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**DISCLAIMER:**

Some of the policies, procedures and other information outlined in this handbook might change throughout the year. Student organization leaders, members and advisors are encouraged to check with the relevant office to ensure you have the most up-to-date information. **Student groups must abide and are held accountable for the information in this handbook.**
Many student organization resources and processes can be found online at http://studentorgs.uncc.edu. Please check this website often for updates about organization registration, funding requests, training and workshops for your organization’s members, executive board, and advisor(s).

For more information or assistance with your student organization, please contact:

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STUDENT ACTIVITIES MISSION STATEMENT
To create student learning and development opportunities that inspire campus involvement and civic engagement.

STUDENT UNION MISSION STATEMENT
The Student Union strives to be the active, safe, and inclusive center of campus life.

STUDENT UNION VALUES STATEMENT
The Student Union strives to create an atmosphere that is:

Active
- For and by students through governance, employment, programs, and involvement
- Exciting and thought provoking events
- Entertaining, fun, and high energy environment

Safe
- Welcoming, friendly, and respectful
- Clean and well-maintained facility
- Accessible to the campus community

Inclusive
- Promote and practice diversity through a multitude of opportunities and programs
- Encourage friendships and networking
- Support all forms of open civil expression

Center of Campus Life
- Convenient retail, food, services, and activities
- Casual, comfortable, and a relaxing place to be
- Variety of flexible, well-equipped meeting and event spaces
WHAT IS A STUDENT ORGANIZATION

A student organization is defined as a group of currently enrolled University of North Carolina at Charlotte students who unite to promote a common interest. Student organizations are student-initiated and student-run. They may include other members of the University community such as alumni, faculty, staff, and administrators as long as 51 percent of the membership are currently enrolled students. Only currently enrolled students can serve as officers or vote on organizational matters. In addition, student activity fee money cannot be used to fund programs or trips designed for students not currently enrolled at the University. UNC Charlotte recognizes the vital contributions that student organizations make to the quality of life on campus; however, recognition as a UNC Charlotte student organization is not to be interpreted as an endorsement, approval, or reflection of the mission, purpose, and/or activities of UNC Charlotte or its affiliates.

If it is alleged that a registered student organization or its members have failed to comply with University policies or procedures, the University may conduct an investigation and render sanctions as it deems necessary. Failure to comply with University policies and procedures may result in a variety of penalties, including but not limited to suspension or the revocation of recognition. A student organization that is suspended or no longer recognized by the University loses all privileges and benefits granted to student organizations under the Act for Registration.

ACT FOR REGISTRATION

PREAMBLE

This Act for Registration of Student Organizations exists to enumerate the rights and obligations associated with the registration of a student organization. The grant of registration to a student organization confers those rights as enumerated in this Act.

ARTICLE I. REGISTRATION OF STUDENT ORGANIZATIONS

§7-1.1. Obtaining Registration.
Application for registration shall constitute a student organization’s agreement to comply with each of the requirements and regulations enumerated in this Act.

SECTION 1. Requirements and Regulations

§7-1.2. Purview.
The student organization will abide by all applicable requirements of state and Federal law and local ordinances, by all University of North Carolina and University of North Carolina at Charlotte policies, guidelines, rules and regulations, including but not limited to the UNC Charlotte Code of Student Responsibility, and by all applicable requirements imposed under the authority of the Student Senate, including but not limited to this Act.

§7-1.3. Student Organization Membership.
Membership in the student organization will be open to all interested students at the University of North Carolina at Charlotte. Membership will be permitted only for enrolled students, faculty and staff at UNC Charlotte. However, all student organizations must be composed of at least 51 percent student membership.

§7-1.4. Imposing Restrictions on Student Organization Membership.
Every student organization will honor the right of every student to equal opportunity in accordance with the First Amendment right of freedom of association.

(a) Membership and participation in recognized student organizations 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.

(b) Membership and participation in registered student organizations must also be open without regard to gender, unless exempt under Title IX (as outlined in SBS §7-1.5).

§7-1.5. Restricting Membership by Gender.
Fraternities or sororities recognized by the Interfraternity Council, Panhellenic Association, the National Pan-Hellenic Council, Independent Council, or the Diversified Greek Councils, may limit membership on the basis of gender only. Any student organization not recognized by such groups but still wanting to limit membership on the basis of gender must:

(a) be affiliated with a national headquarters exempt from taxation pursuant to US Code Title 26, Subtitle A, Chapter 1, Subchapter F, Part I, Section 501(a) exemption; and,

(b) if a fraternity or sorority, meet the requirements set forth in the Office of Fraternity and Sorority Life Recognition Guidelines for UNC Charlotte Fraternities and Sororities.

§7-1.6. Student Organization Constitutions.
(a) The student organization shall establish a constitution to govern its operation and shall maintain a copy of its current constitution and/or by-laws online in OrgSync.

(b) Constitutions of student organizations shall include a clause stating the organization will not discriminate in its membership policies or otherwise in accordance with SBS §7-1.4, unless specifically provided for in this Act.

(c) Organizations must also include their purpose statement, a statement to abide by UNC Charlotte policies, officer selection and removal processes, member selection and removal processes, and specific voting margins.

(d) Student organizations must also agree to comply with the University Hazing Policy.

§7-1.7. Media Organizations.
New student organizations that register with the main function of being a “media” organization should follow the same process set forth for all new student organizations. After three consecutive years as a registered student organization in good standing, the organization may petition Student Niner Media to be a part of the Student Niner Media Board and gain the benefits and resources available to organizations governed by the Student Niner Media Board. At that time, the balance remaining in the organization’s account of any annual funding received through the Student Government Association would transfer with the organization to the Student Niner Media Board to be allocated to the organization under its new designation as a student media organization governed by the Student Niner Media Board.

§7-1.8. Student Organization Advisor.
The student organization is encouraged, but not required, to have an official advisor who is a current member of the faculty or staff at UNC Charlotte. The student organization is permitted, but not required, to register up to two Affiliate Advisors who are not current members of the UNC Charlotte faculty or staff. Applications for Affiliate Advisors must be submitted annually and are subject to the approval of the Office of Student Activities.

§7-1.9. Officers.
The student organization will have at least three officers who are currently enrolled students with the University. Student Organization officers shall include a President, Treasurer, and Vice-President or Secretary. The student organization shall provide the...
supplies and library materials made available to them in the Student
Organizations may use computers, meeting space, resources,
§7-1.16. Student Organization Resource Center.
in the Student Union
office space, storage locker, and/or mailbox in the Student Union
§7-1.15. Office Space, Lockers, and Mailboxes.
E-mail to the Office of Student Activities.
§7-1.11. Official Meetings.
The student organization will conduct official meetings
§7-1.10. Registration.
required to register annually
§7-1.9. Annual Re-Registration.
with the Student Government Association. The registration period
begins on April 1 and concludes on the second Friday in September
at 5:00 p.m. Any student organization not completing a registration
form each year will lose its registration status. Registration will be
completed online at http://orgsync.com. The Associate Director
of Student Activities and the Organizational Ways and Means
Committee Chair will inform all existing student organizations of
this deadline via email and other official University communication
methods.
(b) All student organizations must maintain at all times
at least eight students who are participants within the group, and
provide a list of members along with their telephone numbers and
registered email addresses online in OrgSync.
(c) Every renewing organization must complete the Student
Organization Registration Workshop on an annual basis. The
workshop must be attended by at least one of the three new
officers. New student organizations may meet with the Associate
Director of Student Activities in place of this workshop.
(d) The Organizational Ways & Means Committee of SGA
is the designated reviewing body for approval of new student
organizations.
(e) If students receive academic credit for participation in an
organization, then the organization is not eligible to be considered
a registered student organization.
§7-1.11. Official Meetings. The student organization will conduct official meetings not fewer
than three times during each of the fall and spring semesters.
SECTION 2. Rights Conferred through Registration
§7-1.11. Meeting & Event Space. Student organizations that have been granted registration
status pursuant to Article 1, Section 1 of this Act enjoy priority
scheduling in reserving meeting and event space in the Student
Union and other university facilities in accordance with University
space reservation procedures.
§7-1.12. Use of University Names. Organizations may use the names “UNC Charlotte” or “The
University of North Carolina at Charlotte” in conjunction with
the official name of the organization; provided, however, that such
use of those names shall not constitute a grant of authority to the
student organization or to any of its members by virtue of their
membership to have, or to represent themselves as having authority
to act as an agent for, to speak on behalf of, or to obligate, bind or
to otherwise commit the University of North Carolina at Charlotte,
the Student Senate, or the Student Government Association,
contractually or in any other manner whatsoever including invoking
the University’s tax exempt status. Additionally, these terms may
only be used at the end of an organization’s name and not at the
beginning. (ex. XYZ Club at UNC Charlotte)
§7-1.13. Finances. The grant of registration by the Organizational Ways and Means
Committee of SGA confers upon the student organization the
right to apply for funds allocated by the Student Senate, provide
that such application shall meet the requirements of the Financial
Procedures Act.
§7-1.14. University E-mail Accounts. Each organization can also receive a UNC Charlotte e-mail
account.
§7-1.15. Office Space, Lockers, and Mailboxes. All student organizations will have the opportunity to apply for an
office space, storage locker, and/or mailbox in the Student Union
as availability permits. A member of each student organization
should check and clean out the assigned mailbox a minimum of
once per week.
§7-1.16. Student Organization Resource Center. Organizations may use computers, meeting space, resources,
supplies and library materials made available to them in the Student
Organization Resource Center, located in the Student Government
and Organizations Complex in the Student Union.
§7-1.17. Other Services. Organizations may obtain assistance from the Office of Student
Activities, including leadership training, educational workshops,
general organizational advising, event planning, advisor training,
publicity, and reference materials. Additional benefits include
listings in any Directories of student organizations, and potential
participation in University events such as the International Festival,
Homecoming, Student Organization Showcases, or Union Take
Overs as availability permits.
ARTICLE II. PENALTIES, APPEALS &
GRIEVANCES
§7-2.1. Revocation of Registration. A student organization must successfully meet all of the
requirements set forth in Article 1 of this Act in order to be
officially registered as a student organization. An organization
found to be in violation of any of these requirements may lose
its University registration status. The Organizational Ways and
Means Committee of the Student Government Association, in
conjunction with the Office of Student Activities, will make all
decisions regarding the revocation of registration and will notify
an organization within one week if its registration and those
rights conferred through official registration have been revoked.
The Office of Student Conduct will make decisions regarding the
revocation of registration related to organizational conduct.
§7-2.2. Suspension of Registration. Student organizations that do not successfully submit registration
information by the second Friday of September of each year will
no longer be considered registered. These student organizations
will then have all rights listed in Article 2: Section 2 suspended,
including current funding, until the organization registers.
Organizations may reapply for registration at any time throughout
the academic year, but must again complete all requirements listed
in Article 1, Section 1. Organizations that do not complete the
annual re-registration process for a period of 2 years or more will
be considered a new organization and must abide by the process
for new organization approval.
SECTION 2. Appeals and Grievances
§7-2.3. Filing a Grievance. A student who believes that he or she was denied membership
or participation in a student organization because 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, may appeal such action in
accordance with the Student Grievance Procedure that is listed in
Policy Statement #403, Student Appeals and Grievances, found
online at http://www.legal.uncc.edu/policies/up-403.
§7-2.4. Fact-Finding Panel. In accordance with the Student Grievance Procedure, if no
mutually acceptable resolution can be reached, then three people
may be appointed to a fact-finding panel, which may include
members of the Judicial Board of the Student Government
Association.
§7-2.5. Final Authority of Appeals. In accordance with the Student Grievance Procedure, the fact-
finding panel will submit the panel’s report to the appropriate
administrator, in this case the Dean of Students, for a decision. The
Dean of Students will then submit his or her decision in writing to
the student and to the person alleged to have caused the grievance
within 10 days of receipt of the panel’s report.
REQUIREMENTS AND THE REGISTRATION PROCESS FOR STUDENT ORGANIZATIONS

In order to be officially registered, ALL student organizations must have:

1. A clear purpose that does not duplicate the goals of an existing student organization.
2. At least three (3) student officers; including a President, Treasurer, and Vice President or Secretary in good academic standing with the University.
3. A list of at least eight (8) current UNC Charlotte students (including the three officers) who are participating within the group along with their e-mail addresses.
4. A current copy of the organization's constitution and by-laws on file each year.
5. Official meetings, no fewer than three (3) times each semester.

*All of this information must be submitted via the online registration form. All documents and registration information will remain on file with the Student Organizations office.

Existing student organizations are required to register annually with the Student Government Association (SGA). Existing student organizations must re-register online at [http://studentorgs.uncc.edu/registration](http://studentorgs.uncc.edu/registration) by 5:00 p.m. on the second Friday in September. Any existing student organization that does not re-register by the stated deadline will lose its registered status, which includes all student activity funds allocated to the organization and all rights granted by the registration process. Should the organization desire to register following the deadline, funding and storage space will not be restored. Your group must reapply for these benefits.

Existing student organizations can register at anytime throughout the fall and spring semesters at [http://studentorgs.uncc.edu/registration](http://studentorgs.uncc.edu/registration). A meeting with a Student Organizations' staff member is recommended prior to completing the online form. New groups are not approved over the summer or on school breaks and can only be completely approved when the SGA Senate is in session.

