



**NORTH CAROLINA
AGRICULTURAL AND TECHNICAL
STATE UNIVERSITY**

STUDENT ORGANIZATION HANDBOOK

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This document is brought to you by the Office of Student Activities and Campus Involvement at North Carolina Agricultural & Technical State University.



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LETTER TO STUDENT LEADERS

Dear Aggie Student Leaders,

The Office of Student Activities and Campus Involvement (OSA) would like to welcome you to the academic school year. North Carolina A&T State University recognizes and fully supports student organizations which serve as an integral part of campus and student life. Students are encouraged to participate in the variety of activities and programs that are generated by this office, other departments and each of the respective registered organizations on our campus. We, the OSA staff, student staff, and Executive Student Leaders (ESL), are here to help you and your group maximize your potential by building character, engaging in collaboration, enhancing skills, while promoting campus, local, and global citizenship.

The Student Organization Handbook was created as a guide for all Registered Student Organizations (RSO) in an effort to provide a foundation for groups to collaborate and work towards achieving these goals together. It will provide your organization with the tools and resources needed to navigate your way through the fast-paced and ever-changing landscape of North Carolina Agricultural and Technical State University (NCAT).

This document represents coordinated efforts of student organization advisors, the Council of Presidents, and the Office of Student Activities (OSA). It is a valuable resource designed to provide helpful and useful information for all involved in the management of student organizations. We encourage you to review this document in its entirety. It is imperative that you share this manual, its contents, as well as other resources made available with both your advisor/s, and the members of your organization.

STOP AND REFLECT:

- What is your reason for starting a new organization or leading an organization?
- What need will your organization fill on campus?
- How can you implement the interests projected in your group into other areas of your life?
- How can you inspire others to share ownership in your vision?

CONTACT US:

The Office of Student Activities and Campus

Involvement Located in the Student Center, Suite 332

Monday - Friday from 8:00 AM - 5:00 PM, with the exception of university holidays and closings.

Phone: (336) 285-4930

Facebook: [NC A&T Student Activities and Campus Involvement](#)

[TWITTER/Instagram](#): NCAT_OSA

ABOUT THE OFFICE OF STUDENT ACTIVITIES AND CAMPUS INVOLVEMENT



The Office of Student Activities & Campus Involvement serves as a catalyst for co-curricular learning and experiences outside of the classroom which supports the emergence of a holistic, well-rounded student as they prepare for life after graduation.

We accomplish our mission through programming efforts, initiatives, and the provision of resources associated with our four (4) core functions. These functions and outcomes are, but are not limited to:

- **Designing and supporting programs** (cultural, educational, intellectual, recreational, and social) that cultivate student expression and foster interactions among the diverse members of the University community.
- **Providing experiences and opportunities for student leadership**, particularly through the Office of Student Activities; to develop them both ethically and morally through social responsibility in order to effectively lead and advocate for the entire student body.
- **Providing students and advisors with ongoing training** that will develop and enhance their organization management and communication skills, personal accountability, leadership skills, and member recruitment capabilities.
- **Providing experiences and opportunities for students involved in student organizations** to learn and articulate their strengths and weakness; through self-reflection, professional development, and social development.

OSA includes the following areas/departments:

- Student Government Association (SGA)
- Clubs and Organizations/Council of Presidents (COP)
- Campus Programming/ Student University Activities Board (SUAB)
- Fraternity and Sorority Engagement/ Joint Greek Council (JGC)
- Honda Campus All-Star Challenge (HCASC)
- Major Events (such as homecoming, excursions, summer programs, Aggie Fest, etc.)

COUNCIL OF PRESIDENTS

The Council of Presidents (COP) serves as the governing body for all undergraduate registered student organizations (RSOs) on the campus of North Carolina A&T State University. Their purpose is to assist, advocate, govern and serve as a liaison between the university and these groups.

As an executive board, with the help of the presidents and vice-presidents representing the member organizations; they aim to:

- Promote the general welfare and interest of all student organizations
- Advocate for student groups serving as a liaison between the administration and organizations
- Serve as the voice for student organizations at NC A&T SU
- Provide programming, leadership experiences, and civic and service opportunities for student organizations and their members

The executive board of the Council of Presidents of NC A&T SU consists of:

- President
- Vice President
 - COP Interns
- Secretary
- Treasurer
- Content Creator
- Event Coordinator

STAY UPDATED WITH STUDENT ORGANIZATIONS:

[TWITTER/INSTAGRAM](#) @NCATCOP

Should you need to reach the COP E-board about starting a new organization, questions about the status of your organization, or challenges your organization is facing here on the campus feel free to contact us via e at copeboard@ncat.edu.

