OFFICIAL RECOGNITION

Student organizations wanting to use University facilities must obtain official recognition administered by Carolina Union. There are two reasons for this requirement. First, the University wishes to make clearly known the premise that all student organizations using University facilities in compliance with the Official Recognition of Student Organizations Non-Discrimination Policy of May 23, 2005 which states that to be eligible for official recognition from the University -- and the privileges that accompany official recognition -- a student co-curricular organization must abide by the following: 1. Membership and participation in the organization must be open to all students without regard to age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, or sexual orientation. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX and 2. Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization’s goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, or, unless exempt under Title IX, gender. Second, the University wishes to have sufficient information concerning groups making use of state-owned facilities to ensure that such use is lawful and consistent with the University Facilities Use Policy. The requirements and privileges of recognized organizations appear below. For more information, contact Jon Curtis, Assistant Director for Student Activities and Organizations in the Frank Porter Graham Student Union Building, at 962-1461.

Requirements

- The majority of the organization’s members must be currently enrolled students of UNC Chapel Hill.
- All major officers must be registered, full-time students of UNC-CH.
- The organization must have an advisor who is a full-time faculty or staff member of UNC Chapel Hill or UNC Hospitals or extended the privileges thereof.
- The organization must provide a Statement of Purpose or Constitution and Bylaws.
- The organization must initial a statement of openness to full membership and participation and include such a statement in its Constitution and Bylaws or Statement of Purpose.

Privileges
• Officially recognized organizations may use specified University facilities, property, services, or equipment pursuant to the Facilities Use Policy.

• These organizations may use the University's name in their titles, so long as sponsorship or endorsement by the University is not implied or stated. If used, the title should follow one of these forms: "The University of North Carolina at Chapel Hill," "UNC-CH," or "Carolina." Note: UNC is unacceptable

• These organizations may apply for funding from the Student Activities Fee, which is legislatively apportioned by Student Congress.

• These organizations may obtain assistance from the Division of Student Affairs, including leadership training, educational workshops, general organizational advising, major event planning, publicity, and reference materials.

Notes:

• Official recognition does not mean that the University endorses the viewpoints of the organization.

• Tax-exempt status is not extended when groups receive recognition.

Applying for Recognition
The process to receive/renew official University recognition involves three steps:

1. The first step is for the primary contact and the advisor to meet, read, and sign the Official University Recognition Agreement for UNC-CH Student Co-curricular Organizations. This agreement outlines the requirements of official University recognition, the privileges of official University recognition, and the organization's understanding and acceptance of the terms of official University recognition.

2. The second step is for the primary contact to contact the Office of Student Activities and Student Organizations (activities_organizations@unc.edu) to schedule a meeting to review the Agreement and your organization’s governing documentation. Your governing documentation is either your organization's Constitution and Bylaws or Statement of Purpose. The University requires that you submit one or the other of these documents in order to be eligible for official University recognition. For assistance developing these documents, please see:

Outline for Statement of Purpose
Outline for Constitution and By-laws

This step concludes with the primary contact receiving the listing access card for the online application and maintenance of the organization’s listing online.

3. The third step is to complete the on-line application.

Upon completion of all three of the steps described above, it will be three - five (3 - 5) working days before all materials are
reviewed and verified. After that time, if the requirements of official University recognition have been satisfied, a letter stating you have received recognition for the year, along with a copy of the student organization handbook, will be sent to the primary contact of the organization at the organization's address.

Governing Documentation
Official University recognition requires a statement of purpose or a constitution and bylaws. The University strongly recommends that groups that receive, collect, or administer funds adopt a constitution. The statement of purpose or constitution and bylaws should be the working document for the organization. At least once every three years, groups should submit an updated copy of their statement of purpose or their constitution and bylaws, keeping a copy with their original records. Additional copies of these documents provided to the group members will help them become familiar with the group and encourage their participation.

Statement of Purpose
Organizations that do not need a constitution can develop a statement of purpose. A statement of purpose is less formal than a constitution and is especially appropriate for new, temporary, or loosely structured organizations. Typically one typed page or less, a statement of purpose should be labeled "Statement of Purpose" at the top and should include the following elements:

- the official name of the organization and affiliations;
- a description of the organization;
- a description of the organization's goals;
- the manner in which the group intends to accomplish its goals;
- a list of the group's committees, officers, or both;
- a description of the role of the group's advisor;
- a clause stating that membership and participation in the organization is open to all students without regard to age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, or sexual orientation. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX. Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, or, unless exempt under Title IX, gender.
- the signature of the group's primary contact;
- the date that the document was adopted or ratified.

