



So You Want to Start a New Student Group?

Groups wishing to establish first-time recognition with an group, or wishing to reactive a group that has lost recognition, must complete the following procedures before they can begin to function as a student group. This includes group meetings and recruitment of additional members beyond the initial five (5) members.

1. Find five (5) UNCG students interested in your group, each with a 2.5 cumulative GPA or higher
2. Complete the New Student Group Application
3. Write a Constitution that includes all information included in the guide "How to Write a Student Group Constitution"
4. Find a full time UNCG faculty or staff member to serve as your advisor
5. Meet with the Associate Director for Programs after your paperwork has been approved
6. *All sports groups must be affiliated with the Club Sports Council and meet with the Assistant Director for Intramurals and Club Sports in the Department of Campus Recreation*
7. *All social fraternities and sororities must be meet the criteria for establishing those groups (see page 15 of this packet)*

**Office of Campus Activities and Programs
221 Elliott University Center
The University of North Carolina at Greensboro
336-334-5800 (p)
336-334-3008 (f)**

UNCG Student Group Recognition Application Form

All student groups desiring use of the University name, University facilities, space or seeking funding from any University resource, must complete this form and submit it to the Office of Campus Activities and Programs.

Note: Portions of this form, such as your group's contact information and description, will be posted on the University's website at <http://cap.uncg.edu>, in the Student Calendar Handbook and may be shared with University departments and individuals. Changes to existing forms, such as membership roster and constitution, must be provided within 14 days of their adoption.

I. Overview of Group

A. Contact Information

1. Name of Group _____
2. Name of Head Officer _____
3. Group Mailing Address: _____
4. Head Officer Phone: _____
5. Group Website: _____

B. Meeting Information

1. Place: _____
2. Time: _____

C. Purpose of Group

D. Signatory Members: Please provide full name (no nicknames, initials, etc.) and Student ID #. The names listed below must meet a minimum required 2.50 GPA. By providing these names you are giving the Office of Campus Activities and Programs permission to validate the GPAs for these individuals.

	NAME	Student ID#	Email (required)
1.			
2.			
3.			
4.			
5.			

II. Compliance & Leadership

A. Head Officer (President)

Please provide full name (no nicknames, initials, etc.) and Student ID #. The Head Officer (President) must meet a minimum required 2.50 GPA. By providing these names you are giving the Office of Campus Activities and Programs permission to validate the GPAs for these individuals.

1. Name: _____
2. Student ID#: _____
2. Campus Address and Phone: _____
3. E-mail (required): _____

The responsibility for compliance with all University regulations is placed upon the group, and specifically upon the Contact Coordinator. The Contact Coordinator is therefore responsible for the following statement:

As head officer of this group, I assume responsibility to assure that all members are made aware of and abide by, regulations pertaining to this group. I further attest that our group's members will conduct our affairs in a manner to further the educational mission of the University of North Carolina at Greensboro community. To these ends, I agree to receive official University communications to the group and to make their content known to the entire group. As the Contact Coordinator of an officially recognized student group, I attest that the group is in compliance with all Federal regulations regarding non-discrimination based on sex, race, religion, national origin and handicap.

Signature of Head Officer

Date

B. Faculty/Staff Advisor

1. Name: _____
2. Campus Address and Phone: _____
3. E-mail (required): _____

C. Membership

1. Requirements: _____

2. Procedure for member selection: _____

3. Leadership requirements: _____

D. Leadership

1. Procedure for leader selection: _____

2. Term of Office: _____

3. When does your group hold elections for new officers? _____

4. Please list your head officers, such as President, Vice President, Secretary, and Treasurer.

NAME	TITLE	Student ID#	EMAIL

III. Operating Procedure

The following information may prove useful to you and other students in compiling information about membership, writing your constitution and recruiting new members. Please answer the questions below. However, if the answers to these questions are covered in your constitution please feel free to indicate that.