All groups should also make sure they register with any office they are associated with on campus:

- **Graduate groups**- If an organization has 80 percent or more graduate student membership, it must register with the Graduate and Professional Student Government (GPSG), in addition to its registration with the Student Organizations Office. Groups with significant graduate and undergraduate membership may wish to form separate organizations with separate leadership that may still organize and host joint events. For information about graduate groups, visit [http://su.orgsync.com/org/gpsguncc/home](http://su.orgsync.com/org/gpsguncc/home).
- **Sport Clubs**- Any organization that would like to register as a Sport Club must first meet with the Assistant Director for Sport Clubs with Recreational Services prior to registering as a student organization through the Student Organizations Office. For more information about Sport Clubs and to contact the Assistant Director for Sport Clubs please visit [http://recreuncc.edu/sport](http://recreuncc.edu/sport).
- **Greek Organizations**- Fraternities and Sororities wishing to form on the UNC Charlotte campus must seek recognition by both the Office of Fraternity and Sorority Life and the Student Organizations Office. Receiving this recognition allows fraternities and sororities to be advised by the University under the Office of Fraternity and Sorority Life, take advantage of privileges, funding, resources offered by the university and engage in activities and resources offered specifically to fraternity men and sorority women. The Office of Fraternity and Sorority Life will only grant recognition to fraternities and sororities who abide by the Recognition Guidelines set forth by both the Student Organizations Office and the Office of Fraternity and Sorority Life. For more information and to contact the Office of Fraternity and Sorority Life, visit [http://www.greeklife.uncc.edu/](http://www.greeklife.uncc.edu/) or call (704) 687-0360.
**GOVERNANCE AND CLASSIFICATION**

All student organizations are governed by the Student Government Association (SGA) and the Senate Organizational Ways and Means Committee. The following are the categories that all student organizations fall under:

### Academic/Pre-Professional
Organizations designed for students interested in a particular career or academic field who want to establish networks and further develop their skills in that area.

### Fraternity & Sorority
Traditionally known as Greek-letter fraternities and sororities, these academic and service-oriented groups work to foster the ideals of friendship and the development of character.

### Graduate
Organizations designed specifically to meet the needs of graduate students in their specific areas of study or interest.

### Honor Society
Local and national honor societies that provide service and/or leadership opportunities and recognition for students with academic honors.

### Interest
Organizations that exist to enhance campus life and to provide support to students through a variety of programs and events.

### International
Focused on providing support, knowledge, and awareness through interactions and discussions of international culture, language, and people in the global community.

### Media
Main purpose is education about and production of mass communication.

### Multicultural
Focused on providing support and fostering community within the various cultures, races, religions, and orientations represented among the student body.

### Performance
Main purpose is to entertain and educate through dance, vocal, and other performances.

### Political
Student groups that encourage expression, debate, and support of political issues, views, and/or candidates.

### Religious/Spiritual
Groups that provide spiritual and/or religious development and support.

### Service
Organizations that provide volunteer opportunities for civic-minded students eager to serve the campus and/or community.

### Sport Club
Groups that encourage participation in and promotion of team sports, physical fitness, health and wellness, as well as leisure and special interest activities.
INFORMATION NECESSARY FOR ONLINE REGISTRATION

The information below must be submitted by accessing the following web address: http://studentorgs.uncc.edu/registration.

Each UNC Charlotte student organization must provide the necessary information to be officially registered.

#1. Returning or New Student Organization (*Groups are new only if they have not been previously approved by SGA.)
#2. Provide Full Organization Name (No acronyms or abbreviations; do not put “UNC Charlotte or UNCC in front of name.)
#3. Provide Abbreviated Organization Name
#4. Select a Category from the list below. These categories are designated only for student organizations.

<table>
<thead>
<tr>
<th>Academic/Pre-Professional</th>
<th>Fraternity &amp; Sorority</th>
<th>Graduate</th>
<th>Honor Society</th>
<th>Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>International</td>
<td>Media</td>
<td>Multicultural</td>
<td>Performance</td>
<td>Political</td>
</tr>
<tr>
<td>Religious/Spiritual</td>
<td>Service</td>
<td>Sport Club</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#5. Provide the Purpose/Brief Description of Your Organization
This description will be displayed on your organization’s profile and will provide helpful information to students interested in your group. Please remember this should be a brief description/overview of your organization.

#6. Provide Keywords
Keywords are used when searching for organizations. The more keywords the more likely your organization will be found. Separate each keyword by a comma; examples: golf, athletics, intramural sports.

#7. Provide the Student Organization’s Website URL
OrgSync provides the technology to create a website for your organization. After your group has been approved, you will be able to build the site. However, if your student organization has a website from another provider, you can link the site to your profile by including the website’s URL.

#8. Is this a new registered student organization?
Click “yes” if this group has never been registered on the UNC Charlotte campus or the first time registered in OrgSync.

#9. Optional – Secondary Category

<table>
<thead>
<tr>
<th>Academic/Pre-Professional</th>
<th>Fraternity &amp; Sorority</th>
<th>Graduate</th>
<th>Honor Society</th>
<th>Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>International</td>
<td>Media</td>
<td>Multicultural</td>
<td>Performance</td>
<td>Political</td>
</tr>
<tr>
<td>Religious/Spiritual</td>
<td>Service</td>
<td>Sport Club</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#10. Provide the Student Organization’s Phone Number
This phone number will be displayed on your profile and will provide a method for students to inquire about the organization (i.e. the phone number of the president or advisor, or “TBA” may be listed).

#11. Provide the Student Organization’s E-mail Address
This e-mail address will also be displayed on your profile and will provide an additional method for students to inquire about the organization. Please list an e-mail address that is regularly checked (i.e. the president’s email).

*Student organizations may apply at http://studentorgs.uncc.edu/resources for a group email account after they are registered and approved.

#12. Provide the Student Organization’s Social Networking Website URL (i.e. Facebook, Twitter, etc.)

#13. Provide the Student Organization’s Mailing Address

#14. Provide the requested Officer and Advisor(s) Information. Three different UNC Charlotte students must hold the offices of president, treasurer, vice president or secretary.

<table>
<thead>
<tr>
<th>President, * Vice President, Secretary, Treasurer:</th>
<th>Name</th>
<th>E-mail Address**</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Faculty / Staff Advisor (if applicable, Secondary Faculty / Staff Advisor and Affiliate Advisor)</td>
<td>Name</td>
<td>E-mail Address</td>
<td>Campus Department</td>
</tr>
</tbody>
</table>

*The President’s name will be displayed on the Student Organizations web page as a contact person for the student organization
**Only @uncc.edu e-mail addresses will be accepted for officers.

#15. Provide Member Information
All registrations must include the name and e-mail address for eight (8) student members of the organization.

#16. Provide answers to the following about Membership and Meetings:

- Is your organization open to all students? Yes  No
- If no, what restrictions does your organization have in regard to membership? Please explain:
- Approximate number of active student members?
- Approximate number of active non-student members?
- Does your group have a local, state, or national affiliate? Yes  No
- If yes, what is the name of the affiliate?
- Is this student organization affiliated with an academic class or program? Yes  No
- Do students receive academic credit through participation in this student organization? Yes  No
- If yes, please explain:
- How often will your organization meet? Weekly  Every Two Weeks  Monthly  Other
  - Meeting Day
  - Meeting Time
  - Meeting Location

#17. Please indicate whether your organization would like a mailbox in the Student Government & Organizations Complex in the Student Union. Yes  No

#18. University Hazing Policy Agreement
Your student organization needs to review and agree to abide by the University of North Carolina at Charlotte Hazing Policy.

#19. Constitution
Attach a current copy of your student organization’s constitution/bylaws.
SAMPLE CONSTITUTION FOR A STUDENT ORGANIZATION

The sections marked with an * must be included in all student organization constitutions.

Article I: Organization Name

*Section I: Name. This constitution establishes [Our Organization at the University of North Carolina at Charlotte], hereafter known as [Organization]. Please note that University of North Carolina at Charlotte or UNCC may only be listed at the end of your organization’s name and not at the beginning if you desire to include it.

Article II: Purpose

*Section I: Purpose Statement. Organizations should include a complete statement of purpose and objectives.

*Section II: Policy Agreement. Our organization is willing to abide by all UNC Charlotte policies and guidelines, especially relating to on or off campus activities which our club may sponsor or in which we may participate.

Section III: Affiliations. If your organization is affiliated with a national or international organization, details of the affiliation should be adequately described.

Article III: Membership

Section I: Membership. Organizations should describe who is eligible to be a member of their organization.

Section II: Categories of membership. Voting membership should be defined as limited to currently enrolled students. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members.

Section III: Dues. If applicable, list dues requirements [amount, frequency of payment, and consequences of non-payment].

Section IV: Selection. Describe the process of new members joining the organization.

Section V: Voluntary Member Withdrawal. Example: Any member of our organization can, at any time, voluntarily withdraw his/her membership from the organization.

*Section VI: Non-Voluntary Member Removal. A member can be removed by...

*Section VII: Non-discrimination. In keeping with UNC Charlotte’s policy of non-discrimination, our organization does not discriminate on the basis of race, color, religion, gender, national origin, age, sexual orientation, veteran status and physical or mental ability or disability.

Article IV: Officers

*Section I: List the names of the officer positions of the organization and which officers will comprise your executive board/committee, if applicable.

Section II: President. The President shall [list specific duties and functions of this office]

Section III: Vice President. The Vice President shall [list specific duties and functions of this office]

Section IV: Treasurer. The Treasurer shall [list specific duties and functions of this office]

Section V: Additional Officers. [List additional officers and specific duties/functions as appropriate.]

Article V: Advisor

Section I: Advisor. It is recommended that each student organization have an advisor. The name of your advisor should not be list in your constitution. [Responsibilities and expectations of advisors should be clearly and adequately described.] Advisors may not have decision-making or voting authority within the organization, as organizations are student-initiated and student-run.

Article VI: Function/Operation

*Section I: Nominations. Nominations for officers are held...[list the time of year in which nominations are taken, who is eligible to be nominated for an officer position, and how nominations should be received (i.e. self nomination, at a meeting vs. over email, etc.)]

*Section II: Elections. Officers are elected by...[list the specific process of who can vote, the process of election, and how votes will be taken (i.e. secret ballot, hands raised, etc.)]. Elections will be held on [time of year or certain meeting of the year.]

Section III: Outcome. The winner is decided by...[list the voting margin needed to win and who is responsible for counting/verifying votes]

Section IV: Terms. Officers will serve from [how long until how long] and [may/may not] be permitted to serve more than one term in a row.

*Section V: Officer Impeachment. Officers can be impeached by...[list the conditions and process for removal of officers]

Section VI: Voluntary Officer Resignation. Example: Any officer of our organization can, at any time, voluntarily resign from their position with proper notice given to the other officers.

Section VII: Officer Succession.
If not specified within the Officer Duties, list who will assume a certain officer’s responsibilities for the interim in the event of resignation or impeachment.
Article VII: Committees
Section I: Committees. If applicable, list the committees of the organization, the functions of each committee, how chairpersons for each committee are selected, and how members are designated to serve on a committee.

Article VIII: Constitutional Amendments
Section I. Amendment Proposal. Amendments can be proposed by...[list who within the organization]
Section II: Procedures. Rules regarding the proposal of amendments are as follows...[list timelines and format preferred for amendments]
Section III: Voting. The amendments shall be voted on...[list voting procedures and specific voting margins]

Article IX: Method of Dissolution
Section I. Dissolution. [Requirements and procedures for dissolution of the student organization should be stated. Should any organization assets and debt exist, appropriate means for disposing of these assets and debts should be specified clearly.]

BY-LAWS
By-laws may also be written, but are not required. By-laws are rules governing the internal workings of the organization and can include for example:
1. Standing procedures of the organization
2. Ad-hoc committees and how they are determined
3. Policies related to the time, location, and frequency of organization meetings
4. Statement that Robert's Rules of Order will be followed

By-laws should be easier to amend than the constitution, but still hold a higher standing than being amended through a simple majority vote at any one time.

CONSTITUTIONAL REQUIREMENTS

1. Purpose Statement: All constitutions must include a purpose statement.

2. UNC Charlotte Policies/Procedures: All organizations must state in their constitutions that they will abide by all UNC Charlotte rules and regulations, especially policies regarding sponsoring and/or participating in events on or off campus.

3. Non-discrimination: All constitutions must include at least the protected categories; “In keeping with UNC Charlotte’s policy of non-discrimination, (student organization) does not discriminate on the basis of race, color, religion, gender, national origin, age, sexual orientation, veteran status and physical or mental ability or disability.”

Fraternities or sororities recognized by the IFC, PHA, NPHC, IC, or DGC may limit membership on the basis of gender only. Registered student organizations that select their members on the basis of commitment to a set of beliefs (e.g. religious or political) 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.

4. Nomination/election of officers and member selection: All constitutions must include the process of nominating and electing officers and selecting members.

5. Impeachment/removal of members and officers: All constitutions must include details about the reasons and processes for how both members and officers can be removed from the organization or impeached from office.

6. Be specific when it comes to votes/decisions: Make sure the document is specific with what wins each vote/decision (i.e. majority, two-thirds, consensus, etc.). Advisors may not vote or approve decisions.
ORGANIZATION ADVISORS

It is recommended but not required that all student organizations have a UNC Charlotte faculty or staff advisor. Advisors are extremely important in helping organizations keep on track!

It is important to find an advisor that you have a close relationship with or one that has an active interest in the student organization you are starting. Ask faculty or staff members you are close with; odds are that if they cannot do it, they know of someone who can.

For more information about selecting an advisor, please see a Student Organizations staff member.

AFFILIATE ADVISORS

In addition to an on-campus faculty/staff advisor, groups may choose to also have up to two “Affiliate Advisors.” Affiliate advisors usually come from the local community and are seen as an added resource for an organization. All the information and responsibilities related to faculty/staff advisors apply to affiliate advisors.

For more information about affiliate advisors, visit http://studentorgs.uncc.edu/advisor.

ADVISOR LIABILITY

Advisors to student organizations accept an added responsibility. The type of liability or risk for the advisor varies greatly depending upon the type of organization. What follows are some suggestions to assist with an advisor’s responsibility regarding liability issues or concerns:

• Try to anticipate risks which may arise out of any decision or situation and then discuss with the officers what they can do to minimize risks. Regardless of what organization or activity is involved, there will always be an opportunity for something out of the ordinary to happen. However, if decisions are made consistently and in good faith, and reasonable precautions are taken, then the risk involved can be minimized. Please contact the Student Organizations staff, as they can work with the University Office of Legal Affairs if questions arise.

