Instructions

To become a recognized student organization (RSO) at North Carolina Central University, you must have completed ALL of the following:

**READ THIS ENTIRE DOCUMENT**

Complete registration forms

a. After the registration form is completed and turned in, your organization will be notified of its status once approved.

b. ALL additional forms: Adviser Commitment Letter, SAFO account requests and all other required forms must be completed and submitted for approval.

c. Submit a copy of the organization’s constitution and by-laws with registration form. A sample can be found in the registration packet if you need assistance creating one.

Participate in a mandatory training session for organization presidents and advisers, dates will be provided by the Alfonso Elder Student Union.

Eligibility

Registration of student organizations is an **ANNUAL** process.

**Official University Recognition includes:**

- Use, through reservation, of specified University facilities, property, services, or equipment pursuant to NCCU’s Facilities Use Policy and Rooms Reservation Policy.
- Use of the University's name in the organization's title, as 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 should be as listed below:
  - “Student ORG Name” at North Carolina Central University or NCCU
- Assistance of the Division of Student Affairs including, but not limited to: leadership training and educational workshops, general organizational advisement, assistance in publicity and marketing, program planning advisement, reference materials, and more.

If at any time your organization no longer meets eligibility, you are no longer entitled to the privileges granted to registered student organizations and you are obligated to inform the Student Union’s, Assistant Director for Student Leadership.

- **Current RSO’s must renew no later than September 30**, for the upcoming academic year. Recognition as an RSO expires annually on September 30 of the following academic year, unless withdrawn earlier for cause. Failure to renew will result in facility requests cancellations and prevent future requests until RSO status is granted. Non-recognized groups will not be eligible for funding from the Student Union and/or SGA; nor will they have access to their SAFO account for any transactions.
• Students who wish to establish a new student organization or wish to re-establish an organization that has been inactive for one or more years may complete the registration packet during any semester, but will be under provisional status until the end of the semester registration occurred. After this time, the student organization will meet with the Assistant Director for Student Leadership to be granted official RSO status.

• **THE RSO MUST BE CREATED AND MAINTAINED BY CURRENTLY ENROLLED STUDENTS OF NCCU.** This means that students should have complete purview over the organization’s funding, planning and operations, with the assistance of the adviser.

• The RSO must have an adviser who is a full-time, permanent member of the faculty or staff of NCCU.

• All members of the organization must be in good academic and conduct standing. A student on academic or disciplinary probation may not hold office but may continue as an organization member.

• The RSO MUST be registered with the OFFICE OF COMMUNITY ENGAGEMENT (check with the office to ensure information is up-to-date).

• **A minimum of three** currently enrolled NCCU students are required to initially establish an RSO. An RSO must be maintained by **5 or more** members to keep its active status beyond the provisional status period. *(Exceptions are determined by the Alfonso Elder Student Union Administrative Staff)*

• The RSO must participate in community service activities, at least one per semester.

• The RSO must have at least one representative attend meetings and trainings sponsored by the Alfonso Elder Student Union.

• Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status.

*Title IX of the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, in regard to gender, for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e.: age, ethnicity, gender, sexual orientation, disability, color, national origin, race, or veteran status.)*

• RSOs that select their members or leaders on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the group to those students who, upon individual inquiry, affirm that they support the group’s goals and agree with its beliefs.

• The RSO must comply with applicable federal, state, local laws and system and institutional policies, including but not limited to state laws related to hazing and alcoholic beverages. Further, No Student Activity Fees or other University collected fee shall be used to purchase alcohol for use either on campus or off campus.

• Your RSO must provide students with disabilities accessible programming and facilities including, but not limited to, physical location, alternative printed materials and web pages, and communications (e.g., sign language).
• Your RSO may be required to affiliate with appropriate North Carolina Central University departments or offices (i.e.: Office of Greek Life, Campus Recreation and Wellness, NCCU Law School, and academic departments). Contact those offices for further information prior to signing this agreement and submitting an application.

