

STUDENT ORGANIZATIONS/AFFILIATIONS

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

This policy was accurate as of the date printed. For the most current revisions to this policy refer to the web site referenced above.

Student Organization Affiliation is a registration process for students organizations by which organizations receive membership privileges and opportunities as well as have responsibilities to The University of North Carolina at Greensboro. Affiliation privileges include use of the University name; use of University facilities; EUC office space and mailboxes on a first come, first served bases; professional consultation and assistance through the Office of Student Life; and opportunities for funding.

Affiliation is renewed each semester pending 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 organizational history, and related questions. Organizations, 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 or the Office of Student Life) or Greek-lettered social organizations may have additional student organization requirements from their respective administrative unit or governing council prior to University affiliation being completed.

The University through the Office of Student Life will affiliate organizations after successful completion of the following requirements and approval through the administrative unit or acceptance by appropriate Greek governing council.

STUDENT ORGANIZATION RE-AFFILIATION

- A. Every organization, through its head officer, will complete an updated re-affiliation packet by the ***fourth Monday*** of each semester. Specific dates will be announced at Student Organization Re-Affiliation meetings each semester. The information requested in the packet is as follows:
 - Head Officer and Advisor Contact Information
 - Meeting Time and Location
 - Anti-Hazing Policy and Agreement
 - At student organization (re)affiliation meetings, organization representative(s) will be provided, required to share and collect all organization members' signatures acknowledging receipt and understanding of the UNCG Anti-Hazing Policy and Anti-Hazing Statement. This also serves as the organization's membership roster.
 - Every organization must present a total membership roster with student identification numbers. Seventy-five percent (75%) of the total membership must be composed of currently enrolled UNCG students, except when organizational guidelines require 100% of the membership to be currently enrolled UNCG students.
 - Student organizations may request that membership information not be shared with the public.
 - If a minimum grade point is required for membership in the organization, a completed grade release statement for each member must be submitted in order for grades to be verified.
 - Every student organizations must have a minimum of five (5) members that are students currently enrolled at UNCG.
 - Most recent Constitution must be on file with the Office of Student Life
 - Constitution must include: Name, Mission, Purpose, Anti-Discrimination Statement and Membership Requirements (sample constitutions are available in the Office of Student Life for more information)

- The Anti-Discrimination statement must include that student organizations may not discriminate on the basis of race, color, creed, religion, gender, age, national origin, disability, military, veteran status, political affiliation or sexual orientation.
 - Updated constitutions may be turned in either with the SO (Re)Affiliation paperwork or emailed to the Assistant Director for Student Life within the timeline outlined in the SO (Re)Affiliation meeting each semester
 - Affirm that the organization will participate in or provide two educational programming opportunities for the membership as well as complete the SO Educational Programming Documentation and Evaluation forms by the last day of class each semester. Examples of educational programs include:
 - Sponsor a professional development program for the organization. Appropriate documentation should be provided to the Office of Student Life (i.e. program agenda, handouts, and a sign-in sheet).
 - At least one member of the organization must attend a U-LEAD meeting.
 - Educational programs do not include Club Sports, Intramural or Athletic sponsored events.
 - If SOs are unsure, they may contact the Assistant Director for Student Life for prior approval.
- B. If a student organization wishes to make changes to their constitution, they must submit the changes in writing to the Assistant Director for Student Life for review. The Assistant Director has up to ten (10) academic days to review and approve changes. SOs may not implement changes in their organization until they have received written approval from the Assistant Director for Student Life.
- C. The organization 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. Affiliation is contingent upon compliance with this section of the policy. Failure to comply or allegations of failure to comply may result in the organization being suspended pending investigation and resolution.

HONORARY/GRADUATE STUDENT ORGANIZATIONS

Student organizations that fit this classification are inherently different from other student organizations because they (1) do not meet on a regular basis, (2) do not offer their members educational or social opportunities and (3) traditionally, only meet once a semester or academic year for initiation/induction.

Even though the Honorary/Graduate Student Organization does not attend the SO (Re)Affiliation meetings, it is still expected to follow all of the University policies and procedures for student organizations, including the Anti-Hazing Policy. It is the responsibility of the organization's Head Officer and Advisor to be conversant and compliant with all these policies. They may be found online at <http://studentconduct.uncg.edu/policy/>.