• It is important to be aware of University policies and regulations as they affect student organizations. The UNC Charlotte Office of Legal Affairs, UNC Charlotte website, SAFC Business Manual, and the Student Organization Handbook are great sources for University rules and regulations. The staff members in the Student Activities offices can also serve as resources for you if you have specific concerns or questions.

• Advisors should never enter into contracts on behalf of a student organization. All contracts must follow student organization contracting procedures and a consultation with a Student Organizations staff member. By signing or verbally agreeing to any contract, the advisor can become personally liable.
ADVISOR ROLES AND RESPONSIBILITIES

The advisor of an organization can serve in a number of roles. They can include:

- serve as a role model;
- serve as a sounding board for new ideas;
- support the group, and the individuals in the group;
- possess knowledge of policies which may affect the organization’s programs;
- connect the organization to university policy makers;
- provide continuity from year to year as student leadership changes;
- encourage a diverse approach to leadership, membership, and programming;
- connect the organization with various campus resources;
- assist cutting through administrative red tape;
- bolster support from other related academic and administrative departments;
- understand the rules and regulations pertaining to the organization;
- facilitate learning by encouraging the student to tackle tough issues and learn from their experiences;
- encourage effective communication and interpersonal relationship skills;
- understand the implications of group dynamics;
- provide a broad perspective on issues and problems by sharing experiences and expertise;
- mediate group and individual conflicts when called upon to do so;
- stimulate creativity and motivation; and
- recognize student leaders.

Student organization leaders should meet regularly with their advisors and they should invite the advisor to organization meetings, executive board meetings, and programs/events. Have a conversation with your advisor to determine how active he/she will be with the student organization and executive board.

An advisor’s responsibilities can include, but are not limited to the following:

1. assisting in the development of the organization and its members;
2. interpreting University policies and regulations;
3. providing financial and budgetary advice and insuring that University policies and procedures, as well as SAFC statutes, are followed;
4. signing or co-signing appropriate University forms when necessary;
5. attending as many organizational meetings and functions as possible;
6. meeting with organization officers or membership to discuss the progress and direction of the group;
7. being available to the officers and membership;
8. serving until a successor is appointed, if for any reason it is not possible to continue as the advisor to the organization.

For more information and tools to use related to advisor roles and responsibilities, please visit http://studentorgs.uncc.edu/advisor.
STUDENT ORGANIZATION MAILBOXES

All registered student organizations can request a mailbox which are located in the Student Government and Organizations Complex (SGOC) on the second floor of the Student Union. Any person is allowed to fill mailboxes with information, advertisements, or correspondence. Only student organization leaders, members, or advisors are allowed to remove mail from their box. Failure to comply with this rule is punishable by law. Student organization leaders are expected to check their mailbox at least once a week.

Your Student Organization’s Address:
[STUDENT ORGANIZATION’S FULL NAME]  
Student Government and Organizations Complex  
Student Union, Room 212  
University of North Carolina at Charlotte  
9201 University City Boulevard  
Charlotte, NC 28223-0001

STUDENT ORGANIZATION RESOURCE CENTER (SORC)

The Student Organization Resource Center (SORC) is an area in the Student Government and Organizations Complex (SGOC) that is dedicated to student organization leaders and members for handling the day-to-day operations of your group. The resource center is designed to give you access to MAC computers with the latest design software, button machines, and laminator. In addition, you will have access to the SGOC printer/scanner/fax. Printing is only free if your organization has received an Operational grant. Art supplies are provided free to organizations. The SORC also includes a microwave, refrigerator, and sink. For more information, please visit http://studentorgs.uncc.edu/sorc.

Information you should know about the SORC:
1. The SORC hours during the spring and fall semesters are Monday through Thursday 9:00 a.m. to 9:00 p.m., Friday 9:00 a.m. to 6:00 p.m., Saturday 12:00 p.m. - 6:00 p.m. and Sunday 2:00 p.m. - 9:00 p.m. Hours vary over breaks.
   During the summer, the hours are Monday through Friday 9:00 a.m. to 5:00 p.m.
2. The SORC is accessible to all members of registered student organizations. You do not need to reserve the space.
3. The resources are free; however, we ask that you do not take items/supplies out of the SORC so that they are available to everyone at all times!
4. Materials in the SORC are for student organization use only -- materials are not for personal use or class projects.

STUDENT ORGANIZATION STORAGE UNITS

Storage is available for student organizations in the Student Government and Organizations Complex (SGOC), and throughout the Student Union.

There are three different sizes:
1. 3 X 3 feet (*stationary, located on the Lower Level and First Floor)
2. 4 X 1.5 feet (*portable, located in the SGOC)
3. 2 X 1.5 feet (*portable, located in the SGOC)

*These units are on wheels and can ONLY be moved around the SGOC while your group’s meeting is in session.

Storage space is reserved for a period of one academic year. Organizations must reapply at the end of the Spring semester in order to be considered for a storage unit for the following academic year. For more information please visit http://studentorgs.uncc.edu/storage.

PROGRAM RESOURCE SUPPLY CHECK-OUT

Items such as games, sport equipment, tents, decorations, gaming systems, and more are available for check-out to student organizations and divisions covered under SAFC. These items are to be used as a supplement to programs and events occurring on-campus. For more information about this program and a list of available items, please visit http://safc.uncc.edu/program-resource-supply-checkout-program.
STUDENT ORGANIZATION
FINANCES
STUDENT ACTIVITY FEE FUNDING
ELIGIBILITY AND SOURCES

ALL organizations applying for funds through the Student Government Association (SGA) or the Graduate and Professional Student Government (GPSG) must be registered with the Student Organizations Office and recognized by SGA. Accessibility to funding is dependent on registration status of the organization. Student organizations can register at the following website: http://studentorgs.uncc.edu/registration.

Graduate student organizations receive funding from the Graduate and Professional Student Government (GPSG), and must be chartered with GPSG in order to receive any funding. See “Types of GPSG Grants and Funding” section on page 19 for more information.

Sport Clubs receive funding from Recreational Services. Visit http://recservices.uncc.edu/sport for more information.

TYPES OF SGA GRANTS AND FUNDING

There are six types of funding opportunities for student organizations eligible to participate in the SGA grant and funding processes. (*Does not apply to graduate groups or sports clubs.) The funding methods include the following:

ON-CAMPUS AND OFF-CAMPUS EVENT GRANTS
Student organizations can apply for these grants to support the programming needs of registered student organizations on-campus and within the greater Charlotte area. The maximum amount is $3,000 per on-campus event and $700 per off-campus event. There is no limit to the number of on or off-campus events/programs the group may organize for the campus community.

CO-SPONSORED EVENT GRANT
Student organizations can apply for this grant to support the programming needs of two or more student organizations wishing to co-sponsor events together. A maximum of $4,500 may be given for each co-sponsored event grant.

TRAVEL GRANT
Student organizations can apply for this grant to travel to conferences, trainings, competitions, and other events not organized by the student organization. The maximum award is up to $1,000 per student organization per semester.

PUBLICATION GRANT
Student organizations registered in the media classification, and whose primary mission is printing or other types of publishing, can apply for this grant. The maximum award is $1,000 per grant.

OPERATIONAL FUNDING
Student organizations can apply for operational funds to assist with the necessary day-to-day operational needs of the group and its recruitment of new members. Groups may request no more than $100/week beginning 10 business days before the first day of classes during the Fall and Spring Semesters, and ending 10 business days prior to the last day of classes each semester. No group may receive more than $250/semester of operational funds. No hearing is needed. Funds are requested by consulting the SGA Administrative Assistant.

Funds must be requested and approved according to the timeline approved by the SGA Senate Ways and Means Committee (see page 18 for exact timelines).

To access applications or to download specific SGA Funding Policies and Procedures, guidelines, and timelines, please go to http://studentorgs.uncc.edu/funding.
The application/hearing timeline for all event, travel and publication grants for 2014-2015 shall be as follows:

<table>
<thead>
<tr>
<th>Event/Travel/Pub. to Occur On/After</th>
<th>Deadline to Submit Grant (By Noon)</th>
<th>Hearing Date</th>
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</thead>
<tbody>
<tr>
<td>September 12, 2014</td>
<td>August 22, 2014</td>
<td>August 26, 2014</td>
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<tr>
<td>September 26, 2014</td>
<td>September 5, 2014</td>
<td>September 9, 2014</td>
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<tr>
<td>October 3, 2014</td>
<td>September 12, 2014</td>
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<td>October 17, 2014</td>
<td>September 26, 2014</td>
<td>September 30, 2014</td>
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<td>October 24, 2014*</td>
<td>October 3, 2014*</td>
<td>October 8, 2014*</td>
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<td>October 31, 2014</td>
<td>October 10, 2014</td>
<td>October 14, 2014</td>
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<tr>
<td>November 7, 2014</td>
<td>October 17, 2014</td>
<td>October 21, 2014</td>
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<tr>
<td>December 5, 2014**</td>
<td>November 14, 2014**</td>
<td>November 18, 2014**</td>
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<td>February 27, 2015</td>
<td>February 6, 2015</td>
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<td>March 27, 2015***</td>
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<tr>
<td>May 8, 2015</td>
<td>April 17, 2015</td>
<td>April 21, 2015</td>
</tr>
</tbody>
</table>

*Hearings this week will be held on a Wednesday due to Fall Break.
**Note the special timeline due to Thanksgiving Break.
***Note the special timeline due to Spring Break.

All budget requests for summer events & travel and/or events & travel for the first three weeks of the 2015-2016 academic year must be submitted by April 17th, 2015.

**IMPORTANT NOTE:** SGA maintains a monthly budget where money is allocated on a first-come, first-served basis. Event, travel and publication applications will be accepted up until three weeks prior to the event, travel or publication date, however this does not guarantee funds are still available. Groups are encouraged to apply early to allow for maximum funding opportunities.

Operational Fund requests are accepted starting 10 business days before the first day of class both fall and spring semester, and close 10 business days before the last day of class.
TYPES OF GPSG GRANTS AND FUNDING

Graduate student organizations can seek funding only from the Graduate and Professional Student Government (GPSG) and only if they have obtained the status of a chartered graduate organization in addition to their registration with Student Activities. There are three (3) types of funding available to graduate student organizations: Operational Funds, Event Funding, and Travel Funding. (*Only applies to graduate groups.)

OPERATIONAL FUNDS
Operational Funds are available by request at the beginning of the academic year to graduate organizations that have both registered with the Student Organizations Office and chartered with GPSG for the purposes of group recruitment, fundraising, and other day-to-day operations. All funds revert to GPSG on March 1.

EVENT FUNDS
Event Funding is a special grant made for a specific event to be held by the organization. Requests should be made three to six weeks before the event and follow the process outlined on the GPSG website.

TRAVEL FUNDS
Travel Funding is a special grant given to individual graduate students for the purpose of attending or presenting original research at professional conferences. Funding becomes available three times during the academic year.

More information on applying for these funding opportunities can be found by going to suar.orgsync.com/org/gpsguncc/home and clicking on “Travel Funding or Organization Funding.”

*Graduate organizations have some additional requirements, including some forms, to be completed as part of the funding process. For more information, copies of the forms, and a more in-depth description of the process, go to suar.orgsync.com/org/gpsguncc/home and clicking on “Travel Funding or Organization Funding.”

RELEVANT FORMS

The following list includes many important forms you may need to use for your student organization during the year. This is only a small sample of the numerous forms and documents your organization will need to complete or file in order to spend money at the University. Typically, you will be given the necessary form when you consult with the appropriate office on-campus. Most of the forms listed below can be found online at http://safc.uncc.edu.

For Purchasing
- Request for Reimbursement Form
- Food, Beverage, and Amenity Expense Documentation
- Catering Authorization Form
- Repros Copying
- Student Media Authorization Form
- Union Station

For Travel and Liability
- UNC Charlotte Student Travel Agreement
- Student Use of State Vehicle Authorization Form
- GPSG Travel Settlement Form
- GPSG Event Application Form

Miscellaneous
- Contract Information Form- Routing Sheet and Checklist
- Donated Food Request Form (Policy Exception Request)
- Reservations Facilities Request Form
- Sales Request Form
- Recurring Reservations (Facilities Request Form)

Remember ALL purchases and expenditures start with either the SGA Administrative Assistant for undergraduate groups or with the SAFC Business Manager for graduate groups.
STUDENT ACTIVITY FEE USAGE

All monies awarded through SGA and GPSG are considered student activities fee funds and must be receipted and expended according to UNC Charlotte Purchasing and Accounting Procedures, SGA/ GPSG policies, and SAFC guidelines and statutes. The most common ways to use your student activity fee money include:

A: Off-campus purchases less than $50.00 using your personal or off-campus club funds for reimbursement with original, itemized receipt.
B: Off-campus purchases more than $50.00 using a purchase requisition processed through the Materials Management department.
C: Purchase from on-campus vendors such as the Bookstore using appropriate forms.
D: Vendor payments with proper justification for expenditure.
E: Travel expenses (reimbursements after the trip).
F: Payment to guest speakers or entertainment using the contract process.

All usage of student activity fee funds should begin and end with either the SGA Administrative Assistant (undergraduate groups) or the SAFC Business Manager (graduate groups).

In addition to SGA and GPSG Funding Guidelines, the complete set of SAFC guidelines that applies to all groups are available online at [http://safc.uncc.edu](http://safc.uncc.edu). For questions, please contact the SAFC Business Manager at (704) 687-7255. All undergraduate and graduate student organizations must successfully complete a financial workshop in order to access the funds awarded to the organization.