Student organizations specific to graduate students at North Carolina A&T State University are governed by the Graduate College. For more information about graduate student organizations, please contact gsaccomunications@ncat.edu.

We encourage you to look for the group that best suits you!

REGISTERED STUDENT ORGANIZATIONS

What is a Registered Student Organization?

A Registered Student Organization (RSO) is a group of NCAT students who unite to promote or celebrate a common interest and is recognized by the Office of Student Activities and Campus Involvement. RSO's at NCAT must comply with all University policies in order to gain and maintain an active organization status organization status. NCAT is committed to equality of educational opportunity in compliance with applicable federal, state, and local laws. As such:

Membership and participation in student organizations must be open to all students without regard to age, race, color, creed, national origin, disability, religion, religious status or historic religious affiliation, military veteran status, political affiliation or sexual orientation. Membership and participation in the group must also be open without regard to gender, unless exempt under Title IX.

- Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the group to students who, upon individual inquiry, affirm that they support the group's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her age, race, color, national origin, disability, religious status or historic religious affiliation, military veteran status, sexual orientation, or, unless exempt under Title IX, gender.

How Registered Student Organizations Fit in?

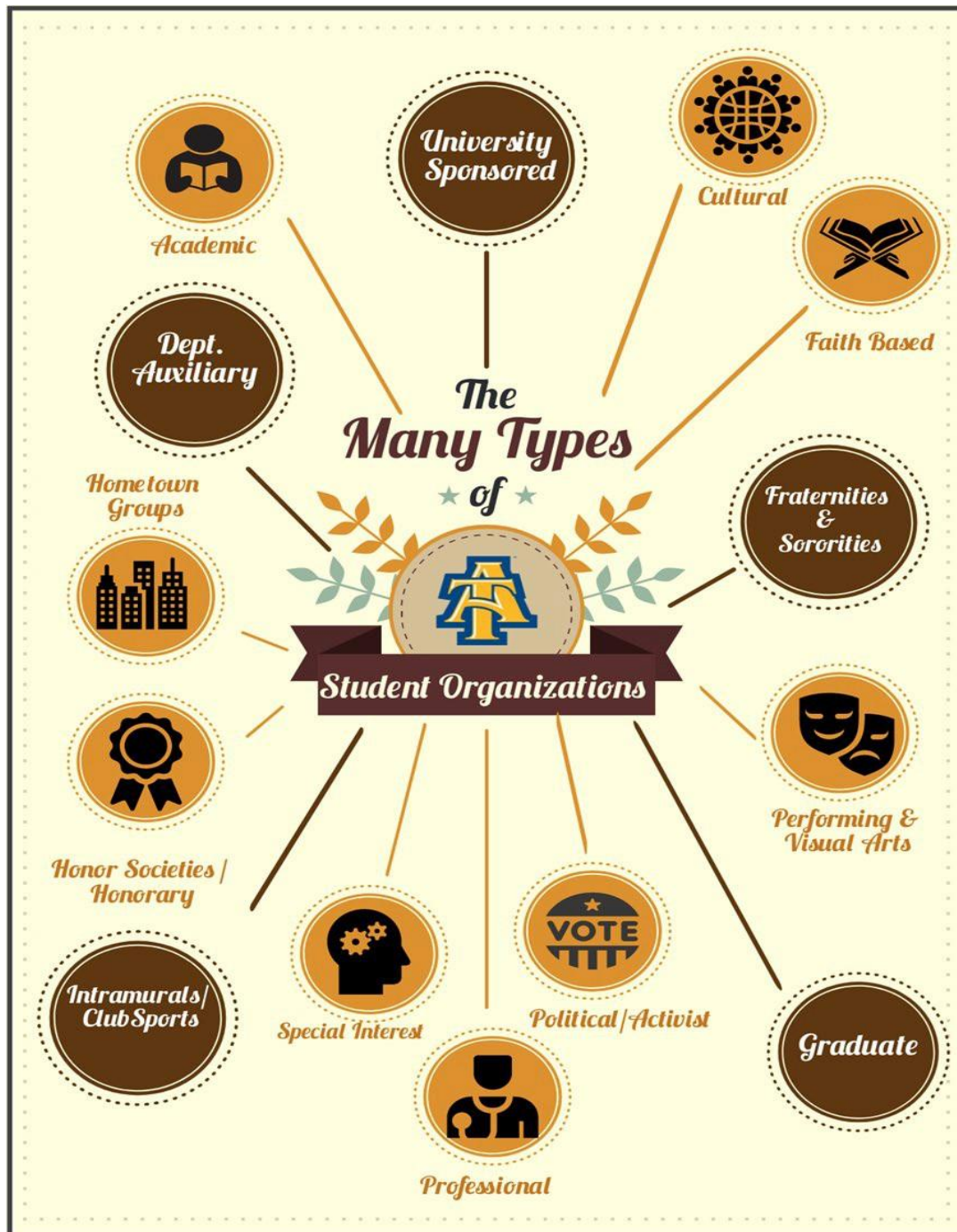
Registered Student Organizations are an essential component of the overall campus experience at NCAT. They provide valuable learning experiences outside the classroom and create opportunities for students to develop personally and professionally. An effectively engaged student is one who understands their personal responsibility and shows a willingness to connect interpersonally, behaviorally, and mentally with a concept, a process, an event, or people. Students who effectively engage the programs of the Office of Student Activities and Campus Involvement will learn to:

- Embrace differences
- Adapt to change
- Think critically
- Communicate effectively
- Act Responsibly
- Develop leadership capacity
- Effectively engage the campus community
- Become lifelong learners
- Plan and implement events
- Describe, create, function in and maintain a socially just, culturally engaged, civically involved, sustainable and technologically advanced community

We believe that community and campus involvement is a powerful vehicle for leadership and assists student organizations in their development with the focus of promoting leadership and personal growth. OSA & COP offers group & individual leadership education, officer resources, organizational consulting, event planning resources, and more.

CATEGORIES OF STUDENT ORGANIZATIONS

All student organizations must be registered with the Office of Student Activities and Campus Involvement in order to be recognized at North Carolina A&T State University. The categories in large circles represent those organizations that are specifically **sponsored and supported** within a university department such as the Division of Student Affairs. These groups are provided with advisors and/or financial support from said department. The other categories of student organizations are voluntary associations led by NC A&T State University students, which are legally independent of the University. Registered student organizations are classified under the following subcategories:





NORTH CAROLINA A&T STATE UNIVERSITY #GETINVOLVEDATNCAT

WHAT IS 1891CONNECT?

1891Connect allows organizations to:

- Store important documents (Constitutions, rosters, minutes, etc.)
- Share events (both public and private)
- Manage and contact membership and interested students
- Register for student organization fairs, trainings sessions, and other OSA sponsored opportunities
- Manage/track service hours
- Complete student organization registration and re-registration process
- Coordinate online polls and elections
- Message/communicate with your entire membership at one time i.e. e/text message
- Easily locate forms, etc. for campus resources i.e. fundraising, COSA, etc.

1891Connect allows students to:

- Find information about any registered student organization
- Create an Involvement Record
- Manage and track involvement
- RSVP to events
- Create an individual profile

How to use 1891Connect:

Please take some time to explore the site. If you need assistance navigating the site watch our tutorial videos here via the NCAT OSA YouTube Channel or visit the Anthology Engage help site.

Find a complete list of NC A&T SU student organizations online at: 1891Connect.ncat.edu.

BENEFITS TO JOINING OR STARTING A STUDENT ORGANIZATION OR CLUB

There are many benefits to being a registered student organization on campus.

Tangible benefits include:

- Ability to reserve space for events on campus
- Recognition on campus
- Access to all services provided by OSA
- Participation in NCAT University sponsored events and approved community service and volunteer efforts
- Engage in teamwork, communication, organization, decision-making, and event planning opportunities
- Ability to apply for the Cost of Student Activities Fund (COSA)

Intangible benefits include:

- Meet and interact with people with the same interests
- Learn from organizations with different missions through collaboration
- Promote campus-wide and global citizenship by taking part in something bigger than yourself
- Understand yourself by reflecting on your leadership style, experiences and role within an organization
- Obtain useful experience, transferable job-related skills

LOOKING TO START A NEW GROUP AT NCAT?