A. Meetings

1. When: _____
2. Where: _____

B. Funding

1. Source of funding: _____
2. Collect Dues – yes or no: _____
3. How are financial records kept: _____
4. Who can disburse funds: _____
5. How can funds be used: _____

C. Amendments

1. How are operating procedures established: _____
2. How are operating procedures amended: _____
3. How often are operating procedures reviewed: _____

D. Annual/Major Events

1. Event: _____
 2. When: _____
 3. Where: _____
-
1. Event: _____
 2. When: _____
 3. Where: _____

E. Demographic Information

1. Number of members based on gender

_____ #s of male _____ #s of female

2. Number of members based on race, age, classification, resident statuses

African American/Black	_____	Asian/Pacific Islander	_____
Asian/Pacific Islander	_____	Hispanic	_____
Alaskan/American Indian	_____	Bi/Multi Racial	_____
White	_____	Other	_____

8-21	_____	25-29	_____
22-24	_____	30+	_____

Freshman	_____	North Carolina Resident	_____
Sophomore	_____	Non-North Carolina Resident	_____
Junior	_____	On-Campus	_____
Senior	_____	Off-Campus	_____
Graduate	_____		

All members must abide by the UNCG Human Dignity Statement, Equal Opportunity Statement, and Anti-Hazing statement, and provide their Student ID# for verification.

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO ANTI-HAZING POLICY

(From the UNCG Policies for Students -<http://deanofstudents.uncg.edu>)

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

Any action taken or situation created, intentionally, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule is considered hazing, regardless of the willingness of the participant. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks, road trips or any other such activities conducted on or off campus; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, the five University values (honesty, trust, fairness, respect, and responsibility), or the regulations and policies of the University or applicable state law. (Definition adopted from the FIPG Risk Management Manual [2003]).

Prohibited actions, situations, and activities include, but are not limited to the following:

1. Any brutality of a physical nature, such as paddling, beating, branding, or calisthenics;
2. Excessive exposure to the elements;
3. Consumption of any food, alcohol, drug, or other substance that puts health at risk;
4. Theft of any property;
5. Any activity or situation which would subject an individual to extreme mental or physical stress, such as permitting less than six (6) hours of continuous, uninterrupted sleep per night, or forced or required extended exclusion from social contact;
6. Conduct which could result in extreme embarrassment, such as nudity at any time;
7. Running personal errands for others, such as driving them to class, cleaning their individual rooms, washing their cars, etc.;
8. "Road trips" (dropping someone off to find his or her own way back), scavenger hunts for items not related to the purpose or mission of the group, or kidnaps;
9. "Line-ups," including but not limited to any activity where individuals are forced to answer questions or to endure any personal indignity;
10. Forcing, requiring, or encouraging the violation of any University policy, or Federal, State, or local law.

EQUAL OPPORTUNITY STATEMENT REGARDING STUDENT GROUPS

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, creed, national origin, disability, religion,, military veteran status, political affiliation or sexual orientation. 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 group must abide by the following:**

1. Membership and participation in the group 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.
2. Student groups 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.

All fee sponsored programming shall be open to the entire university community. All students must further comply with all University policies and laws.

STUDENT GROUP STATEMENT ON HUMAN DIGNITY

I affirm that I will contact UNCG Campus Police, a staff member of the Office of Campus Activities and Programs or my Student Group Advisor if I become aware of anyone violating or abusing my rights as an individual or violating the UNCG Anti-Hazing Policy or North Carolina General Statutes on hazing.

How to Write a Student Group Constitution

All of the information below must be addressed in the constitution before it can be approved by the Office of Campus Activities and Programs

NAME OF STUDENT GROUP

STATEMENT OF PURPOSE/MISSION

- Clearly state your group's goals, programs and/or ideals
- The student group's constitution must not violate the University of North Carolina at Greensboro's Policies and Procedures or Student Code of Conduct. It must also be in compliance with all local, state and national existing policies, statues or laws and be reflective of the University's mission and goals.