SAFC BUSINESS MANUAL

All student organizations must familiarize themselves with the SAFC Business Manual available online at [http://safc.uncc.edu](http://safc.uncc.edu). This manual explains all SAFC financial policies and procedures for utilizing student activity fee money. It is extremely important for all executive board members, especially those handling the organization’s budget, and advisors to become familiar with the information in this manual.

The SAFC Business Manual includes information about the following:

- Expenditures and deposits
- On and off-campus purchases
- Food purchases
- Entertainment services/Vendor payments
- Travel
- Fundraising / Resale
- Student payroll
- Contracting
- Co-sponsorship
- Income

The SAFC Business Manager, SGA Administrative Assistant and/or the Student Organizations staff are able to assist you interpret the manual and will help you navigate the financial process at the University of North Carolina at Charlotte.
TRAVEL PROCEDURES

1. Contact the SGA Administrative Assistant or SAFC Business Manager to make arrangements at least three weeks before travel date.

2. The Student Travel Agreement must be signed by every traveler before the travel date. A copy of this form can be found on the SAFC website at http://safc.uncc.edu/forms.

3. No cash travel advances will be issued to individuals representing clubs/organizations. Any requests for an exception to the “no travel advance” policy can be brought to the monthly SAFC meeting after channeling through the proper administrative bodies of Student Government Association, Campus Activities Board, Graduate Professional Student Government or Student Media Board. In the event that a travel advance is granted to a club or organization, the advance must be made payable to the faculty/staff advisor of that organization.

4. When awarded a travel grant, student organizations must pay for all travel pre-payments and expenses and are then reimbursed after the travel.

5. Once students return, all original receipts must be turned in to the SGA Administrative Assistant or SAFC Business Manager within two weeks.

6. Once all the receipts have been verified the paperwork will be sent to the Travel Department for processing.

Note: All travel must be related to official University business and comply with State, University, & SAFC Policies, Procedures, and Regulations.

AUTHORIZATION SIGNATURES

The student organization treasurer/business manager’s signature certifies that this travel has been approved by their organization and funds have been allocated to support the trip.

The divisional representative’s (i.e. SGA Treasurer or GPSG Treasurer) signature certifies that the funds are being spent correctly, according to divisional policies and procedures.

The SAFC Business Manager’s signature certifies that the funds for the travel indicated have been budgeted and that the organization has adhered to UNC Charlotte and Student Activity Fees Commission travel authorization procedures.

CO-SPONSORSHIP

Co-sponsorship of programs is a good funding alternative because it combines resources of existing groups and/or departments, and it generally benefits all co-sponsoring organizations, as well as the general student population. The most successful co-sponsorship arrangements consist of the following components:

• Create a proposal during the early planning stages that combines the resources of two or more groups in order to carry out a successful program or service.

• Involvement by all co-sponsoring organizations in the planning, marketing, and execution of the event. Requests for monetary contributions for co-sponsorships do not always create a sense of ownership on the part of the organizations and may discourage groups from assisting financially or otherwise in the future.

• A written agreement outlining specific responsibilities each organization will carry out for the program or service. Written agreements should list time and date of program, the agreed-upon responsibilities of all co-sponsoring parties, and the signatures of all co-sponsoring parties. This agreement should provide all the necessary details in order for all groups to contribute to the success of the program or service.

• All co-sponsoring organizations or departments should be recognized in advertising and promotional campaigns before, during, and after the event.

*Student organizations should be aware of, and are forbidden to, “fronting” (see page 29).
SAFC FINANCIAL GUIDELINES SUMMARY

All expenditures begin and end with the SGA Administrative Assistant or SAFC Business Manager.

Funds cannot be expended from your account until all authorized representatives from your organization complete the SAFC Financial Workshop. All authorized representatives must complete an Acknowledgement and Signature Authorization Form that will be filed in the office of the SAFC Business Manager for verification of signatures.

Personal items (including alcohol, tobacco, and drugs) cannot be purchased with student fee allocated funds.

Plan ahead! Please consult SGA or GPSG for established timelines and requirements for purchases and travel.

All expenditures require the signature of an authorized organization/committee representative and the divisional representative before being presented to the SAFC Business Manager for processing.

Do not make arrangements with vendors prior to completing the necessary paperwork. Failure to do so may mean you get stuck with the bill!

You may use your own money for off-campus purchases less than $50.00. Keep the original, itemized receipt for reimbursement. Receipts for reimbursements will only be accepted two weeks from date of purchase. Copies of receipts will not be accepted for reimbursement.

Reimbursements will be paid to individuals and not organization accounts. (Student organizations should utilize on-campus resources whenever possible.)

Make travel arrangements at least three (3) weeks prior to travel date or once travel funding has been approved.

It is the traveler’s responsibility to settle travel reimbursements with the SGA Administrative Assistant or SAFC Business Manager within 10 days after return date.

Lodging will be reimbursed at the current state rate.

Air travel purchased by the student may be reimbursed after the trip.

All reservations for state vehicles must be made by the SGA Administrative Assistant or SAFC Business Manager. Only state employees (including student employees and graduate assistants) are eligible to reserve and use a state vehicle.

All monies generated from student fee allocated funds must be deposited to the University Cashiers Office within 24 hours of receipt.

Your organization is not allowed to spend more than it is allocated by SGA or GPSG as directed by SAFC.

Any publications, advertisements, or promotional materials for events sponsored by any organization shall display a tag line stating that the program, event, or service is Funded by your Student Activity Fees.

Food cannot be purchased with student activity funds to be consumed during a general business meeting of your organization. Food may only be used for recruitment, training, or year end recognition activities.
FUNDRAISING

Fundraising events or activities are designed to increase visibility of your group and encourage individuals to make financial contributions. They can also be a fun opportunity for members to take the lead on a project. Consider holding a car wash, used book sale, rummage sale, bake sale, small reception or dinner. Fundraisers are easy to plan and most people have participated in at least one of these events in the past. In addition to the monetary support you receive, these events provide great publicity for your organization. Fundraisers can build awareness for your programs and forge strong community contacts.

Funds which are generated by student organizations, not using student activity fees, can be placed in off-campus accounts or can be set up as an agency account. If these revenues were generated from student fee funds, they must be deposited into your on-campus student activity fee account and cannot be spent on the purchase of alcohol, drugs, or other illegal activities, nor can they be used for personal gain. Always be aware that your organization is using the UNC Charlotte name, and funds should be managed appropriately. Monies generated must be in compliance with all federal, state, UNC Charlotte, and SAFC laws, regulations, and guidelines.

Groups can use campus facilities to host fundraisers. Reservations can be made through the Conference, Reservations, and Event Services (CRES) Office. In the event your organization is hosting a fundraiser that requires ticket sales, please consult the Conference, Reservations and Event Services (CRES) staff.

Please also be aware that if your student organization receives student activity fee funds to host an event/program, and your student organization decides to charge an admission fee in order for students to gain entry to the event/program, any revenue generated must be returned. This money will be used to supplement future events/programs sponsored by UNC Charlotte student organizations. The intent is that all events/programs that use student activity fees are FREE to UNC Charlotte students!

DONATIONS

Fundraising by soliciting donations, whether cash or merchandise, is a powerful way to raise large amounts of money for important programs or events. Different ways to solicit donations are (a) person-to-person requests, (b) phone calls, and (c) mail solicitation.

All of these methods provide great opportunities to educate others about the importance of your program and gain financial support. Remember that providing detailed information is important and be prepared to answer all kinds of questions about your program, including how the funds will be used.

All donations requested by a student organization must be requested and accepted on behalf of the student organization (NOT UNC Charlotte). The request should be on the student organization’s letterhead.

Gifts designated for a student organization are received by the Office of University Development made payable to The Foundation of the University of North Carolina at Charlotte, Inc. with the designation to the specific student organization documented in writing. No gifts received through the Foundation will be given directly to the student organization or deposited into a student organization’s agency fund or outside bank account. Donated funds will be deposited into an on-campus Foundation Trust Fund account that the group can access, and can carry over each year.

The Office of University Development takes a 5% processing fee which offsets Foundation staff support that allows the donation to be tax deductible for the giver and also supports the giver’s employer Matching Gift Program (not all employers do matching gifts but many private corporations do).

The Student Organizations staff are willing to review any and all written requests but will not “approve” or give any advice or financial guidance with regards to solicitations. Student organizations should consult an independent tax advisor regarding their status as a tax-exempt entity.

For questions, please see a Student Organizations staff member in the Student Government and Organizations Complex, Student Union room 212.
MEMBERSHIP DUES

Student organizations are allowed, but not required, to collect dues from their members. In fact, many UNC Charlotte student organizations collect dues to pay for items they normally could not under regulations set forth by the Student Activity Fees Commission (i.e. prizes, t-shirts/clothing). If your group decides to ask members to pay dues, you may want to meet with your advisor or a Student Organizations staff member to discuss different procedures and methods of collecting payment.

Additionally, your student organization will need to determine the amount for membership dues, how often dues will be collected, and the overall reason for collecting membership dues. Financial procedures for due collection may be explained in your organization's constitution or guiding documents.

It is essential that you deposit all collected dues the day you receive them in an off-campus checking account. Do not wait until you have collected a large amount of money. Remember, you will be responsible for any lost or stolen dues. If your student organization chooses to deposit membership dues into an on-campus account, those funds will then be subject to all federal, state, UNC Charlotte, and SAFC laws, regulations, and guidelines.

RAFFLES AND POOLS

A “raffle” means a game in which the prize is won by random drawing of the name or number of one or more persons who has purchased chances. Raffles are limited to two (2) per non-profit organization per year.

The maximum cash prize that may be offered or paid for any one raffle is $125,000 and if merchandise is used as a prize the value of the item cannot exceed $125,000 in value. Real property may be offered as a prize in a raffle. The maximum appraised value of real property that may be offered for any one raffle is five hundred thousand dollars ($500,000). The total appraised value of all real estate prizes offered by any nonprofit organization or association may not exceed five hundred thousand dollars ($500,000) in any calendar year. Subject to these rules, groups may also offer a “half-and-half” raffle, where the earnings are split between the winner and the organization. Groups planning raffles must complete the proper application at the Conference, Reservations, and Event Services Office. A federal or state issued tax exempt number is required.

Raffles shall not be conducted in conjunction with BINGO games.

“Net proceeds of a raffle” means the receipts less the cost of prizes awarded (the amount left over after the prize is awarded). No less than ninety percent (90%) of the net proceeds of a raffle shall be used by the non-profit organization or association for charitable, religious, educational, civic, or other non-profit purposes. Therefore, if the raffle brings in $1,000, and you give away $500 as the prize, then the 90% rule applies to the remaining $500 (e.g., no less than 90% of $500 ($450) shall be used for charitable, religious, educational, civic, or other non-profit purposes). None of the net proceeds of the raffle may be used to pay any person to conduct the raffle, or to rent a building where the tickets are received or sold or the drawing is conducted.

These rules are set forth in North Carolina General Statute Section 14-309.15. As set forth in this statute, “Any person who conducts a raffle in violation of any provision of this section shall be guilty of a Class 2 misdemeanor.” The raffle winner’s prize, whether cash or merchandise, is subject to federal income tax. Additionally, the organization will have to report to the IRS any prize or award with a value of $600 or more.

“Pools” or “brackets” fall under the definition of “gambling” as set forth in North Carolina General Statute 14-292: “any person or organization that operates any game of chance or any person who plays at or bets on any game of chance at which any money, property or other thing of value is bet, whether the same be in stake or not, shall be guilty of a Class 2 misdemeanor.” Gambling will also subject a student organization to discipline under the Code of Student Responsibility. It is advised that student organizations not engage in pool/bracket sales.
OFF-CAMPUS CHECKING ACCOUNTS AND
TAX IDENTIFICATION NUMBERS

It is often beneficial for student organizations to have an off-campus checking account to deposit dues and any revenue generated from fundraising other than student activity fees. By having an off-campus checking account, student organization leaders can more readily make payments and purchase items. It is beneficial for the group to have at least two signatures on each check to ensure that fraudulent spending does not occur.

Student organizations may establish off-campus checking accounts and/or on-campus agency accounts. While off-campus accounts are more flexible because funds can be available immediately, and debit cards may be available, they include no oversight by UNC Charlotte staff. On-campus agency accounts are often advantageous because they require UNC Charlotte staff approval of expenditures and monitoring of accounts to prevent misuse of funds, though funds are not available immediately upon request.

If your organization wants to establish an off-campus checking account, you will need to receive a tax identification number (now known as an Employer Identification Number or EIN) from the Internal Revenue Service (IRS). You can contact the IRS at the following number, (800) 829-4933 or visit their website, http://www.irs.gov, and search for form SS-4, or go to http://www.irs.gov/uac/Form-SS-4,-Application-for-Employer-Identification-Number-(EIN), and apply for the EIN online. Please make sure that you are requesting an EIN and not a tax exempt number; there is a fee associated with a tax exempt number, whereas an EIN is free. In order to establish an off-campus checking account or receive donations, businesses/banks require you to have an EIN. A student organization’s off-campus bank account may not use or be associated with the UNC Charlotte tax ID number or any form of the UNC Charlotte name or logo.

Please note, the Student Organizations Office and SAFC Business Manager do not maintain information about off-campus checking accounts. All details and account information must be maintained within the student organization. UNC Charlotte staff has no responsibility for oversight or management of such accounts, and there is no recourse available to a student organization against the University for any mismanagement or misuse of funds in off-campus checking accounts. Theft of funds (including misuse or mismanagement) from an off-campus checking account by a member of a student organization, however, may subject that student or the organization to discipline under the Code of Student Responsibility.

If your organization wants to establish an on-campus agency account one of your organization’s officials should meet with a Student Organizations staff member, located in the Student Union Student Government and Organizations Complex (SGOC), to create a new Banner Fund Form.

AGENCY ACCOUNTS

Student organizations may choose to establish on-campus agency accounts. While off-campus accounts are more flexible because funds can be available immediately, and debit cards may be used, they include no oversight by UNC Charlotte. On-campus agency accounts are often beneficial because they require UNC Charlotte staff approval of expenditures and monitoring of accounts to prevent misuse of funds. An agency account does not require a tax identification number from the IRS.

