

STUDENT ORGANIZATION HANDBOOK



The Office of Campus Engagement and Leadership
James B. Chavis University Center, Suite 243
P.O. Box 1510. One University Drive

Page **1** of **35**

Table of Contents

Welcome	6
Office of Campus Engagement and Leadership Mission	7
Vision	7
Mission.....	7
Leadership Defined.....	7
What Is A Registered Student Organization?	8
How Registered Student Organizations Fit In.....	8
Categories of Registered Student Organizations.....	9
Academic/Departmental.....	9
Diversity	9
Fraternity/Sorority.....	9
General Interest	9
Student Governance.....	9
Honorary	10
Military	10
Religious	10
Service.....	10
Sports/Recreation	11
Registered Student Organization Definitions	11
Academic Good Standing	11
Advisor.....	11
BraveConnect	11
Educational Programs	12
Frozen Status.....	12
Member	12
Registered Student Organization (RSO).....	12
Registered Student Organization Officers	12

Student	12
Creating a New Student Organization	13
Option One	13
Option Two	13
Getting Started	13
Does a similar group already exist?	14
What is the purpose?.....	14
Am I committed to this process?.....	14
Do I have at least 10 students who will be active members for at least the first year?.....	14
Is a full-time faculty or staff member willing to be our advisor?	14
Registration Process Overview	14
Maintaining Recognition.....	16
SOLD: Student Organization Leadership Development Process Outline	16
Re-registration Requirement Checklist:	16
(REQUIRED for maintaining organization active status)	16
Bronze Classification Requirement Checklist:	16
(REQUIRED for maintaining organization recognition)	16
Silver Classification Requirement Checklist:.....	17
Gold Classification Requirement Checklist:	17
Failure to Complete Annual Registration Process	18
Suspension or Termination of Recognition	18
Appeal of Suspension or Termination	18
University and NC State Policies and Regulations	19
North Carolina General Statute 14-35: Hazing	19
REG 04.25.03 – Bon Fire Safety Regulation Overview	19
REG 11.45.01 - Event Coverage for Clubs and Organizations Regulation Overview	20
Departmental Procedures and Resources.....	21
Alternative Format Statement	21

Campus-based Financial Accounts	21
Programming Manual.....	22
State Vehicle Policy	22
Dance Date Guidelines and Procedures	22
Dance Space Reservation	22
Dance Date Guidelines	22
Dance Procedures	23
Funding Opportunities	24
Fundraising Guidelines	25
Food.....	25
Auctions.....	26
Drawings.....	26
Games of Chance	26
Non-Profit Status/Tax Identification.....	26
Registered Student Organization Program Grants.....	26
Program Grant Criteria	27
Travel Grant Criteria	27
Administrative Process and Requirements.....	27
Student Government Association Funding	28
Funding Criteria	28
Administrative Process and Requirements.....	29
Developing a Constitution and Bylaws.....	30
How to Utilize Your Organizing Documents	30
Creating a Constitution.....	30
What Should Be Covered In A Constitution?.....	31
Constitution Template	31
Additional Resources	31
How to Run a Meeting: Robert’s Rules of Order	31

Leadership Takeout.....	32
Student Organization Leadership Round Tables.....	32
Advisor’s Agreement Worksheet	32
Dance Guest List Template	34

Welcome

On behalf of the Division of Student Affairs and the Office of Campus Engagement and Leadership (CEL), I want to thank you for your enthusiasm and dedication to your student organization(s). We value all student organizations here at the University of North Carolina at Pembroke (UNCP), as they play a crucial role in enhancing the overall student experience.

The Student Organization Handbook serves as a guiding boundary for all Registered Student Organizations (RSO), and will provide insight into many valuable resources that are available to RSO's.

Additionally, it is recommended that student organizations review the Student Handbook for the most up to date information on policies and procedures that may affect your student organization.

The CEL serves as a liaison for every RSO and will help in the following ways:

- Advocate – the CEL will advocate on behalf of RSO's as a whole with the administration
- Consult – the CEL will consult with RSO officers, members, and advisors on program planning, officer transitions, resolution advice for internal issues, etc.
- Support – the CEL will support RSO's and their leaders as integral members of the University community by serving as an organizational development clearinghouse.
- Navigate – the CEL will assist RSO's in navigating University and Departmental policy, procedures, and methods to conduct business.

The CEL is not here to replace your student organization's advisor, and we always recommend that you use your organization advisor as a resource first. The CEL is here to supplement the information and guidance you receive from your advisor to help you and your organization(s) have a successful year.

Again, thank you for your commitment. Being a student leader will allow you the opportunity to make a lasting impact on the UNCP campus community.

Best wishes for success,

Office of Campus Engagement and Leadership
University of North Carolina at Pembroke

Office of Campus Engagement and Leadership Mission

The Office of Campus Engagement and Leadership is committed to Changing Lives Through Education by realizing the Division of Student Affairs Mission goals of empowering students to succeed, facilitating active learning, developing cultural appreciation, promoting responsible citizenship, and ensuring a robust campus experience for student engagement.

Vision

The Office of Campus Engagement and Leadership's vision is to serve as the first-choice content experts for campus engagement and leadership development in support of students, staff, faculty, and the local community.

Mission

The Office of Campus Engagement and Leadership's mission is to provide meaningful co- and extra-curricular developmental and educational opportunities for students in a highly personalized and student-centered educational environment.

We will achieve our mission by:

- Providing students, at a variety of abilities and engagement levels, with appropriately designed opportunities to develop their leadership capacity and campus engagement in support of becoming life-long learners;
- Involving students in the planning and implementation of co- and extra-curricular activities; and,
- Supporting positive educational outcomes including the ability to create, function in and maintain a socially just, culturally engaged, civically involved, sustainable and technologically advanced community.

Leadership Defined

The Office of Campus Engagement and Leadership defines leadership as a purposeful, collaborative, values-based, and relational process of people in a supportive community creating positive change. To effectively practice leadership in these contexts one must:

- Live and think in a state of possibility
- Develop and nurture relationships
- Promote positive change
- Understand and communicate leadership as a process, not a position
- Empower others to act
- Practice controversy with civility
- Embrace and appreciate differences of all people

What Is A Registered Student Organization?

