

ELIZABETH CITY STATE UNIVERSITY
Clubs and Organizations Policy

Preamble

The purpose of this policy is to support new and established student clubs and organizations by providing information on policies and procedures of Elizabeth City State University by which they are governed. This policy should be used by organizational officers and advisors as guidelines.

Student Clubs and Organizations should not assume that they might rightfully engage in any activity that is not specifically restricted by University regulations. If there is any doubt or clarification needed as to the appropriateness of the activity, the organization or club should contact the Director of Student Activities in advance.

1. Starting a Club or Organization

- a. Any student(s) wishing to start a new club or organization should first make an appointment with Coordinator for Clubs and Organizations. During this initial meeting, the staff member will discuss the Student Organization Registration Form, Advisor's Form, and the intended purpose of the new student organization. The proposed group must verify that an existing club or organization is unable to meet its needs.
- b. The student(s) will also receive a sample constitution to use as a guideline when writing the constitution for the new student club or organization.
- c. Once the student(s) has completed the Student Organization Registration Form and written the constitution, he or she must find a minimum of two advisors officially recognized by the university. One advisor must be an Elizabeth City State University employee who is a full-time staff or faculty member.
- d. The advisors must then sign the bottom portion of the Student Organization Registration Form and advisor Commitment Form.
- e. Any recognized student organization or club must have a minimum of ten (10) currently enrolled Elizabeth City State University students.
- f. All members must have a minimum cumulative grade point average of 2.0.
- g. Any student who is on disciplinary or academic probation cannot play intramural sports, participate in intake activities, run or hold office during the term of their probation.

- h. If the new organization is affiliated with a national organization, a copy of the national constitution and local bylaws must be submitted. These off-campus affiliates frequently have guidelines or regulations with which the affiliated organizations must comply in order to remain in good standing and to continue their affiliation. Such guidelines are considered important operating documents and must be on file in the Office of Student Engagement. All Greek organizations must file directly with the Greek Life Office and Director of Student Engagement.
- i. Upon receipt of these documents, the Coordinator of Leadership Development in consultation with the Director of Student Engagement will rule on the recognition of the group based on organizational purpose and compliance with established criteria.

The Coordinator of Leadership Development will send written notification of official recognition of the new organization. If approved, the group will immediately become a recognized student organization with all the privileges thereof, as long as the members adhere to regulations governing student clubs and organizations.

- j. All clubs and organizations must be open to all Elizabeth City State University students. Clubs may not discriminate on the basis of sexual orientation, ethnicity, gender, age, disability, or any other factors.
- k. An organization that previously operated at Elizabeth City State University, but is now inactive, must reapply to reactivate the group.

2. Requirements for Clubs and Organizations

- a. All clubs/organizations presidents are required to complete the Viking Leadership Academy. Failure to do so will result in the club or organization being rendered inactive. For more information, please contact the Coordinator for Leadership Development in the Office of Student Engagement.
- b. All clubs/organizations must complete 10 hours of community service per member per year. Failure to do so will result in the club or organization being rendered inactive. Please use the Student Organization Bi-Annual Report form to document your activities. The forms are available on the University website under Forms and Documents on the Student Engagement website.
- c. All clubs/organization members must maintain a 2.0 GPA to remain active. All officers must have a 2.5 GPA National Pan- Hellenic Council & Inter-Fraternity Council must adhere to the policy regarding members GPA's. Please see the Director of Student Engagement/Director of Greek Life for further information regarding the policy.

- d. All clubs/organizations must register by first Friday of August semester. Failure to do so will result in the club/organization being inactive until the next registration period opens.
- e. It is mandatory for at least one (1) representative from your club/organization to be present at all Clubs and Organizations sessions.

