NCCU Registered Student Organization (RSO) Instructions

Registration:
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 online registration
  a. After the registration form is completed and submitted, your organization will be notified of its status once approved
  b. **ALL** additional forms: Advisor Commitment Letter and the Greek Life Approval Form, must be completed and submitted for approval
  c. Submit a copy of the organization’s constitution and by-laws. A sample can be found in this registration packet if you need assistance creating one.
- Participate in a mandatory training session for organization presidents and Advisors, dates will be provided by the Department of Student Engagement and Leadership

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

Benefits of becoming a RSO:
- 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, special case funding, 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.

- Current RSO’s must renew no later than **August 25th**, in the fall semester of the upcoming academic year. Recognition as a RSO expires annually on May 15th of the following academic year, unless withdrawn earlier for cause.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.
- 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 online registration packet at any point during the academic year. After your registration has
been submitted, the student organization will meet with the Assistant Director for Student Leadership, Training and Development 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 organizations’ funding, planning and operations, with the assistance of the Advisor.

- The RSO must have an advisor 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. **Good academic standing equates to 2.5 GPA Cumulative for officers, 2.0 GPA Cumulative for members.** All student records will be verified by the Department of Student Engagement and Leadership.
- Community Service Hour opportunities must be approved in advance by Student Engagement and Leadership BEFORE the event takes place or the hours will not be honored.
- **A minimum of five** currently enrolled NCCU students are required to initially establish a 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 Department of Student Engagement and Leadership)**
- The RSO must participate in community service activities, at least one per semester. Adequate participation numbers equate to 50% member representation for one event; 25% member representation for two or more events.
- The RSO must have at least one executive officer attend meetings and trainings sponsored by the Department of Student Engagement and Leadership.
- The RSO must participate in at least one Student Organization Fair each academic term.
- 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.**
- The RSO must comply with applicable federal, state, and local laws, 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). You will be contacted by one of these offices will contact you if this is the case.
• RSO’s 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 Training, Leadership and Development. 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.
• **Greek Letter Organizations**: 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 a Greek lettered organization 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 Coordinator 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 & 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 Membership Statement
Membership in this organization is limited to any student who is paying Activity and Service Fees and is currently and/or continuously enrolled at the North Carolina Central University. No discrimination shall be made on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, gender expression, or veteran status. Hazing will not be allowed as a condition of membership in this organization.

Section 2 Additional Membership Requirements
Organizations may create at least one legal criterion for membership, beyond being enrolled at NCCU. This could include dues and attendance. Sample sentences for these types of criteria include: Members must pay dues as per Article IX; Members must attend x% of membership meetings within the current
semester. Together with Article III, Section 1, these additional requirements define what it means to be an “active student member.”

Section 3 Recruitment
Recruitment shall take place throughout the year and membership is open at all times.

Section 4 Voting Rights
Only active student members are eligible to vote.

Section 5 Revocation of Membership
Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 affirmative vote of active student members.

Section 6 Reinstatement of Membership
Membership may be reinstated after one full semester has passed. The former member may submit a request for reinstatement to the President. At the next membership meeting, the organization must vote on the reinstatement request. Membership may be reinstated by a 2/3 affirmative vote of active student members.

Note: Membership in a registered student organization is limited to students enrolled for at least one (1) semester hour of University credit at NCCU.

Article IV - Officers

Section 1 Eligibility
Potential officers must meet the minimum eligibility requirements of active student membership (Article III, Sections 1 and 2). All officers of the organization shall possess (at the time of election and during their term) at least the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position. Officers who do not meet these requirements during their term shall be resigned or removed.

Section 2 Additional Eligibility Criteria (if applicable)
Organizations may create more stringent, legal officer qualifications than those listed above. This could include prior attendance, major, and GPA (greater than a 2.5), among others. This is what would be required for a member to be eligible to
run for and maintain a position. The requirements of this section may be waived by a 2/3 affirmative vote of active student members, prior to nominations and elections.

Section 3 Officer Requirements (if applicable)
Organizations may create requirements of the officers, which they must maintain after installation and throughout their term. This could include attendance at meetings and monthly reports, among others. Additionally, organizations may create and absence clause in the event of an officer’s absence. Sample sentences may include: Officers must attend x% of all officer meetings, membership meetings, and events unless they have an excused absence. Absences can be expunged by a 2/3 affirmative vote of officers.

Section 4 Titles and Duties
The officers of this organization shall include a President, Vice President, Treasurer, and Secretary, and additional officer titles (if applicable). No officer will be permitted to hold more than one officer position at a time, unless appointed to an interim position as per Article VI, Section 3.

The President shall:
- Supervise and coordinate the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Maintain communication with the Office of Student Involvement and ensure that all paperwork is current.
- Be one of three signers on financial documents.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Treasurer.
- Ensure that all officers are familiar with this Constitution, via a review to happen within one month of officer installation.
- Ensure that all officers are performing their duties as defined in this Constitution.
- Keep advisor informed of activities and functions of the organization.
- Be familiar with Robert’s Rules of Order to conduct meetings.
- Be familiar with the Student Organization Handbook regulations as they relate to student organizations and communicate them to the organization as needed.
- Provide all documents and records pertaining to their responsibilities to the newly-elected President.
- Assign special projects to officers.