A Registered Student Organization (RSO) is a group of UNCP students who unite to promote or celebrate a common interest and is recognized by the Office of Campus Engagement and Leadership. RSO's at UNCP must comply with all University policies in order to gain and maintain their organization status. UNCP is committed to equality of educational opportunity in compliance with applicable federal, state, and local laws. As such:

- Membership and participation in student organizations 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.
- Student organizations 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.

How Registered Student Organizations Fit In

Registered Student Organizations are an essential component of the overall campus experience at UNCP. They provide valuable learning experiences outside the classroom and create opportunities for students to develop personally and professionally.

An effectively engaged student is one who understands his or her personal responsibility and shows a willingness to connect interpersonally, behaviorally, and mentally with a concept, a process, an event, or people. Students who effectively engage the programs of the Office of Campus Engagement and Leadership will learn to:

- Embrace difference
- Adapt to change
- Think critically
- Communicate effectively
- act responsibly
- Develop leadership capacity
- Effectively engage the campus community
- Become lifelong learners
- Plan and implement events
- Describe, create, function in and maintain a socially just, culturally engaged, civically involved, sustainable and technologically advanced community

We believe that community and campus involvement is a powerful vehicle for leadership and assists student organizations in their development with the focus of promoting leadership and

personal growth. The CEL offers group & individual leadership education, officer resources, organizational consulting, event planning resources, and more.

Categories of Registered Student Organizations

At UNC Pembroke, there are more than 90 student organizations across eight interest areas, which provide a wealth of opportunities to get involved on campus. While groups may share an interest area, no two groups are identical. Here is a brief run-down of the eight distinct interest areas of student organizations at UNC Pembroke:

Academic/Departmental

Academic/departmental organizations function, in a way, as an extension of a specific academic program or department. These organizations facilitate further growth within a given discipline, fostering opportunities for supplemental learning as well as professional development.

Diversity

Diversity organizations facilitate the maintenance of and/or education relating to customary beliefs, social forms, and traits of a gender, racial, ethnic, spiritual, or social group. Diversity organizations foster communication, understanding, and positive relations among cultural groups.

Fraternity/Sorority

Social fraternities and sororities are those organizations (most recognized as single gender) that provide students with a social atmosphere while establishing standards in academics, philanthropy, community service and education. These organizations are exclusive (used to denote attaining membership in only one organization) and are initiatory by historical standards.

General Interest

General interest organizations provide an opportunity to plan and participate in a variety of programs that provide students with support, social interaction and co-curricular opportunities outside of the classroom. These organizations promote events regarding topics of interest that enhance student learning inside the classroom through practical application outside the classroom.

Student Governance

Student Governance organizations are complex organizations with a wide variety of purposes, interests, and activities focusing on the needs and interests of the student body. These

organizations often serve as liaisons between students and University administrators. The primary student governance organization is the Student Government Association who advocates on behalf of all students at UNCP. Other governance organizations may include: Residence Hall Association (RHA), All Greek Council (AGC), etc.

Honorary

Honorary organizations have a national affiliation and recognize students who have excelled in a particular area. Honorary organizations strive to promote academic excellence among students pursuing a baccalaureate or graduate degree within a specific department or program at UNCP or a population of specific students.

Student organizations that fit this classification are inherently different from other student organizations because they: do not offer their members on-going educational or social opportunities and traditionally, only meet once a semester or academic year for initiation/induction.

Though honorary organizations tend to meet less and have generally a different approach to activities and programming, these groups must also follow all of the University and non-discrimination policies and procedures for student organizations, including the Risk Management Policy. It is the responsibility of the organization's Head Officer and Advisor to be conversant and compliant with all these policies.

Military

Military organizations are groups who educate students on the principals and fundamentals of the military or provide military outreach and support to students and their families. These organizations may support any branch of the US Military.

Religious

Religious organizations serving the UNCP campus are based on the philosophy of providing opportunities for spiritual enrichment, social activities, and religious service. Religious organizations strive to allow students to integrate spiritual values, intellectual pursuits, and personal development.

Service

Service organizations provide experiential learning opportunities for students in the area of community service and civic engagement and may have a national affiliation. Service organizations strive to provide a wide variety of safe, well-planned volunteer and community

service opportunities. In addition, they foster a life-long commitment to civic engagement and provide opportunities for students to reflect on their community service experience.

Sports/Recreation

Sports/recreation organizations provide a broad and diversified opportunity of activities for students. Through participation in sports/recreation organizations students will be able to enhance their total well-being and engagement within the university community. Students develop leadership, financial, and organizational management skills through the opportunity to create, organize, and run their own organization.

Find a complete list of UNCP student organizations online at: uncp.edu/BraveConnect

Registered Student Organization Definitions

Academic Good Standing

To be a member of any student organization at UNCP, students must remain in academic good standing as defined by the University. Registered student organizations may have additional or higher criteria outlined in their constitutions for members.

Advisor

The advisor must be a member of the University faculty or administrative staff, employed full-time by UNC Pembroke, who volunteers to mentor student leaders and represent the University on behalf of a registered student organization. No more than two (2) organizations, including Greek organizations, may share the same advisor.

All student organizations are required to have an advisor, and all advisors should complete an annual advisor agreement form and attend at least one advisor professional development opportunity per academic year.

BraveConnect

BraveConnect (also known as CollegiateLink) is UNCP's designated e-portal for club and organization information, event requests, and communication. All organizations are required to maintain their BraveConnect page as their official web page. Each club is required at a minimum to list the advisor and elected officers on the organization roster publically. For information on how to manage your privacy settings, please check out the Campuslabs [Privacy Settings](#). All BraveConnect pages must adhere to the University policy regarding acceptable use of computing resources and follow ADA compliance guidelines.