3. Officers

- a. Based on individual organizational constitutions officers will have a variety of responsibilities. Although the responsibilities are uniquely tailored to fit each organization, general guidelines for duties do exist. For example, the President should conduct meetings and oversee general operations of the club; Vice President should act in this capacity in the absence of the President; the Secretary records the business of the organization; and the Treasurer keeps track of financial matters.
 - i. The president should conduct meetings and oversee general operations of the club.
 - ii. Vice President should act in this capacity in absence of the President.
 - iii. The secretary records the business of the organization.
 - iv. Treasurer keeps track of the financial matters.
 - v. When a member of the faculty or staff is asked to serve as an advisor, he or she should be informed about what the organization will require.
 - vi. The new advisors should be given an orientation relating to all the activities of the new organization.
 - vii. Notices of meetings should be given to the advisors. Every attempt should be made to set a time that is convenient for the advisor when designating a meeting time for the semester.
 - viii. The advisors should be invited to executive meetings in which agendas are established for general meetings. If the advisors are unable to attend, the meeting should be rescheduled until a time when they are able to meet.
 - ix. The organization should confirm the appointment of the advisors each year and should be certain the advisors will serve before submitting his/her name as advisors. Advisors are not required to continue their willingness to act as advisors each year.
 - x. Advisors must attend all activities sponsored by the organization. This should be done to allow the advisors to be aware of what is happening and also to allow him/her to react to the proposed event/activity.
 - xi. If the situations arise that may cause problems for the organization or member of the organization, the advisors should be informed immediately.
 - xii. Advisors should update the organization of the financial condition of the organization. This is important for all the organizations, especially important for organizations receiving funds from Student Fees. The advisors should not

be expected to cosign a money request unless he or she has evidence of the validity of the supporting documents.

- xiii. Organizations should recognize that an advisor should not be committed to any type of obligation unless he or she agrees to the commitment.
 - xiv. Minutes of meetings as well as other materials from the organization should be submitted to the advisors, as these materials are made available to the members.
 - xv. An organization should be aware that the advisors are providing services without compensation.
 - xvi. Although advisors do not expect special recognition, they would like to know their services are appreciated.
 - xvii. The organization should be willing to discuss any dissatisfaction it may have with the advisors. Every effort should be made to resolve this. The advisor should feel free to discuss his/her dissatisfaction. If these cannot be resolved, the Office of Engagement can be asked to mediate.
- b. It is also the responsibility of all executive board members to be aware of all rules and regulations that govern student organizations. These are outlined in the Clubs and Organizations handbook. Specific training and guidance on University policies of leadership development may be received from the Office of Student Engagement.

4. Advisors

- a. Every Student organization must have two (2) advisors officially recognized by the University. One advisor must be an Elizabeth City State University employee who is a faculty or staff member. The other may be a faculty, staff, or community member. Advisors have obligations to their organizations and to the University. Ideally, the relationship between the advisor and the organization would involve trust and respect. The advisor must feel that they can depend on the organization to act in a manner that is responsible, and the organization must feel that it can depend on the advisor to act in a manner that is responsible as well. Responsibilities for the advisors are as follows:
 - i. An advisor should agree to serve only if he or she is willing to participate in the work.
 - ii. Understanding the organization, its purpose, and its goals is a primary obligation of any advisor. He or she should help the organization evaluate its purpose and goals, and the program it is providing.
 - iii. Interest in the organization should be demonstrated by an advisor through his/her attendance at meetings and other functions. All events require an advisor's presence.
 - iv. Advisor's should try to develop a close relationship with the officers and as many members as possible. Meeting members in a social setting can help establish a better relationship.