MEMBERSHIP REQUIREMENTS

A constitution must answer the following questions:

- Seventy-five percent (75%) of the total membership must be composed of currently enrolled UNCG students, except when group guidelines require 100% of the membership to be currently enrolled UNCG students.
- Who is eligible for membership? Students? Faculty? Staff? Non-UNCG community members?
- Will different categories of membership exist? What are the rights and privileges of the different categories?
- Can a member be removed? If yes, for what reasons?
- How is a member removed?
- Are there academic requirements to be a member?
- Are there obligations of membership such as meeting attendance, paying dues, attending programs, etc.?
(The student group may limit membership to only UNCG students.)

OFFICERS

A constitution must answer the following questions:

- What officer positions exist and who may qualify for each office?
- What are the duties of each officer?
- What is the term of office?
- What procedure is to be followed in the event of a vacancy?
- How may an officer be removed? **VERY IMPORTANT TO ASSURE DUE PROCESS FOR ALL MEMBERS**

HEAD OFFICER

- The Head Officer must have and maintain while in office a minimum 2.5 cumulative GPA and be a full-time student. Full-time is defined as being enrolled in a minimum of twelve (12) undergraduate or nine (9) graduate credit hours. The group may choose to increase this academic requirement. This is a minimum set by the University.
- The Head Officer must also be recognized as a member of the group and be in good standing with the group and the University.
- The Head Officer must meet other Head Officer requirements as outlined in the student group's constitution and bylaws.

ELECTIONS

- When are elections to be held?
- How are nominations to be made?
- Who is eligible to run for each office?
- What type of voting system will your group use?
- By what means and how far in advance will nominations and/or elections be announced?
- If a certain GPA is required, how will it be certified? Who will check grades?

FINANCES

- Will dues be required? If yes, how much, how often and to who are they paid?
- Who is responsible for collection and disbursement of funds?
- What happens if a member does not pay his or her dues?
- Who may authorize expenditures?
- Where is the group's money kept? On-campus account? Off-campus account? If off-campus, please contact the Associate Director for Campus Activities and Programs for more information on how to properly open this type of account.

MEETINGS

- How often will meetings be held?
- When will the first meeting of the semester be held?
- How will members be notified of such meetings?
- How will group decisions be made? And what percentage of votes is needed to carry a motion?
- Who is eligible to vote at meetings?
- What constitutes a quorum at meetings? A quorum is the absolute number of members or the percentage of members, usually voting members, required to be in attendance for the group to conduct business.

AMENDMENTS TO THE CONSTITUTION AND BYLAWS

- What procedures will be used for amendments to be proposed, discussed, etc.?
- How will such an amendments be incorporated into the constitution? If by a vote, then by what majority, i.e. 2/3 vote, unanimous?
- If a student group wishes to make changes to their constitution, they must submit the changes in writing to the Associate Director for Programs for review. The Assistant Director has 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 Associate Director.

PARLIMENTARY PROCEDURE

- What references will be used in parliamentary instances not covered by the constitution or bylaws? i.e. Robert's Rules of Order
- Who is responsible for enforcing?

ADVISOR

- What is the role of the advisor in the group?
- How is s/he selected?
- How is the advisor terminated?
- What is the term of officer and how is it renewed?

AFFILIATION

- What is the affiliation, if any, with local, state, national or international groups?
- What is the relationship of the group to the affiliate?

SAMPLE CONSTITUTION

The University of North Carolina at Greensboro (Insert Student Group Name) Constitution

Article I. Group Name

The name of this group shall be "Insert Group Name". If needed, the name can be shorted after approval by the *governing council*, to be used on publications and signs for specific community service projects, or however the need may arise.

Article II. Purpose

The purpose of our new group will be to "Insert Group purpose".

Article III. Membership & Eligibility to Vote

The students of The University of North Carolina at Greensboro can become members of this organization simply by attending meetings. All members shall become eligible to vote for officers after attending three meetings. One hundred percent (100%) of the total membership must be composed of currently enrolled UNCG students. Members of this organization can be removed for violation of UNCG policies, for failing to meet academic requirements, for violations of the UNCG Code of Conduct. To remove a member a majority vote of the governing council is required. The requirement of being a member is attending at least one meeting per semester and signing a document stating the person's desire to become a member of this group.

