

# STUDENT ORGANIZATION AFFILIATION POLICY

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

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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 student 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 Campus Activities and Programs; and opportunities for funding.

Affiliation is renewed each academic year 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 Campus Activities and Programs) or Greek-letter 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 Campus Activities and Programs, will affiliate organizations after successful completion of the following requirements and approval through the administrative unit or acceptance by appropriate Greek governing council.

## ***UNCG's Equal Opportunity Statement regarding Student Organizations***

The University's commitment to equal opportunity for each member of its student body is unshakable. Over twenty years ago, the United States Supreme Court declared that racial discrimination in education violates deeply and widely accepted views of elementary justice, noting that discriminatory treatment exerts a pervasive influence on the entire educational process. Mindful of this principle and of our responsibility as a public institution of higher education serving all the people, The University of North Carolina at Greensboro does not discriminate in offering access to its educational programs and activities on the basis of age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, or sexual orientation. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.

Accordingly, it is the policy of The University of North Carolina at Greensboro that:

To be eligible for official recognition from the University -- and the privileges that accompany official recognition -- a student co-curricular organization must abide by the following:

1. Membership and participation in the organization must be open to all students without regard to age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, or sexual orientation. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.
2. 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 organization to students who, upon individual inquiry, affirm that they support the organization'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, veteran status, sexual orientation, or, unless exempt under Title IX, gender.

A student organization may limit its membership to an affirmation of shared values but all fee sponsored programming shall be open to the entire university community. All students must further comply with all University policies and laws.

## **STUDENT ORGANIZATION RE-AFFILIATION**

- A. Every organization, through its head officer, will complete an updated re-affiliation application online and a complete roster with signatures of each member by the **due date announced at the annual reaffiliation meetings, which take place within the first two weeks** of the fall semester. The information requested in the online application is as follows:
- Head Officer and Advisor Contact Information

- Meeting Time and Location
  - Officer election time as scheduled by organization
- The membership roster form is given to each organization at the annual reaffiliation meetings.
- Anti-Hazing Policy and Statement on Human Dignity
    - At student organization (re)affiliation meetings, organization representative(s) will be provided with a copy of the Anti-Hazing Policy and Statement on Human Dignity. Organizations are required to and collect all organization members' signatures acknowledging receipt and understanding of the policy. 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 organization must have a minimum of five (5) members that are students currently enrolled at UNCG.

It is also required that:

The most recent Constitution must be on file with the Office of Campus Activities and Programs.

- Constitution must include: Name, Mission, Purpose, Anti-Discrimination Statement and Membership Requirements (sample constitutions are available in the Office of Campus Activities and Programs for more information)
    - The Anti-Discrimination statement must include that student organizations may not discriminate on the basis of age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, or sexual orientation. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.
  - Updated constitutions will be emailed to the Assistant Director for Campus Activities and Programs within the timeline outlined in the SO (Re)Affiliation meeting each fall semester.
- The organization affirms that it 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 Campus Activities and Programs (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 if a program satisfies the requirements for educational programs, they may contact the Assistant Director for Campus Activities and Programs 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 Campus Activities and Programs 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 Campus Activities and Programs.
- 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.
- D. If the student organization fails to complete one of the re-affiliation requirements at the beginning of the fall semester as stated above in section (A.) under "Student Organization Re-affiliation", the organization will lose affiliation for the remainder of fall semester. The organization may submit an appeal in writing to the Director of Campus Activities and Programs, in 221 Elliott University Center by December 1. If the appeal is granted, the organization must meet with the Assistant Director, and will then be re-affiliated for the spring semester, and will be required to submit updated contact information for the organization (head officer and advisor names, email addresses and phone numbers) by the last day of fall semester. If the appeal is not granted, the organization will

remain unaffiliated for the rest of that academic year. It may apply for affiliation again anytime during the next academic year, beginning on the first day of the fall semester, at which time it may submit a new student organization affiliation application, which can be obtained in the Office of Campus Activities and Programs in 221 Elliott University Center.

