

STUDENT LIFE
& LEADERSHIP

UNC-CHAPEL HILL
Registered Student Organizations
2025-2026 HANDBOOK



Table of Contents

| | |
|---|-----------|
| <u>Section 1: Introduction</u> | <u>3</u> |
| <u>Offices and Resources to Know</u> | <u>4</u> |
| <u>Student Organization Programs & Services.....</u> | <u>8</u> |
| <u>Section 2: Student Organization Registration</u> | <u>9</u> |
| <u>University-Affiliated Versus University-Sponsored</u> | <u>9</u> |
| <u>Registration.....</u> | <u>9</u> |
| <u>Advisors</u> | <u>12</u> |
| <u>Constitution and Bylaws</u> | <u>13</u> |
| <u>Updating Your Student Organization’s Contact Information</u> | <u>14</u> |
| <u>Benefits of Registration</u> | <u>15</u> |
| <u>Section 3: Publicity & Communication</u> | <u>16</u> |
| <u>Section 4: Event Policies and Procedures.....</u> | <u>18</u> |
| <u>Section 5: Financial Management and Policies</u> | <u>22</u> |
| <u>Section 6: Other University Policies</u> | <u>27</u> |
| <u>Enforcement</u> | <u>31</u> |
| <u>Section 7: Risk Management</u> | <u>33</u> |

Section 1: Introduction

Welcome Letter

Dear Student Organization Officers, Members and Advisors:

Welcome to another exciting year, and congratulations on your decision to become active in a registered student organization. Student organizations play a vital role in making Carolina great, and involvement in student organizations can greatly enhance students' college experiences. With over 900 student groups on campus, there are ample opportunities for involvement, as well as for collaborative programs between student organizations. We encourage groups to consider cosponsoring programs or events with other registered student organizations. A list of currently registered student organizations can be found at <http://heellife.unc.edu>.

The purpose of this handbook is to provide you with the information necessary to ensure a successful, productive year. Please take the time to read this handbook and familiarize yourself with the expectations of and resources available to registered student organizations here at UNC-Chapel Hill. Student groups must abide by and are held accountable for the information in this handbook. Some of the policies, procedures and other information outlined here might change throughout the year.

Updated information for student organizations, including the most current versions of policies, forms, workshops, and deadlines can be found online at <https://carolinaunion.unc.edu/departments/student-life-leadership/student-organizations>.

If at any time throughout the year you have questions, concerns, or need clarification regarding the information presented in this handbook, or if you need more information or assistance with your student organization, please contact Student Life & Leadership at studentorgs@unc.edu.

We wish you and your student organization a productive and successful school year!

Sincerely,

The Student Organizations Team
Student Life & Leadership

About Student Life & Leadership

Student Life & Leadership (SLL) at UNC empowers students to engage, lead, and make a lasting impact on campus and beyond. We provide resources, programs, and support to help students cultivate their leadership skills, get involved in meaningful activities, and create welcoming communities. Whether you're looking to join or lead a student organization, participate in leadership development programs, or explore service opportunities, SLL is here to help you grow and succeed during your time at Carolina. Together, we inspire students to shape their own journey and leave a positive legacy.

Areas Within Student Life & Leadership

Student Organizations

A part of Student Life & Leadership, the Student Organizations team works with students and registered student organizations to promote holistic student development, enhance the academic experience, and build community at Carolina. The team facilitates the use of University resources for student organizations; challenges members of student organizations to think creatively, analytically, and critically about their work; promotes the development of skills and knowledge necessary to successfully lead and participate in student organizations; and hosts a series of programs and services that enhance the learning and social experiences provided by student organization involvement. Located in 2501 FPG Student Union; 919-962-1157, studentorgs@unc.edu.

For more information: <https://carolinaunion.unc.edu/departments/student-life-leadership/student-organizations>

Leadership Development

Leadership Development offers a variety of engaged programs, workshops, conferences and academic courses for all students interested in cultivating their leadership skills at UNC-CH. Through our programs and courses, individuals can discover their leadership potential and develop knowledge and skills that lead to positive social change. Please feel free to come visit us in suite 2501 in the FPG Student Union! Do not hesitate to contact us with any questions you may have about how to develop your leadership skills. We are always more than happy to help!

Leadership Philosophy

At The University of North Carolina at Chapel Hill we believe leadership is a **learned process** that results in **service-directed** change. It is personal to each individual and is an **authentic practice** of one's **values**. We believe leadership never happens alone and therefore requires **inclusivity** and **respect** for the **community** it serves.

We believe individuals who practice this philosophy of leadership are leaders and therefore are not tied to a position but rather committed to the process of **self-discovery**. Leaders develop **resilience** in their effort to create a **positive impact** and show **gratitude** to those who serve alongside them.

Leadership Development Programs

- Student Engagement, Empowerment, and Development (SEED) is a free online certificate program for all students at UNC. The purpose of the certificate program is to reach the larger UNC community to begin conversations related to the Social Change Model of Leadership. SEED is designed to be a wonderful tool for students to grow not only in their professional leadership capacity, but also within their personal lives. This certificate enables students to comprehend one's abilities, principles, and passions, particularly in how they connect to the individual's ability to exhibit impactful leadership. Students who engage in this program will be able to immerse themselves in leadership development, which will empower students to reflect critically on the important ways they can implement these skill sets into personal development.
 - The program is self-paced via Canvas, Students must start with the first module and can choose to complete all 4 modules.
 - Upon completion of SEED, students will receive a LinkedIn Learning Badge to show their completion. Additionally, access to the badge will show students which employers are hiring for values earned through completion of the certificate.
 - Enroll Today: <https://uncch.instructure.com/enroll/HCB6WC>
- NC Fellows is a cohort-based leadership program that has been present on UNC's campus since 1968. The program seeks to challenge and reimagine traditional leadership, engage in collaborative and intentional conversations with diverse perspectives, and maximize impact in communities. The program can be described as:
 - Community-focused: Approximately 25-30 candidates make up each new class. The cohort remains intact for the duration of their time at Carolina, building a supportive community. Diversity of thought, experience, perspective, and background contribute to richness of discussion, depth of relationships, and stronger community.
 - Academic: Program members enroll in EDUC 309 during the fall of their sophomore years, EDUC 318 during the spring semester of their junior year, and EDUC 317 during the spring of their senior years.
 - Co-curricular: Program members attend monthly meetings, an annual retreat, and more to enhance the work done inside the classroom.
 - Promoting leadership development: The program considers leadership to be a necessary ingredient in creating positive social change.
 - Promoting personal identity development: The program focuses on values and beliefs to foster an environment of growth in one's identity.
- ACC Leadership Symposium is designed to develop a community of ACC undergraduate students who understand the relationship between global and local issues and work collaboratively to create innovative initiatives that advance students' capacity of global leadership. Student leaders from current ACC colleges and universities will have the opportunity to engage in educational sessions, hear keynote addresses, explore topical content, and participate in experiential application through their group project collaboration and presentations.
- SPARK Student-created and student-led, SPARK is an immersive opportunity for leadership development, dialogue, and self-reflection for first-year students at UNC interested in collective impact and positive change. The program consists of a retreat at the start of the Fall semester for undergraduate students in their first year at UNC. All interested students must submit an application to be considered to attend, as there are a limited number of spots available.
- Civic Engagement Initiatives
 - Hosting and coordinating an asynchronous voter registration training for all registered student organizations and university sponsored organizations

- Advising and coordinating the Civic Engagement Coalition
- Submitting annual action plans to ALL IN and Campus Vote Project
- Representing UNC in the ALL IN DemocrACCy Challenge
- Coordinating National Civic Holiday programming (including but not limited to: National Voter Registration Day, National Voter Education Week, National Vote Early Day, etc)
- Supporting nonpartisan campus-wide initiatives related to voter registration, education, and empowerment

For more information: 919-962-1157, <https://carolinaunion.unc.edu/departments/student-life-leadership>

Carolina Union Activities Board (CUAB)

The Carolina Union Activities Board enhances life at Carolina through high-quality programming and events for the entire University community. These include films, art, music, entertainment, and more.