• RSOs are free to adopt non-discriminatory standards, such as GPA requirements, which go beyond the minimum requirements of this policy, with approval from the Assistant Director for Student Leadership. When such higher standards are adopted and approved, the University will, where possible, assist groups in enforcement of those standards.
Classification Descriptions

**Academic/Educational:** Serves to meet the academic and educational needs of students. Organizations representing a particular academic area/academic department also fit under this category. Groups with this classification MUST obtain affiliation permission from the department/office your organization represents.

**Ethnic/Multicultural:** Focuses on ethnic, cultural, and diversity issues; Meets the needs of minority and/or under-represented students.

**Selective Membership Organizations (SMO):** For organizations that are Greek-lettered social and/or service fraternities and sororities that have an intake process, not inclusive of national honor societies or academic fraternities and sororities. To be classified as an SMO your organization has affiliation with an International, National or Regional organization and has a prescribed membership selection and/or intake process documented within the larger parent organization. A copy of the MIP/Intake processes must be supplied to the Assistant Director for Greek Life.

**Governance:** These groups serve as governing bodies for students, both undergraduate and graduate, including but not limited to: the Student Government Association, Graduate Student Association, and Residence Hall Councils.

**Graduate:** For students who are enrolled in any graduate program at NCCU.

**Health and Wellness:** Organizations that promote healthy lifestyles and have initiatives that highlight wellness programs and activities.

**Honor Society:** Serves as honorariums or recognizes significant academic, service and/or leadership achievements.

**International/Global:** Organizations that meet the needs of international students as well as promote global and international awareness/advocacy through programs.

**Law:** These organizations meet the needs of students of the School of Law. Groups with this classification MUST obtain affiliation permission from the department/office your organization represents.

**Religious/Spiritual:** These organizations focus on meeting the spiritual needs of students.

**Special Interest:** These organizations are formed to meet the needs of students that would otherwise not be represented.

**Sports/Recreation:** These organizations provide opportunities for recreational, leisure and sports activities or any activities students may do in their free time.

**Undergraduate:** These organizations serve the needs of all undergraduate students at NCCU.
SAMPLE CONSTITUTION

This document is intended to serve as a model for you to follow when writing the constitution for your organization. Your actual constitution may be expanded or modified, as long as the group abides by all state and federal laws, rules and regulations adopted by the Student Union and the university, including the Student Code of Conduct. Keep in mind that an organization’s constitution outlines the basic rules governing an organization, allows for continuity, and addresses situations that may arise within an organization.

PREAMBLE
We the members of (name of organization), and subscribing to the regulations and policies of North Carolina Central University, establish this Constitution to govern the matters within our organization.

Article I - Name
Section 1 The name of this organization shall be (provide complete, official name, specific and variations on the name which the organization might use in the business it conducts).
Section 2 Identify, if any, affiliations with national, regional, etc. groups and specify what the relationship is between the local group and the other groups.

Article II - Purpose
Section 1 The purpose of this organization shall be to (be as detailed as possible since your group will be limited to the purpose listed here. (Use action words such as: promote, recognize, and serve)

Article III - Membership
Section 1 Members (List the qualifications, requirements, rights, duties, and all other conditions for membership in the organization. If desired, include benefits and privileges of membership. Specify how membership may be resigned or terminated. It is also highly recommended that your organization include the University’s non-discrimination statement in your constitution.).

Note: Membership in a registered student organization is limited to students enrolled for at least one (1) semester hour of University credit at NCCU.
Section 2 Associate/guest members’ status if any; this would include alumni, staff, and faculty or community members. A guest of a registered organization may not act as or have the same privileges of a member or serve as a committee member.