Article IV. Elections

Section 1- Elections

Elections will be held more than one month before the end of the Spring Term of a given school year. The Nominations and announcements can be made by any member. To run for any of the offices a member must have shown up to at least half of the events and meetings for any given year. To vote for future officers a member must participate in group activities, but voting rights can be taken away if the president and vice presidents unanimously agree there is just cause to do so. A week before votes are to be cast nominations and announcements for intentions to run will be given at the weekly meeting or by e-mail to the president and vice presidents. If necessary the president can allow members who seek to run to give speeches or address the group about their future plans for the group.

Section 2 – Voting

On the day of the elections members will vote at the weekly meeting or send an e-mail to the president or vice Presidents so their ballots can be counted. Votes will be counted by 3 or more officers and results will be given within a week of the election date. In the event there is only one person running for an office they will automatically win that office with no election necessary.

Section 3 – Post Election Activities

After the new officers have been told what positions they will fill the following year they will meet up with the counterpart whose position they will be filling the following year. They will have four weeks to learn the job they will be doing over the next year. The plan will function as follows:

Week 1 – The current officers will walk the officers elect through meeting the CAP (Campus Activities and Programs) Office, the Reservations Office, and all other pertinent personnel.

Week 2 – The current Officers will introduce the Officers elect to all the affiliate group leadership and all necessary digital information for running the group.

Week 3 – Officers elect will set up and prepare for running the final meeting of the semester.

Week 4 – Officers elect will run the final meeting of the semester.

Article V. Officers

Section 1

There will be five positions in the UNCG (Insert Group Name) group, one President, two Vice Presidents, one Secretary, and one Treasurer. The term for each officer is one complete school year. Officers will be expected to

attend all meetings and participate in all group functions unless otherwise unable to attend. They will be responsible for taking the group in a direction dictated by the President.

Section 2

The duties and requirements of each officer are as follows:

President: The president will maintain a 3.0 GPA on a 4.0 scale. The president must also be enrolled in a minimum of 12 semester hours for undergraduate students or 6 semester hours for graduate students, and must also be in good conduct standing with UNCG. The president shall be responsible for the general running of the group, attending and overseeing all meetings, creating new ideas that help accomplish the group's goals. The president is also the head officer.

Vice Presidents: the vice presidents will maintain a 2.75 GPA on a 4.0 scale, must also be enrolled in a minimum of 12 semester hours for undergraduate students or 6 semester hours for graduate students, and must also be in good conduct standings with UNCG. The vice presidents will maintain equal position and rank and work with each other and the president to assure the group is always moving forward with its goals and missions.

Secretary: The secretary will maintain a 2.75 GPA on a 4.0 scale. The secretary must also be enrolled in a minimum of 12 semester hours for undergraduate students or 6 semester hours for graduate students, and must be in good conduct standings with UNCG. The secretary will be responsible for taking minutes each meeting, having an updated agenda, and taking attendance at all meetings.

Treasurer: The treasurer will maintain a 2.75 GPA on a 4.0 scale. The treasurer must also be enrolled in a minimum of 12 semester hours for undergraduate students or 6 semester hours for graduate students, and must also be in good conduct standing with UNCG. The treasurer will be responsible for finances, arranging fundraising events, and organizing sponsorship.

Governing Council: The governing council will consist of President, Vice Presidents, Secretary, and Treasurer and will vote on most of the important business of the group.

Section 3

Each individual will remain in their leadership position until removal from office, resignation, or the academic year comes to a close.

If, in the opinion of the members and governing council, the positional leader is not meeting his or her duties and responsibilities, the governing council may seek to remove this individual from the position. A member can present his or her concerns to an executive council member and show evidence that responsibilities are not being fulfilled. A member may also bring this concern to the entire membership. To remove a member from their position the request must receive two-thirds majority vote.

Article VI. Finances

There will be no dues requirements for member of this group. Money will be raised through organized fundraising events coordinated by the treasurer and other members of the governing council. Expenditures can only be authorized by a vote from the governing council. The account for this organization will be kept off campus at Wachovia/Wells Fargo.