The Vice President shall:
- Assist the President in their duties.
- Assume the President’s responsibilities in their absence.
- Coordinate all conferences.
- Keep accurate records of all meetings in the Secretary’s absence.
- Plan and be responsible for all retreats and training of the organization.
- Perform an audit of all financial transactions of the organization once per semester.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Vice President.
- Assist in special projects as assigned by the President.

The Treasurer shall:
- Keep an accurate account of all funds received and expended.
- Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, advisor, or Office of Student Involvement.
- Be one of three signers on financial documents.
- Be responsible for collecting dues and notifying members who are delinquent in their payments.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the President.
- Provide financial records sufficient to allow the Vice President to perform audits.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Treasurer.
- Assist in special projects as assigned by the President.

The Secretary shall:
- Notify members of meetings via e-mail and/or telephone at least 48 hours in advance.
- Keep accurate minutes and records of all meetings.
- Maintain accurate list of members and their contact information.
- Prepare the organization’s Update Form to submit to OSI at the beginning of each semester, and when there are changes in organizational information over the course of the semester.
- Take attendance at all meetings and maintain an attendance record.
- Prepare ballots for elections.
- Check eligibility for potential officers, prior to annual elections.
- Keep copy of constitution and have available for members.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Secretary.
- Assist in special projects as assigned by the President.

The additional officer title shall (if applicable):
- Duties of officer
• Provide all documents and records pertaining to their responsibilities to the newly-elected officer title.
• Assist in special projects as assigned by the President.

Section 5  Voting Rights
All officers shall retain voting rights; however, the President shall only vote in the case of a tie, with the exception of officer elections.

Section 6  Term of Office
The length of term of office shall be no longer than one year.

Article V – Selection of Officers

Section 1  Announcement of Elections
The President shall, at least one meeting prior, announce the date of the upcoming nominations and elections. They shall also state the eligibility criteria (as defined in Article IV, Sections 1 and 2) and that all active student members interested in running for an office should bring written proof of eligibility to the nominations/elections meeting.

Section 2  Nomination Process
The nomination of officers shall occur each academic year at the membership meeting held in March. One of the officers not running for office (preference determined by the order listed in Article IV, starting with the President) shall facilitate the nomination and election process at this meeting. If this is not possible, the facilitator will be selected by a majority vote of active student members.

Any active student member present may nominate someone or themselves for office by verbally nominating the individual during this procedure. However, the nominee must be considered eligible for an officer position (as defined in Article IV, Sections 1 and 2 as verified by the Secretary). Absentee/proxy ballots are not permitted in the nomination process.

Section 3  Election Process
The election of officers shall occur at the membership meeting held in March. The order of elections shall be: President, Vice President, Treasurer, and Secretary (and additional officers, if applicable). The organization may not proceed to the election of the next officer until the current one has been resolved.

The nominated candidates for each office will be given a chance to address the organization to discuss their qualifications and reasons why they should be selected to that office. Candidates will speak to the organization in alphabetical order by last name. Once each candidate for that office has had the opportunity to speak, all active student members present (minus the nominations/elections
facilitator described in Section 1 above) will have the opportunity to vote by secret ballot. Absentee/proxy ballots are not permitted in the election process.

The nominations/elections facilitator will tabulate all votes immediately, in the presence of the organization. A candidate shall be elected by a majority of all votes cast by active student members. If no candidate receives a majority of votes, the top two candidates will immediately enter into a run-off election. In the event of a tie, the nominations/elections facilitator shall cast a vote to break the tie.

The nominations/elections facilitator will announce the new officer and ask if any active student member contests the count. If no active student member contests the count, the new officer shall take office as per Article V, Section 4. If an active student member contests the count, each candidate may select an active student member to supervise the recount. The nominations/elections facilitator will immediately recount all votes in the presence of the selected representatives. Once an officer is confirmed, the organization will proceed to elections for the next officer.

Section 4  
Installation of Officers  
Newly elected officers shall take office immediately following the membership meeting in April and their term will end immediately following the membership meeting the next April. Current officers should assist in the transition and training of the officers-elect, from elections until installation. A change in officer information should be reported to the Office of Student Involvement, via Update Form, within 10 school days of installation.

Section 5  
Re-election  
Any officer may be re-elected; however, not for more than two consecutive terms in the same officer position. Officers cannot reappoint themselves for a subsequent term, they must be re-elected as described in Article V.

Article VI—Officer Vacancies

Section 1  
Removal of Officers  
Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, or violations of any provisions of the Constitution. The officer will be notified in writing of the possible removal from office at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Any officer may be removed from office upon a 2/3 affirmative vote of active student members. The removed officer shall provide all documents relating to the organization and brief their replacement of current projects in their care.

Section 2  
Resignation
Officers no longer wishing to serve on the board must submit their resignation to the President (or Vice President if the President is resigning) and advisor at least two (2) weeks in advance. Prior to the officer’s final day they shall provide all documents relating to the organization and brief their replacement of current projects in their care.