See an Outline

Constitution and Bylaws
An organization should combine its constitution and bylaws in a single document that outlines its purpose and prescribes how the organization functions. This document also should list important rules so that they cannot be suspended or changed without previous notice.
to the members and the vote of a specified large majority, such as two-thirds.

See an Outline

Advisors
Each officially recognized organization must have an advisor who is a full-time faculty or staff member of UNC Chapel Hill or the UNC Hospitals or extended the privileges thereof. Advisors assist students on an as-needed basis with specifics of organizational management. Student groups should try to find faculty or staff members who are interested in their missions and who have knowledge of the University and its resources. An advisor may act in several roles, including teacher, coach, counselor, supervisor, advocate, mentor, and liaison with University faculty and administration. Groups may look to their advisors to attend meetings, to assist in training members, to ensure that members adhere to requirements, and to provide continuity when executive officers change. Most importantly, groups should look for faculty or staff members who are willing to provide counsel, service, dedication, and continuity with their organizations. To support these efforts, the Division of Student Affairs sponsors an Advisor of the Year award and reception to honor advisors who demonstrate these qualities. For more information about advisors, contact Jon Curtis in the FPG Student Union, 962-1461.

Notes:

- The role of the advisor is negotiated between the organization and that individual; there are no requirements placed on the advisor by the University.
- The University's liability coverage for its employees does not extend to those individuals serving as advisor when they act in the role of advisor.

Types of Recognized Organizations
A complete and current list of the student co-curricular organizations that have received official University recognition is available online at Student Organizations. Students may use this list to find organizations of interest to them or, if preparing to start a new group, to avoid duplicating the work of other organizations. All student organizations fall under one of the following categories: academic or pre-professional; cultural or international; honorary or service; music or performance; publications and media; religious; social fraternities, social sororities; special interest; sports and recreation; and student government. The information posted on the listing of student organizations is the responsibility of each organization to maintain. As information changes, the organizations should update the list.

Linking to the UNC Chapel Hill Website
If you would like to create a homepage for your organization, you are urged to do so. If you wish to link your organization's homepage to the UNC-CH web site, the organization's primary contact must go online to http://www.unc.edu/studorgid/. After you have received approval, follow the information provided at: http://www.unc.edu/campus/aboutweb/howto/. This "howto" site has information regarding the creation of personal pages, creating web pages, and data storage and deletion.
It is critical that you keep the information about those persons responsible for the webpage up-to-date. The primary contact for the organization must go online to http://www.unc.edu/changegroup/ and complete the form for student organizations.

Election/Selection of and Transition of Officers
Effective leaders ensure that their organizations maintain their strength after they step down. This means that old and new leaders must communicate so that organizations thrive through transitions. Soon after they have been selected, new leaders should:

- schedule a meeting with Jon Curtis, FPG Student Union, 962-1461;
- update your organization's information online;
- meet with outgoing officers and discuss issues, timetables, and key people;
- obtain a copy of the statement of purpose or constitution and bylaws;
- review files and books of past years;
- gather and file important papers, correspondence, minutes, and press clippings;
- schedule a workshop or retreat at which new officers--and, if possible, outgoing officers and the advisor--can schedule meetings, define the officers' and the advisor's roles, develop goals for the organization, develop goals for the executive officers, and develop personal goals;
- meet with key people, including the group's advisor, members of Student Congress, residence hall representatives, advisory board members, leaders of other groups, and staff at the Student Activities Fund Office;
- make sure sufficient funds are available to complete the year;
- change mailing addresses and authorized signatures on bank and Student Activities Fund Office accounts;
- develop a budget proposal;
- if changing officers prior to mid-February, be sure to apply for or renew work space in the Union;
- complete a transition report on job descriptions, annual reports, budgets, issues, accomplishments, goals, evaluations, and other areas and share a copy of the report with the group's advisor;
- consider developing new committees, creating new offices, advertising the organization, getting training to develop specific leadership skills, and revising the statement of purpose or the constitution and bylaws;
- consider having staff from Carolina Leadership Development conduct training workshops or retreats to assist the group in a smooth transition.