where appropriate.
- Groups wishing to create an account should contact the CAP budget manager or their event consultant



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 Office of Campus Activities and Programs.

Policies and Procedures Related to Office Space

- Student group office space is allocated annually through the Office of Campus Activities and Programs. Student groups receiving space must be in full compliance with University student group recognition requirements (<http://deanofstudents.uncg.edu>). That is, student groups applying for office space must be a currently registered student group with the Office of Campus Activities and Programs and have no outstanding recognition submissions or financial dues or obligations to the Office of Campus Activities and Programs or 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 of 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, (<http://deanofstudents.uncg.edu>) at all times. 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 <http://reservations.uncg.edu>.
- Should student groups need storage space only, they may contact the Assistant Director for Facilities in the Office of Campus Activities and Programs at 334-5800. Storage space cannot be accessed daily and will only be accessible by those approved by the student group and at the discretion of Campus Activities and Programs.
- 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. After hours, select members who have been granted access, need to utilize their First Card access. First Card access is granted to student group members completing the required paperwork and attending the training meetings. Those not attending the training

meetings will be required to meet with the Assistant Director for Facilities in order to receive proper instruction.

Office Space Assignments

The Office of Campus Activities and Programs 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
- Potential impact on Campus Activities and Programs
- The collaborative nature of the group

Office space is considered to be a privilege, not a right. Prospective tenants are encouraged to complete each section of the Student Group Office Space Application as thoroughly as possible. It will help the Office of Campus Activities and Programs determine the specific needs of each applicant. Please do not exaggerate numbers or details, for any evidence of fabrication will exclude applications from consideration.

Space allocation is not a science. The Office of Campus Activities and Programs 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 Hours

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 Office of Campus Activities and Programs.

The Office of Campus Activities and Programs 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 Office of Campus Activities and Programs may revoke a group's office space privileges or University recognition.

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 Office of Campus Activities and Programs.

The Office of Campus Activities and Programs reserves the right to have any sign removed if it does not comply with guidelines.

Storage

The Office of Campus Activities and Programs has obtained several storage cabinets to assist groups that need additional storage space. Access to this room will be granted during the normal operating hours of the Elliott University Center. Once you have been issued the key to the storage unit, you will need to check in with the Information Desk staff in the Elliott University Center who will assist you with gaining access to the storage room.

HOW TO WRITE A STUDENT GROUP CONSTITUTION

All of the information below must be addressed in the constitution before it can be approved by the Office of Campus Activities and Programs

NAME OF STUDENT GROUP

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

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.

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.
- 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.

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.

OTHER OFFICERS

- A constitution must answer the following questions:
- What officer positions exist and who may qualify for each office?
- What are the duties of each 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.

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?

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?

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.

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?

AMENDMENTS TO THE CONSTITUTION AND BYLAWS

- What procedures will be used for amendments to be proposed, discussed, etc.?
- How will such an amendments 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 Office of Campus Activities & Programs 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.

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?r 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 - EUC Top Floor, (336) 334-5800

Graphics Office – EUC 235, (336) 334-5539

Reservations Office – EUC 221, (336) 334-5378

Office of Leadership and Service-Learning – EUC 216, (336) 256-0538

Student Government Association - EUC 230

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