Educational Programs

Educational programs are defined as any program the student group deems educational to their identified categories or organization interest. Examples of Educational programs include:

- Sponsor a professional development program for your organization
- Bring in a speaker to discuss a topic pertinent to the purpose of the group
- Attend a lecture pertinent to the purpose of the group on-campus
- Attend a lecture or educational event in the community

If RSOs are unsure, they may contact the Assistant Director for Campus Engagement and Leadership for prior approval.

Frozen Status

Frozen status involves the loss of RSO incentives until the RSO officers meet with the Assistant Director for Campus Engagement and Leadership and submit all missing paperwork.

Member

A member of a registered student organization is an undergraduate or graduate student enrolled at the University during the academic term he or she participates in the organization. Students are not required to enroll during the summer. Members are expected to regularly attend meetings, programs and/or group events and functions.

Registered Student Organization (RSO)

An RSO is a group of UNCP students who unite to promote or celebrate a common interest, and are officially recognized by the Office of Campus Engagement and Leadership. RSO's are considered active if they are visible on Brave Connect. RSO's will be recognized at one of three levels (Bronze, Silver, or Gold) depending on their Student Organization Leadership Development (SOLD) Recognition Status.

Registered Student Organization Officers

An officer of a RSO is an undergraduate or graduate student enrolled at the University throughout the duration of the time he or she holds office. All registered student organizations must have **at minimum** a President, Vice President, and a Treasurer. The President shall be the official contact person for the organization and shall be accountable for all actions of the organization.

Student

A student is defined as an individual who is currently enrolled as a full-time undergraduate or graduate student at the University of North Carolina at Pembroke.

Creating a New Student Organization

Starting a new student organization on campus can be a great experience for students, but often it takes a lot of initiative and commitment. The Office of Campus Engagement and Leadership will provide support, guidance, and resources to any organization who follows the guidelines outlined below and shows commitment to the registration and recognition process. Students who wish to form a social Greek letter organization must meet these guidelines as well as those set by the Office of Fraternity and Sorority Life.

Registered student organizations at UNCP must comply with all federal, state, and University regulations/policies, including University policies on non-discrimination. The University of North Carolina at Pembroke is committed to equality of educational opportunity in compliance with applicable federal, state, and local laws. As such:

Option One

In keeping with applicable law and University policy, membership and participation in this organization is open without regard to age, race, color, national origin, religion, disability, gender, or veteran status unless exempt under Title IX.

Option Two

Applicable if you can answer yes to this question: The organization selects members on the basis of commitment to a set of beliefs (e.g., religious or political belief). As a student organization that selects members on the basis of commitment to a set of beliefs we will/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.

Students who are interested in forming a new student organization should follow the process outlined below before any type of organization duties/activities may begin.

Getting Started

Students interested in creating a new student organization must turn in a New Student Organization Request form on BraveConnect under the "Campus Links" tab. The form will ask you to reflect on the following topical areas.

Does a similar group already exist?

Two groups working towards the same goal(s) can create a drain on membership and resources. Determine if merging with an existing group is a possibility.

What is the purpose?

What is my group planning to do? If your organization is only looking to put on one event over the course of the year, it may be wise to consider collaborating or joining with an existing student organization. This may help on costs as well as the overall organization of your event/program.

Am I committed to this process?

Starting a new organization is a significant commitment of time and energy. It requires ample motivation and dedication.

Do I have at least 10 students who will be active members for at least the first year?

Remember, all student organizations are required to maintain a roster of at least ten members to remain active. Recruiting new members regularly and cultivating leadership opportunities ensures the longevity of the group.

Is a full-time faculty or staff member willing to be our advisor?

All student organizations are required to have an advisor and all advisors must complete an advisor agreement outlining expectations. The advisor must be a member of the University faculty or administrative staff, employed full-time by UNC Pembroke, who volunteers to mentor student leaders and represent the University on behalf of a registered student organization. No more than two (2) organizations, including Greek organizations, may share the same advisor.

After submitting the form, a representative from the Office of Campus Engagement and Leadership will reach out to schedule a consultation meeting for further details and to thoroughly explain the recognition process.

Direct link to the New Student Organization Request Form:

<https://uncp.collegiatelink.net/form/start/106407>

Registration Process Overview

Once a group has been approved to begin the recognition process, they must attend a New Student Organization Kick-Off series (scheduled once a month during the fall and spring while classes are in session). Topics covered include:

- General Organizational Information
- Constitution Development
- Hazing and Risk Management
- Funding and Reserving Space

Each group must have a minimum of two (2) representatives attend. Advisors are also encouraged to attend, but do not count towards the minimum of two representatives. If Advisors cannot attend, they will need to complete the online Advisor training module before the organization can complete the recognition process.

Before a group is fully recognized, they may hold up to three (3) information sessions on campus. These meetings will be reserved by the Assistant Director of Campus Engagement and Leadership. Organizations must communicate to the Assistant Director the desired dates, times, and special needs for the interest meetings before they may be reserved.

During the New Student Organization Kick-Off, students will review and edit their proposed constitution for their organization. This constitution must be approved by the Assistant Director of Campus Engagement and Leadership. Any organization that falls under a larger national organization must submit the constitution for that national organization in addition to their chapter by-laws.

Upon successful completion of the New Student Organization Kick-Off, organizations must complete the Brave Connect Registration form for final approval. Upon approval, organizations will be notified of their approval status. Approved organizations may then be considered a Recognized Student Organization. The form will include:

- Primary Contact Information: We recommend this being an officer of the organization.
- Roster: At least 10 members including the member's names and Bravemail addresses.
- Advisor contact information: Please remember advisors must be a full time faculty or staff member at UNCP.
- Uploading the organization's approved constitution and bylaws.
- Submitting the advisor acknowledgement and agreement form

Students dissatisfied with the outcome of the approval process will have two weeks to amend their organization information based on feedback from administrators, and may resubmit it for consideration within those two weeks.

Maintaining Recognition

All Registered Student Organizations must participate in the Student Organization Leadership Development (SOLD) Process completing the Bronze Classification to maintain recognition each academic year. All Registered Student Organizations will be identified as one of three classifications: Bronze, Silver, or Gold.

