

STUDENT GROUP RECOGNITION and REGISTRATION POLICY

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

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

The University, through the Office of Campus Activities and Programs, will recognize groups after successfully registering. Registration includes following requirements and approval through the administrative unit or acceptance by appropriate Greek governing council.

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

STUDENT GROUP REGISTRATION

- Every Recognized Group will complete Registration each year in order to maintain their Recognized Student Group Status. Specific dates will be announced at Student Group Registration Kick Off Meetings at the beginning of the Fall semester in regards to requirement deadlines. It is strongly encouraged the Head Officer attends this meeting.
- In order to complete Registration, Student Groups must maintain "McIver Classification" (*see Registration Classification section below*) throughout the year.
- As part of the Registration process, Student Groups are required to **submit the following information via COMMUNITY referred to as the 'Annual Registration Form'**:
 - Head Officer and Advisor Contact Information, including mailing address for both group and advisor
 - Names of each leadership/executive position and the member holding the position
 - Meeting Time and Location
 - Active membership roster on COMMUNITY
 - Agree to the Anti-Hazing Policy and Statement on Human Dignity
 - Most recent Constitution must be on file with the Office of Campus Activities and Programs via COMMUNITY
 - Constitution must include: Name, Mission, Purpose and Membership Requirements (sample constitutions are available in the Office of Campus Activities and Programs for more information)
 - Updated constitutions must be posted on COMMUNITY within the timeline presented at the Kick Off Meeting

- Affirm that the group will submit an End of Semester Survey on the last day of classes in each the fall and spring semesters.
- If a student group wishes to make changes to their constitution, they must submit the changes in writing to the Assistant Director for Campus Activities and Programs for review. The Assistant Director has up to ten (10) academic days to review and approve changes. Student groups may not implement changes in their group until they have received written approval from the Assistant Director for Campus Activities and Programs.
- The group must not present a clear and present danger to the University or individual students; must not violate existing policies, statutes, or laws; and must be reflective of the mission and goals of the University. Recognition is contingent upon compliance with this section of the policy. Failure to comply or allegations of failure to comply may result in the group being suspended pending investigation and resolution.

STUDENT GROUP REGISTRATION CLASSIFICATIONS

- All Registered Student Groups will be identified as one of three classifications: McIver Classification, Spartan Classification, or Minerva Classification. In order to register and be Recognized by UNCG, the student group must achieve McIver Classification. In order to obtain office space, student groups must achieve and maintain Spartan Classification.
- Registered Student Group Classification Components
 - **McIver Classification (*ALL STUDENT GROUPS MUST MAINTAIN IN ORDER TO BE RECOGNIZED*)**
 - Send representative to ONE Registration Kick Off meeting in the fall semester.
 - Submit Annual Registration Form via COMMUNITY (due mid-September)
 - Submit active membership roster via COMMUNITY
 - Maintain accurate roster including officers/leadership positions on Community—**MUST HAVE FIVE MEMBERS**
 - All active members must agree to the anti-hazing policy, statement on human dignity and grade release
 - Maintain full time, on-campus advisor
 - Head Officer must maintain a cumulative 2.5 GPA
 - Submit the End of Semester Survey (ESS) on the last day of class each semester
 - **Spartan Classification (*MUST MAINTAIN IN ORDER TO OBTAIN/MAINTAIN OFFICE SPACE*)**
 - Complete all components of McIver Classification
 - Send at least one member to attend Leadership Academy in the Fall
 - Send at least one member to attend the Emerging Leaders Conference in the Spring
 - Complete 2 Educational Programs each semester—**AT LEAST ONE** will be presented by Spartans Leading Spartans (SLS) - (bring SLS to group OR attend Operation U-Lead workshop)
 - Student group organizes and engages in one community service project per semester – 50% of active membership must be involved in project
 - **Minerva Classification**
 - Complete all components of McIver Classification
 - Send at least one member to attend Leadership Academy in the Fall
 - Send at least one member to attend the Emerging Leaders Conference in the Spring
 - Complete 4 Educational Programs each semester—**AT LEAST TWO** will be presented by Spartans Leading Spartans (SLS) - (bring SLS to group OR attend Operation U-Lead workshop)
 - Student group organizes and engages in **TWO** community service projects per semester – 50% of active membership must be involved in project
 - Average GPA for entire group is 2.5 or higher
- Student Group Registration Definitions