Article VII. Meetings

Meetings will be held weekly at a given time and location, and the first meeting of the semester will be held two weeks after the semester starts. Members will be notified of all meetings via e-mail list and a Facebook group, and will be expected to attend if possible. All voting on motions or proposals will be completed by the governing council, and any member can suggest new ideas or motions for the organization. Quorum is considered to exist at meetings when at least 3 members of the governing council and half of all members are present at a meeting.

Article VIII. Group Advisor

Section 1

The purpose of the Advisor is to serve as a role model, facilitate learning, and assist in the efficient and effective administration of the group. They will not be in charge of the group but they will attempt to help guide us in a way that makes us more effective and beneficial to the community.

Section 2

The Advisor shall provide comprehensive advice and guidance to all members of the group as well as to students who have questions on the structure and function of the group. The Advisor shall provide information on university policies, state and federal laws, and general information about university and community affairs. As the administrative liaison for the group the advisor shall attend meetings and advise officers/senators when needed or requested to do so, facilitate communication with university faculty and administration and enforce university and group policies when necessary.

Section 3

If, in the opinion of the members and governing council, the Advisor is not meeting his or her duties and Responsibilities, the governing council may seek a new Advisor. A new advisor must be identified and agree to the duties and responsibilities of the group advisor. When a new advisor is selected, the executive council must present the new advisor to the entire membership and receive a two-thirds majority in order to approve the appointment.

Article IX. Amendments

Any member of the group may propose amendments to this Constitution at any meeting throughout the year. Amendments will be voted on by the governing council and will be ratified by all members required to approve.

Article X. Parliamentary Procedure

Parliamentary procedure will be loosely enforced at more meeting and Robert's Rules of Order will be used when necessary. The persons responsible for enforcing procedure at meetings will be the President and Secretary.

Article XI. Affiliations

The group may have future affiliations with International, National, or State organizations but that is up to the discretion of the governing council. To be affiliated with an organization the President will require approval from at least two other members of the governing council. The relationship will be one of a symbiotic nature and this group will never take orders or be controlled by another group.

Article XII. Effective Date

This document shall take effect on [Insert Date approved by Associate Director in Campus Activities and Programs].

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 social fraternities and sororities) 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 Fraternity and Sorority Life 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 Associate Director for Campus Activities and Programs for review. The Associate 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 Associate 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

- A. 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.
- B. 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
- C. 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 Associate 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 Associate 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

- Fraternities and sororities are responsible for furnishing the documentation outlined in Appendix A, found on page 21 of this packet.

- Prior to beginning the new member process, fraternities and sororities must submit to the Assistant Director of Fraternity and Sorority 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 Associate Director for Campus Activities and Programs for review. The Associate 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 Associate Director for Campus Activities and Programs.
- Identify a full- time UNCG faculty or staff member to serve as an advisor
- Meet with the Associate 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 Associate 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.

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

ELLIOTT UNIVERSITY CENTER

STUDENT GROUP OFFICE SPACE POLICIES & PROCEDURES

PHILOSOPHY

Assignment of office space for student groups in the Elliott University Center is based upon their expected level of involvement in the Elliott University Center and contribution to the life of the University community, as evaluated by the Office of Campus Activities and Programs.

POLICIES & PROCEDURES

1. Student group office space is allocated annually through the Office of Campus Activities and Programs. Student groups receiving space must be in full compliance with University student group recognition requirements (<http://deanofstudents.uncg.edu>). That is, student groups applying for office space must be a currently registered student group with the Office of Campus Activities and Programs and have no outstanding recognition submissions or financial dues or obligations to the Office of Campus Activities and Programs or Elliott University Center, such as the anti-hazing agreement or equipment rentals.

Groups should also have a good history of timely financial payments and no outstanding financial obligations to the University at large. Student groups also agree to be in compliance with federal, state and municipal laws, as well as Elliott University Center policies (<http://euc.uncg.edu>). All of these conditions must exist at the time of application and throughout the term of their lease. Furthermore, all members must be in compliance with the UNCG Student Conduct policies, (<http://deanofstudents.uncg.edu>) at all times. Individual members not in compliance may be denied access to office space, facilities, and services of the Elliott University Center.