Stop by the OSA Office for more information on how to create a new student organization/club or review the steps on the following page(s).



STARTING A NEW STUDENT ORGANIZATION (NSO)

Start Here: A Step-by-Step Guide for New Student Organizations

1	<p>FORMULATE A CLEAR UNIQUE PURPOSE FOR YOUR GROUP</p> <p><i>Check to make sure that a similar group does not exist already.</i></p> <ul style="list-style-type: none">• Attend at least one of the Mandatory New Student Organization Workshops.• Fill out, complete and turn in the:<ul style="list-style-type: none">○ New Student Organization Application○ Justification Letter○ Proposed Events• Drop them off at the Office of Student Activities and Campus Involvement (OSA).
2	<p>MEET WITH A MEMBER OF COP</p> <p>Once OSA/COP have received both documents, COP will vote on the <u>approval or denial</u> for the request to establish the organization. Packets missing any required documents will not be reviewed until all documents have been submitted.</p> <ul style="list-style-type: none">• You will receive an e once all documents have been verified to be reviewed by the COP Executive Board. <p>If you are <u>APPROVED</u> you will receive an e from a member of the Council of Presidents Executive Board to set up a meeting</p> <ul style="list-style-type: none">• At this we will assist you in shaping the final details, thoughts, ideals, and purpose for the proposed organization, receive helpful tips on writing your own organization constitution.• You will need to prepare the final and most important document in this establishment of the organization - the constitution.
3	<p>NSO CONSTITUTION REVIEW</p> <p>A meeting between the organization, the advisor, and officials from the Council of Presidents executive board may be required to review the organizations constitution.</p> <ul style="list-style-type: none">• This could include several meetings to revise your constitution. These meeting are called NSO Constitution Reviews, and it usually takes a few weeks of reviews to reach a final draft of your constitution.

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WHAT IS NEXT...

The final draft of your Constitution will go to the COP Executive Board for full review and to make a recommendation whether the organization has completed the process.

- Within one week of receiving your final constitution, COP will vote.
- You will receive an e from COP Executive Board notifying you if you have been approved or denied to start an NSO.

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FINALIZING YOUR ESTABLISHMENT

Once your document is final, you will receive an e from COP Executive Board notifying you of your Registered Student Organization status. Follow the instructions in this e to attend the 'From NSO to RSO Workshop'

If your organization is approved you MUST:

- Pay the registration fee and bring a copy of the receipt to the workshop.
- The President, Vice President and Advisor are required to be in attendance for the workshop.
- This includes attending the Registered Student Organization (RSO) Presentation. This presentation will inform you of all policies, procedures, and resources that apply to RSO's.

If the established deadlines above for forms/meetings are not completed and turned into the Office of Student Activities & Campus Involvement, Student Center Suite 332 then you **automatically forfeit your new student organization application no matter what stage you are in and will have to resubmit again in the next Fall semester.**

No New Student Organizations Applications are accepted in the Spring semester, the process closes to allow us onboarding for those who completed the process in the Fall semester.

Once you've have been approved and registered as an active student organization on the campus of NCAT, you and/or your organization members are required to attend and participate in Council of Presidents (COP) meetings and events, as well as complete all required reporting to maintain your status as a recognized student group at the university.

STUDENT ORGANIZATION GENERAL GUIDELINES & QUICK REMINDERS

As a new student organization at NCAT you are governed by University Policies, the Student Code of Conduct, and the Student Organization Handbook and Guidelines, created and implemented by the Office of Student Activities & Campus Involvement. This handbook will help explain the privileges, procedures, and expectations associated with having a student organization on campus.

- All officers must be full-time enrolled undergraduate students at NCAT
- All student organization members must be enrolled for at least 6 hours at NCAT
- All student organization officers are required to maintain a 2.75 GPA
- All student organization members are required to maintain a 2.0 GPA
- All student organizations are required to do community service through the Office of Leadership and Civic Engagement (OLCE) 6 hours per semester = 12 hours total for the academic year

It is essential that the organizational presidents, officers, and advisor(s) understand the rules and policies of student organizations, and take the time to share them with the other officers and general membership.