CUAB is more than just events and programs — it's about reimagining what those experiences can be for UNC students. CUAB create a diverse range of opportunities to connect, learn, and have fun. From large-scale entertainment like concerts and comedy shows to cultural events, workshops, and social gatherings, CUAB's goal is to enrich campus life and grow the Carolina community. Run by students, for students, CUAB engages the entire Tar Heel community, offering free or low-cost events that inspire and unite, making your Carolina journey one to remember. Located in 2519 FPG Student Union; 919-962-1157; cuab@unc.edu.

For more information: <https://carolinaunion.unc.edu/departments/student-life-leadership/student-activities/carolina-union-activities-board-cuab/>

Carolina Student Legal Services

Carolina Student Legal Services, Inc. is a law firm on campus, available to help registered student organizations with a wide range of legal issues, such as drafting bylaws, waivers and releases, reviewing contracts, giving advice on becoming a non-profit or 501(c)(3) tax exempt organization, applying for an Employee Identification Number (EIN) through the IRS, etc. They are located in 3512 Frank Porter Graham Student Union; 919-962-1303, csls@unc.edu.

For more information: <https://www.uncstudentlegal.unc.edu/>

Carolina Union Departments

The Carolina Union comprises the Frank Porter Graham Student Union building, its staff, its services, and its facilities, as well as the Carolina Union Activities Board. Together they enhance the University experience by creating learning, experiential, and developmental opportunities for students through educational, cultural, recreational, and social activities, programs, and services for the entire University community. Located in the FPG Student Union building; 919-962-2285 (Guest Services) and 919-966-3128 (Administrative Office, Monday-Friday, 8:00 a.m.-5:00 p.m.).

For more information: <https://carolinaunion.unc.edu/>

Carolina Union Business and Finance Office

The Business and Finance Office is responsible for the accuracy of financial reporting within the Union. The department processes payments to the Union, such as when your organization pays an invoice from Event Services. This office also handles the financial processes related to CUSO (Carolina Union Student Organization) accounts, which serve groups receiving direct student fees (including groups funded by Student Government), funds from University departments, or funds received through the University Development Office. Details regarding the processes related to management of these types of funds can be found at <https://carolinaunion.unc.edu/departments/student-life-leadership/student-organizations/finances> and <https://heellife.unc.edu/organization/rsfinances>.

Communications & Creative Services

The marketing and design department of the Carolina Union, Communications & Creative Services (CCS) makes the UNC-Chapel Hill community aware of Union services, spaces, and events through publications, signage, advertisements, websites, social media, photography, and videography.

CCS works with registered student organizations and University departments to create messages for a targeted audience, utilizing graphic design, photography, videography, web, and social media designs. These services help groups attract more members; advertise their mission or purpose; inform about an event, contest, or survey; or direct people through spaces.

The CCS staff is available to aid registered student organizations with the marketing and branding of events and the design of publicity materials for a discounted rate. Please note that these services are in high demand throughout the year. To enhance the likelihood of receiving assistance with your marketing and design needs, it is crucial that you communicate your needs well in advance of your deadline or event date. CCS is located in suite 3505 of the Carolina Union and can be reached at design@unc.edu.

For more information: <https://carolinaunion.unc.edu/departments/communications-creative-services/ccs-student-organizations/>

To request design service:

<https://forms.monday.com/forms/52f5a46e5f962d26890c4f36726c2862?r=use1>

Carolina Union Venues & Event Services

Event Services is committed to helping student organizations plan and produce vibrant, creative and successful events by providing a step-by-step process for event planning for all student organization events.

Reservation Services:

- Scheduling meeting & event space through 25Live
- Pit and exterior reservations
- CUBE reservations
- Room & building signage
- Easels & flip charts
- Linens

Production Services:

- Ticketing
- Audio Visual services
- Ushering & crowd management
- Sound & light rentals
- Onsite/offsite table and chair rentals

Timeline for Making Requests:

- 2+ Business Days for meetings in the Union and General Purpose Classroom spaces
 - Weekend & Monday requests must be submitted by 5pm Wednesday
- 30+ Days for events (any reservation requiring staff support and/or ticketing)

How To Make a Reservation Through Event Services:

- Visit ReserveCarolina.unc.edu for information on 25Live.
- To gain access:
 - Log in to **Heel Life** using your ONYEN and password
 - Complete the **25Live training and quiz** on the ReserveCarolina Heel Life page
 - Log in to **25Live** using your ONYEN and password

First Day of Reservations:

- Occurs annually, typically in April, to prepare reservations for the next year!
- Plan to attend an “FDR Info Session” to get the latest reservation updates for the new academic year.
- Plan out in advance all the organization's scheduled meetings and large programs to get the venue and date you want.
- Check the Carolina Union website for the most up-to-date information and policies.

Questions? Please email eventservices@unc.edu.

To learn more visit <https://carolinaunion.unc.edu/departments/event-services/>.

Student Organization Programs & Services

S.O.L.E. Fest

S.O.L.E Fest (formerly known as SmallFest), the student organization involvement fair, will take place during the second of week classes, August 25th through August 29th, in the Pit and surrounding areas from 11am-1pm. This event will offer in-person tabling opportunities each day for new and returning students to create connections with student organizations.

Student organizations must meet all of the requirements set forth by Student Life & Leadership in order to be eligible to apply for a table at S.O.L.E. Fest. Only student organizations that are registered with the University are eligible to table at the event. Student organizations must be in good financial standing with the Carolina Union in order to participate in S.O.L.E. Fest. The tabling application will be posted on Heel Life and must be submitted by the stated deadline. Details will be sent to organization officers, so be sure to keep your Heel Life roster up to date!

Heel Life

With over 900 student clubs and organizations, getting involved can be fun, easy, and a transformational way to make the most of your Carolina experience. Whether it's competing in a sport club, joining a fraternity or sorority, focusing on cultural awareness, volunteering through community service, or taking up a new hobby, there is something for every Tar Heel to enjoy! Check out UNC-CH's registered student organizations (RSOs) via [HeelLife](https://heelife.unc.edu/).

Heel Life: Connecting Students. Inspiring Involvement.

Individual students and student organizations can use the site to maximize the student activities and involvement experience. Here you can find all of the registered groups on campus, as well as upcoming organization events, your co-curricular transcript, and vital campus links. At its core, Heel Life is about connecting with other students through organizations and getting involved at UNC-CH. It inspires students to stay involved. Visit this link for more information: <https://heelife.unc.edu/>.

Section 2: Student Organization Registration

University-Affiliated Versus University-Sponsored

The majority of Registered Student Organizations (RSOs) are considered "University-affiliated." The University does not sponsor or endorse activities associated with these groups. The use of the University's name in the organization's title is possible, so long as University sponsorship or endorsement is not implied or stated. If an organization uses the University's name, it must adhere to approved naming conventions (see section Benefits of Registration, below, for this list).

There are some groups that are designated annually as "University-sponsored." In certain limited situations those student groups may act, in the performance of one of their essential core functions, as an agent of the University. A student group can act to carry out this essential University function only through authority expressly delegated to that group by either the Chancellor or the Vice Chancellor for Student Affairs. This recognition is given with the understanding that these groups have agreed to act responsibly as agents for the University. Although a student group may function as an agent for the University in the performance of certain core functions, it may not be an agent for all purposes.

University Sponsored Organizations (USOs) hold Registered Student Organization (RSO) status in addition to being a USO. All organizations are subject to disciplinary action if violation of University policy occurs. RSOs and USOs are both responsible for adhering to all administrative guidelines that include, but are not limited to, the annual re-registration process, constitution review process, and student organization leader requirements put in place by Student Life & Leadership. Failure to comply may result in loss of RSO status, further resulting in an audit of the USO to ensure the organization is upholding its essential core functions with integrity.

The following groups are currently designated as University Sponsored Organizations (USOs):
Executive Branch of Undergraduate Student Government

Undergraduate Student Government Senate
Carolina Union Activities Board
Residence Hall Association
Carolina Athletic Association
Executive Branch of Graduate & Professional Student Government
Graduate & Professional Student Government Senate
Senior Class
MBA Student Association
School of Law Student Bar Association
School of Pharmacy Senate
Spurgeon Dental Society
UNC School of Medicine Student Government (formerly known as Whitehead Medical Society)

For more information contact Student Life & Leadership at studentorgs@unc.edu.