All accounts must maintain a minimum balance, and cash advances are not available. Please visit http://studentorgs.uncc.edu-agency-accounts for minimum balance information. The funds in these accounts typically originate from membership dues or monies received through fundraising and carry over each year with the student organization.

If your organization is interested in establishing an on-campus agency account, please visit http://studentorgs.uncc.edu-agency-accounts for more detailed information. After reviewing the information, contact the Student Organizations Program Coordinator located in the Student Government and Organizations Complex, Room 212E, or call (704) 687-7131 to establish an agency account.
CREATING AND MANAGING A BUDGET

Preparing a Budget
One of the tasks financial officers face, especially for an organization that makes frequent business transactions, is that of preparing a budget. A budget is a tool used for planning and controlling financial resources. It is a guideline for an organization’s future plan of action, expressed in financial terms within a set period of time.

What a budget accomplishes
- It helps refine goals.
- It compels members of the organization to use funds efficiently.
- It provides accurate information to analyze, adjust and evaluate programs and activities.
- It aids in decision making.
- It provides a historical reference to be used for future planning.

Pre-budget considerations
To prepare the budget it helps to know the organization’s priorities, objectives, and goals. Upon starting, ask the following questions:
- What is the time period in question (e.g., one semester, entire school year)?
- What does the group want to accomplish most?
- How will this be accomplished?
- How much will it cost?
- What are the funding sources?
- Once these questions have been answered, begin preparing your budget.

Preparing your budget
- Determine and record available funds (e.g., carryover balance from previous year).
- Estimate and record expected income and when it will be available (dues, t-shirt sales, etc.).
- Define and record needed expenses (advertising, rentals, printing, supplies, etc.).
- Review, revise, and then assemble into a final budget.
- Have members vote for budget approval.

Managing the Budget
The budget must be flexible to anticipate conditions that might have been overlooked during the planning process.
- Set and maintain a minimum balance.
- Formulate general policies and procedures needed to provide internal control (e.g., allow only approved expenditures).
- Keep an accurate written log of financial transactions (income and expenses).
- Periodically and regularly compare the budget to your actual account statement of activity.
- Report financial matters on a regular basis to the organization.
- As the budget period is ending, compare the budgeted amounts to the actual expenditures and revenues.
- Review the data in order to establish priorities for the next budgeted period.
- Begin preparing for the next budget a month or more prior to the conclusion of the current budget period and then begin the process anew.

Financial Control
Here are some best practices to prevent fraud.
- Track expenses in one location.
- Require receipts and possibly pre-approval to spend funds.
- Review monthly bank statements: deposits should be made within 24 hours and not made by the person who reconciles the bank statement.
- Segregation of duties
- For questions and more tips, contact Tom York, Director of Internal Audits at UNC Charlotte.

For a budget template to get started, go to http://studentorgs.uncc.edu/resources.
RESOURCES AND POLICIES
STEPS TO SUCCESSFUL PROGRAM PLANNING

 Brainstorm
With your organization, brainstorm a list of programs you would like to provide for the campus community. Make sure to ask other students outside of your organization what they would like to see or experience.

 Choose an Idea
Make sure you have consensus and a broad range of members are committed to the idea.

 Develop Program Goals
Who is your target audience, what are your goals, what are your objectives, etc.?

 Delegate Responsibilities
Involve the members of the organization in the various tasks needed to make sure the program is successful. Depending upon the size of the event, you may need committees or just committed individuals. Make sure new volunteers understand what they’re signing on for, and use people’s talents and interests to your group’s benefit.

 Establish a Budget
Determining your budget will help you decide if you need to seek additional funding, or if your organization can cover the expenses.

 Reserve Program Location
Meet with the staff of the Conference, Reservations and Event Services (CRES) Office to tentatively reserve the date and location for your event. Be mindful of access for individuals with disabilities when planning events. You can download an “Accessibility Checklist for Student Organizations” at http://studentorgs.uncc.edu/resources.

 Contact Performers
If you have an outside performer - speaker, comedian, band, DJ, etc. - that your organization will be paying, it is necessary to have a signed contract. The Student Organizations staff can help you with information and support for this process.

 Consider Waivers, Releases, or Permits
When sponsoring off-campus activities or events involving physical activities, you may want to use a waiver to help reduce liability to your organization. Contact the Student Activities staff for more information and assistance. Requests for on-campus outdoor events with amplified sound must be forwarded to the Conference, Reservations, and Event Services Office.

 Plan your Marketing Strategy
Be creative, and plan your publicity to attract the audience you outlined in your program goals.

 Order Catering and Confirm Arrangements
Contact the SGA Administrative Assistant in the Student Government and Organizations Complex (SGOC) on the 2nd floor of the Student Union at least one week in advance to order any food or beverages for your event. Visit University Reservations and Event Services to confirm your room set-up, A/V requirements, and performer arrangements.

 Purchase Decorations and Supplies
Make your event special by putting in the extra touches. Make sure you consult with the SGA Administrative Assistant BEFORE you make any purchases.

 Pay the Bills
If you received co-sponsorship from other organizations, provide them with the information on actual costs.

 Thank the People Who Helped
Whether they are members of your organization, people on campus, or outside groups who provided assistance, make sure that they are ready to help you out the next time - thank people personally and/or in writing.

 Evaluate the Program
Ask participants what they thought of the event. Find out from your planning group what went well and what could have gone better. If you utilize SGA funds, you will have to provide an evaluation of the program/event to the Student Organizations staff.

 Leave a Record for Next Time
Save information in a binder to pass on to the next generation of your organization. Program planning is made easier when you can build on the success of those who came before you.
The Conference, Reservations and Event Services (CRES) Office staff can assist you in determining the best location for your meeting or event. Some facilities can better serve the needs of certain types of meetings and special programs. To determine availability, contact the Reservations Office at (704) 687-7872 or visit the website at http://cres.uncc.edu as early as possible prior to your meeting or event. All meeting space is free for student organizations to use for organizational meetings and events. Labor rates may apply outside of normal operational hours and/or for technical or event personnel. If payment will be made using your organization’s student activity fee account, you must obtain pre-authorization from the SGA Administrative Assistant.

Student organizations should be aware of, and are forbidden to, “front.” “Fronting” is the practice of permitting an individual or organization not affiliated with UNC Charlotte to use University space/facilities and services under the guise that the activity is a University-sponsored event. Fronting is prohibited under University Policy Statement #601.6, http://legal.uncc.edu/policies/up-601.6. Non-affiliated individuals and organizations are not eligible for University departmental or student organization rates or scheduling privileges unless they are sponsored by an affiliated group in accordance with Policy Statement #601.6 and CRES’s instructions and guidelines.

- Departments and organizations that are determined to be fronting will be charged the maximum applicable rate and/or be subject to the loss of reservation privileges.
- CRES staff will determine if groups are fronting another organization by considering the nature of the event, previous knowledge of the event, and the nature of attendees.

Reserving space on campus is one of the benefits afforded to registered student organizations. All registered student organizations in good standing with the University are allowed to participate in the spring reservation process to reserve space for recurring reservations and special events for the following academic year.

The following are terms used when making reservations:

**Advanced Reservation Process** – A process whereby requests for reservations may be made for the following academic year. After the conclusion of the process, reservations may be made on a first-come first-served, space available basis.

**Ad-Hoc Reservation** – Individual one-time reservations.

**Recurring Reservations** – Any regularly scheduled meeting throughout the academic term or academic year, i.e. every Thursday at 6:00 pm.

**Special Event** – Any event that is outside of the group’s normal business or regular meeting, including social and educational programs.

**Advanced Reservation Guidelines**

Groups that attend informational workshops specifically for the Advanced Reservation Process that takes place each spring will be allowed to make reservations for the following academic year. Those groups that do not wish to attend the workshop may make reservations anytime after the formal advance process has been completed.

The following advanced reservation guidelines exist for all recognized student groups:

1. No more than one (1) recurring reservations per week may be made by any one organization during the advanced reservation process.
2. Weekly meetings will be no more than two (2) hours in length. Exceptions will be considered with final decision(s) from the director of the requested building, based on special need circumstances.
3. Groups with outstanding charges more than two (2) weeks past due will not be permitted to participate in the advanced reservation process until all charges are paid.
4. After completion of the advanced reservation process there will be at least a one (1) day period for registered student groups to make additional ad-hoc reservations prior to other UNC Charlotte affiliated groups.
5. Use of additional amplified sound during recurring meetings is prohibited, regardless of space/building in which the meeting takes place.

Exact dates for the beginning of the advanced reservations process will be sent to each registered student organization and campus departments by the Conference, Reservations and Event Services (CRES) Office.
RESERVATION POLICIES (Cont’d)

Ad-Hoc Reservation Guidelines
After the formal process is complete, single ad-hoc reservations are open first come, first serve basis.

Recurring Reservation Guidelines
The following is a list of spaces NOT available for recurring reservations:

In the Cone University Center
• C.A. McKnight Lecture Hall
• John Paul Lucas Room
• Afterhours Cafeteria
• Room 207
• All lounges

In the Student Union
• Rooms 222 and 269
• Norm’s
• Student Union Movie Theater
• Multipurpose Rooms G, H, and I

*Multipurpose Room sections A, B, C, D, E, and F may be available for recurring reservations between Sunday at 4:00 p.m. through Thursday at midnight. Student groups may reserve no more than two (2) sections of the Multipurpose Room for these meetings.

In the Barnhardt Student Activities Center (SAC)
• No space is available for recurring reservations

Special Event Guidelines
The following special event reservation guidelines exist for all recognized student groups:
1. Each group may reserve the JP Lucas Room and/or the CA McKnight Hall up to two (2) times each semester for special or social events during the advanced reservation process.
   a. After the conclusion of the formal advanced reservation process the Lucas Room and McKnight Hall may be reserved for meetings one month in advance if the space is available no more than one (1) time per week.
   b. Reservations will be accepted no sooner than the last week of the month for the following calendar month.
2. During the advanced reservation process groups may schedule/add any of the nine sections of the Student Union Multipurpose Room (MPR) beginning Friday and continuing through 4:00 p.m. on Sunday. Requests for special events to be held in larger portions of the room during the week will be reviewed by the Conference, Reservations and Event Services (CRES) staff on an individual basis, as per availability.
3. Requests for special events in Norm’s, the Student Union Movie Theater and other areas of the Student Union will be reviewed by CRES on a case-by-case basis.
4. Requests for special events in the Barnhardt Student Activities Center (SAC) will not be confirmed until the athletic schedule has been confirmed.
5. Requests for additional special events in the Student Union may be made at the conclusion of the advanced reservation process based on availability.

For complete reservations policies, please visit http://cres.uncc.edu.
RESERVATION CHANGES, CANCELLATIONS AND NO SHOWS

Simple changes made to reservations should be made at least two working days in advance. This includes any changes to set-up and attendance. Ten working days are required for changes made to more complex reservations that include any change in or additions to: sound systems, microphones, video projection units, or building manager assistance. Facilities authorized for use by an organization may not be transferred, assigned or loaned to another organization without prior approval from the Conference, Reservations and Event Services (CRES) Office. Failure to give proper notice of changes may result in the inability to accommodate your requests.

Any cancellation of events must be made at least two working days in advance. Failure to give proper notice of cancellation will be considered a no show. If you have a space reserved in the Cone University Center, Student Union or Student Activities Center and do not use the space, your group will be charged with a no show. Two or more no shows within the same academic year will be grounds for the organization to forfeit the use of the space for the current semester and/or ability to schedule space for the next semesters (this includes student organization recurring reservation). After a second no show, groups will receive a letter indicating the remainder of the group’s reservations have been cancelled and will have to reserve space on a week to week basis. If you are late for a reservation and leave early you should notify the Conference, Reservations and Event Services (CRES) Office or check with the building manager on duty so the group will not be considered a no show. If a technician has been scheduled or the building has been opened early for an event that was not cancelled, the group will be charged accordingly. Charges may also apply to groups who cancel after the two-day period.

TECHNICAL SERVICES

Technical Services provides high quality audiovisual support for the UNC Charlotte community, in the Student Activity Center, Cone University Center, Student Union and select outdoor spaces. Equipment can be reserved through the Conference, Reservations and Event Services (CRES) Office in the Student Union, on a first-come, first-served basis.

Technical equipment available to student organizations includes, but is not limited to, sound systems, lighting systems and both data and video projection systems for events ranging from simple lecture/presentations to full scale concerts.

Most equipment is provided to student organizations for free or at a reduced rate. Some services will require a technician to be present. Student organizations are charged an hourly rate for technical labor. If payment will be made using your student activity fee account, you must obtain pre-authorization from the SGA Administrative Assistant.

Technical Services also reviews facility, sound, and lighting contracts for entertainment to determine if UNC Charlotte can meet the needs as specified and helps to coordinate and procure special equipment services.

For questions regarding technical services in specific facilities, please contact the following staff members: Student Activity Center and Recreational Facilities: Eric Anderson (Erik.Anderson@uncc.edu) Cone University Center and Outdoor Spaces: Shawn Allred (sallred5@uncc.edu) Student Union: Michael Avery (mlavery@uncc.edu), Trever Swint (wswint@uncc.edu), or Neal Miller (nmille41@uncc.edu)

In addition to the services listed above, there are other on-campus options to meet the technological needs of student organizations, such as laptop checkout service available at the Student Union Information Center and equipment rentals at the J. Murray Atkins Library. Groups are encouraged to reserve SMART classrooms for meetings and events, when possible.
RESERVABLE SPACES

General meeting and special event space is available to student organizations throughout campus. All groups are reminded that demand for space is heavy and requests should be made as far in advance as possible. Contact the CRES Office at (704) 687-7872 or visit http://cres.uncc.edu for more information. The following spaces are among the most requested rooms or areas: (*This is not a complete list of available spaces.)