2. Student group office space is to be used primarily as administrative office space. Should groups regularly need space for group meetings or social events, they are to reserve other rooms in the Elliott University Center through the Reservations Office located in Room 221 of the Elliott University Center or online at <http://reservations.uncg.edu>.

Should student groups need storage space only, they may contact the Assistant Director for Facilities in the Office of Campus Activities and Programs at 334-5800. Storage space cannot be accessed daily and will only be accessible by those approved by the student group and at the discretion of Campus Activities and Programs.

3. During regular business hours 8:00 a.m. – 5:00 p.m., student group office spaces will remain open for tenants as well as their guests and visitors to enter. Before and after regular business hours, access to student group office space will only be permitted to those who have been listed on official access lists submitted by head officers of each student group. After hours, select members who have been granted access, need to utilize their First Card access. First Card access is granted to student group members completing the required paperwork and attending the training meetings. Those not attending the training meetings will be required to meet with the Assistant Director for Facilities in order to receive proper instruction.

OFFICE SPACE ASSIGNMENTS

The Office of Campus Activities and Programs will be using the following criteria to award space:

- Achieve and maintain Spartan Classification according to Student Group Recognition Policy
- Mission and goals of the group
- Reason for desired office space
- Demonstrated maximum student participation in leadership and implementation of group's goals and objectives
- Potential impact on Campus Activities and Programs
- The collaborative nature of the group

Office space is considered to be a privilege, not a right. Prospective tenants are encouraged to complete each section of the Student Group Office Space Application as thoroughly as possible. It will help the Office of Campus Activities and Programs determine the specific needs of each applicant. Please do not exaggerate numbers or details, for any evidence of fabrication will exclude applications from consideration.

Space allocation is not a science. The Office of Campus Activities and Programs will be looking for groups that fulfill all of the above criteria, but will also be looking for a good mix of groups, large and small with different goals and purposes, to occupy the space.

Student groups that are granted office space are expected to:

1. Use their office space to help reach their group goals
2. Hold at least two office hours a week
3. Contribute to a sense of community among the other student group offices
4. Be respectful of their neighbors.

Student groups that do not uphold these expectations are subject to review to determine their continued use of their assigned space.

OFFICE USE

Groups must make visible use of the office space, including office hours (a minimum of two hours per week during Elliott University Center hours) and group work.

Offices are not to be primarily used as storage spaces.

Shelving, panels, storage units, chairs and other items that are part of the working space should not be relocated within or removed from the working space.

Office hours must be posted inside the office, and a copy of these hours should be submitted to the Office of Campus Activities and Programs.

The Office of Campus Activities and Programs may make spot checks to insure proper use.

Sharing of space with groups not allocated office space is not allowed and could be grounds for loss of office space.

Office space must be kept clean and sanitary (food service trays and food must be returned to the Elliott University Center Food Court) or otherwise properly disposed.

Safety of belongings is everyone's responsibility; proper care should be taken to avoid theft.

Groups not adhering to the guidelines will be notified in written warning. If warnings are not effective and problems are not resolved, the Office of Campus Activities and Programs may revoke a group's office space privileges or University recognition.

POSTING

No bumper stickers, materials, or signs may be posted on the desks, storage units or file cabinets. Signs must be neatly posted on walls using drafting tape or other non-destructive sticking materials. No tacks, nails or staples are to be used on the main walls of the Elliott University Center unless otherwise authorized and coordinated by the Office of Campus Activities and Programs.

The Office of Campus Activities and Programs reserves the right to have any sign removed if it does not comply with guidelines.

STORAGE

The Office of Campus Activities and Programs has obtained several storage cabinets to assist groups that need additional storage space. Access to this room will be granted during the normal operating hours of the Elliott University Center. Once you have been issued the key to the storage unit, you will need to check in with the Information Desk staff in the Elliott University Center who will assist you with gaining access to the storage room.

We, the undersigned members of _____, understand that completion and return of this application does not guarantee office space for our group and that this application is not a lease.

We acknowledge and understand that if our student group received space our use of this space is subject to compliance with all rules and regulations of the space and the University.