General Requirements for Registration

1. The majority of your organization's membership must be currently registered students of The University of North Carolina at Chapel Hill. Only UNC-Chapel Hill students may be active members.
2. New registered student organizations are required to have a minimum of ten (10) members who are currently registered students of The University of North Carolina at Chapel Hill. These members must be listed as part of the organization roster step found in the registration application.
3. All major officers, including the primary contact of your organization, must be full-time, registered students of The University of North Carolina at Chapel Hill with a minimum 2.5 GPA. For graduate students, you must be a full-time, student activity fee paying student who is in good academic standing.
4. One major officer of the organization must agree to serve as the primary contact of the organization. This individual completes the registration of the organization (found at <https://heellife.unc.edu>) and submits it for processing, after which that person is the individual responsible for making sure the organization is in compliance with University policies. The primary contact will serve as the main point of communication between the group and the University.
5. The organization will comply with University policies, including University policies on non-discrimination. See below or at: <https://policies.unc.edu>.
6. The organization must comply with applicable federal, state, and local laws and with University policies, including but not limited to laws and policies related to hazing and alcoholic beverages.
7. In support of the University's policies on non-discrimination and commitment to equal opportunity, the organization must ensure that meetings and activities are conducted in physically accessible locations, all printed materials are in an accessible format including the organization's website, and that other forms of communications (e.g., sign language interpreters) are provided. For any questions you have about the [University of North Carolina at Chapel Hill Policy on](#)

Accommodations, please contact: Tiffany Bailey, Director of Equal Opportunity and ADA Coordinator, tmbailey@unc.edu, (919) 966-7545.

8. Your organization must have an advisor who is a full-time faculty member or staff member of UNC-Chapel Hill, UNC Hospitals, or an affiliated department; an emeritus UNC-Chapel Hill faculty or staff member; a UNC-CH retiree with affiliate status; or a campus minister.
9. Your organization may be required to affiliate with certain external organizations or University offices or departments such as a professional school or an academic department, Campus Recreation, or Fraternity and Sorority Life. Contact those organizations or offices for further information prior to submitting an application. If the group is a chapter of a local or inter(national) organization, that organization must not be for-profit.
10. While the organization is not required to be organized or registered as a non-profit entity with either the state or federal government, its committees or subgroups, officers, and members, shall adhere to the governing principals for non-profit, tax-exempt organizations, and shall only conduct activities that support the organization itself, The University of North Carolina at Chapel Hill, or other entities that are exempt from federal and state income tax. The organization may not conduct activities that support individual or commercial gain. Note: Organizations who are affiliated with an (inter)national organization will be asked to provide documentation showing they are in good standing with the larger organization each year. The documentation must include confirmation from the (inter)national organization that it is not for-profit. If your organization will be affiliated with an (inter)national organization that is for-profit, your organization cannot be registered as a RSO with UNC-CH.
11. Registration may be withdrawn or denied should it be determined that any of the information submitted on the application is false; the majority of the organization's members are not registered UNC-Chapel Hill students; all major officers of the organization are not full-time, registered UNC-Chapel Hill students; the organization has no advisor; the organization fails to remain in good financial standing with the University; the organization fails to maintain minimum standards of conduct as set forth by Student Life & Leadership; the organization fails to comply with University policies, including University policies on non-discrimination; or if the organization fails to comply with applicable federal, state, or local laws. Registration status also may be changed by sanctions imposed by student or Greek judicial procedures.
12. The president and treasurer of the organization must complete an Officer Orientation.

Registering Your Student Organization

Existing Student Organizations

Each student organization's registration with the University expires annually, unless withdrawn earlier for cause. Please read the information below and contact Student Life & Leadership (SLL) immediately should you have questions about your organization's status.

The registration will not be complete until the online registration form and advisor form are submitted and approved and the president and treasurer have completed the required officer orientation.

Organizations that miss the designated registration period will be set as inactive in Student Life & Leadership's records and will have to wait until the following academic year to register.

If you cannot find your group using the search function of heellife.unc.edu, this means your group is not currently registered and has been made inactive in the system. This means you do not have access to University resources. A group may regain registration by applying during the annual registration period. If you have questions please send an email to studentorgs@unc.edu.

Information about how to access the online application to renew an existing organization and what is asked on this form can be found at <https://carolinaunion.unc.edu/departments/student-life-leadership/student-organizations/registration>.

Starting a New Student Organization

There is a process through which a new organization may be registered. Keep in mind that new student organizations must not duplicate currently existing student organizations. The process for starting a new organization is available through heellife.unc.edu. Not sure if your organization has been registered in the past? Contact us at studentorgs@unc.edu before applying so we can make sure you submit the correct form.

Information about how to access the online application form for new organizations and what is asked on this form can be found at <https://carolinaunion.unc.edu/departments/student-life-leadership/student-organizations/start-new-student-organization/>.

Advisors

In order for a student organization to be registered, the organization must have an advisor at all times. Your organization must have an advisor who is a full-time faculty member or staff member of UNC-Chapel Hill, UNC Hospitals, or an affiliated department; an emeritus UNC-Chapel Hill faculty or staff member; a UNC-CH retiree with affiliate status; or a campus minister. It is important to maintain regular contact with your advisor and plan ahead for any changes in this role. If the organization does not have an advisor for longer than 48 hours, the organization will lose registration status with the University. Your advisor must be listed on the group's page on Heel Life at all times.

Advisor & Organization Relationship

The duties of an advisor include:

- Maintaining regular contact with the organization
- Assisting the organization in abiding by UNC-Chapel Hill policies
- Helping the organization to seek out and utilize available resources
- Being familiar with the goals and activities of the organization
- Providing support and guidance as needed

The duties of the organization include:

- Abiding by UNC-Chapel Hill's policies and guidelines and seeking out counsel when there is a question about the organization's programs or activities
- Consulting with the advisor as needed

- Updating the advisor regarding organizational activities
- Inviting the advisor to organizational functions

The student organization advisor and student organization officers may also agree upon specific duties and expectations in addition to those above, but those duties and expectations are optional, and neither party is bound to them unless mutually agreed upon in writing by the student organization advisor and the student organization officers.

Student Organization Advisors serve as Campus Security Authorities (CSAs) and as Responsible Employees. The University's Clery Compliance Coordinator and the Equal Opportunity and Compliance Office will contact advisors with details, including information about the required online training.

More information about CSAs can be found at <https://police.unc.edu/clery/fag/>. More information regarding Responsible Employees can be found [at this link](#).

The advisor agreement form that your advisor will need to complete can be found in the Forms section of [Student Life & Leadership's Heel Life Page](#). If you change advisors throughout the year, the new advisor must also submit this form, and must be added to the group's roster on Heel Life.

Advisor Liability

Please note that the University does not have insurance (self or third party coverage) to address any liability an individual may incur as a result of serving as an advisor to a registered student organization. Individuals who wish to secure liability coverage are encouraged to consult their existing policies or to purchase a general liability policy.

Resources for Advisors

Student Life & Leadership has created a section on its website dedicated to information for advisors. The site can be accessed by visiting <https://carolinaunion.unc.edu/departments/student-life-leadership/student-organizations/advisor-resources/>.

Constitution and Bylaws

Please note that your organization must provide a copy of the constitution/bylaws to Student Life & Leadership immediately upon request. A copy of your current constitution/bylaws should be uploaded to the Documents section of your group's page on [Heel Life](#).

Below are statements that must be precisely stated in the student organization's constitution/bylaws:

1. Only currently enrolled UNC-CH students can be active members with the right to vote and hold office.
2. The organization abides by the University of North Carolina at Chapel Hill's Non-Discrimination Policy for Student Organizations, which states the following:
 - A. Membership and participation in the organization must be open to all students without regard to age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sexual orientation, or veteran status. Membership and participation in the organization must also be open without regard to sex, unless exempt under Title IX.

- B. 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 age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sexual orientation, veteran status or, unless exempt under Title IX, sex.*
3. To remove a member or officer, adequate written notice to that person (7 days minimum) is required before officially removing them from the organization. Due process must be allowed, including the right to speak on one's behalf and the right to an appeal.
 4. The advisor must be a full-time faculty or staff member of UNC-Chapel Hill, UNC Hospitals, or an affiliated department; an emeritus UNC-Chapel Hill faculty or staff member; a UNC-CH retiree with affiliate status; or a campus minister. The advisor does not have the right to vote.
 5. All major officers of the organization must be full-time, registered students of The University of North Carolina at Chapel Hill with a minimum of a 2.5 cumulative GPA. For graduate students, you must be a full-time, student activity fee paying student who is in good academic standing.
 6. The constitution may be amended at any regular business meeting of the organization by a two-thirds vote of active membership, provided the amendment has been submitted to members in writing at least one week prior to the business meeting.