SOLD: Student Organization Leadership Development Process Outline

Re-registration Requirement Checklist:

(REQUIRED for maintaining organization active status)

- Presidents and Treasurers attend the EMPOWER: Student Organization Leadership Development Conference the weekend after the first day of classes. All leaders must be present the entirety of the conference to receive credit.
- Complete the online Student Organization Re-Registration form before the second full week of September.

Benefits for Re-registering

- Eligible for funding through the SGA Funding Process;
- Establishing an organization financial account with the University;
- Participation in campus-wide events, such as the biannual Involvement Fairs;
- Use of University facilities through reservations of rooms and outdoor event space;
- Permission to use the University of North Carolina at Pembroke name as outlined by University Communications and Marketing standards;
- Eligible to post organization events to the University Calendar;
- Personalized website on Brave Connect

Bronze Classification Requirement Checklist:

(REQUIRED for maintaining organization recognition)

- Complete the Re-Registration Requirement Checklist
- Register and set up booth at either the Fall or Spring Involvement Fair;
- Assign a member to and attend two (2) Student Organization Roundtables as a student organization;
- Host at least one (1) on-campus event (create an event on BraveConnect, track and submit attendance, and submit a SOLD Event and Program/Fundraiser Report form on BraveConnect to receive credit).

Bronze Incentives

- Eligibility for all mbenefits in the Re-registration level;
- Eligibility to apply for an on-campus programming grant up to \$150*;
- Permission to publicize events and reserve public marketing space on campus;

- Certificate of completion presented to the organization at Arrowhead Leadership Awards (ALA)

Silver Classification Requirement Checklist:

- Complete all components of Bronze Classification;
- Organization representatives participate in the spring INSPIRE: Student Organization Leadership Development Conference;
- Assign a member to and attend four (4) Student Organization Roundtables as a student organization.
- Host one (1) additional on-campus event (create an event on BraveConnect, track and submit attendance, and submit a SOLD Event and Program/Fundraiser Report form on BraveConnect to receive credit);
- Host at least one (1) Leadership Takeout program for your student organization.

Silver Incentives

- Eligible for all benefits in the Re-Registration and Bronze Classification levels;
- Eligible to apply for an on-campus programming grant up to \$300*;
- Eligible to host a dance on campus;
- Eligible to apply to use board games and leadership activities from Campus Engagement and Leadership;
- Certificate of completion presented to the organization.

Gold Classification Requirement Checklist:

- Complete all components of Silver Classification;
- Register and set up booth at Fall and Spring Involvement Fairs;
- Assign a member to and attend six (6) Student Organization Roundtables as a student organization;
- Host an on-campus collaborative event with another recognized student organization (create an event on BraveConnect, track and submit attendance, and submit a SOLD Event/Program Report form on BraveConnect to receive credit);
- Participate in one (1) additional Educational/Leadership Programs as an organization (complete SOLD Event and Program/Fundraiser Report Form).

Gold Incentives

- Eligible for all benefits in the Re-Registration, Bronze, and Silver Classification levels;
- Eligible to apply for an on-campus programming grant up to \$450*;
- Eligible to apply to use CEL equipment: lawn equipment, popcorn machine, tents, and chairs;
- Eligible to apply for the Chancellor's Cup Award (please see Student Organization Handbook for more details and incentives);
- Certificate of completion presented to organization.

*Note: Starting this year, in order for student organizations to receive grant money from Campus Engagement and Leadership, each organization must have an available on-campus account in which CEL can transfer funds into. Student organizations that do not have an open or available on-campus account will have to work with the Controller's Office to open an account or ensure that information is up-to-date. For more information on opening a campus account, please feel free to contact Kyle Levine at kyle.levine@uncp.edu.

Failure to Complete Annual Registration Process

If a student organization fails to complete the annual registration requirements as stated above, the organization will have their recognition frozen.

Suspension or Termination of Recognition

The recognition of a registered student organization may be suspended or terminated for reasons including (but not limited to):

- A written request of the officers and/or the advisor of the organization;
- When a constitutional provision dissolves the organization;
- When an organization fails to attend required training sessions;
- When an organization fails to update organization information;
- When an organization fails to retain an advisor or the minimum number of members for a period of 30 calendar days;
- For violation of university regulations or policy, the student code of conduct, or federal / state laws.

A student organization that has its recognition suspended or terminated shall, for all purposes, cease to exist and will no longer be accorded any privileges provided by the university.

Suspension or termination may be for a specific period of time or for an indefinite period of time.

Appeal of Suspension or Termination

The organization may submit an appeal in writing to the Office of Campus Engagement and Leadership within two weeks of notification of the termination. If the appeal is granted, the organization will be placed on probation for a specified period of time and must meet with the Office of Campus Engagement and Leadership to discuss the terms of probation. If the appeal is not granted, the organization will not be recognized for the rest of that academic year or until the termination is reversed.

University and NC State Policies and Regulations

All registered student organizations and its members shall adhere to all University policies and Regulations, as well as all state and federal laws. University policies include, but are not limited to, those published in the Student Handbook and this Student Organization Handbook. No student shall take any action, which violates any published University policies or procedures. This includes the violation of any University published policy, rule, or regulation in hard copy or available electronically on the university website. For a complete list of Rights and Responsibilities as well as the Code of Conduct, check the most up-to-date version of the Student Handbook through the Division of Student Affairs (<http://studentaffairs.uncp.edu/student-conduct/student-rights-and-responsibilities/student-handbook/>).

Student organizations should pay special attention to policies related to alcohol, discrimination, hazing, and sexual abuse and harassment.

A few of the policies you should be aware of are listed below. Refer to the [Student Handbook](#) for the complete list.