We understand and acknowledge that failure to abide by all applicable rules and regulations may result in revocation of our Student Group Office Space privileges.

We acknowledge that these shall be office hours kept by our Head Officer and other officers.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8:00 a.m.							
9:00 a.m.							
10:00 a.m.							
11:00 a.m.							
12:00 noon							
1:00 p.m.							
2:00 p.m.							
3:00 p.m.							
4:00 p.m.							
5:00 p.m.	-	-	-	-	-	-	-
6:00 p.m.	-	-	-	-	-	-	-
7:00 p.m.	-	-	-	-	-	-	-
8:00 p.m.	-	-	-	-	-	-	-
9:00 p.m.	-	-	-	-	-	-	-
10:00 p.m.	-	-	-	-	-	-	-

Signature Of Student Group Head Officer

Date

Signature Of Student Group Advisor

Date

Signature Of Student Group Member

Date

Signature Of Student Group Member

Date

APPENDIX A

FRATERNITY AND SORORITY REQUIRED DOCUMENTATION

All groups seeking recognition as a social fraternity or sorority at UNCG are required to provide the following materials:

1. Documentation of a 501(c)(7) tax status by the internal revenue service. This is commonly known as your "tax exempt form". The letter providing your national organization with exempt status is sufficient.
2. Contact information for any alumni residing in the immediate area. This should include: full name, e-mail addresses, year and school of graduation, and telephone number.
3. Letter of commitment from a person or group of individuals willing to serve as chapter advisor (s). This must include, at minimum , one letter from a full time faculty or staff member at UNCG and one letter from an off campus individual who will serve as your chapter advisor. Letters must contain complete contact information for the advisors.
4. Documentation of support from (inter) national office for the person(s) serving as chapter advisor(s).
5. List of undergraduate collegiate chapters nationwide including total membership size for each chapter. This can be printed from your (inter) national web site, or part of promotional materials from the headquarters.
6. National risk management policies related to alcohol, drugs, and hazing, and a signed statement from officers and advisors regarding local commitment to meet all national policy requirements for alcohol, drugs, and hazing.
7. Copy of the new member education/intake curriculum including the length of time the new member education/intake program spans before initiation. This must be a full syllabus of curriculum, goals, activities, duration, and details. A one-page outline will not suffice. For example, each activity should include the time, location, persons involved, and complete content information.
8. Information about leadership development programs provided at the local, state, regional, and/or national level(s), including the commitment of which events the local group will attend.
9. List of other institutions where the organization expanded within the past 3 years and permission to contact those campus to inquire about the experience. Office of Fraternity and Sorority Life will contact advisors and campus staff at the institutions.
10. Plan of action and timeline for the expansion. Include: support for the organization by the headquarters and alumni; identification of length of time headquarters staff and alumni will be present; functions to be performed by national, regional, and/or state staff in support of the process; and the level of support and planned for ongoing consultations and supervisions for the colony/chapter.
11. Financial support available to the chapter from the headquarters and alumni, to include a statement concerning how the headquarters will address any outstanding liabilities or any other responsibilities incurred by the organization in the event that the expansion is not successful
12. A copy of the (inter) national constitution and by-laws containing language that demonstrates compliance with the University and US Department of Education's definition of and criteria for a social fraternity or sorority.
13. Rules, regulations, policies, and related information pertaining to the colony/chapter and its operations. This must include officer job descriptions, advisor job descriptions, constitution and bylaw information, operating procedures and policies, and any other materials guiding the operation of the organization, excluding ritual initiation.
14. Explanation of how the organization fulfills the needs of the university community and will be able to differentiate itself from other chapters that are currently registered.
15. UNCG requires all social fraternities and sororities to have membership in one of the four governing councils (CPC, IFC, MGC, NPHC). Identify the governing council to which you wish to

belong, and describe the reasons why the organization will be a good fit in the selected governing council.

If you have questions about any of the requirements, contact Brian Ford, Assistant Director of Fraternity and Sorority Life via email at bford@uncg.edu or via phone at 336.334.5800.