CONE UNIVERSITY CENTER:
McKnight Hall
McKnight Hall is a popular venue for large lectures, performances, comedians, and presentations. The hall includes a stage, projection equipment and offers special sound and lighting capabilities. McKnight Hall has a seating capacity of up to 584 which includes balcony seats. No food or drink is allowed inside McKnight only in the lobby area.

Lucas Room
One of the largest reservable rooms on campus, the Lucas Room plays host to many exhibits, large banquets and receptions. The room can accommodate up to 300 people in an audience style set-up.

AfterHours
This area is available nights and weekends for programs that require larger seating capacities. It features a stage, projection unit, sound and lights and is popular for entertainment venues. The seating capacity for AfterHours is 250. All furnishings and equipment must be kept in the original layout. The exception to this is the tables on the dance floor. If requested in advance, the Cone University Center staff can remove these tables and chairs for a special event.

BARNHARDT STUDENT ACTIVITY CENTER (SAC):
The Salons
The James H. Barnhardt Student Activity Center features five individual salons that can be used as one large room accommodating up to 500 people for receptions or separated into smaller rooms for meetings and other events.

Halton Arena
Halton Arena is primarily used for sporting events and practices; however, it can be reserved for large-scale events. Due to the extensive set-up and staffing for such events, high fees are associated with reserving the facility. Advance reservations and planning are required for this venue.

Food Court
The Food Court is a perfect venue for expositions or fairs and can also be configured for dance parties and small bands. This venue is used as a student lounge during the day and as a concessions & dining area during concerts, athletic games, and other arena events. It is necessary to reserve the food court well in advance.

STUDENT UNION:
Multipurpose Room
Now the largest meeting room on campus, the multipurpose room is located on the third floor of the Union and may accommodate up to 600 people for a meal and up to 1200 audience style. The room is made up of nine individual rooms that can be opened into one large space or used in several combinations for smaller meetings or events. This space will be used in divided, smaller portioned rooms throughout the week for student organizational meetings and events.

Norm’s
The room has several television screens, four (4) pool tables, a stage and a house projector. This area is a great location for musical acts, DJ’s, game tournaments, and other similar events. All events held in Norm’s must be open and free to all students. The scheduled activity may not interrupt normal use of the space. Users may be allowed to reserve up to two (2) pool tables for their guests at a time. For current rates please see the Student Union Administrative Offices.

Theater
The Student Union Theater is a beautiful theater equipped with a digital projector, Blu-Ray, DVD, VHS, DirectTV and a smart podium that includes an iMac with dual platforms to run Microsoft programs. The Theater may be reserved for special events outside of the normal movie schedule. These events could include private movie screenings and lectures. Copyright laws and charges do apply. See the Conference, Reservations and Event Services (CRES) Office for more information and current rates.
RESERVABLE SPACES

Outdoor Locations

Some outdoor open areas, such as the Recreational Fields, Belk Tower, CHHS/CoEd Plaza, West Quad, Star Quad and others, may also be available for events however certain restrictions apply. Please see the CRES Office for guidelines and assistance in scheduling these areas.

Meeting Spaces

CONE UNIVERSITY CENTER:
South Two Conference Level Rooms
There are four rooms on this conference level. Two rooms can be opened into one larger space which accommodates up to 180 people. In-house or portable projectors are available in most of these spaces.

South One Conference Level Rooms
There are eight rooms on this conference level. Three rooms can be opened into one larger space. Several smaller capacity rooms are also available and in-house or portable projectors are available in most of these spaces.

ACADEMIC CLASSROOMS:
Student organizations can reserve most classrooms on campus through the CRES office. Requests for Sunday meetings can be processed during or any time after the Advanced Reservation Process. Requests for classroom space Monday-Saturday will be processed after the add/drop date each semester.

STUDENT UNION:
Second Floor
The Student Union has 10 meeting rooms on the second floor. Room 200 is the largest room and features windows overlooking the Health & Human Services and College of Education buildings. On the other side of room 200 is a glass wall that looks into the Union Rotunda. This room will accommodate up to 80 people audience style. There are seven smaller meeting and conference rooms that will seat 15-35 people. Two small conferences rooms that seat eight (8) people are also available for student organization use. Most of these spaces have screens and projectors built into the room.

Promotional Tables

Promotional tables are available in the Student Union Lobby and Cone University Center and must be reserved in compliance with the general reservation procedures. Tables located on the front porch of the Student Union are reserved on a first-come, first-served basis, day of. Tables and chairs can also be reserved as checkout items from Cone University Center to be used outside of Prospector, Belk Tower, and at other outdoor areas on campus. Check with the Conference, Reservations and Events Services (CRES) Office for designated areas on campus. Tables will be assigned on a first-come, first-served basis, and conflicting activities will not be permitted.

Promotional tables may be used for display and distribution of materials to interested persons; however, active solicitation is strictly prohibited as is outlined in the guidelines of University Policy Statement #601.6 and #601.9. For the complete policies visit http://www.legal.uncc.edu/policies/up-601.6 and http://www.legal.uncc.edu/policies/up-601.9.

*For a COMPLETE LIST of spaces on campus available for meetings or special events, please contact the Conference, Reservations and Event Services (CRES) Office at (704) 687-7872 or visit their website at http://cres.uncc.edu.

OTHER RESERVABLE SPACE

Student organizations may also reserve space in academic and non-academic buildings throughout the UNC Charlotte campus for meetings and special events. For room availability for other spaces, please contact the Conference, Reservations and Event Services (CRES) Office at (704) 687-7872 or visit http://cres.uncc.edu as early as possible prior to your meeting or event.
NOISE/AMPLIFIED SOUND

In order to ensure that students, faculty, and staff do have the opportunity to exercise their primary rights, the following guidelines have been established:

1. There is to be no loud and/or amplified sound outside with the exception of the following times:
   - Friday: 5:00 pm to 11:00 pm
   - Saturday: 8:00 am to 11:00 pm
   - Sunday: 8:00 am to 11:00 pm
   *This restriction applies to both formal and informal events or activities.

2. Supplemental, loud or amplified sound is not permitted at student organizations’ weekly meetings in any space on campus. Use of the house sound will be allowed. This would include rooms with smart podiums that have speakers built into the ceiling or the podium. Acoustic acts will be permitted as well. Supplemental equipment such as amplifiers, additional speakers, drum kits, etc. are NOT allowed.
   *Special events, with approval from the CRES office, will still be allowed depending on the activities to ensure there are no conflicts with other meetings or events.

3. When making reservations, student organizations should check if a facility has a separate policy regarding amplified sound.

4. Amplified sound must be in compliance with the City of Charlotte Noise Ordinance [http://charmeck.org/city/charlotte/CMPD/resources/Ordinances/Pages/Noise%20Ordinances.aspx] as well as any other applicable policies and/or guidelines which have been established for outside functions.

5. Requests for exceptions must be submitted to the Conference, Reservations, and Event Services (CRES) Office at least ten (10) working days prior to the requested activity.

6. When enforcing this policy, consideration will be given to the intended use or purpose of the reservable space. Conflicts in use will be resolved based on primary purpose.
   a. Classroom Buildings – Primary purpose is academic. Secondary use may not interfere with academic endeavor.
   b. Non-Classroom Buildings – Primary purpose is administrative. Secondary use may not interfere with administrative endeavor.
   c. Public Space – Primary purpose is public movement and assembly. Secondary use should avoid conflict with any proximate academic and/or administrative purpose.
   d. Student Use or Activity Buildings – Primary purpose is student activity and engagement. Full consideration should be given to venue-specific usage compatible with existing conditions adjacent to the facility in use.

7. Activities, programs or events must not unreasonably disrupt official University functions or the orderly operation of the campus. Groups must be respectful of other facility users. If asked to lower the sound level by a designated University representative the group must comply in a timely manner. Failure to do so may result in the cancellation of the remainder of the reservation and closure of the event. Continuing or repeated violations of the noise policy may result in a cancellation of reservations for the balance of the semester. While the Conference, Reservations, and Event Services (CRES) Office will make every effort to place groups in space that is suitable for their event type it will be the responsibility of the reserving group to maintain an appropriate level of volume.

8. Student Union Rotunda events with amplified sound during normal business hours (Monday-Friday, 7:00 AM-5:00 PM) will be limited to two total hours of actual sound (including a sound check). Drum kits are not allowed in the Rotunda. Rotunda events must not exceed sound levels of 100 db at any time. Student Union staff reserves the right to request a reduction in sound level should it exceed 100 db or is disrupting normal function of the building.

In summary, any type of disruption which interferes with the primary rights of students, faculty, and staff is not allowed. This includes noise that occurs outside or inside campus buildings, whether it be a formal or informal activity.

DECORATION USE IN UNIVERSITY FACILITIES

1. No fresh cut trees are ever permitted in facilities on campus.

2. Electric lights can be used as long as they are U.L. approved and used in compliance with the manufacturer’s recommendations.

3. All decorative materials must be flame proof and/or fire retardant.

4. Walls cannot be covered in excess of 25 percent of all the available space.

5. Candles, gas or oil fired lanterns or anything producing an open flame is not allowed, unless prior approval has been granted by the respective building’s Director of Operations or designee.

6. Decorations must be removed immediately after the event or program. Any decorations left behind will be disposed of, and the group may be charged a fee for the removal and disposal of the items.

7. No tape, staples or thumbtacks are allowed on the walls, desks, cabinets or doors. For approved hanging materials see the building’s Director of Operations or designee. Some buildings may require building staff to hang or install certain types of decoration at an additional cost.

8. Doors, passageways, exits or fire protection equipment must never be blocked by any decoration, including cords, tables, other structures or furniture.
HOSTING EVENTS THAT INCLUDE ALCOHOL

State law prohibits the sale of any alcoholic beverage on The University of North Carolina at Charlotte campus. This includes practices such as charging admission to events where alcohol is served, requiring the purchase of tickets, or requiring donations or other exchanges in order to receive alcoholic beverages. This policy also applies to student organization events that take place off-campus. Alcoholic beverages are prohibited at group events on the University campus unless:

1. a space reservation application is approved in advance by the Conference, Reservation and Event Services (CRES) Office, and
2. individuals responsible for the event complete the appropriate “Acknowledgment of Responsibility” form and comply with all requirements listed on that form. This form is available at the following web address: http://www.legal.uncc.edu/policies/up-706.

The only events at which alcoholic beverages may be consumed on the University campus are “Bring Your Own (BYO)” and “Service” events. Requirements for students and student organizations include:

1. Student organizations are prohibited from providing alcoholic beverages at group events. Common source containers are prohibited at group events sponsored by student organizations. Student groups are limited to BYO events.

2. Prior to reserving space for a BYO event, a student group is required to have at least one of its current executive officers complete an Alcohol Education Workshop, which is presented by the University. Faculty and staff advisors to student groups are encouraged to attend these sessions as well.

For complete “BYO” and “Service” requirements, please consult the Conference, Reservations and Event Services (CRES) Office in the Student Union or access the website at http://www.legal.uncc.edu/policies/up-706.

HOSTING EVENTS WITH FOOD

All commercially prepared food must be prepared by UNC Charlotte campus food services contractor, Chartwells College and University Dining Services. Special low cost menus may be available to student groups. Arrangements for such meals should be made directly with Chartwells.

Food service orders to be paid by an organization’s student activity fee account must have authorization from the SGA Administrative Assistant before arrangements are made with Chartwells. All orders for food service will be sent to the SGA Administrative Assistant for approval, which will not be granted without obtaining authorization and completing a Food, Beverage, and Amenity Expense Documentation Form and the Catering Authorization Form. Prepackaged items do not have to be purchased from Chartwells; however, student organizations must consult with the SGA Administrative Assistant before making purchases for said items.

Student Organizations can also earn catering or gift-in-kind credits by working at a Chartwells’ catered campus event. For more information, contact the Catering office at (704)687-0690.

Organizations can review menu choices and make their own food and/or beverage arrangements through Chartwells by visiting their website at https://uncc.catertrax.com/ and creating their own account or calling (704) 687-2405. Should your event/program require a specialty or ethnic food item, Chartwells will need to be contacted in order to discuss availability. Additionally, space reservations must be made through the Conference, Reservations, and Event Services (CRES) Office.

Student organizations holding events off-campus are not required to use Chartwells catering services. Groups may also host “pot luck” events on or off campus, so long as student activities fees monies are NOT used.

Prepackaged items (such as potato chips and pretzels) and brown bag lunches are also permissible.

Student organizations can fill out a Donated Food Request Form in the CRES office to request an exemption to the food policy if an outside establishment/restaurant will be donating food for their meeting or event. Signed letterhead from the establishment must accompany this Donated Food Request Form. The food must be a true donation from the establishment/restaurant; a group member cannot purchase the food and then ‘donate’ it to the group.

For complete food service requirements and policies, please consult “University Policy 709, Food Service Policy” at http://legal.uncc.edu/policies/up-709.
RESERVATION OF STATE-OWNED VEHICLES

1. Vehicle reservations may only be placed by the SGA Administrative Assistant and/or SAFC Business Manager.
2. Only employees (including student employees and graduate assistants) may reserve and use state vehicles.
3. Members of student organizations desiring to reserve and use a state vehicle must complete and submit to the SGA Administrative Assistant or SAFC Business Manager a State Vehicle Reservation Form and a Student Travel Agreement form.
4. The SGA Administrative Assistant or SAFC Business Manager will authorize and place the vehicle reservation.
5. Only the SGA Administrative Assistant or SAFC Business Manager is authorized to provide Facilities Management Motor Fleet personnel with budget account numbers.
6. State vehicles may not be used for personal usage nor loaned to other individuals.
7. Any person driving a University van or Motor Fleet Management van must have on file with the Safety Office a UNC Charlotte Van Driver Authorization Form signed by the appropriate University official. To qualify for this authorization form a person must have passed a written test based on UNC Charlotte’s “Guidelines for Van Drivers,” and successfully completed a brief van-driving test conducted by a University-authorized tester.