*Single Sex Organization Statement: Social fraternities and sororities are RSOs whose primary purpose is the personal development of their members, as distinguished from honorary, professional, departmental, and service fraternities. Some social fraternities and sororities are culturally-and/or community-based. Social fraternities and sororities may select members according to subjective criteria consistent with the University's non-discrimination policies. Social fraternities and sororities are entitled to single-sex membership, provided they qualify under the provision of Section 86.14 of the regulations promulgated under Title IX of the U.S. Education Act of 1972, which require the organizations be exempt from taxation under section 501(a) of the Internal Revenue Code of 1954. To be recognized as a fraternal organization through Fraternity & Sorority Life, the organization must meet the definition outlined by Title IX and be affiliated with at least one of the currently recognized councils.

It is a good idea for each member to have a copy of the constitution/bylaws. This allows them to familiarize themselves with the workings of the organization and can encourage full participation in the group.

If you have not drafted bylaws for your organization and need assistance in doing so, a sample can be found at the bottom of the page below:

<https://carolinaunion.unc.edu/departments/student-life-leadership/student-organizations/registration>

Updating Your Student Organization's Contact Information

It is extremely important that you inform Student Life & Leadership of your current officer contact information by updating your group's page on hellife.unc.edu. We use this information to send out important messages related to organizations throughout the year, including info about deadlines and opportunities. Your organization's listing should be updated any time information about your organization changes.

To update the listing, the primary contact of the organization should log into heellife.unc.edu with their ONYEN and ONYEN password and go to the organization's profile page in the system. By clicking on the Manage Organization button on the top right of the page, then scrolling through the menu options on the left of the page, you can select the information to be updated including but not limited to the organization's profile, social media links, roster, and events.

Benefits of Registration

Registration Includes:

- Being listed on heellife.unc.edu, the official directory of registered student organizations at Carolina. This also includes an individual page for the organization.
- Reservation of specified University facilities, property, services, or equipment in accordance with The University of North Carolina at Chapel Hill's Facilities Use Policy (<https://policies.unc.edu>).
- Use of the University's name in the organization's title, so long as University sponsorship or endorsement is not implied or stated. If you desire to use the University's name as part of your organization's name, it must adhere to one of the following naming conventions:
 - Organization Name at (The) University of North Carolina at Chapel Hill
 - Organization Name at UNC-CH
 - Organization Name at UNC-Chapel Hill
 - Organization Name at Carolina

The organization name may not use any of the following naming conventions:

- UNC Organization Name
- Carolina Organization Name
- UNC-Chapel Hill Organization Name
- UNC-CH Organization Name
- Tar Heel(s) Organization Name
- Heel(s) Organization Name
- Access to funding from the Student Activity Fee that is legislatively apportioned by the Undergraduate Senate and the Graduate and Professional Student Senate, and in some cases access to fees from other fee-allocating bodies.
- Assistance from Student Affairs including, but not limited to, Student Life & Leadership and the Carolina Union, and Campus Recreation. Available are: leadership training and educational workshops, general organizational advisement, assistance in publicity and marketing, program planning advisement, reference materials, and more.
- Mailboxes & Organization Mail: Mailboxes are available at the Union for use by registered student organizations. Groups can request a mailbox at any time in the year. To maintain use privileges, groups must not have a lapse in registration and must check the mailbox regularly.

Registration Does NOT Include:

- Tax exempt status and/or use of the University's tax ID number.
- Guaranteed funding for the student organization.
- Endorsement of the viewpoints of the student organization.

Section 3: Publicity and Communication

Digital TV Ads

The digital signage screens are located throughout the Carolina Union and offer an opportunity to place your message at one of UNC's most prominent locations, visible to the thousands of students, faculty, administrators, and members of the community who pass through the Union daily. Advertising space is sold in one-week blocks and at a discounted rate for student organizations. Communications & Creative Services (CCS) staff can help with both design and crafting the perfect message for the screens. It's a great way to give your organization and/or event exposure. For more information on digital TV ads, see the link below or fill out the request form to get your ad running now:
<https://forms.monday.com/forms/5be463d654f56cd14cc9d09c8c7510b1?r=use1>

For more information: <https://carolinaunion.unc.edu/services/communications-creative-services/digital-signage/>

Banners

Banners are not permitted on campus without prior permission from building managers. This includes railings as well, such as in the Pit. If you are approved to hang one, never use tape of any kind; please use only string or nylon cord.

A policy has been established to provide for the safe and equitable use of the banner lines suspended over the Carolina Union Plaza. Registered student organizations and University departments may display a banner by reserving the banner line on a first-come, first-served basis, in order to publicize events taking place at the Carolina Union. The banner line must be reserved through Event Services. All banners must be approved by Communications & Creative Services. The banner must be 96" wide x 36" tall and be printed on vinyl with a grommet in each corner.

For more information: <https://carolinaunion.unc.edu/departments/communications-creative-services/signage/>

Bulletin Boards, Fliers and Posters

Bulletin boards bearing the title "General Purpose" are provided on campus and may be used for informational purposes, student election materials, and events that meet all criteria for authorized use of University space. All notices are subject to removal at approximately one-week intervals. Prior approval is required for some boards, such as in the FPG Student Union building.

Please note that Carolina Housing is no longer accepting printed fliers/posters for posting in residence halls, but material may be submitted for inclusion in community newsletters. In general, no solicitation is allowed in the residence halls. This includes but is not limited to posting promotional materials in or around the buildings, sliding promotional materials under individual room doors, and in-person door-to-door canvassing. For more information: <https://housing.unc.edu/important-information/photo-advertising-pr-policies/>.

No document of any kind may be attached to any wall, door, bathroom wall/stall, lamppost, tree, sidewalk, or other surface on campus. Personal A-Frames are not permitted; the Carolina Union A-Frames must be reserved and used. Persons and organizations violating this policy may be held responsible for labor to remove materials, damage to surfaces, criminal penalties, loss of registration, or other sanctions.

Three bulletin boards are available on all floors of the Union for the advertisement of on-campus events by registered student organizations and UNC-CH Departments.

- All advertisements must be submitted to the Guest Services Desk for approval and posting. Unapproved flyers will be removed.
- All advertisements posted must comply with Sections VII-IX of the UNC-CH Facilities Use Policy.
- The following may not be advertised: items for sale, roommate requests, transportation requests and the use or availability of alcohol.
- The maximum size for advertisements is 24in x 24in.
- Advertisements cannot be advertised more than two weeks prior to the event.
- There is a limit of one advertisement per event/program per bulletin board.

For more information: <https://carolinaunion.unc.edu/departments/communications-creative-services/signage/>

Cube Use

The Cubes, located near the Pit outside the Union, are an excellent means of advertising. The Cubes are available for registered student organizations for publicizing on-campus events open to the University.

For more information review the CUBE Policy under the Student Organization Policies section of this page: <https://carolinaunion.unc.edu/departments/event-services/policies/>.

Distribution Lists and Mass Emails

Creating Microsoft Groups is the most efficient way to maintain an email distribution list to communicate with members. See <https://support.microsoft.com/en-us/office/get-started-with-microsoft-365-groups-in-outlook-b86c141b-39cf-49d9-a4db-124c3d786204> for information on how to create and configure these groups. You should add multiple owners to help transition the ownership for future years.

Requests for a mass mailing to the University community through the University's email system are made through the following site: <https://selfservice.unc.edu/massmail/>. You will be prompted to log in to access the request form.

*Please note that the Mass Email System cannot be utilized to advertise events. *

Web Space Requests and Updates

Student groups interested in having a website for their organization may use the [“tarheels.live” domain](#). Support for these websites on the University’s network will be provided by ITS Digital Services, free of charge.

Digital Accessibility

All websites associated with the University must meet the [Web Content Accessibility Guidelines \(WCAG\) 2.2 Level AA](#) standards. All web owners must develop and edit their sites with accessibility in place.