Full information and resources for students wishing to start a new organization and existing organizations can be found online at:

1891Connect.ncat.edu.

STUDENT ORGANIZATION ADVISORS

Student involvement in campus organizations provides the opportunity for students to develop organizational and leadership skills. Students can complement their educational objectives through important out-of-class activities that offer them the chance to increase in knowledge and life skills, exercise basic freedoms, gain valuable experience and learn about human behavior. In support of these objectives, it is important that persons with experience in organizations be available to assist students in their organizational endeavors. While the range of student activities and group purposes are diverse, advisors can be a valuable resource to the organization in terms of helping with planning matters, University regulations and policies, and financial concerns. Attaining advisors who are committed to student learning through out-of-class activities is crucial. **Registered Student Organizations (RSOs) are required to have an advisor. The main advisor must be a University faculty or staff member; however, student organizations can have multiple advisors.**

INTEREST IN ADVISING A STUDENT ORGANIZATION?

We require that no person advise more than two active organizations at a time.

Advisor Requirements

The following criteria must be met to be a faculty/staff advisor for registered student organizations at NC A&T State University:

- Full-time salaried personnel of the university
 - Part-Time Faculty can serve as co-advisors only.
 - Temporary, auxiliary, and para-professionals are ineligible to serve as advisors/co-advisors.
- Be at least five (5) years removed as a NC A&T SU Undergraduate Student and at least two (2) years removed as a NC A&T SU Graduate Student.
- MUST attend and stay for the duration of functions sponsored by the organization (especially those considered as major events, travel, require money collection, fundraisers, and events with 50 or more attendees).
- Provide oversight for all paperwork, financial procedures, member verification, officer transition process.
- The advisor must attend 50% (at minimum) for all meetings, events, and other functions held by the organization.
- Review expenditures and preserve organizational records.
- Be familiar with University Policies and procedures along with the OSA student organization policies.

STUDENT ORGANIZATION ADVISOR REMOVAL

This process outlines the steps for Registered Student Organizations (RSOs) to address concerns about their advisor's performance or behavior. It ensures a fair and transparent approach by encouraging open communication, collaborative problem-solving, and providing opportunities for mediation when necessary.

Step 1- Identify and document concerns

Internal Discussion:

- The RSO leadership team (e.g., president, vice president, key officers) should meet to discuss specific concerns about the advisor's behavior, actions, or performance.

Documentation:

- Clearly document all concerns with detailed examples and incidents.
- Record minutes from the meeting, including the concerns discussed and decisions made about the next steps.

Step 2: Address Concerns Directly with the Advisor

Schedule a Meeting:

- The RSO leadership should arrange a private meeting with the advisor to present the documented concerns.

Discuss Concerns:

- Use examples from Step 1 to illustrate the issues clearly.
- Approach the discussion collaboratively, aiming to resolve misunderstandings or identify improvements.

Step 3: Evaluate the Outcome

Monitor Progress:

- After the initial discussion, allow the advisor a defined follow-up period (typically 30 days) to address the concerns.
- During this period, monitor the advisor's progress using specific actions or benchmarks identified during the initial meeting.
- Hold a follow-up meeting with the advisor to evaluate whether concerns have been resolved or remain.

Step 4- Seek Mediation (Optional)

Request Mediation

- If the concerns persist, the RSO may seek mediation through the Office of Student Activities (OSA) or a neutral third party.

Involve Key Stakeholders:

- If the RSO is part of a larger department, consider involving a department representative (e.g., assistant dean) to help evaluate the situation.

Mediation Goals:

- The objective is to create an open dialogue and work toward a resolution acceptable to both parties.

Step 5- Submit Formal Request for Advisor Removal

Formal Request Submission

- If mediation does not resolve the issue, the RSO leadership may submit a formal written request for advisor removal to the Office of Student Activities (OSA) and the Council of Presidents. An email must be sent to the Council of Presidents (copeboard@ncat.edu)

Follow RSO Constitution:

- Ensure the request aligns with the advisor removal guidelines outlined in the RSO's governing documents.

Formal Review Process

- COP will review the request, verify that all prior steps were followed, and consult with current advisor.

Decision and Communication

- Once a decision is made, COP will communicate the outcome to the RSO leadership and the advisor, outlining any next steps.