North Carolina General Statute 14-35: Hazing

The North Carolina General Statute (14-35) defines hazing as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." A student convicted of engaging or abetting in the commission of such an offense may be subject to punishment by a fine of \$1,000, imprisonment for a maximum period of between 30 and 60 days, or both such a fine and imprisonment. The institution may expel a student convicted under this statute regardless of and in addition to any criminal penalty imposed by the court. Organizations whose members are convicted of hazing should be mindful of possible administrative action against the organization by the University; the appropriate question in such situations would be whether the organization can and should be held responsible for the conduct of its members, with the possible consequence that sanctions would be taken against the organization, e.g., withdrawal of University recognition, banning from campus, etc.

REG 04.25.03 – Bon Fire Safety Regulation Overview

[Section 307 of the North Carolina Fire Code](#) regulates Open Burning, Recreational Fires and Portable Outdoor Fireplaces. As such, a person shall not kindle or maintain or authorize to

be kindled or maintained any open burning on the University of North Carolina at Pembroke (UNCP) campus unless conducted and approved in accordance with this section.

This regulation imposes limits on the conducting and/or facilitating of a bonfire on the campus of UNCP. The objective of this Bonfire Safety Regulation is to ensure that all UNCP students, faculty, employees and visitors are properly protected and a safe environment is established and maintained during all UNCP sponsored bonfires.

This regulation applies to all students, student organizations, faculty and staff at UNCP. Events must comply with the [Event Coverage Regulation](#) and all other University policies and regulations. Only approved University affiliated groups or student organizations may host a bonfire on the campus of UNCP.

To review regulation 04.25.03 in its entirety, please visit <http://www.uncp.edu/about-uncp/administration/policies-and-regulations/all-regulations/reg-042503-bonfire-safety-regulation>.

REG 11.45.01 - Event Coverage for Clubs and Organizations Regulation

Overview

It is expected that all parties involved will give thoughtful attention to proper event planning and agree to take all necessary steps before, during, and after an event to ensure its success. The following guidelines must be followed for an organization when hosting events on campus:

The University reserves the right to implement special requirements or conditions not specifically outlined in this policy due to safety concerns or liability issues. In addition, the advisor or Student Affairs staff may request extra security through University Police for events they believe warrant extra security. Arrangements, including all associated costs, for extra security are the responsibility of the student organization. The level of security required for an event will be primarily determined by the following: type and time of event; location; expected attendance; whether the event is closed or open to the public; entry fee; and the expected level of potential risk to the safety and well-being of participants, staff, and community members. Additional factors may also be considered as deemed pertinent by administration and campus safety personnel.

Metal detection may be required for any non-seated, general admission, or open to the public events. It may also be required for other events if deemed necessary by the appropriate scheduling office and/or University Police. The event sponsor will be responsible for all associated costs. University Police and Student Affairs staff has the right to cancel any event at any time if safety is a concern. University personnel will monitor any security risk event.

The faculty/staff advisor's role is to advise student organizations in the planning and successful implementation of their major events, etc.; to work with the students to coordinate all aspects of the event from beginning to end; and to be a dependable resource for them. Events that are held in open areas require the presence of the student organization's faculty/ staff advisor regardless of the size of the event. The advisor's presence provides additional support and perspective. The advisor must be present for the event in its entirety. Advisors should arrive at least one-half hour before the event and must remain until the crowd disperses. The event may not start until the advisor is present. If the advisor does not show up, the event will be cancelled. If the advisor leaves before the event is over, University Police, the facility manager, or other Student Affairs staff will stop the event. If the faculty/staff advisor is unable to attend an event, the student organization is responsible for finding a Student Affairs staff member to attend the event or the event must be rescheduled.

Failure to comply with specific provisions as outlined in this regulation may result in the organization being subject to UNCP's designated judicial process. Sanctions may include, but are not limited to, organizational discipline, financial repayment of damages, and suspended use of specific University facilities. The facility manager must submit requests for exceptions to any aspect of this policy in writing to the Vice Chancellor for Student Affairs at least 30 days prior to the event for review. Requests will receive a written response within 10 business days of the date of receipt.

To review regulation 11.45.01 in its entirety, please visit <http://www.uncp.edu/about-uncp/administration/policies-and-regulations/all-regulations/reg-114501-event-coverage-clubs-and-organizations-regulation>.

Departmental Procedures and Resources

Alternative Format Statement

All publications posted on campus must include the following accessibility statement:

This publication is available in alternative formats upon request. Please contact the Accessibility Resource Center, D.F. Lowry Building, 910.521.6695. UNCP and [Insert Name of RSO] encourage all students to participate in [Insert Event]. If you require assistance or an accommodation to participate in this activity, please contact [Name, Telephone Number or E-mail] at least one week prior to the event so that appropriate arrangements can be made.

Campus-based Financial Accounts

The application for Non-Interest-Bearing Agency Accounts is used when an organization at the

University of North Carolina at Pembroke wishes to deposit to and write checks from an agency account bearing its name. This account applies to all organizations that are officially recognized by the University, through the Office of Campus Engagement and Leadership, or a sponsoring department. Policy details and the application for the Non-Interest-Bearing Agency Checking Account can be found on the Controller's website at:

<http://www.uncp.edu/about-uncp/administration/departments/finance-and-administration/policies-and-procedures/controller/agency-checking-accounts-organizationsclubs>

Programming Manual

The Office of Campus Engagement and Leadership has published a manual for developing and implementing campus programs. This manual provides resources, best practices, and tips for student organizations and advisors when navigating the processes involved in planning and implementing programs and events.

State Vehicle Policy

In 1987, the N.C. Department of Administration adopted a policy, which provides that only state employees may operate motor vehicles assigned to state agencies and universities by the Motor Fleet Management Division.

For purposes of vehicle assignment, a State employee is any individual working for the State of North Carolina for wages or salary. This means that the employee must be on the State payroll and be approved by the State Personnel Office in Raleigh; therefore, students may not drive Motor Fleet Management vehicles unless they are traveling in an official capacity for which they are compensated on The University of North Carolina at Pembroke's payroll.

Dance Date Guidelines and Procedures

Dance Space Reservation

The Office for Campus Engagement and Leadership will allow student organizations who have met the criteria for the Silver and Gold status of the SOLD Process an opportunity to reserve a space for a dance on campus.