An accessible website includes, but isn’t limited to:

- Alternative text on all images
- Headings and semantic elements
- Descriptive and clearly marked links
- Content in easy to understand language
- Text and background colors with clear contrast
- Interactive elements that are keyboard accessible
- No time-based elements such as image carousels
- Captions on all videos

The [Digital Accessibility Office](#) provides guidance and training for ensuring that your website is accessible. Registration for the [required training can be accessed on their website](#). Additionally, please send a link to your website to the Digital Accessibility Office for review prior to launching.

The request for web space can only be made by the president/primary contact of the organization as listed with Student Life & Leadership at <http://heellife.unc.edu/>. This prevents unassociated/unauthorized individuals from developing a site in the name of an organization.

After you create the website, be sure to update your organization’s website URL on your group’s profile at <http://heellife.unc.edu>.

Section 4: Event Policies and Procedures

Reserve Carolina & Online Scheduling

[ReserveCarolina](#) is a central repository of reservable space on campus. All student organizations looking to reserve on campus must be an officially registered organization with the University.

For more information visit: <http://reservecarolina.unc.edu>

Service Agreement, Charges, and Invoicing

Once a reservation is confirmed, a confirmation email is sent to the primary contact listed within Reserve Carolina. It is imperative to read the confirmation email as it will include a service agreement detailing policies, a reservation summary, and estimates of charges, if applicable. Please note, if the primary contact for your event changes at any point during the reservation process, you must inform Event Services

immediately. If a reservation has incurred charges, the invoice is generally sent to the primary contact within two weeks after the event. Payment must be received by the due date on the invoice in order to remain in good standing with Event Services. Failure to remit payment by the due date can result in the loss of current reservations, loss of reservation access, loss of involvement participation eligibility, and/or a fine.

Admission Tax for Events

Beginning January 2014, a new sales tax went into effect changing overall admission costs for events. This tax affects the following types of events:

- A live performance or other live event of any kind
- A motion picture or film
- A museum, a cultural site, a garden, an exhibit, a show, or a similar attraction

Groups holding these types of events will need to understand the implications for budgeting, collecting and paying the tax, and educating patrons regarding the new tax and its impact on ticket prices.

Have questions about this? Email unionticketingservices@unc.edu.

Amplified Sound Policy

Amplified sound is permitted outdoors on:

- Fridays between 5 p.m. - 10 p.m.,
- Saturdays from 8 a.m. - 10 p.m., and
- Sundays from 8 a.m. - 7 p.m.

Events with amplified sound are prohibited outdoors during class hours, regardless of the time of day, except for Monday through Friday between 12 p.m. - 1 p.m. in the:

- Pit,
- Plaza,
- Lenoir Grounds,
- Davis Courtyard, and
- SASB Courtyard

For more information: <https://policies.unc.edu/TDClient/2833/Portal/KB/ArticleDet?ID=132438>

Cleanup & Damages

- The primary contact of a reservation is responsible for cleaning the facility and surrounding areas of the reserved space in regard to your event.
- The primary contact is also responsible for any damages that occur to the facility, furniture and/or event-related resources.
- It is highly recommended that the primary contact conduct a review of the facility with Event Services prior to the event to establish both the overall condition of the facility and the expectations for the condition of the facility at the conclusion of the event.

Contracts & Letters of Agreement

If you are planning any type of program or service where you are arranging to have any agency or person outside of your organization perform a service (food, DJ) or program (concert, speech), you should always have a contract or letter of agreement. The larger and better known the act, the more likely they will have a contract and a technical rider for you. A technical rider is a document that accompanies many contracts and is equally binding between the sponsor and the artist. When planning a program that involves a contract, ask for a copy of the technical rider as well.

Forty-five days before the event, contracts must be reviewed by Event Services and the appropriate legal office before a final signature is obtained. Upon review of the contract by Event Services and the appropriate legal office, the event may also be given to the Office of the Vice Chancellor for Student Affairs or designee for approval. It is highly recommended that ANY contracts negotiated by student organizations be reviewed by Carolina Student Legal Services (csls@unc.edu, 919-962-1303).

Facilities Use Policy

This document covers the use of all University facilities and property, including outdoor spaces. All registered student organizations and members of the University community are subject to compliance. Of particular concern is the distribution of pamphlets, written materials, publications, and advertisements; solicitation of charitable contributions; and commercial promotions, commercial sales, and fundraising events.

For more information: <https://policies.unc.edu>

Food, Dining Services & Catering

All clients are responsible for being fully in compliance with applicable Orange County Safety and Sanitation Regulations for Food and Beverage Preparations and the University's Alcohol Policy.

Please Note: Food is prohibited in General Purpose Classrooms. Alcohol is not permitted in any space reserved through Event Services.

Open to the public - If the reservation is open to members outside of the reserving organization it is deemed as open to the public and requires catering services to provide food to attendees.

Members only - If the reservation is only open to members of the reserving organization it is deemed as members only and catering is not required.

For more information see Carolina Union: Food Safety and Handling Policy at <https://policies.unc.edu/>.

Major Events

A Major Event is defined as a lecture, entertainment engagement, concert, or conference held in University spaces subject to the Major Events Policy where any of the following applies:

- Expected attendance exceeds 500 outdoor or 1000 indoor
- The event is open to the public or staged outdoors
- The event is sponsored by more than one student organization

Complete policy including notes on reservation process and timeline can be found by searching Carolina Union: Major Events Policy for Student Organizations at <https://policies.unc.edu/>.

Public Performance Law

Because of copyright and exhibition licenses, student organizations CANNOT show a film, DVD, or video without making the necessary arrangements with the motion picture industry. Specifically, from the Motion Picture Association of America, “Neither the rental nor the purchase of a copy of a copyrighted work carries with it the right to publicly exhibit the work. No additional license is required to privately view a movie or other copyrighted work with a few friends and family or in certain narrowly defined face-to-face teaching activities. However...non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.” (<http://www.mpa.org/protecting-creativity/#public>)

How do I get Public Performance Rights (PPR)? Here are a list of organizations that hold PPR for many films. Swank is a great place to start.

- [Swank Motion Pictures, Inc.](#)
1-800-876-5577
- [Criterion Pictures, USA](#)
1-800-890-9494
- [Kino International](#)
1-800-562-3330
- [The Motion Picture Licensing Corporation](#)
- [Movie Licensing USA](#)
- [New Yorker Films](#)
212-645-4600

When inquiring about PPR, have the following information on hand:

- Your name and the name of your organization
- Where and to whom you will show the film
- How your organization will pay for the rights to show the movie
- Contact information for your organization
- Whether or not you need a copy of the film

Sales and Event Income

All groups conducting sales in the Carolina Union (including the Pit), Stone Center, Polk Place, and Kenan Theatre must obtain a sales permit, receive an approved ticketing agreement, and/or a confirmed Market Day reservation ahead of their event/sale date. Raffles are strictly prohibited. Make sure to review the [Carolina Union: Sales, Donations, and Event Admission Policy](#) in detail before conducting sales.

For more information: Carolina Union Sales, Donations, and Event Admission Policy found at <https://policies.unc.edu/>.

Section 5: Financial Management and Policies

There are many contributing factors to running a successful student organization. Strong financial management is one that can go a long way toward sustaining your organization. The information in this section includes deadlines and policies that your organization will need to operate successfully.

Financial Accounts

Funds Received Through the University

The Carolina Union Business Office also handles the financial processes related to CUSO (Carolina Union Student Organization) accounts, which serve groups receiving direct student fees (including groups funded by Student Government), funds from University departments, or funds received through the University Development Office. Details regarding the processes related to management of these types of funds can be found at <https://carolinaunion.unc.edu/departments/student-life-leadership/student-organizations/finances> and <https://heellife.unc.edu/organization/rsfinances>.

Off-Campus Bank Accounts

Choice of banking institution is at the discretion of the student organization. An organization should review the options available and select the one that is the best fit for the group. In most cases, this will be an account with low or no monthly fees, a low monthly balance requirement, and convenient features. You will need to obtain fee schedules and account disclosures at the time you open your organization's account.