By following this process, RSOs can ensure that any concerns about their advisor are addressed fairly and respectfully, fostering a positive and productive environment for all involved.

ADVISOR RESPONSIBILITIES

It is important that advisors understand the responsibilities involved before making a commitment to a student group. Those responsibilities include:

1. Must be at all major events, and present at 50% (at minimum) of the other events, activities and meetings hosted by the organization.
2. Should assist students in their activity planning of programs, events, and/or meetings
3. Assist officers in understanding their duties, administering programs, organizing projects and making appropriate officer transitions and financial transactions.
4. See that continuity of the organization is preserved through a constitution, minutes, files by making sure business/meetings are run in an orderly, efficient manner. (e.g., parliamentary procedures or consensus) and completion of all required University reports.
5. Encourage students to understand and apply democratic principles, including recognition of minority opinions and rights.
6. Be a sounding board, especially for officers, and be supportive of all members.
7. Maintain the ability to deal with issues each year, and remain fresh.
8. Be a facilitator both among officers and between officers and members.
9. Be familiar with national structure and services, if relevant.
10. Consult with individual members, when necessary.
11. Be generally available to assist the organization.
12. Understand and articulate University policies and procedures, regulations, and services for the students to ensure that the organization is following all required procedures.
13. Attend advisor training once an academic year.
14. Consult with the Office of Student Activities and Campus Involvement and other University departments when problems arise with the student organization.
15. Advisors will be required to sign an agreement of acknowledgment and understanding of their responsibilities.
16. Advisors are not allowed to hold office or vote. The organization must be student led.

SUGGESTIONS FOR EFFECTIVE ADVISING

1. The maturity/skill of the organization and its leadership should dictate your style of advising. If the leaders have low skill levels, you may need to be more actively involved with the group. As leaders' skill level matures, you can then decrease the amount of direction you need to provide the group.
2. Express sincere enthusiasm and interest in the group and its activities.
3. Be open to feedback from the group. Talk with them regarding your role as an advisor. Be willing to admit mistakes.
4. Give the group and the leaders feedback regarding their performance. Raise questions with them regarding their goals.
5. Be aware of University policies and procedures so that you can be a knowledgeable resource for the group. Be familiar with the Code of Conduct and this handbook.
6. Get to know members. Be available and accessible to them. They will feel more comfortable with you and be more open to your input if they know you.
7. Meet with the officers before group meetings. Assist them in setting an agenda.
8. Following group meetings, discuss with officers any problems encountered during the meeting. Offer suggestions/feedback for how meetings can be improved.
9. Be careful of becoming **too** involved with the group. You are not a member. The advisor should advise, assist, facilitate; not lead or do.

THE ORGANIZATION'S RESPONSIBILITY TO THE ADVISOR

1. Notify the advisor of all meetings and events.
2. Involve him/her/they in the planning of events, meetings and programs. **Advisor(s) must be present at all events, meetings and programs from start to finish.**
3. Consult your advisor before any changes in the structure of the group, or in the policies of the organization are made, and before major projects are undertaken.
4. Understand that although the advisor has no vote that he/she/they should have speaking privileges.
5. Remember that the responsibility for the success or failure of the group project rests ultimately with the group, not the advisor.
6. Talk over any problems or concerns with the advisor.
7. Acknowledge that the advisor's time and energy are donated, and express appreciation.
8. Be clear and open about your expectations for your advisor's role.
9. Periodically, evaluate your advisor and give appropriate feedback.

RE-REGISTERING YOUR ORGANIZATION

- Registration is an annual process for each student organization that permits the organization to operate during the academic school year.
- Re-registration occurs online via 1891Connect.ncat.edu

Re-Registration for the upcoming **Fall semester** happens during the month of **April prior to the end of the Spring semester** and again at the **beginning of August prior to the start of the Fall semester**.

We do not allow the start of new organizations in the Spring semester; only returning organizations can complete Re-Registration process for the Spring semester this occurs during the months of November – January.

- ❖ Submit all required/requested documents in order for the packet to be considered complete.
- ❖ All registered student organizations must (1) re-register their organization on 1891Connect and (2) pay the annual organization registration fee.