The affiliation requirements for Honorary/Graduate Student Organizations include:

1. Completing the SO Honorary/Graduate Student Organization affiliation form once a semester. This form is emailed once a semester to the organization's Head Officer and Advisor.
2. If applicable, completing the Student Organization Office Space Application each semester in order to retain office space. This application will be emailed once a semester to the organization's Head Officer and Advisor.

HEAD OFFICER RESPONSIBILITIES

- A. 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.
 - Affiliated as a member of the group and be in good standing with the organization and the University.
 - Must maintain a minimum cumulative grade point average of 2.5. Student organizations may require a higher GPA in their constitution and bylaws.
 - Meet other Head Officer requirements as outlined in the student organization's constitution and bylaws.
- B. The head officer responsibilities are:
- Serves as the head officer of the organization, i.e. President, Chair Person, etc.
 - Attend the annual LEAD Conference (fall) and Officer Training Program (spring), ensure that the appropriate number of members are in attendance as well as any other specific training that may be required by either the Office of Student Life and/or other departmental units.
 - Ensure that affiliation requirements are met each semester. Failure to comply may result in the organization losing its affiliation status.

Note: Any student leader found guilty of a violation of University conduct or affiliation policies may be removed from office at the discretion of the Office of Student Life.

ADVISOR INFORMATION AND RESPONSIBILITIES

Each affiliated organization must have an advisor who is a full time University faculty or staff member. 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 organization's budget to ensure financial sovereignty
- Attending organization's meetings

It is suggested that the organization'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.

POLICY COMPLIANCE

- A. Head Officer(s) are expected to be conversant and compliant with all University policies and procedures that apply to student organizations. They may be found online at <http://studentconduct.uncg.edu/policy/>.
- B. 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/code/>), will be employed to bring organizations into compliance when other advisory efforts prove unproductive.
- C. An interim action (such as temporary suspension of affiliation) may be employed prior to a hearing process when an organization's continued operation and activities in violation of University policies and procedures as determined by the Assistant Director of Student Life.
- D. Failure to comply with affiliation 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/code/>), and may include revocation of the organization's affiliation.

LEAD CONFERENCE and OFFICER TRAINING PROGRAM

It is recommended that all organizational members participate in leadership training, prior to assuming office, so that they will be well suited to carry out the responsibilities inherent in their future position(s) and that organizational documents should carry this requirement. In addition to the Head Officer, all organizations must send delegates to attend the LEAD Conference (fall) and Officer Training program (spring) sponsored through the Office of Student Life.

- Organizations with 1 – 10 members must send at least one representative.
- Organizations with 11 – 25 members must send at least two representatives.
- Organizations with 26+ members must send at least three representatives.
- An individual may only represent one organization.

The date, time, and location for the conference are available through the Office of Student Life, 221 Elliott University Center. Failure to attend the required leadership conference will result in suspension of affiliation privileges. Organizations failing to attend will be placed on interim suspension and will be required to meet with the Assistant Director of Student Life to determine how to regain affiliated status. Interim suspension involves the loss of affiliation privileges (including use of the University name, use of University facilities, and potential for funding) as deemed appropriate.

ADDITIONAL AFFILIATION REQUIREMENTS

The following groups of organizations require additional Student Organization Affiliation requirements.

Fraternities and Sororities/Greek Letter Social Organizations

1. Prior to beginning the new member process, GLSOs must submit to the Assistant Director of Student Life the names of all aspirants/new members as well as membership intake/initiation schedule.
2. Be in good standing with the University, the respective governance council and national organization.
3. Participate and complete the Chapters of Excellence Program.
4. Identify both an Alumni/ae and University Advisor and submit their contact information.