Student organizations seeking banking options should not use a member's personal checking account to manage organization funds. The organization must have its own account. Business records for the organization must be maintained in the organization's name and not in the name of any officer. **Officers should not use social security numbers to open organizational bank accounts.**

Certain basic documents will be required by your financial institution to open the account. These may include:

- Documentation verifying the status of your organization. Exact requirements may vary by institution, but examples could include:
 - Copy of your organization's bylaws
 - Meeting minutes signed by officers/authorized account users
 - Letter verifying that your organization is registered with the University
- Your organization's Employer Identification Number (EIN):
 - Also known as a Federal Tax ID Number
 - Used by the IRS to identify your organization in the same manner that your social security number identifies you personally
- Signature cards:
 - These are signed at the time the account is opened by the persons who will be authorized to conduct business on behalf of the group.
 - By signing these cards, these persons assume all liability and responsibility for the account (including overdrafts and other fees, which could have an impact on your credit rating).

- It is imperative that this information is kept up-to-date with the bank as officers change.
- A Depository Resolution:
 - This establishes the financial institution as the organization's financial institution.
 - An officer of your organization signs this.

Obtaining an Employer Identification Number (EIN)

An Employer Identification Number (EIN) or Federal Tax ID Number is like a social security number for your organization. Student organizations may encounter situations that require an EIN (such as opening an organizational bank account). RSOs are not permitted to use the University's EIN.

Student organizations are legally distinct from UNC-Chapel Hill and must independently comply with federal and state laws, including various filing requirements.

How do you get an EIN? The easiest way to apply is online through the IRS website. You can also apply by mail or over the phone. For more information on applying for an EIN for your organization, see *Obtaining an EIN for Your Registered Student Organization*, which can be found at the bottom of this page:

<https://carolinaunion.unc.edu/departments/student-life-leadership/student-organizations/finances>

Banking Tips and Recommendations

Your organization is responsible for its own finances and financial records, and all financial responsibility rests with the leadership of the student organization. The following recommendations will help your organization keep accurate records and avoid financial issues:

- In order to maintain good financial control, more than one person should hold responsibility for financial transactions. It is recommended that the student organization require two signatures on any checks written on behalf of the group. It is encouraged that the organization's advisor have access to the checking account at all times for easier transition.
- Keep authorized signer contact information current with your bank. Do not simply hand over debit cards and checkbooks to new officers without informing the bank that a new person will be in charge of organization funds.
- All official banking documents should be scanned and stored electronically using the appropriate permission settings in the documents folder of your organization's page on Heel Life.
- Cash receipts include all revenue collected by your organization as cash or checks. Whenever possible, it is important that actual cash not be used by your organization – using cash for transactions prevents accountability of officers and is difficult to track and document. Your organization should request that income to your organization be in the form of a personal or cashier's check, made payable to the organization. All revenue should be deposited in the organization's bank account and recorded immediately upon receipt. Checks should be deposited frequently (at least weekly).
- All registered student organizations may apply for a mailbox in the Union to ensure that the group will have a consistent address to which bank statements can be mailed. RSOs interested in applying for a mailbox can contact Student Life & Leadership to secure a mailbox. **It is imperative that officers check this mailbox regularly.**
- Pay bills with a check, debit card, or another method that can be traced. Do not pay bills with cash.
- Keep good documentation of bills received and paid.
- Pay within the vendor's terms and avoid interest charges or late fees.
- Mark invoices "PAID" to avoid double payment.

- Reconcile checkbook register and the bank statement balance monthly. The Treasurer should gain the President of the organization's signature on the reconciliation documenting the review process.
- DO NOT pay for personal expenses with organizational funds.

Tax Status and Non-Profit Organizations

Student organizations ARE NOT granted tax-exempt status automatically upon registration; nor does the University's tax-exempt status extend to them. Only the federal government can confer charitable status on an organization. Filing for charitable status (501(c)(3) status) is a lengthy legal procedure that commits the organization to the rigorous annual reporting procedures required by the IRS. Because of the annual reporting requirements and the frequent turnover of student leadership, student organizations should consult with Carolina Student Legal Services to fully understand the requirements and implications of this before deciding to file for charitable status.

For more information: <https://www.uncstudentlegal.unc.edu/>

Donations and Corporate Sponsorship

When fundraising for your organization, it is important to remember that being a registered student organization does not mean that you may use the University's tax ID or non-profit status. You should understand that unless your organization is truly a non-profit, which most student organizations are not, your donors will not be able to receive a tax deduction for their donations to you. Student Life & Leadership has identified strategies to help streamline this process for registered student organizations. If your organization plans to seek donations from vendors or individuals, you must contact Student Life & Leadership so we can assist you with the process.

Sales and Event Income

All groups conducting sales in the Carolina Union (including the Pit), Stone Center, Polk Place, and Kenan Theatre must obtain a sales permit, receive an approved ticketing agreement, and/or a confirmed Market Day reservation ahead of their event/sale date. Raffles are strictly prohibited. Make sure to review the [Carolina Union: Sales, Donations, and Event Admission Policy](#) in detail before conducting sales.

For more information: Carolina Union Sales, Donations, and Event Admission Policy found at <https://policies.unc.edu/>.

Budgets

Developing a budget for your organization and the management of your group's finances is a critical undertaking. It is also a requirement of any organization seeking or receiving Student Activities Fees. For assistance, speak with the Undergraduate Student Government Treasurer (usgtreasurer@unc.edu, 3109 FPG Student Union) or Student Life & Leadership (studentorgs@unc.edu, 2501 FPG Student Union).

Some general tips for preparing a budget include:

- Determine what kind of events/ activities your group will take on during the year.
- Record funds you have available from the previous year.
- Estimate your expected income and when it will be available (appropriations, t-shirt sales, etc.).
- Determine what you will need to spend (rentals, supplies, etc.).
- Identify extra funds (back-up money) to allow for unforeseen expenditures.
- Review your income and expenditures and create a final budget.
- Members should vote to approve or revise the budget.

Some general tips for maintaining a budget include:

- Set and maintain a minimum balance.
- Formulate a general procedure for withdrawing funds from the budget.
- Keep an updated log of income and expenditures. You may also choose to keep a written ledger. The treasurer or chief financial officer should be in charge of keeping track of the budget and/or ledger.
- Have periodic meetings between the treasurer or chief financial officer, the president, and organization's advisor about the state of the budget.
- Periodically check your ledger against your bank statement to make sure they are both accurate.

Transition of Officers

The outgoing Treasurer should ensure that the following items are completed prior to leaving office:

- File all financial records for the past year (receipts, monthly statements, etc.). Student organization financial records should be kept a minimum of seven years.
- Complete a financial report.
- Review the financial report with the new Treasurer. Discrepancies and resulting actions should be documented in writing.
- Reconcile all debts or have a written plan on file describing how any debts will be settled in the future.
- Change co-signers on the organization's bank accounts at your respective bank. This must be done in person at the bank.
- Deliver all bank statements, checkbooks, and other financial information (including online passwords) to the new Treasurer.
- The transition process should begin as soon as the new Treasurer is elected to allow time to set the new Treasurer up for success (time for transfer of knowledge and documents and to shadow outgoing Treasurer, etc.).

Sources: Woodward Student Involvement Center at NC State University and the Office of Student Involvement at Georgia College

Sources of Funding on Campus

CUAB Campus Collaborative Programming

The Carolina Union Activities Board enhances life at Carolina through high-quality programming and events for the entire University community. These include films, art, music, entertainment, and more. CUAB isn't just about providing these programs and events, though. We are about supporting your ideas to help define events for the Carolina community. CUAB is excited to work with student organizations across Carolina, whether it is through collaboratively programming, or the potential for a small monetary contribution! If your student organization is interested in programming an event with CUAB, please fill out the Collaboration Request on Heel Life for CUAB to review.

For more information: <https://carolinaunion.unc.edu/departments/student-life-leadership/student-activities/carolina-union-activities-board-cuab/collaborate/>

Graduate & Professional Student Government

Registered student organizations that serve primarily graduate and/or professional students are eligible to apply for funding from the Graduate & Professional Student Government Senate. The funding request must

demonstrate a benefit for graduate and professional students, and the organization must recognize GPSG as co-sponsor and submit a Post-Funding Report.

For more information: <https://gpsg.unc.edu/financial-allocations/senate-appropriations/>

RHA External Programming Requests

As part of its annual budget RHA appropriates a small portion of funds each semester for outside student organizations to put on campus programs in which the majority of beneficiaries will be on-campus residents. The purpose of these grants is to create opportunities for additional, diverse campus programs beyond those that RHA directly plans and executes. RHA recognizes that many innovative program ideas go unrealized due to insufficient funds and therefore wishes to do its part in further enhancing student life at Carolina. Organizations wishing to receive a grant must present their proposal to the Collaboration Board, which then votes on whether or not to fund the program in accordance with the relevant RHA bylaws and policies.