### **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 Honorary/Graduate Student Organizations do not attend the SO (Re)Affiliation meetings, they are still required 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 Student Organization online affiliation application each fall semester by the deadline set by the Office of Campus Activities and Programs. Honorary/Graduate Student Organizations receive notification via email that the application is available online
2. If applicable, completing the Student Organization Office Space Application each fall semester by the deadline set by the Office of Campus Activities and Programs in order to retain office space. This application will be emailed at the beginning of the fall 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 twelve undergraduate or nine 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 Fall Leadership Academy sponsored by the Office of Campus Activities and Programs, 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 Campus Activities and Programs and/or other departmental units.
- Ensure that affiliation requirements are met each fall 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 Campus Activities and Programs.**

### **ADVISOR INFORMATION AND RESPONSIBILITIES**

Each affiliated organization must have an advisor who is a full time University faculty or staff member. Graduate assistants, Resident 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 solvency
- Attending organization's meetings
- Must not advise more than three student organizations

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 are in violation of University policies and procedures as determined by the Assistant Director of Campus Activities and Programs.
- 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.

### **FALL LEADERSHIP ACADEMY**

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 Fall Leadership Academy sponsored through the Office of Campus Activities and Programs.

- 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 Campus Activities and Programs, 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 Campus Activities and Programs 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.

### **SERVICES AND EXPECTATIONS FOR STUDENT ORGANIZATIONS**

The Office of Campus Activities and Programs 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 Campus Activities and Programs and the administrative, academic, or national organization responsible for the organization. The department's philosophy is that students are responsible for student organization success and development and encouraged to seek support and guidance from the Office of Campus Activities and Programs.

- 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 Campus Activities and Programs.
- B. Program advisement assistance will be provided through the Office of Campus Activities and Programs (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 Campus Activities and Programs, 221 Elliott University Center or in the case of club sports, to the Department of Campus Recreation. The program staff of the appropriate office will provide lists of services and consultative activities as well as offer workshops, referrals and direct intervention as requested by the head officer of the organization or deemed necessary by the Office of Campus Activities and Programs.
- 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 Campus Activities and Programs 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 Campus Activities and Programs will also send information to additional officers or advisors if such information is requested in writing.

### **ADDITIONAL AFFILIATION REQUIREMENTS**

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

### **Fraternalities and Sororities/Greek Letter Social Organizations (GLSOs)**

1. Prior to beginning the new member process, GLSOs must submit to the Assistant Director of Campus Activities and Programs 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. Complete the Chapters of Excellence Program.
4. Identify both an Alumni/ae and University Advisor and submit their contact information.

### **Campus Recreation Clubs and Organizations**

1. Affiliate with the Department 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 all paperwork required by the Department 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 Department of Campus Recreation a budget proposal, mid-year and year-end reports as advised by the Campus Recreation Assistant Director for Intramural and Club Sports.
6. Be represented at monthly Club Sports Council meetings and team leadership development programs.
7. Do not have to attend the Fall Leadership Academy 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,/affiliation application.
- Recruit five (5) UNCG students interested in your organization with a 2.5 cumulative GPA or higher
  - Complete the roster with signatures of each member , which affirms that those members acknowledge and will abide by: the Statement on Human Dignity, the Grade Release, the Equal Opportunity Statement, and the Anti-Hazing Statement.
  - Write a Constitution that includes: name, mission, purpose, anti-discrimination statement and membership requirements
    - The Anti-Discrimination statement must include that student organizations may not discriminate on the basis of age, race, color, creed, national origin, disability, religious status or historic religious affiliation, veteran status, or sexual orientation. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.
    - 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.
  - Find a full time UNCG faculty or staff member to serve as your advisor
  - The Assistant Director for Campus Activities and Programs will schedule a meeting with the head officer upon completion of the above materials.
  - *All sports organizations must affiliate with the Club Sports Council and meet with the Assistant Director for Intramurals and Club Sports in the Department of Campus Recreation before affiliation for these organizations will be approved by the Office of Campus Activities and Programs.*

\* Organizations that have lost affiliation in the past and choose to re-affiliate their organization must complete the process outlined above, for Establishing and Affiliating a new Student Organization.

### **Establishing a New Fraternality 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 InterFraternality Conference, National Pan-Hellenic Council, Fraternality 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. There must also be a demonstrated current and projected campus population to ensure long-term success of the organization
- 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 be affiliated at UNCG without membership in the respective council.

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