Dance Date Guidelines

If a dance is canceled, the organization president and faculty/staff advisor must email the Office of Campus Engagement and Leadership, the UC&P, and Campus Police at least seven days prior to the scheduled event. This allows time for housekeeping, maintenance, and Campus Police to coordinate work schedules.

The organization president and faculty/staff advisor are responsible for completing dance training. The faculty/staff advisor is also responsible for supervising the dance per UC&P policy.

At least seven days prior to the dance, the organization president and faculty/staff advisor must contact Campus Police to discuss security. Contact may be made either in person, via e-mail, or by telephone.

Student organizations will be charged \$600.00 for Campus Police dance coverage. The security fee must be paid at least two weeks in advance.

Campus Police coverage is required for dances at the direction and discretion of Campus Police. Coverage will be provided from 9 p.m. through 3 a.m.

Advertisements must be theme-sensitive and include:

- The full name of the sponsoring organization(s)
- The time, date and place of the event
- Any entrance fees or costs to participate
- Entry guidelines (Must be 18+ with a valid ID)
- The ADA statement

Advertising in the University Center must be approved through UC&P.

To ensure fairness and equal opportunity, recognized student organizations may serve as the primary sponsor for only one dance per year. Student organizations may co-sponsor up to two additional dances.

The sponsoring organization is responsible for any facility damage. DJ's and/or bands may set up their equipment on the stage of the University Center Annex only if there is a protective covering placed on the stage prior to set-up .

Dances will begin at 10 p.m. and end promptly at 2 a.m. Set up may begin no earlier than 8 p.m.

Approved dances are subject to rescheduling and/or cancellation.

Dance Procedures

Dances are for currently enrolled UNCP students with a valid UNCP I.D. along with one other guest without a UNCP I.D.

Guests must be 18 years of age or older. Guest will be allowed to enter the dance by showing a valid state-issued I.D. Guest must have their name and I.D. recorded on the Guest List. All guests entering the dance will have their I.D. held by the student organization until they leave

the premises. Faculty/staff on site, UNCP Police, and/or the student organization may refuse entry to anyone.

All members of the organization sponsoring the dance must show a valid UNCP I.D.

Appointing at least six (6) members to work at the dance, this includes:

- Taking, recording, and holding all I.D.'s of guests. Someone must be on hand to check all those entering until the dance closes.
- Checking and recording names of all students with a UNCP I.D.'s (a guest list template is included in the resources section at the end of this handbook).
- Collecting money.
- Checking hand stamps/wristbands.
- Checking back doors.
- Alerting Campus Police to problems or potential problems.
- Returning I.D.'s after the dance or when the guests leave.
- Any I.D.'s left at the dance will be handed over to Campus Police.
- Cleaning the facility.
- Damages that occur before, during, and after the dance.

The organization must have a minimum of six (6) people working at all times may result in having the dance close early and/or loss of future dance privileges.

Any organization refusing to cooperate with rules and guidelines or unwilling to cooperate University Officials is subject to having the dance close early and/or losing the rights to sponsor future dances.

By 2:30 a.m. after the dance, the organization president and advisor must save and email a copy of the completed list to the Assistant Director of Campus Engagement and Leadership responsible for student organizations, and, if a Greek organization, the Office of Fraternity and Sorority Life.

The list should note any I.D.'s handed over to Campus Police.

Funding Opportunities

Student organizations are responsible for raising and managing their own funds and are given the autonomy and responsibility to spend these funds as the organization sees fit within the confines of University policies and state and federal law.

A healthy financial structure is an important factor in student organization success and sustainability. Solid fiscal management creates a framework that allows organizations to work proactively to accomplish their goals and serve their communities with financially sustainable events and programs.

RSO's may access a budget template at the following link: <http://bit.ly/RSOBudgetTemplate>

The University offers three primary methods for RSO's to obtain funds in order to develop, promote, implement, and enhance its programs or initiatives: Fundraising, RSO Programming Grants, and the Student Government Association (SGA) Funding Process.

Fundraising Guidelines

All campus organizations sponsoring fundraising events are subject to the University's policies. Student organizations must submit a Fundraising Form through BraveConnect when conducting fundraising activities. You must submit this form four business days prior to the event for UC Mall requests and seven business days for all other spaces. The reasoning for this is twofold: (1) conflicts will be avoided through efficient scheduling and (2) compliance with State and University statutes and regulations must be monitored.

Student organization leaders are responsible for all transactions and for monitoring any sponsored vendors. Student organizations may not invite off-campus food vendors to sell food on campus as a fundraiser for the organization. The following guidelines pertain to all fundraising programs sponsored by student organizations:

- Funds raised on campus shall not be used for any illegal purpose or personal gain.
- All on-campus fundraising activities, regardless of location, must be approved by the CEL.
- The intended use of funds raised must be posted at the event and be consistent with the stated purpose of the sponsoring student organization.
- There shall be no sales that are in conflict with or which violate a University contract with existing campus agencies except by written permission of such agencies.
- It shall be the responsibility of the organization to monitor, clean up, and remove all materials at the site of the fundraiser when concluded.

Food

Sales of food items, other than home baked goods must be approved by Sodexo. You will need to have written confirmation of the approval submitted to the CEL before the fundraiser will be approved.

Auctions

Auctions which involve selling, bidding for, or in any way paying for a person's company or services are not allowed.

Drawings

Student organizations may sponsor drawings on campus under the following guidelines:

- Request a donation for an item (i.e. pen, candy). The item must have an equal value to the ticket donation and the organization must provide the donor a drawing ticket.
- On the printed ticket, you must also disclose the beneficiary of the drawing (name of your student organization).

Games of Chance

Games of chance (cards, dice, dominos, bingo, etc.) where money is involved (for monetary gains) are not allowed. Games of chance may only be played with free chips, tokens and tickets.

Non-Profit Status/Tax Identification

Student organizations are not allowed to utilize the University's tax identification number.