For more information: <http://rha.unc.edu/>

Undergraduate Senate

Registered student organizations that serve primarily undergraduate students may apply for funding from the Undergraduate Senate, which allocates of a portion of the Student Activities Fees. Title VI of the Student Code governs the funding process and how funds allocated by the Undergraduate Senate may be used by registered student organizations.

Student Government Treasury Laws pertaining to the receipt of student fee moneys and the procedures governing the use of these moneys are found in the UNC-CH Student Government Code. The Undergraduate Student Government Treasurer or the Finance Chair of the Undergraduate Senate can provide assistance in the interpretation of these laws.

Current information about funding can be found at <https://senate.unc.edu/funding/>.

If you have any questions or concerns please contact the Undergraduate Senate Finance & Appropriations Chair, ugsenatefinance@unc.edu, or the USG Treasurer, usgtreasurer@unc.edu.

YFund

The YFund provides funding for social justice initiatives within the Campus Y and on UNC-CH's campus as a whole. The goals of the YFund are to maintain a double bottom line of fiscal value and social justice impact; teach important skills to student applicants and students involved in the selection process; and ensure fiscal responsibility within the Y. The YFund aims to fund new initiatives that meet the following eight criteria:

- **Social justice impact** – Does this project fit the Campus Y's mission? Does it address an unmet social need at UNC-CH or in the greater community?
- **Clarity** – Is this project easily understandable?
- **Feasibility** – Can this project be implemented successfully?
- **Fiscal responsibility** – Does this project maximize the Campus Y's dollars?
- **Collaboration** – Does this project leverage partnerships from within and outside the Y?
- **Sustainability** – Does this project have the capacity to support itself once seed funding runs out?
- **Evaluation** – Does this proposal include tools to measure impact?

For more information: <https://tarheels.live/campusy/resources/funding/>

Section 6: Other University Policies

General Policies and Best Practices

Accessibility

Every registered student organization must agree to be open to full membership and participation by students with disabilities through accessible programming and facilities. Accessible programming includes, but is not limited to, physical location, alternative printed materials and web pages, and communications (e.g. sign language interpreters).

For more information: <https://go.unc.edu/UCO>

Alcohol

Generally, persons who are over 21 years of age may purchase, possess, or consume alcoholic beverages. This privilege extends to their homes or temporary residences. It is unlawful for any person under 21 to purchase, possess, or consume any alcoholic beverage; to give or to sell any alcoholic beverage to anyone under 21; or to aid or to abet anyone under 21 in purchasing, possessing, and consuming any alcoholic beverage. Student organizations are subject to the University's Alcohol Policy. This applies both on and off campus. Note that groups may not use student organization funds or dues to purchase alcohol. All members of your organization should visit <https://alcohol.unc.edu> to familiarize yourselves with this policy, and to learn about the effects of alcohol and staying safe. You can also visit the site to find support and report a violation.

For more information: <http://alcohol.unc.edu>

Chalking and Taping to Sidewalks and Other Surfaces

DO NOT chalk on the walls of buildings (or any vertical surface). DO NOT tape or affix anything to any exterior surface, including sidewalks. Doing either one of these violates University policy and you are subject to the costs of cleaning. For interior spaces, each facility has its own regulations regarding the posting of fliers, so you should check with each facility before doing so.

For more information: Facilities Use Policy found at <https://policies.unc.edu>

Drugs

The Policy on Illegal Drugs requires specific consequences for the **use, possession, and/or sale of illegal drugs and all controlled substances**. Members of the University community are subject to both civil authorities and the University. Any student organization violating this policy may have its registration revoked or restricted, be placed on probationary suspension, be placed on social probation, be subject to other possible sanctions, or sustain a combination of these sanctions.

For more information: <https://policies.unc.edu>

Employment

Student organizations that employ individuals must observe all appropriate state and federal laws. All registered student organizations must further comply with the University policies regarding non-discrimination and harassment. Further information is available from Carolina Student Legal Services, Union 3512, csls@unc.edu, (919) 962-1303.

For more information: <https://www.uncstudentlegal.unc.edu/>

Free Speech

Carolina is committed to fostering an environment where intellectual engagement flourishes. The free exchange of ideas is what makes ours a vibrant academic community.

Outdoor public spaces on campus are open to all regardless of their views, as long as they follow the law and University policy. The University's Policy on Freedom of Speech and Expression applies to all students, staff, and faculty of the University, as well as to all campus visitors wishing to engage in expressive conduct on campus.

For more information: <https://policies.unc.edu>

Harassment & Discrimination

The University is committed to providing a safe, diverse, and equitable environment to all members of the Carolina community. The University's Policy on Prohibited Discrimination, Harassment and Related Misconduct addresses acts that are contrary to these values. These acts include discrimination, harassment, sexual assault or sexual violence, interpersonal (relationship) violence, sexual exploitation, stalking, and retaliation.

Student organizations are responsible for complying with this policy at all times. The University Compliance Office is available to assist with issues regarding harassment and discrimination, and a link to the University's Policy on Prohibited Harassment, Including Sexual Misconduct, and Discrimination, is available on the office's website (<https://go.unc.edu/UCO>) along with information about support resources and reporting options. The University Compliance Office is located at 214 W. Cameron Avenue. Contact info: 919-966-3576, uco@unc.edu.

For more information: <https://go.unc.edu/UCO>

<https://safe.unc.edu> is the main portal at UNC-Chapel Hill for resources and information about discrimination, harassment, sexual violence, interpersonal violence, and stalking.

There are steps your organization can take to create community and build a culture of respect. More information, including *Preventing and Reporting Discrimination, Harassment, Sexual Misconduct, Interpersonal Violence, Stalking, and Hazing: A Guide for Student Orgs*, can be found on this page:

<https://carolinaunion.unc.edu/departments/student-life-leadership/student-organizations/resources-officers>

Hazing

Hazing is defined in the Student Code of Conduct as engaging in conduct or activities that coerce or subject another individual, with or without consent, to risk of personal injury, mental or psychological distress, humiliation, abuse, sexual acts, and/or other personal indignities of a highly offensive nature, including activities that induce, cause, or require another individual to perform a duty or task that involves a violation of University policy or local, state, or federal law, in connection with group or student organization membership, including, but not limited to recruitment, initiation, continued membership, or participation. A group may be formally affiliated with the University as a recognized student organization (e.g. a fraternity, sorority, club, athletic team) or an unrecognized group or collection of students with a common interest.

Hazing can take many forms, ranging from seemingly harmless pranks to dangerous and even illegal activities. Some common examples include:

- **Physical Hazing**
 - Forced alcohol consumption
 - Beatings, paddling, branding, or using electric shocks
 - Sleep deprivation
 - Forced physical exertion (e.g., push-ups, running, carrying heavy objects)
 - Exposure to extreme weather conditions
 - Confinement in small spaces
 - Forced participation in animal abuse or other illegal activities
- **Psychological Hazing**
 - Verbal abuse, insults, or humiliation
 - Forced silence or ignoring new members
 - Public embarrassment or humiliation
 - Degrading rituals (e.g., wearing embarrassing clothing or acting in a demeaning manner)
 - Blindfolding or sensory deprivation
- **Substance-Related Hazing**
 - Coerced or excessive alcohol consumption
 - Forced use of drugs
 - Ingestion of strange or inedible substances
- **Sexual Hazing**
 - Coerced nudity
 - Forced or coerced sexual acts
 - Simulated sexual acts as part of an initiation
- **Social and Emotional Hazing**
 - Isolation from friends or family
 - Being forced to do demeaning tasks for existing members
 - Publicly revealing personal or embarrassing information
 - Coerced participation in illegal activities

Even if hazing seems like “tradition” or “just a joke,” it can have severe physical, emotional, and legal consequences and is prohibited by the University.

More information regarding hazing, hazing prevention and how to report it can be found at <https://eoc.unc.edu/policy-statement-on-hazing/>.

Licensing & Logos

Items incorporating UNC-CH trademarks must be approved in advance by the Office of Trademarks and Licensing.