- **Educational Programs** – any program that the student group deems educational to their group. Educational programs will be reported via the End of Semester Survey. Examples of educational programs include:
 - Sponsor a professional development program for the group.
 - 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
 - *Educational programs do not include Club Sports, Intramural or Athletic sponsored events.*
 - *If RSGs are unsure, they may contact the Assistant Director for Campus Activities and Programs for prior approval.*
- **Active Membership** –all students who are expected to regularly attend meetings, programs and/or group events and functions.

HEAD OFFICER RESPONSIBILITIES

The head officer must meet the following qualifications:

- Must be a full-time UNCG student enrolled for a minimum of nine undergraduate or six graduate credit hours.
- Recognized as an active member of the group and be in good standing with the group and the University.
- Must maintain a minimum cumulative grade point average of 2.5. Student groups may require a higher GPA in their constitution and bylaws.
- Meet other Head Officer requirements as outlined in the student group's constitution and bylaws.
- Ensure that recognition requirements are met each semester. Failure to comply may result in the student group losing its recognition classification.

Note: Any student leader found responsible of a violation of University standard code of conduct or Recognition policies may be removed from office at the discretion of the Office of Campus Activities and Programs.

ADVISOR INFORMATION AND RESPONSIBILITIES

Each Recognized Student Group must have an advisor who is a full time University faculty or staff member at UNCG. Graduate Assistants, Community Advisors and Head Residents may not serve as advisors. The advisor is responsible for the following:

- Providing information about university and community resources, polices, and procedures
- Assisting in training new officers and assuring smooth officer transition
- Reviewing group's budget to ensure financial solvency
- Attending group's meetings
- Must not advise more than three student groups

It is suggested that the Group's head officer and other leadership meet with the advisor on a regular basis. These meetings should be determined during the selection process of the advisor. Also, a relationship statement should be created between the advisor and student leadership in order to assure that a positive relationship is created and maintained.

POLICY COMPLIANCE

- Head Officer(s) are expected to ensure that the group be conversant and compliant with all University policies and procedures that apply to student groups. They may be found online at <http://studentconduct.uncg.edu/policy/>.
- When a student group does not complete a required component of McIver Registration Classification, the head office and advisor will receive written notification from the Office of Campus Activities and Programs. This written notification will state that they will lose University Recognition should they not appeal within one week of the notification email. If an appeal is not submitted to Campus Activities and Programs within the given deadline, that group will IMMEDIATELY lose recognition and all rights associated with University Recognition. **Student groups may only appeal ONE time**

in the same academic year. If the appeal is granted, a second violation in a year will result in immediate loss of University Recognition.

- For repeated or more significant group behavior issues, an administrative hearing process, as outlined in the Student Code of Conduct, UNCG Calendar/Student Handbook publication or on the University's Web site (<http://studentconduct.uncg.edu/policy/code/>), will be employed to bring groups into compliance when other advisory efforts prove unproductive.
- An interim action (such as temporary suspension of Recognition) may be employed prior to a hearing process when a group's continued operation and activities in violation of University policies and procedures as determined by the Assistant Director of Campus Activities and Programs.
- Failure to comply with Recognition policies as stated in this document will result in group sanctions as outlined in the Student Code of Conduct, UNCG Calendar/Student Handbook publication or on the University's Web site (<http://studentconduct.uncg.edu/policy/code/>), and may include revocation of the group's recognition.

SPECIAL RECOGNITION REQUIREMENTS

The following groups of organizations require special or additional SGR requirements.