Article IV - Officers
Section 1 The officers of this organization shall consist of: (state the number of officers, their titles, and their general duties and responsibilities. Officers must be NCCU students).
Section 2 Qualifications for each office, if any (GPA requirement, necessary experience, etc.)
Section 3 Term of office shall be (State the period of time that the office will be held)
Section 4 Provisions for removal of an officer shall be, (state how an officer is removed, such as who initiates, what type of vote is required, what steps for an appeal)

Article V - Elections
Section 1 Election of officers shall be held (state the method and frequency of elections; requirements or other conditions that members must meet before becoming candidates for office).
Section 2 Provisions for filling vacancies. (Specify when elections are held, if there are special elections, how positions are posted, who is eligible to vote, and percentage of membership for a legal election).
Section 3 The procedures for voting shall be (list any other provisions, who is eligible to vote, if there is a secret ballot or hand/verbal vote, the number of members present such as a quorum for the vote to be valid).
**Article VI - Meetings**

Section 1 Regular meetings of this organization shall be held (monthly, bimonthly, etc. Specify the person responsible for notifying members of upcoming meetings and the method of notification).

Section 2 A quorum shall consist of (X) voting members or a percentage of voting members present at any meeting. (A quorum is defined as the number or percentage of total membership to be present at a meeting in order to conduct the business of the organization. State the rules of order or procedure to be used during meetings. Cite the specific source or authority to be used in deciding questions of parliamentary procedure).

**Article VII - Advisers**

Section 1 There shall be (1, 2, or more) faculty/staff advisers who shall be members ex-officio with no voting privileges.

*Note: NCCU requires each registered student organization to have a full time faculty or staff person as an adviser for a registered student organization. An Adviser Agreement Letter is included as part of the registration process for student organizations and outlines the adviser role.*

Section 2 Method of selecting adviser
Section 3 Duties or responsibilities of adviser. Include the groups’ expectations for involvement and refer to the Adviser Commitment Letter.

**Article VIII - Amendments**

Section 1 The constitution may be amended by a vote of (be specific – majority, 2/3, etc., include any requirements for the form or manner in which the amendment is written; any limitations for the presentation or ratification of an amendment; and what margin of votes an amendment shall be required to receive for passage).

****This is a SAMPLE constitution. Do Not Sign****

_XXXXXXXXXXXXXXXXX_ Date ______________________________
Signature of 1st Officer

________________________
Officer Title Print name

_XXXXXXXXXXXXXXXXX_ Date ______________________________
Signature of 2nd Officer

________________________
(Officer Title) Print name
SAFO is operated under the leadership of the Director of the Student Union and was created to provide fund control, administration and accounting services over student fees for approximately 125 registered student organizations. In an average fiscal year the office deposits approximately $200,000 in organization funds.

NCCU SAFO Regulations

1. No Student Activity Fees or other University collected fee shall be used to purchase alcohol for use either on campus or off campus.
2. No other funds of an RSO deposited or administered through the Student Activities Fund Office (from dues, donations, etc.) may be used to purchase alcohol for use either on campus or off campus.

Hours of Operation

1 p.m. – 4:30 p.m., Monday – Friday
* The SAFO office is closed on University Holidays.

Deposits
1 p.m. – 4:30p.m., Monday – Friday
*Please allow time counting and receipt of funds.

1. A SAFO deposit slip must be filled out with your organization’s name and date.
2. The currency, coins, and checks must be totaled.
3. Please provide a description of the deposit.
4. A SAFO staff member will have you count the cash and coins in front of them to confirm you your totals and receipt as received.

Check Request Submission and Pick up Schedule

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<tr>
<th>Check Request Submitted</th>
<th>Check Ready for Pick-Up</th>
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*Exceptions must be approved by the AESU SAFO Office.
Financial Statements
Financial Statements will be issued upon request. Email Ms. Patricia S. Nelson at pnelson@nccu.edu to request a statement. You must have signature authority on the account to receive the financial statements.

New Accounts
The requestor must be the adviser, president or treasurer of a registered student organization to utilize SAFO. You must complete the Fund Authority Form. Signees for new account requests will be notified via email once the account has been approved and created.