Registered Student Organization Program Grants

The CEL has limited funds to support student-directed, on-campus programs, events, and initiatives and off campus student travel.

Successfully funded programs and travel experiences will align with the CEL's mission to provide meaningful co- and extra-curricular developmental and educational opportunities for students. These experiences should provide students opportunities to develop their leadership capacity and campus engagement in support of becoming life-long learners.

The CEL will request the following:

- Inclusion as a sponsor (using the CEL logo) in all marketing;
- A program evaluation and final expense report;
- Both must be submitted no later than two weeks after the completion of the program/trip. Failure to do so may result in ineligibility for future funding and/or reimbursement.

For questions or concerns, please contact the Office of Campus Engagement and Leadership before you start the grant process.

Program Grant Criteria

Funding is available for student-directed, on-campus programs, events, and initiatives. The programs, events, activities, or projects should provide meaningful co- and extra-curricular developmental and educational opportunities for students.

Students must take the lead role in planning, marketing, implementing, and executing funded events.

Funding requests will only be accepted for the fall and spring semesters (no summer funding).

Funding will not be granted in totality for any program, event, activity, or project. The CEL may match student organization contributions up to the following limits per program (\$1000 limit per academic year):

- Gold \$450
- Silver \$300
- Bronze \$150

Travel Grant Criteria

Funding is available for students to attend off-campus leadership development and educational programs, events, and initiatives. The programs, events, and initiatives should provide meaningful co- and extra-curricular developmental and educational opportunities for students.

Funding will not be granted in totality for any off-campus experience. The CEL may match contributions up to the following limits:

- Up to \$125 per student
- Up to \$1,250 per off-campus experience

Administrative Process and Requirements

All requests must be submitted through BraveConnect at least two business days before the review date. Incomplete applications will not be considered.

University funding processes must be followed (requisitions, P-Card, reimbursement, catering, travel paperwork, facility/vehicle reservations, etc.)

Completed requests will be reviewed for fund allocation the second Monday of each month.

You will be most successful in completing your request if you have all the information you need before beginning the form. Below you will find the details of the information requested within each form.

General Information

- Primary contact name and email address
- Program/travel name
- Program/travel description
- Program/travel date(s)
- On-Campus Advisor name and email (organizations only; note: full-time faculty or staff advisor will be contacted for submission approval prior to application review)
- Itemized budget including:
 - estimated total cost (details are preferred)
 - other funding sources (including organization and/or individual student contributions – used to determine matching limit)
 - amount requested from the CEL
- Description of how this experience aligns with the CEL mission

Travel-specific Information

- Link to itinerary or schedule
- Transportation, lodging, and meals information
- List of student travelers (name, email, and banner ID)
- Description of ways students will develop their leadership capacity by participating in this trip

Program-specific Information

- Detail of student role in planning and implementation
- Name of sponsoring organization
- Room reservation confirmation from University Center & Programs
- Description of ways this student-directed, on-campus programs, events, and initiatives contribute to campus and students

Applicants will be notified of their application status within 4 business days of the application review date.

Student Government Association Funding

The objective of funding by the University of North Carolina at Pembroke Student Government Association (SGA) is to promote, support, and encourage meaningful events and activities for the student body. The SGA will comply with all federal and state laws, as well as any university policies and guidelines that apply.

Funding Criteria

All organizations requesting funding must be an RSO recognized by Office of Campus Engagement and Leadership. No more than \$600 can be requested by an organization per academic year, and must be used for the enrichment of UNCP students. An organization must submit a funding packet 28 or more days before an event, program, or travel date.

Funding may not be used for individual gain, events involving alcohol, religious events, fundraising/charity, or political functions. This can exclude lobbying efforts that benefit UNC Pembroke and its students as determined by the Senate. Additionally SGA will not fund Intramural or Athletic team equipment. This includes any equipment, supplies, and uniforms. Funding can only be relevant to the current fiscal year. Travel, lodging, and meal funding requests may be restricted from the requested funding amount due to government and university policies and legislation.

Any project or event funded by the SGA must have the SGA name and logo visible on all media.

In the event that the Treasurer is not capable of fulfilling his or her duties in the application process, then the Treasurer's role will become the responsibility of the SGA Executive Board.

Administrative Process and Requirements

Failure of an organization to fulfill any requirements during the application process will result in the termination of their funding application. After the event occurs, then the organization must submit an itemized receipt to the SGA for each and every item purchased with funds appropriated by the Student Senate to receive reimbursement.

Upon the submission of the application, the SGA Treasurer and the Government Operations Committee will verify the accuracy and completion. An email will be sent to inform the officers of the organization of the presentation date with the Senate. If no representatives are present, then the funding packet will be automatically denied. The Senate retains the power to edit the amount of money given to the organization (NOTE: The dates and times of the Student Senate meetings are available upon request).

The SGA can only provide pre-event funding for conference pre-registrations and hotel payments. To receive the deposit of pre-event funding, contact the Administrative Assistant within the Office of Campus Engagement and Leadership, in the second floor of the University Center Annex. All other funding must take place in the form of a reimbursement.

Reimbursement will require the submission to the Treasurer of receipts for all of the SGA funded expenditures. The Treasurer's mailbox is located in the Office of Campus Engagement and Leadership.

If a packet is approved and provisions within the packet are not followed, then an organization may have its ability to apply for funding revoked for a period deemed appropriate by the Government Operations Chair.

Access the SGA Finding Application Here: <http://bit.ly/SGA-FundingApplication>

Developing a Constitution and Bylaws

By definition, an organization is a “body of persons organized for some specific purpose, as a club, union or society”. The process of writing a constitution will serve to clarify your purpose, delineate your basic structure, and provide the cornerstone for building an effective group. It will also allow members and potential members to have a better understanding of what the organization is all about and how it functions. If you keep in mind the value of having a written document that clearly describes the basic framework of your organization, the drafting of the Constitution will be a much easier and more rewarding experience.