Section 3  Filling Vacant Officer Positions
In the event an officer (besides President) is removed or resigns, the remaining officers will decide if the position is to be filled. If it is to be filled, the nomination and election process as stated in Article V will take place at the next membership meeting. The officers may appoint an interim officer to serve in the vacant position until the next membership meeting.

If the President is removed or resigns, the Vice President will assume the role of President upon a majority confirmation of the remaining officers. If not confirmed, the position of the President will be filled as per the paragraph above.

The newly elected officer’s term shall end at the annual installation of officers in April. A change in officer information should be reported to the Office of Student Involvement, via Update Form, within 10 school days of the election.

Article VII - Meetings

Section 1  Regular meetings of this organization shall be held (weekly, 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).

Section 3  Calling Meetings
The President will be in charge of calling meetings and the Secretary will be responsible for notifying all members and/or officers at least 48 hours in advance, by e-mail and/or telephone. A majority vote of the officers or active student members may also call a meeting.

Section 4: Meeting Procedure
The President shall use their discretion as to the manner and process in which they preside over meetings. However, the President shall follow Robert’s Rules of Order in a given meeting if 2/3 of the active student members so request.
Article VII - Advisors

Section 1: There shall be (1 or 2) faculty/staff advisors who shall be members ex-officio with no voting privileges. To be eligible to serve as the advisor, the person must be a full time faculty or staff employee defined by Human Resources. An Advisor Agreement Letter is included as part of the registration process for student organizations and outlines the advisor role.

Section 2: Role and Authority
The advisor shall serve as a mentor to the organization, providing guidance to the officers and members in the development and implementation of programs and activities, as well as NCCU policy and procedure. Additionally, the advisor will monitor expenditures of the organization. The advisor has no voting rights. The advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization.

Section 3: Length of Term
The advisor has no term limit as long as they remain a contracted NCCU employee.

Section 4: Removal and Replacement of Advisor
The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a majority vote of active student members, the advisor will be removed from their duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to the Department of Student Engagement and Leadership, via Update Form.

Article VIII—Finances

Section 1: Membership Dues
If there are no dues, state: There are no membership dues. Otherwise, state: Membership dues shall be $number per year or $number per semester. Membership dues will be collected by the Treasurer during the fall and spring semesters only. All active student members, including officers, are required to pay membership dues. Full or partial refunds can only be granted upon a 2/3 affirmative vote of the officers.

Section 2: Budget Approval
The Treasurer (in conjunction with the President) shall create a budget for the fall and spring semesters. The officers and active student members must approve the budget within the first month of each semester. New expenditures, above $
Section 3: Financial Authority  
For the protection of the organization and its officers, it is required that two authorized persons approve all monetary transactions. Only the President, Treasurer, and Advisor can be signers with the organization’s financial institution. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University, local, state, and federal laws. All funds must be deposited within 24 business hours after collection.

Section 4: Officer Transition  
It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization’s financial institution after each election. In addition, it is the outgoing Treasurer’s responsibility to compile and present all banking documents and information about the previous and current budget to the new Treasurer.

Section 5: Dissolution of Organization  
In the event that the organization ceases to exist, any funds remaining in the organization’s account shall be donated to:

Pick a charity/cause  
Address  
Phone

Article IX – External Affiliations (if applicable)  
Mention the name of any affiliation with a national, regional, or local governing body/parent/corporate organization. Discuss how the organization relates to the external affiliates, including any requirements (fees, membership, governance, etc.) of that relationship. These organizations will also need to submit a letter of support and copy of constitution/bylaws.

Article X – Committees  
Committees may be formed by a vote of officers or active student members. At the time of formation, the process for committee member selection, chair selection, and committee and chair responsibilities must also be approved. Committees may be dissolved by a vote of officers or active student members.

Article XI—Publications and Advertising  
Section 1: Compliance  
All graphics and publicity of the organization must comply with Student Engagement and Leadership and other building guidelines, and the NCCU University Relations Marketing Graphic Standards.
Section 2: Approval
The Secretary and President must unanimously approve all graphics and publicity (e.g., shirts, flyers, and other forms of advertising/marketing) prior to duplication and distribution.

Article XIII—Ratification and Empowerment

Section 1: Ratification
This constitution will become ratified by a 2/3 approval of the officers of the organization.

Section 2: Empowerment
This constitution will take effect only after it is approved by the Student Government Association and Department of Student Engagement and Leadership.

Article XIV—Risk Management

Section 1: General
The organization will follow all risk management guidelines and procedures as provided by Office of Student Involvement or other university entities, in regards to organizational activities, event planning, and group travel. Additionally, officers of the organization will continually review organizational procedures in attempt to minimize any potential risks.

Article XV—Amendments

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a membership meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following membership meeting and approved by a 2/3 affirmative vote of active student members. All amended constitutions must be submitted to the Department of Student Engagement and Leadership within two school weeks. The amendment shall not take effect until approved by the Assistant Director of Student Leadership, Training and Development.

History of Constitution
Created: Original date of creation
Revised: Date of revision, AFTER initial constitution approval

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