Check Requests
All payment requests are processed on SAFO’s check request form. The form must be completed and submitted with all signatures and supporting documents. Supporting documentation may include receipts and invoices. The requested funding must be verified and available before a check can be issued.

- Checks will not be processed without approved supporting documentation.
- Incomplete check requests will not be processed.
- Check requests cannot be submitted for funds deposited on the same day. Please allow up to four business days for posting.

SAFO
North Carolina Central University
Alfonso Elder Student Union
1801 Fayetteville St.
Durham, NC. 27707
Only Submit the Forms Below to Suite 125 in the Alfonso Elder Student Union.
<table>
<thead>
<tr>
<th>Date Received: __________</th>
<th>For Office Use Only __________</th>
<th>Date Entered: ______</th>
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**Status of Organization**

New Organization
Registered Last Year

**Registration Packet Checklist**

Completed Registration Form
Advise’s Commitment Form
Attached Current Constitution
SAFO Forms (if applicable)

**Identifying Information**

<table>
<thead>
<tr>
<th>Organization’s Official Name:</th>
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<tr>
<td>Address (if applicable):</td>
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<tr>
<td>E-Mail Address:</td>
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<tr>
<td>Meeting Time/Place:</td>
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<td>From: __________</td>
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<tr>
<td>Starting month &amp; year</td>
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**Term of Officers:**

**Number of Meetings per Month:**

**Mission Statement & Description of Organization**

Please write or type the mission and a brief description of your organization. The description may be used in publications and NCCU’s student organizations’ website.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Type of Organization**

(Refer to page 4 for additional information)

Check one only:

- Academic/Educational
- Selective Membership Organization
- Health & Wellness
- Special Interest
- Ethnic/Multicultural
- Honor Society
- Religious/Spiritual
- Sports/Recreation
- Governance
- International/Global
- Law
- Undergraduate
- Graduate
## Affiliations

Complete this section if you are affiliated with a local, national or state organization.

<table>
<thead>
<tr>
<th>Headquarters Address:</th>
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## Organization’s Leadership Roster

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<td>820 Number:</td>
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<td>E-mail Address:</td>
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<td>Adviser’s Signature</td>
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Adviser Commitment Letter

Dear Student Organization Adviser,

The Alfonso Elder Student Union appreciates your commitment to serve as an adviser to a Recognized Student Organization (RSO) at North Carolina Central University (NCCU). The adviser plays an integral role in helping student leaders create an environment within their organizations that is productive, safe, enjoyable, and educational. As an adviser you agree:

• That you are a full-time employee (faculty or staff) at NCCU and that you will notify the Student Union immediately if your employment status changes.
• To assist the RSO you advise to develop realistic goals for the academic year. This will contribute to the educational and personal development of the students involved.
• To be familiar with the RSO’s constitution and all other governing documents, so that you may advise effectively.
• To attend executive officer meetings, general meetings, and organization events when possible.
• To receive and review monthly financial reports from the organization’s treasurer.
• To encourage the officers of the organization to share information with the general membership.
• To assist in the orientation of new members and with the transition process each year.
• To be familiar with the University’s Student Code of Conduct and other institutional guidelines that establish expectations for student behavior and activities.
• To guide the group and its officers to establish policies, answer policy questions, and explain the consequences for choosing to operate outside their parameters.

The Alfonso Elder Student Union will continue to be a resource for you as an adviser in a variety of capacities. In an effort to provide enhanced resources and guidance for advisers, the Student Union will continue to provide information about student risk management, event planning, travel, fundraising, and organizational development.

By signing this agreement letter you affirm that you have read and understand the role of adviser, and that you are willing to serve as an adviser to the RSO named below. If you have any questions regarding the information presented in this document, please contact Dr. Corey Guyton, the Assistant Director for Student Leadership, at 919-530-7453.

Name of Organization

Organization’s President Signature

Adviser’s Signature

Print President’s Name

Print Adviser’s Name

Date

Date