Van keys will be issued only to those persons who have successfully completed the written and driving tests and have a signed UNC Charlotte Van Driver Authorization Form on file with the Safety Office. Only those who have been so authorized are permitted to drive vans, including alternates and back-up drivers, anyone who may be required to drive the van must be authorized.

SAFC RENTAL OR STATE-OWNED VEHICLE POLICY

Vehicles may be used only for official/university business that is sanctioned and sponsored by the University.

No group or organization may use student fee money to rent an off-campus van without prior van training provided by the University Safety Office. Proof of training must be presented to the SGA Administrative Assistant or SAFC Business Manager for approval of funding.

The driver to whom the vehicle is issued has responsibility for the vehicle at all times. An accompanying passenger may assist with driving only if he or she satisfies the eligibility requirements applicable to the vehicle in use, including those of the rental company. Note: Students should be familiar with Student Vehicle Usage Guidelines and University Policy Statement.

MOVIE THEATER PROGRAMMING GRANT

The Student Union has created a Movie Theater Programming Grant for registered student organizations to be used Monday - Wednesday. The funding would pay for the acquisition of a movie license, worth roughly $300 to $600. Student organizations can submit a movie grant application to the Movie Theater Committee. All movie grants will be reviewed by the Movie Theater Committee and scored based on an evaluation form.

The Movie Programming Grant is intended to provide an outlet for diverse, engaging, and culturally rich movie based events. Movie grant applications are available on-line at http://studentunion.uncc.edu.

DVD/VIDEO COPYRIGHT LAW GUIDELINES

Federal copyright law restricts the use of audiovisual works, such as motion pictures, documentaries, etc. often embodied in videos and DVDs for private showings and prohibits their public performance without prior written consent of the holder of the copyright, absent specific statutory exemptions such as those designed for teaching purposes at nonprofit educational institutions. A public performance includes, but is not limited to, showing a motion picture in a location open to the public or any place where a substantial number of persons outside a normal circle of family or its social acquaintances are gathered, specifically including residence floor common rooms and/or lounges. Transmission of a motion picture or other audiovisual work by broadcast or transmission (online or otherwise) also constitutes a public performance. Student organizations and/or associations choosing to publicly show a motion picture in any form (film, VHS video, DVD, online streaming, digital downloads, etc.) must secure a license from a booking agency. For a list of booking agencies, please see a Student Organizations staff member. Videos or DVDs that are rented or purchased from a retail outlet are for home use only and cannot be shown on campus. Students wishing to utilize audiovisual works may also check with the Atkins Library, as the Library has a license collection with items such as Film on Demand, that come with their own binding contract/license terms.
LOGOS AND TRADEMARKS

UNC Charlotte has registered its names, initials, logos, and trademarks as a means of protecting them from unauthorized use and abuse. Federal Trademark laws protect the use of the University’s marks, including on web sites or T-shirts. Permission to use UNC Charlotte logos and marks (which includes UNC Charlotte logos, Charlotte 49er logos/marks and Niner Nation) may ONLY be obtained by calling the University's trademark and licensing liaison at (704) 687-7683. If permission is granted, the use of any University-owned mark must be consistent with the limited permission granted, and must conform to the guidelines, graphic standards and current University licensing contracts. Student Organizations wishing to use UNC Charlotte marks as co-branding with their organization, it is important to use the marks correctly, in accordance with the University graphics standard guide http://brand.uncc.edu/standards. Please contact the Marketing Director for graphics assistance (704) 687-7335.

If a student organization receives permission to use any of the University’s registered names, logos or marks, and then makes T-shirts or promotional products with those marks, they must use a licensed vendor (Auxiliary Services Licensing and Trademark can provide student organizations with a list of licensed vendors). In addition, student organizations may not sell those T-shirts or promotional products outside of their group membership. Sale of these items on campus, over the Internet, or to the general public is prohibited. Certain exceptions (determined by the University’s trademark and licensing liaison) are made for groups promoting specific events. For more information, see http://aux.uncc.edu/licensing/university-marks.

RECYCLING

Recycling services are coordinated by the Office of Waste Reduction and Recycling within Facilities Management. The University’s recycling program, initiated by students in 1990, currently recycles 40 percent of the solid waste generated on campus, including approximately 40 different materials.

Residence halls are equipped with outdoor recycling centers, recycling containers in trash rooms or lobbies, and a small recycling bin in each room. All plastics (except #6), toner cartridges, aluminum cans, plastic and glass bottles, computer paper, newspapers, magazines, and cardboard can be recycled at the residence halls. In addition to the above materials, Styrofoam peanuts, transparencies, and hard and soft back books can be recycled in the academic and administrative areas.

The recycling program provides educational sessions for students, faculty, and staff. The program coordinates and sponsors the annual UNC Charlotte Earth Day Environment Festival, Campus Sustainability Week, and the biannual Campus Clean-Ups along with various educational programs throughout the year. The Office of Waste Reduction and Recycling offers students a chance to actively embrace their environmental responsibilities and to demonstrate concerns through volunteer and employment opportunities. To volunteer, contact the environmental educator at (704) 687-0606.

These and other waste reduction and recycling programs help UNC Charlotte in its effort to meet North Carolina’s 40 percent waste reduction goal. For more information about UNC Charlotte’s waste reduction and recycling activities, view the website at http://www.uncc.edu/recycling or call the office at (704) 687-0606 and (704) 687-0604. You can also follow on Facebook and Twitter @unccrecycles. Student organizations should consider ideas for recycling when planning meetings and events on campus.

DISABILITY SERVICES AND ACCESSIBILITY

Student organizations need to be accessible to all of their members, participants, and guests. You can learn about campus accessibility on the following website: http://accessibility.uncc.edu.

Organization officers and advisors should be mindful of access for individuals with disabilities when planning the location of meetings, providing materials, and scheduling events. You can download an “Accessibility Checklist for Student Organizations” to reference as your organization plans an event: http://studentorgs.uncc.edu/resources.

If there is a group member or a participant in a program that has a disability who requires special accommodations, you should contact the Director of Disability Services at least two weeks in advance of the event.

The Office of Disability Services works with student organizations to ensure program accessibility. Presentations on disability awareness are offered through the Disability Services Student Advisory Board. Contact Disability Services for more information or to schedule a presentation.

For more information about services available through the Office of Disability Services, visit the office located at 230 Fretwell or call (704) 687-0040 or email disability@uncc.edu.
ENTERTAINMENT SERVICES/CONTRACTS

If your student organization would like to bring entertainment to campus (i.e. DJ, musician, speaker, comedian, etc.), please see a Student Organizations staff member for information and support at least (3) three weeks in advance of the event/program. A contract will be necessary in order for the entertainment to be paid and/or to use space at UNC Charlotte. In order to secure a contract for the event/program, logistics such as ticket sales, security, technical needs, etc. will need to be discussed with a member of the Student Organizations staff. The contract must be completed, signed and submitted to the SGA Administrative Assistant at least one week prior to the event. Visit http://studentorgs.uncc.edu/contracts to download the Contract Information Form: Routing Sheet and Checklist to get the process started.

CORRESPONDENCE AND MEMBERSHIP INVITATIONS

Student organizations sending any correspondence to perspective members, businesses in the community, or any other constituent group must do so on behalf of the chapter/organization on the UNC Charlotte campus. Letters should be sent out only after the officers, members, and advisor(s) of the UNC Charlotte chapter have reviewed the document. The Student Organizations staff requests that a copy of any correspondence be filed with the Student Organizations Office. This will enable the Student Organizations staff to forward questions and concerns to your appropriate contact(s). For assistance with the mailings, please see the section “Post Office Usage/Mail Services”.

E-MAIL ACCOUNT REQUEST

Those student organizations wishing to request a UNC Charlotte e-mail account may do so at http://studentorgs.uncc.edu/resources. Once you have requested an account, your login name and password will be e-mailed to you. This indicates that your account is now active. All e-mail accounts can be accessed at http://mail.uncc.edu. All technology questions can be directed to Information Technology Services (ITS) at (704) 687-5500.
STUDENT ORGANIZATION COMPLIANCE WITH THE CODE OF STUDENT RESPONSIBILITY

1. Student groups and organizations may be charged with violations of the Code of Student Responsibility without regard to whether members of such groups or organizations are individually charged with violations arising from the same occurrences.

2. A student group or organization and its officers, leaders, any identifiable spokespersons, or individual members may be held collectively and/or individually responsible for violations of the Code.

3. The officers or leaders or any identifiable spokespersons for a student group or organization may be directed by the Vice Chancellor for Student Affairs or designee to take appropriate action designed to prevent or end violations of the Code by the group or organization or by any persons associated with the group or organization who can reasonably be said to be acting in the group's or organization's behalf. Failure to make reasonable efforts to comply with the Vice Chancellor's directive shall be considered a violation of the Code both by the officers, leaders, or spokespersons for the group or organization and by the group or organization itself.

4. Groups and organizations may be held accountable collectively if any of these situations apply: An alleged violation was committed by one or more members of a group or organization; an alleged violation was committed by one or more members of a group or organization and funds were used to finance the function; an alleged violation occurred as a result of a group or organization sponsored function.

A complete copy of the Code of Student Responsibility can be found at http://legal.uncc.edu/policies/up-406. In addition, the Code of Academic Integrity can be found at http://legal.uncc.edu/policies/up-407.

UNIVERSITY HAZING POLICY

In accordance with University Policy 405, Hazing, it is the responsibility of all Students, staff, faculty and members of the University community to ensure an atmosphere of learning, social responsibility, and respect for human dignity. This is achieved by providing positive influences and constructive development for current and aspiring members or participants of any group or organization at UNC Charlotte. Hazing is counterproductive to the positive learning environment the University seeks to create.

Any Student, Student Group, or Student Organization, as those terms are defined in University Policy 406, The Code of Student Responsibility is prohibited from Hazing. Hazing is a violation of North Carolina state law, this Policy, and the Code of Student Responsibility. According to North Carolina law (NCGS § 14-35):

“It is unlawful for any student in attendance at any university, college or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section Hazing is defined as follows: ‘to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group including any society, athletic team, fraternity or sorority, or other similar group.’ Any violation of this section shall constitute a Class 2 misdemeanor.”

Hazing at UNC Charlotte is further defined as any activity, intentional or unintentional, by a Student, Student Group, or Student Organization, related to membership in a Student Group or Organization, that endangers the mental, physical, or emotional health of a person, regardless of whether such person has consented to participation in the activity. Any actions that demean, disgrace or embarrass a person may also be considered Hazing. Hazing can occur either on or off campus. While Hazing is typically associated with membership selection and initiation into a group or organization, it is possible for Hazing to occur before, during, after or separate from membership selection and initiation, and regardless of status or position in the Student Group or Student Organization.

Students, Student Groups, and Student Organizations found to be in violation of this Policy may face sanctions set forth in Chapter 10 of the Code of Student Responsibility, as well as possible criminal prosecution. Silent participation or acquiescence in the presence of Hazing are not neutral acts; they are violations of this Policy and University Policy 406, The Code of Student Responsibility.

Any person in the University community, including faculty, staff, or Student, who observes or becomes aware of any form of Hazing, should immediately report the matter to the Dean of Students Office or Police and Public Safety. Reports may be submitted online at incidentreport.uncc.edu or through the Police and Public Safety anonymous reporting website at http://police.uncc.edu/community/confidential-crime-reporting/confidential-crime-reporting. Those offices are responsible for taking appropriate action to respond to such a report. More information regarding how to report an incident and additional information on the University conduct process can be found on the Office of Student Conduct website.

Hazing constitutes a violation of University Policy 406, The Code of Student Responsibility. Any Student, Student Group, or Student Organization suspected of Hazing is subject to Conduct Procedures under the Code of Student Responsibility.

The complete University Hazing Policy is available at: http://legal.uncc.edu/policies/up-405.
PUBLICITY AND COMMUNICATION
GETTING THE WORD OUT
A brief guide to publicity at UNC Charlotte

Campus Events Web Calendar
Student Union • (704) 687-7581 • http://campusevents.uncc.edu
Submit information via the website to appear in the online campus events calendar and UNC Charlotte homepage “Events” tab.

Student Niner Media Publications
Student Union lower level, Student Niner Media • (704) 687-7140 • http://media.uncc.edu
• The Niner Times - published weekly during the academic year
• NinerOnline.com
• Niner News
• Radio Free Charlotte
• Media Marketing - advertisements, call for current rates
Submit information in the form of a news release or advertisement. There are charges for advertisements. Contact Student Niner Media for rates or the appropriate reporter.

Office of Public Relations
Foundation Building • (704) 687-7207 • http://publicrelations.uncc.edu
• Press Releases for news media/external audiences
• Inside Charlotte • http://inside.uncc.edu Faculty/Staff Web Portal
Contact the Office of Public Relations for assistance with news events that are open to the community and/or are of community interest.

Student Organization Mailboxes
Student Union, Student Government and Organizations Complex (SGOC) • (704) 687-7176
Approved student organizations may request a mailbox. Anyone can place flyers/handouts in these mailboxes.

Student Organizations Electronic Newsletter and Video Newsletter
The Student Organizations office maintains a weekly electronic newsletter and video newsletter. If your student organization would like to advertise an upcoming event, send the event information to studentorgs@uncc.edu.

Posters and Flyers
Various buildings have general information boards, of which some are open and some are reserved. For reserved boards, groups must ask permission from the appropriate person prior to posting. Most boards will list the contact person for that building. For information and policies regarding posting in and around the Student Union, please visit http://studentunion.uncc.edu/services/marketing/posting.