All registered student organizations have access to use UNC-CH trademarks as long as they follow the guidelines set forth by the Office of Trademarks and Licensing and purchase from licensed manufacturers. The Office of Trademarks and Licensing has a list of local printers that have expressed a willingness to produce special-order merchandise for campus organizations. These vendors will submit your designs to the Trademarks and Licensing Office for approval. In general, the use of a University mark along with your organization's name or special event will receive approval.

For more information: unc.licensing@unc.edu, <https://licensing.unc.edu>

Non-Discrimination Policy

Registered student organizations must comply with University policies, including University policies on non-discrimination. To be eligible for official registration with the University — and the privileges that accompany official registration — a student co-curricular organization must abide by the following:

- A. Membership and participation in the organization must be open to all students without regard to age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sexual orientation, or veteran status. Membership and participation in the organization must also be open without regard to sex, unless exempt under Title IX.
- B. 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 age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sexual orientation, veteran status or, unless exempt under Title IX, sex.*

*Single Sex Organization Statement: Social fraternities and sororities are RSOs whose primary purpose is the personal development of their members, as distinguished from honorary, professional, departmental, and service fraternities. Some social fraternities and sororities are culturally-and/or community-based. Social fraternities and sororities may select members according to subjective criteria consistent with the University's non-discrimination policies. Social fraternities and sororities are entitled to single-sex membership, provided they qualify under the provision of Section 86.14 of the regulations promulgated under Title IX of the U.S. Education Act of 1972, which require the organizations be exempt from taxation under section 501(a) of the Internal Revenue Code of 1954. To be recognized as a fraternal organization through Fraternity & Sorority Life, the organization must meet the definition outlined by Title IX and be affiliated with at least one of the currently recognized councils.

For more information: <https://policies.unc.edu>

Open Meetings & Public Records

Meetings and records of registered student organizations may be subject to North Carolina state laws. To determine the extent to which your group is subject to these laws, when you can go into "closed meetings," and how to handle requests for public records, please contact Carolina Student Legal Services, 3512 Frank Porter Graham Student Union, csls@unc.edu, 919-962-1303.

Programs Serving Minors on Campus

Student organizations that work with minors, including virtual programming, should be aware of the University's policy regarding requirements for programs serving minors. Some specific requirements are addressed here, but be sure to access the policy in its entirety at the website listed below.

- Getting Registration and Approval
 - Prior to bringing any minors to campus or conducting virtual programming for minors, your student organization will need to have your program registered and approved by the University's Coordinator for the Protection of Minors. This includes both daytime and nighttime programs.
- Background Checks
 - Any faculty, staff, students, or volunteers over the age of 18 assisting in the administration of the program must complete a background check if one has not been completed within 5 years by the University or there has been a break in service or enrollment of more than 120 days.
 - They must be completed before any program staff interacts with minors.
 - Student organizations must use a qualified background check vendor that is a member of the National Association of Background Check Screeners. Please note that if the group is being sponsored by a University department, the background checks have to go through that department's HR representative.
 - The costs for administering the background checks are borne by the student organization. The student organization can defer the cost to the individual having the background check.
 - If there is any concern over the results of a background check the student organization should consult with their own human resources professionals or legal counsel*.
 - Other documentation will be required when background checks are not conducted during the 5 year period of validity.
- Training
 - Training mandated by the Protection of Minors Policy must be completed prior to the start of any program.

*Feel free to consult with Carolina Student Legal Services.

The Protection of Minors Coordinator provides guidance and oversight, and a website with more information and resources is available at <https://protectionofminors.unc.edu/>. The Protection of Minors Coordinator can be reached at 919-843-8995 or protectionofminors@unc.edu.

For more information: <https://protectionofminors.unc.edu/>

Enforcement

Registered Student Organizations (RSOs), including University Sponsored Organizations (USOs), that violate University policies that have disciplinary processes must successfully navigate these processes. Examples of these University policies include the Student Code of Conduct, Alcohol Policy, and Policy on Prohibited Discrimination, Harassment and Related Misconduct. Additionally, organizations that violate University policies without associated formal disciplinary process can be administratively audited or sanctioned by the Vice Chancellor of Student Affairs or their designee as assigned.

Non-Compliance: If a Registered Student Organization violates any University policy outlined in this handbook or posted elsewhere, the organization's president, vice president, advisor, and inter/national organization leadership (if applicable) may be subject to a meeting convened by the Vice Chancellor for Student Affairs (or designee). Resulting actions taken to remedy the circumstances may include, but are not limited to, written warnings, reprimands, educational programming, remedial action plans, probation, temporary loss of RSO privileges, or permanent dissolution of the organization. Other individuals relevant to the matter may be included in the meeting to address the circumstances. This meeting does not preclude the submission of a report of any alleged violation of University policy, corresponding to the appropriate reporting, investigation, and adjudication of protocols for that policy.

Inter/national organizations: If non-compliance results in dissolution of the Registered Student Organization in question, Student Life & Leadership will notify the inter/national parent organization that the organization is no longer registered with the University. Chapters of these inter/national organizations who wish to regain registration following dissolution shall follow the inter/national policies and procedures in place at the time.

University Sponsored Organizations (USOs) hold Registered Student Organization (RSO) status in addition to being a USO. All are subject to disciplinary action if violation of University policy occurs. RSOs and USOs are both responsible for adhering to all administrative guidelines that include, but are not limited to, the annual re-registration process, constitution review process, and student organization leader requirements put in place by Student Life & Leadership. Failure to comply may result in loss of RSO status, further resulting in an audit of the USO to ensure the organization is upholding its essential core functions with integrity.

Student Code of Conduct

The Student Code of Conduct (Code) outlines behavior expectations and responsibilities for students and student organizations related to academic and non-academic misconduct detailing prohibited behaviors and corresponding disciplinary actions. Falsification of or misrepresentation on the application for registration, as well as the violation of any University policy, can result in disciplinary action.

For more information: <https://studentconduct.unc.edu/>

Judicial Process for Hazing Violations

The University investigates all allegations of violations. To make reporting of possible allegations easier, the University allows anonymous reporting. Below are telephone numbers for staff members at UNC-Chapel Hill who can receive anonymous information regarding any activities that may go against the University's expectations:

Student Organizations, including Honor Societies:
Office of Student Conduct
919-962-0805

Fraternities and Sororities:
Ion Outterbridge, Director, Fraternity and Sorority Life
919-962-8298

Athletic Teams:
Lawrence Cunningham, Director of Athletics
919-962-8200

The Student Conduct Referral Form can be used to report incidents of hazing related to fraternities and sororities, as well as other student organizations. The form can be found on this page:
<https://studentconduct.unc.edu/report-incident/>.

Section 7: Risk Management

What is Risk Management?

Risk management is the deliberate plan for the reduction of events and behaviors that could cause harm. Simply put, risk management means demonstrating concern for the safety of participants. On a higher level, risk management means making sure that the organization's liability is minimized by taking every precaution through the anticipation of potential problems.

When considering risk management, physical risks certainly come to mind, but there are other types of risks that need to be considered. These include reputational, emotional, and financial risks, as well as risk to facilities and property. All of a student group's activities – receptions, athletic contests, and other events – carry some risk. For this reason, organizations must learn to identify and reduce risky behavior. Events that carry unreasonable risk should be modified. Groups should also consider how activities relate to the mission of the organization.

Why Is Risk Management Important to Student Organizations?

The activities and behaviors you engage in have implications, and the organization may be held responsible for harm to members or others. Consequences of negative or harmful actions and behaviors may include disciplinary actions, or even legal actions brought against the organization by injured parties.

Ways to Mitigate Risk and Where to Find More Information

There are ways to assess and mitigate risk. These include assessment tools such as a risk matrix, as well as intentional planning and the setting of expectations for members. Ensuring that your organization's governing documents address situations that may arise such as removing a member and ensuring due process are also ways to mitigate possible risk. Waivers and insurance are other ways to mitigate risk. As you plan your events, make sure you are considering risk, and reach out to SLL or Carolina Student Legal Services with any questions.

For more information: <https://carolinaunion.unc.edu/departments/student-life-leadership/student-organizations/resources-officers/risk-management>

Student Life & Leadership, 2501 Frank Porter Graham Student Union, studentorgs@unc.edu, 919-962-1157

Carolina Student Legal Services, 3512 Frank Porter Graham Student Union, csls@unc.edu, 919-962-1303.



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go.unc.edu/sll