Intramural/Recreational Clubs and Organizations

1. Affiliate with the Office of Campus Recreation through the Club Sports Council as well as meet their criteria for membership
2. Adhere to the Campus Recreation Club Sports Handbook policies and procedures.
3. Submit the all paperwork required by the Office of Campus Recreation and Club Sports Council
4. Work in conjunction with the Assistant Director for Intramural and Club Sports for practice coordination and travel procedures.
5. Submit to the Office 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.
6. Be represented at biweekly Club Sports Council meetings and team leadership development programs.
7. Do not have to attend the LEAD Conference (fall), Officer Training (spring) or participate in the educational program requirement.
8. Club Sport student organizations must have all paperwork signed by the Assistant Director for Intramural and Club Sports. This includes Student Government Association allocation requests.

ESTABLISHING AND AFFILIATING A NEW STUDENT ORGANIZATION

Organizations wishing to establish first-time affiliation must complete the following procedures before they can begin to function as a student organization. This includes organizational meetings and recruitment of additional member beyond the initial five (5) members.

- A. Pick up the new student organization information packet, "So You Want to Start a New Student Organization?"
- B. Identify five (5) UNGC students interested in starting the organization who possess a minimum of a 2.5 cumulative grade point average

- C. Must complete the New Student Organization Application
- D. Complete the University Grade Release and Anti-Hazing forms
- E. Write a Constitution that includes: Name, Mission, Purpose, Anti-Discrimination Statement and Membership Requirements (sample constitutions are available in the Office of Student Life for more information)
- F. Find a full time UNCG faculty or staff member to serve as the organization advisor
- G. Meet with Assistant Director of Student Life to review application and assure compliance with all university policies
- H. All sports organizations must affiliate with the Club Sports Council and meet with the Campus Recreation Assistant Director for Club Sports and Intramurals before OSL student organization affiliation is granted.

Establishing a New Fraternity or Sorority/Greek Letter Social Organization

A GLSO is defined as a single sex organization that is protected by Title IX and is a member of the National Panhellenic Conference, North American InterFraternity Conference, National Pan-Hellenic Council, Fraternity Leadership Association, or National Association of Latino Fraternal Organizations whose primary purposes are scholarship, leadership, fellowship, and philanthropy.

In addition to the above, students interested in establishing a new GLSO, must comply with the following policies:

- A. UNCG only recognizes GLSOs that are members of NPC, NIC, NPHC, FLA, or NALFO. The University does not recognize local GLSOs nor will they be considered for expansion or as an interest group for a National Organization.
- B. UNCG has established a managed growth philosophy for GLSOs: We believe in supporting and nurturing the existing organizations as our primary focus. Before a new organization can be invited to colonize, current groups must have adequate chapter membership, strong academic records, and history of community service.
- C. Each governing council has their own expansion policy. UNCG recognizes the partnership between the chartered GLSOs and the University and will work with each Council to determine the appropriate timeline for expansion.
- D. Affiliation and recognition of a new GLSO is predicated on the approval of the respective governing council. GLSOs may not exist at UNCG without membership in the respective council.

SERVICES AND EXPECTATIONS FOR STUDENT ORGANIZATIONS

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

- A. Affiliated Student Organizations may be required to meet additional guidelines set by their academic, administrative or national organizations in order to maintain their affiliation with the university. Enforcement of such requirements would be the responsibility of the academic, administrative, or national organizations' office with ultimate authority for affiliation provided by the Office of Student Life.
- B. Program advisement assistance will be provided through the Office of Student Life (or other departmental units as appropriate) to every student organization as requested. All questions regarding program advisement or related policies and training opportunities for student organizations should be referred to the Assistant Director of Student Life, 221 Elliott University Center or in the case of club sports, to the Office of the Director of Campus Recreation, Room 412, Student Recreation Center. 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 organization or deemed necessary by the Office of Student Life.

- C. For those organizations advised directly by university administrators as part of their job responsibilities, the student organization will receive direct, traditional advising as appropriate.
- D. The Student Life staff will also provide support and information on a consulting basis for head officers and advisors of organizations as requested. Such information will be directed to the Head Officer and Advisor of record as identified by the student organization (re)affiliation form. The Office of Student Life will also send information to additional officers or advisors if such information is requested in writing.

All questions concerning administrative affiliation and policy matters associated with affiliation should be referred to the Assistant Director of Student Life, 221 Elliott University Center.