Honorary Groups that do not hold Programs

- Student groups that are identified as a Honorary group, Honor Society, etc. are exempt from some Registration requirements if they do not hold **any** program, event, fundraiser or the like throughout the year.
- Non-programming honorary groups must only submit the annual registration form via COMMUNITY and maintain an accurate roster via COMMUNITY.
- The annual registration form (which includes inputting an updated roster) must be completed EVERY YEAR to be recognized by Campus Activities and Programs.
- If the group holds ANY type of event (induction, speaker, ceremony, fundraiser, etc) at any point in the year, they will be required to complete McIver Classification for annual registration.

Fraternities and Sororities

- Prior to beginning the new member process, fraternities and sororities must submit to the Assistant Director of Greek Life the names of all aspirants/new members as well as membership intake/initiation schedule.
- Be in good standing with the University, the respective governance council and national organization.
- Participate and complete the Chapters of Excellence Program.
- Identify both an Alumnus/Alumna and University Advisor and submit their contact information.

Campus Recreation Clubs and Groups

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

ESTABLISHING A NEW RECOGNIZED STUDENT GROUP

Groups wishing to establish first-time Recognition must complete the following procedures before they can begin to function as a Recognized Student Group. Groups can apply for first-time recognition beginning the first day of class in the Fall semester through the last day of class in the Spring semester. This includes group meetings and recruitment of additional member beyond the initial five (5) members.

- Review Start a New Recognized Student Group packet online
- Find five (5) UNCG students interested in your group with a 2.5 cumulative GPA or higher

- Complete the New Student Group Application via COMMUNITY
- Complete the Statement on Anti-Hazing and Human Dignity
- Complete the Grade Release
- Write a Constitution that includes: name, mission, purpose, and membership requirements
 - If a student group wishes to make changes to their constitution, they must submit the changes in writing to the Assistant Director for Campus Activities and Programs for review. The Assistant Director has up to ten (10) academic days to review and approve changes. SGs may not implement changes in their group until they have received written approval from the Assistant Director for Campus Activities and Programs.
- Identify a full- time UNCG faculty or staff member to serve as an advisor
- Meet with the Assistant Director for Campus Activities and Programs upon completion of materials
- *All sports groups must become recognized with the Club Sports Council and meet with the Assistant Director for Intramurals and Club Sports in the Department of Campus Recreation*

Establishing a New Fraternity or Sorority

A fraternity or sorority is defined as a single sex organization that is exempt under Title IX and is a member of the National Asian Pacific Islander American Panhellenic Association, National Association of Latino Fraternal Organizations, Inc., National Multicultural Greek Council, Inc., National Pan-Hellenic Council, Inc., National Panhellenic Conference, or North-American Interfraternity Conference.

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

- UNCG only recognizes fraternities and sororities that are members of NAPA, NALFO, NIC, NMGC, NPC, or NPHC. The University does not recognize local fraternities and sororities nor will they be considered for expansion or as an interest group for a national organization.
- UNCG has established a managed growth philosophy for fraternities and sororities: 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.
- Each governing council has their own expansion policy. UNCG recognizes the partnership between the chartered fraternities and sororities and the University and will work with each Council to determine the appropriate timeline for expansion.
- Affiliation and recognition of a new fraternity or sorority is predicated on the approval of the respective governing council. Fraternities and sororities may not exist at UNCG without membership in the respective council.

SERVICES AND EXPECTATIONS FOR STUDENT GROUPS

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

- Recognized Student Groups may be required to meet additional guidelines set by their academic, administrative or national groups in order to maintain their recognition with the university. Enforcement of such requirements would be the responsibility of the academic, administrative, or national groups' office with ultimate authority for recognition provided by the Office of Campus Activities and Programs.
- Program advisement assistance will be provided through the Office of Campus Activities and Programs (or other departmental units as appropriate) to every student group as requested. All questions regarding program advisement or related policies and training opportunities for student Groups should be referred to the Assistant Director of Campus Activities and Programs, 221 Elliott University Center or in the case of club sports, to the Department of Campus Recreation. The program staff of the appropriate office will provide lists of services and consultative activities as well

as offer workshops, referrals and direct intervention as requested by the head officer of the group or deemed necessary by the Office of Campus Activities and Programs.

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