Banners
Banners can be placed in the residence halls, outdoor towers and scaffolding rigs, Colvard Building, the Student Union, and the Cone University Center. You must submit a reservation request for space and/or ask for permission from each individual area. Please do not use glitter on your banner and do not hang banners over windows or block doorways. For information on hanging banners in the Student Union, please visit http://studentunion.uncc.edu/services/marketing/banners.

Digital Signage
Student organizations may submit a digital slide of an announcement or event to be posted on the Student Union digital screens. See http://studentorgs.uncc.edu/resources for posting on the Student Government and Organizations Complex screen. Visit http://studentunion.uncc.edu/services/marketing for information on other digital signage opportunities in the Student Union. For information regarding digital signage in other campus facilities, contact the administration office specific to that building for guidelines and posting processes.

Others
OrgSync calendar, Websites, social media, promo tables, yard signs, buttons, table tents, and chalking are additional elective methods to market your organization or event.
Email via a Student Organization Email Account
• Email students you know are interested in the event
• Draft an announcement or advertisement and send the message to your friends asking them to forward it on
This a great, simple, and free way to spread the word. Student organizations can open their own campus e-mail
account by completing the E-mail Request Form, available online at http://studentorgs.uncc.edu/resources.

Information Posted on a Student Organization’s Website
• OrgSync provides the technology to build a website within your organization’s portal.
• Gather text, pictures, and information for the website
• Get the website up and publicize
• Post the site’s URL to your student organization registration form.
If a student organization chooses to build a website, they are responsible for developing and maintaining their own
site. For information on accessing and maintaining your website, login at studentorgs.uncc.edu/registration, click
OrgSync, click Help and Support.

Bookstore Promotions
Barnes and Noble at UNC Charlotte • (704) 687-7050 • http://www.uncc.bncollege.com
Grays Bookstore • (704) 548-8100 • http://nc.graybooks.com
• Meet with the managers
• Ask for permission to post and leave information by the registers
There is limited space for posting, but this is a great, inexpensive way to publicize at a high traffic location.

Outdoor Billboards/Campus Signs
Student Union, Reservations Office • (704) 687-7872
• Reserve a space for the sign
• Buy supplies, design and paint the billboard, or use those available in the Student Organization Resource Center
• Request Physical Plant to place the billboard or sign outside
This may take some time to design and paint, but it can be placed in high traffic areas and grab people’s attention.

Table Tents
Chartwells Dining Services • (704) 687-0693 • lmdeprey@uncc.edu
• Receive approval from Chartwells to place table tents in specific dining locations
• Approval based on availability and scope of project
• Design, print, and handle distribution/collection
Table tents are a fairly low cost promotion, but do require leg work in placing them around campus. Tents will be
booked starting August 1st based on a first reserved basis.

Informational and Promotional Tables
Promotional tables are available in the Student Union Lobby and Cone University Center and must be reserved in
compliance with the general reservation procedures. Tables and chairs can also be reserved as checkout items from
Cone University Center to be used outside of Prospector, at Belk Tower, and at other outdoor areas on campus.
Check with the Conference, Reservations and Events Services (CRES) Office for designated areas on campus.
Tables will be assigned on a first-come, first-served basis, and conflicting activities will not be permitted.

Promotional tables may be used for display and distribution of materials to interested persons; however, active solicitation
is strictly prohibited as is outlined in the guidelines of University Policy Statement #601.6 and #601.9. For the complete

Sidewalk Chalking
Chalking can occur on horizontal, concrete surfaces. Any chalking done outside of this guideline (chalking on
BRICKS, BUILDINGS, BENCHES, WALLS or TOPS of WALLS) will subject the organization to referral to the
Office of Student Conduct and/or to pay restitution for the cost of removal of the chalk from the prohibited area.

Post Office Usage/Mail Services
Mail & Package Services is located on the lower level of Prospector Building. Window operations are Monday through
Friday from 8:00 a.m. until 4:30 p.m. Student organizations sending a mass mailing of over 200, non-personal, identical pieces
should contact Mail & Package Services for advice on how to properly size, address and set up the mail, plus determine the
most cost-effective way to send it. The group may even qualify to use a money-saving, nonprofit bulk mail permit.
POSTING AND BULLETIN BOARD USE

Bulletin boards throughout campus are to be used for hanging notices, bulletins and promotional flyers. An organization taping up flyers will be subject to charges for the removal of the flyer, repair of the surface if necessary and may be required to forfeit their use of space in the Cone University Center, Barnhardt Student Activity Center or Student Union. Materials posted in unapproved locations will be removed and discarded.

If you would like to post flyers around campus, please use only general posting boards or get permission from the person responsible for posting requests in that building.

For information and policies regarding posting in and around the Student Union, please visit http://studentunion.uncc.edu/services/marketing/posting.

RESIDENCE HALL POSTING

All items to be posted in the residence halls must be approved by the residence life staff prior to posting. To receive approval, visit the building(s) in which you wish to post flyers. Meet with the Residence Coordinator (RC) or Graduate Assistant (GA) to obtain approval. If they are not available, you can leave the flyers with a note and they will process your request upon their return. Failure to obtain the staff’s approval will result in the immediate removal of the materials. Inappropriate or offensive notices will not receive approval and will be removed if found.

Once approved, you will be given permission to post the flyers on walls and bulletin boards in the main common/public area(s) of the buildings. In some cases, the staff may take the flyers in order to post them for you. All approved notices will be removed at approximately two-week intervals.

If you post your own flyers, do not post over the top of (or remove) other items already posted. When posting on walls, use regular tape or white poster putty (do not use thumb-tacks or duct, packing, or double-sided tape). When posting on bulletin boards, use staples or thumb-tacks (do not use tape or any kind of poster putty). Posting notices on mirrors, windows, or doors often results in damage from tape marks and is prohibited. Damage to surfaces resulting from violation of this policy will require that the individual/group responsible pay the costs of repair and may be subject to Student Conduct charges or criminal penalties under state law.

If you wish to discuss other methods of marketing in the residence halls (attending floor or hall council meetings, setting up an info table in the lobby area, etc.), please contact the main housing office at (704) 687-7501 or via email at HRLMailbox@uncc.edu

Exterior campus bulletin boards near the residence halls may be used for commercial purposes, information purposes, or for solicitation of charitable contributions. Any person or group may use them whether affiliated or nonaffiliated with the University. Information on the use of these areas may be obtained at the Student Union.

E-MAIL COMMUNICATION

Student organizations may not disclose or collect information in e-mails that they are privileged to access because of their position at the University. Those wishing to transmit broadcast e-mail messages containing essential University announcements to students, faculty, and/or staff must obtain approval from the appropriate administrative authority. Within the scope of their authority, only the offices of a Department Chairperson, Director, Dean, Executive Director, Vice Chancellor, or Chancellor may authorize the transmission of broadcast messages to a wide audience of students, faculty, and staff.

Appropriate broadcast e-mail may include, but is not limited to, the following types of announcements:

- Emergency or unforeseen campus-wide events notification (e.g., cancellation of classes or closing of the University due to inclement weather or emergency);
- Important campus deadline notification (e.g., last day of drop/add for students); or
- Improved services to students, faculty, or staff that directly impact all members of the affected group.

By contrast, broadcast e-mail messages should not be used for non-essential matters such as publicizing campus events. Broadcast e-mail messages should be sent only to the affected group (students, faculty, or staff, or a sub-group of one of those groups) and should be of critical importance to that group. For more information on broadcast e-mails, please review university policy #304 at http://www.legal.uncc.edu/policies/up-304.
EVENTS AND RECOGNITION
This section lists several events that take place throughout the year that are dedicated to student organizations.

**STUDENT ORGANIZATIONS SHOWCASE**

The Student Organizations Showcase takes place twice during the academic year. The first is in August during the Week of Welcome (WOW) and the second in January at the beginning of the spring semester. The Showcase is open to the entire campus community and provides an opportunity for the student body to connect with registered student organizations at UNC Charlotte. Student organization members staff tables where they can recruit new members and distribute information about their organization. Please see a Student Organizations staff member for more information or visit [http://studentorgs.uncc.edu/showcase](http://studentorgs.uncc.edu/showcase).

**WORKSHOPS**

Workshops are presented throughout the year to help strengthen student organizations. The workshops are for any student leader, member, or advisor involved with a registered student organization. A current schedule of these and other workshops is available at [http://studentorgs.uncc.edu/workshops](http://studentorgs.uncc.edu/workshops).

**Registration Workshop** - All student organizations must send at least one member of their new executive board to a Student Organization Registration Workshop. This workshop will cover topics such as funding, available resources and benefits, and policies.

**SGA Funding Workshop** - This workshop will review the process on how to apply for Operational, Event, Travel, and Publication grants as well as budgeting and financial management.

**Advisor Workshop** - This workshop will review the responsibilities and policies related to the role of the advisor and how to effectively advise student organization leaders and members.

**SGOC OPEN HOUSE**

The Student Government and Organizations Complex (SGOC) Open House takes place each fall and spring semester. The open house is an opportunity for all students to learn about the available resources located within the SGOC.

**NINER NIGHT PROGRAM**

The Niner Night program takes place the first night of each summer SOAR session. Participating student organizations plan an interactive activity for the incoming freshman. This is an opportunity for organizations to inform students about their group and also the benefits of becoming involved at UNC Charlotte.
STUDENT ORGANIZATION EXCELLENCE AWARDS

Every year the Student Organizations Office sponsors the Excellence Awards Banquet. This program is dedicated to recognizing the outstanding accomplishments of student organizations, student leaders, and faculty/staff advisors. The awards and banquet provide an opportunity to celebrate a successful year. Please look for information, including nomination packets, during the spring semester at http://studentorgs.uncc.edu/awards. The Student Organization Excellence Awards categories are:

**Outstanding Student Organization AND Outstanding Graduate Student Organization**
Recognizes the (graduate) student organization that demonstrated consistent flexibility, initiative, creativity, and perseverance. Made a meaningful contribution to students, the University, and/or the surrounding community. Organized activities, events, and programs that have had a significant impact on the quality of campus life at UNC Charlotte.

**Outstanding New Student Organization**
Recognizes a newly registered student organization that exhibited initiative in organizational development and strong potential to contribute to the quality of life as a recognized student organization at UNC Charlotte. Established a positive presence within the University and/or in the surrounding community. Collaborated with other student organizations and/or University departments.

**Outstanding Student Organization Program**
Recognizes a student organization program that enhanced the University community by utilizing a different and creative approach. Explored and fostered innovative and efficient ways to reach and involve diverse student audiences. Coordinated and managed a fiscally sound, well-planned program that was open to all UNC Charlotte students.

**Outstanding Teamwork/Collaboration by a Student Organization**
Recognizes the student organization that most embodied the elements of teamwork, collaboration, and quality programming that benefited UNC Charlotte. Worked most effectively with other student organizations, University departments, and/or the greater Charlotte community.

**Outstanding Contribution to the Greater Community by a Student Organization**
Recognizes a student organization that made a meaningful contribution to the surrounding community through service. Addressed an existing problem, was committed to working with and for others, and successfully inspired and motivated others to act.

**Outstanding Student Organization On-line Presence**
Recognizes a student organization with the most impressive on-line presence. Items for assessment include a combination of a web page and uses of social media. Consider the web page originality, creativity (layout and graphics), usability/navigation, and up-to-date/pertinent information. Created by a student and not professionally maintained.

**Outstanding Student Organization Leader**
Recognizes a student leader that provided exemplary service, commitment, and strong leadership to a student organization and UNC Charlotte. Made a meaningful contribution to members of the organization. Motivated the group. Made him/herself available to student organization members and brought out strengths and talents of individuals in the group. Exemplified integrity in all words and actions. Demonstrated initiative by seeking ways to challenge the present and enrich the future.

**Student Leadership Legacy**
Recognizes a student leader whose long-term dedication and commitment have made a positive impact on sustaining the visibility of a student organization. Presented to a long-standing member of the organization that has left a positive mark on the group and at UNC Charlotte.

**Quiet Influence / Unsung Hero**
Recognizes a student that put his/her heart and soul into everything he/she did, but often went unrecognized, worked “behind the scenes,” and went above and beyond typical requirements of a student organization member.

**49er Pride**
Recognizes a student organization that provided leadership, 49er spirit and campus participation in major university events (i.e. Week of Welcome, Homecoming, Greek Week, Family Weekend).

**Outstanding New Advisor**
Recognizes an advisor in his/her first or second year advising a student group who provided outstanding support for the organization in all situations and gave organization members fresh ideas that enhanced their learning.

**Outstanding Advisor Lifetime Achievement**
Recognizes an advisor who has at least three years experience as a student organization advisor at UNC Charlotte, and has had a positive impact on a student organization and the University community. Demonstrated strong advising skills, was readily available to students, and took great strides to help the organization’s leaders.
2014 EXCELLENCE AWARDS RECIPIENTS

Outstanding New Student Organization
*Greeks Advocating for the Mature Management of Alcohol*

Outstanding New Advisor
*Captain Kenneth White*
*Arnold Air Society*

Outstanding Student Organization Online Presence
*Pre-Law Society*

Outstanding Contribution to the Greater Community by a Student Organization
*Habitat for Humanity*

49er Pride
*Cheer Nation*

Quiet Influence/Unsung Hero
*Ashley Williams*
*National Panhellenic Council*

Outstanding Teamwork/Collaboration by a Student Organization
*Pride/Spectrum*

Outstanding Student Organization Program
*Alpha Kappa Alpha Sorority, Inc.*

Outstanding Advisor Lifetime Achievement
*Bernard Reeves*
*Kappa Alpha Psi Fraternity, Inc.*

Outstanding Student Organization Leader
*Christina Neitzey*
*Pre-Law Society*

Student Leadership Legacy
*Fredrick Kenley*
*Kappa Alpha Psi Fraternity, Inc.*

Outstanding Graduate Student Organization
*Graduate Social Work Association*

Outstanding Student Organization
*Kappa Alpha Psi Fraternity, Inc.*