How to Utilize Your Organizing Documents

A Constitution and By-Laws articulate the purpose of your organization and spell out the procedures to be followed for its orderly functioning. Constitutions usually require a 2/3 vote of the membership for adoption. By-Laws generally only require a simple majority for passage. Once you have developed your Constitution and By-Laws review them often. The needs of your group will change over time and it’s important that the Constitution and By-Laws are kept up to date to reflect the current state of affairs.

Make sure every new member of the organization has a copy. This will help to unify your members by informing them about the opportunities that exist for participation and the procedures they should follow to be an active, contributing member. A thorough study of the Constitution and By-Laws should be a part of officer training and transition.

Creating a Constitution

To aid your organization in getting off to a good start, this constitutional structure outline and an explanation of each section has been prepared for your use. These guidelines are designed to assist groups in their formation and to anticipate any future problems. Prospective student organizations should use these guidelines to assist them in drafting a Constitution. Any Constitution not in accordance with these guidelines will not be accepted, and recommendations for recognition will be delayed until the Constitution meets University standards.

The Constitution of an organization provides for efficiency, fair and equal consideration, clarification, and continuity in the regular operations of an organization. Every organization has basic principles and procedural rules, which the Constitution merely states in writing. Bylaws are secondary principles that govern the internal affairs of an organization. Bylaws are essentially an expansion of the articles or sections of the constitution. They describe in detail the procedures and steps the organization must follow in order to conduct business effectively and efficiently.

What Should Be Covered In A Constitution?

Constitutions should be concise, yet contain the important framework of an organization. They should be between two and four pages in length, leaving the detailed procedures of a group's daily functions to the bylaws. Below is an outline of the kinds of information that should be included in a constitution.

Constitution Template

The CEL has provided a constitution template at the end of this handbook. This template is to serve as a guide for creating and structuring your organizations constitution. Please feel free to modify it to fit your organization's needs. When reviewing the constitutional template you should notice that sections **highlighted** are required sections for your organizations constitution. These sections include:

- Organization Name and Date of Recognition
- Article IV: Non Discrimination Statement
- Article VIII: Advisor Statement
- Article IX: Dissolve Statement

Items **bolded in red and enclosed in Brackets []** are action items where you will need to insert organization specific information if you decide to use those sections. **Items bolded in blue and enclosed in curly brackets {}** are notes or explanations to why your organization may want to consider using certain sections of the template.

This constitution template is accessible in a word document at the following link:

<https://uncp.campuslabs.com/engage/organization/leadership/documents/view/456109>

If you have any questions while drafting your constitution, please feel free to contact the Office of Campus Engagement and Leadership.

Additional Resources

In this section, you will find resources that can help maximize the effectiveness of your student organization. While many of these resources are optional, we highly recommend reviewing and discussing them within your student organization. If you have any questions about these resources or would like to be connected with additional resources, please contact the CEL.

How to Run a Meeting: Robert's Rules of Order

Robert's Rule of Order provides a common language, promotes collaboration and communication, encourages efficiency, and helps improve organization. If you are interested in

training your organization on how to most effectively use Robert's Rules of Order, please consider the resources listed below.

RRMS Cheat Sheet

<https://uncp.collegiatelink.net/organization/sga/DocumentLibrary/view/394489>

How to Chair a Meeting with Confidence

<https://uncp.collegiatelink.net/organization/sga/DocumentLibrary/view/394495>

Leadership Takeout

Emanating from a variety of research-supported leadership models, the Office of Campus Engagement and Leadership teaches and practices leadership as a purposeful, collaborative, values-based, and relational process of people in a supportive community creating positive change. We offer a regular schedule of takeout workshops each semester. We can also design one unique to your needs, for anyone who would find them valuable. To place your Leadership Takeout Order, please visit: <https://uncp.collegiatelink.net/form/start/69496>

Student Organization Leadership Round Tables

Student Organizational Leadership Roundtables are monthly meetings proposed by the Student Government Association (SGA) and supported by the CEL. The CEL defines leadership as being non positional. This means organizations may send any active member of their organization to represent them at these monthly meetings. Student organization officers often have a lot of time commitments already and it is okay to delegate this task to other members of your organization. However, it is very important that the delegated member reports topics discussed back to your organization.

Each student organization should participate in the monthly Leadership Round Tables. These meetings are designed to support stronger relationships between student organization leaders on campus, provide a more effective way to communicate and engage with our campus leaders and administrators, and to discuss organization visibility and campus impact.

All meeting dates, times and location can be found on Brave Connect and reminder notifications will be sent via email to all organization presidents, primary contacts, and advisors at least two days prior to the scheduled meeting.

Advisor's Agreement Worksheet

This worksheet can be a means of communicating expectations of the organization-advisor relationship. Both the advisor and officers of your organization should review each item. Organization members check off what you expect in the "org" column. Organization advisor(s)

should check off those items he/she feels are appropriate for him/her to fulfill in the "adv" column. From this, both parties can come to an agreement.

The Advisor Should...	ORG	ADV
Attend all general meetings of the organization		
Attend all officer meetings		
Call meetings of the officers when deemed necessary		
Explain University policies where appropriate		
Explain University policies to the membership once a year		
Help the president prepare the agenda before each meeting		
Serve as parliamentarian to the group		
Speak up during discussion when you feel the group is about to make a poor decision		
Be quiet during general meeting unless called upon		
Provide resources and ideas to the group		
Take an active part in formulating goals for the group		
Act as a member of the group, except in voting and holding of office		
Receive a copy of all correspondence		
Request the Treasure's book at the end of each semester		
Keep the official files in his/her office		
Let the group work out its problems, including making mistakes		
Request a written evaluation at the end of each semester		
Cancel any activities that you believe have been inadequately planned		
Approve all candidates for office in terms of scholastic standing; periodically checking GPAs		
Take an active part in officer transition and training		
Represent the group in any conflict with members of the University Staff		
Mediate conflicts as they arise		
Veto a decision when it violates a by-law or constitution		
Keep the group aware of its stated goals, purpose, and objectives		

Comments:

Revised from Auburn University's Advisor Agreement Worksheet