- v. Advisors should give attention to interaction within the group, be available for complaints from members about the group, and serve as negotiator if necessary.
- vi. Advisors should inform the group if they are not receiving notices of the meetings, minutes, or materials.
- vii. An advisor should explain his/her dissatisfaction with anything the group is doing or proposing to do. How the advisor handles this depends on the situation, he or she should be sensitive to opportunities that may help the organization become more productive and effective. In some cases, it is better to discuss the concerns with the officers. In others, it may be necessary to react during a meeting at the time the proposal is made.
- viii. Advisors who have long associations with the organizations can provide continuity. In some situations, advisors have been associated with their groups longer than any of the members. They can help the members understand the history of the organization, and provide a prospective that would otherwise be lacking.
- ix. Advisors have a wealth of knowledge, expertise, and leadership skills that can benefit the student leader's experience. Whatever skills they possess they should make available to the group organization become more productive and effective. In some cases, it is better to discuss the concerns with the officers. In others, it may be necessary to react during a meeting at the time the proposal is made.
- x. Advisors who have long associations with the organizations can provided continuity. In some situations, advisors have been associated with their groups longer than any of the members. They can help the members understand the history of the organization, and provide a prospective that would otherwise be lacking.
- xi. Advisors have a wealth of knowledge, expertise, and leadership skills that can benefit the student leader's experience. Whatever skills they possess they should make available to the group. An advisor should provide assistance but not allow the organization to become dependent. He or she should not accept responsibility for the group unless under situations where the advisor has signed an Activities Request Form, acknowledging the activity/event.
- xii. Advisors should accompany groups when attending meetings, conferences, conventions, or any other activity where the organization is representing the University.
- xiii. Advisors must sign all Activity request forms in addition to signing all requests for monies.
- xiv. Advisors should also be aware of all University policies and regulations as they relate to student organizations; the activities, projects, and programs of the organization.
- xv. At least one (1) advisor is required to be present at all activities sponsored by

the organization. If an advisor is not present, the event will be shut down.

5. Fiscal Responsibility

- a. The University, by allowing student organizations and clubs to register on campus, permits them to conduct certain activities, one of which is the collection and management of funds used for organizational programming. Consequently, any funds allocated to or collected by student organizations and clubs are considered university funds, subject to university financial policies and procedures.
- b. As part of the university registration procedure, all clubs and organizations agree that no portion of proceeds raised from a project or campaign or allocated to them by the university will be used for the personal gain of any individual member of the club or organization. Additionally, all clubs and organizations agree to abide by university financial policies and procedures regarding the procurement of goods and disbursement of funds as contained in the university's policies and procedures manual, as well as the university's "Clubs and Organizations Guide".

6. Campus Event Security Policy Statement

It is a policy of Elizabeth City State University to support student organizations and other members of the ECSU community in the presentation of events, which further the educational mission of the University, provide opportunity for social growth and cultural understanding, and serve the recreational needs of the campus community.

The office of Student Engagement and University Police Staff are charged with the responsibility for reviewing all events held to assure that they do not represent an unreasonable risk to participants, other members of the campus community, or University property. Accordingly, the review will determine the risk involved and liability incurred, and whether under what conditions it is appropriate to hold the event on campus. If the event is appropriate for the campus, a level of security will be established that assures the safety of people and the security of the property.

7. Policy on Designated Areas for Unplanned "Free Speech" Events

Freedom of speech is one of the most cherished traditions of the academic community. A community of scholars cannot pursue truth without the ability to publish critical information. One of the most important responsibilities of the University is to protect the right of expression in a manner that does not infringe upon the rights of others to pursue their studies or work. In guaranteeing free speech, the administration's obligation is to provide reasonable regulations of time, place, and manner, so that disruption of normal educational activities is avoided.

The University has designated certain areas on campus, known as designated public forums

and limited public forums, as areas on campus where individuals may engage in spontaneous, expressive activity. Students, faculty and invited groups/individuals are permitted to assemble and engage in spontaneous expressive activity within the designated public forum as long as such activity is lawful and does not materially and substantially disrupt the functioning of the institution.

- i. The Outdoor Classroom has been identified by the University as a designated public forum.
 - a. The University may impose time, place, and manner restrictions on the use of the Outdoor Classroom. (For example, the University may require that individuals only use the Outdoor Classroom at certain times.)
- ii. The Promenade has been identified by the University as a designated limited public forum.
 - a. The University may impose time, place, and manner restrictions on the use of the Promenade.
 - b. Visitors and non-affiliated groups may not engage in free speech or free expression activities in the Promenade.