***Be sure to pay the Annual COP organization registration fee
Online Via [OSA Payment Portal](#)***

- ❖ Once your re-registration form has been approved, the President, Vice President, and Advisor will be notified by e about their status from OSA and/or COP.
- ❖ All registration fees are non-refundable.

For more information about student organization renewal, visit: The [OSA website](#) or email copeboard@ncat.edu.

MID-YEAR AND END-OF-YEAR REPORTS

To stay compliant with the university policies, each student organization must complete the mid-year and end-of-year report annually.

Mid-Year Reports Includes:

- # of programs the organization has hosted (include program flyers)
- Community service documentation
- Membership roster
- Programs and Service events to be hosted in the spring
- Any current concerns or issues in the organization

End-of-Year Report Includes:

- Budget Report
- Fundraising Report & Request forms
- List of all programs/activities for the year
- Community Service documentation
- Updated Officer List
- Transitioning Documentation
- Evaluation of the organizations
- mission, goals, and objectives

Please remember that your advisor must review and approve both the mid-year and end-of-year reports at the end of each semester before they can be fully submitted to COP through 1891Connect.

* These reports must be completed prior to re-registration or your organization will possibly be delayed or defunct for the upcoming school year/semester.

STUDENT ORGANIZATION RESOURCES

Services Provided by the Council of Presidents Executive Board:

- **Individual appointments:** Assist students with finding involvement opportunities on campus
- **Executive Board appointments:** Assist student organizations executive boards with program and leadership development
- **New Organization appointments:** Meet with individuals to flush out their concerns or ideas about starting a new organization
- **Workshops:** Provide advanced education and training relevant to leadership, events and student organizations

You can find these resources in the Office of Student Activities and Campus Involvement:

- Funding applications and assistance
- Workspace areas
- Storage lockers (limited amount, must apply)
- 60 Black and White or 35 Colored Flyers per event
- Access to essential office supplies (i.e., glue, tape, markers, etc.)
- Computer access
- Large tables for easy collaboration

HOW TO STAY ACTIVE AS AN RSO

All Registered Student Organizations have an important role and unique purpose that enhances the student experience on campus. Consistent programming increases each organization's presence on campus and is important to maintain active status. The following criteria must be met each semester per academic year to maintain Registered status:

Criteria 1:
Host Programs
Criteria 2: <i>(Must complete both tasks below)</i>
<ul style="list-style-type: none">• Offer at least 6 community service hours• Attend 2+ COP Programs

Criteria #1

All student organizations must host at least 2 events/programs during the semester

- More frequent programming is RECOMMENDED, however 2 Programs is the MINIMUM
- Examples include:
 - Full Body Meetings
 - Panels
 - Study Sessions
 - Company Roundtables

Criteria #2

All student organizations must offer at least 6 community service hours and have representation at 2+ COP Programs

- 6+ Community Service Hours
 - Per our community service guidelines, all community service events will be submitted through OLCE
 - Approved programs will count towards the 6-hour minimum
- Representation at 2+ COP Programs
 - This EXCLUDES mandatory Full Body Meetings, COSA workshops, Transition Meetings, and any required event
 - Attendees can record the organization that they are representing at each event
 - Representatives must be a member of their organization's e-board
 - Representatives must stay for the duration of the event

Organizations will be evaluated at the end of each academic year to ensure that they have met the Council of President's requirements:

- If the organization met criteria for neither the Fall nor Spring semester, then they can re-apply as a New Student Organization the following academic year to regain registered status.
- If the organization met criteria for one of two semesters, then they MUST meet the criteria in the following semester to maintain their registered status. If not, they will have to reapply as a New Student Organization the following Fall.

STEPS TO SUCCESSFUL PROGRAM PLANNING

- **Brainstorm**

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

- **Choose an Idea**

Make sure you have consensus and a broad range of members committed to the program idea.

- **Develop Program Goals**

Who is your target audience, what are your goals, what are your objectives, etc.?

- **Delegate Responsibilities**

Involve the members of the organization in the various tasks needed to make sure the program is successful. Make sure volunteers understand what they're signing up for, and use people's talents and interests to your group's benefit.

- **Establish a Budget**

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

- **Reserve Program Location**

Meet with the University Event Center Staff or log on to 25live.com to tentatively reserve the date and location for your event.

- **Contact Performers**

If you have an outside performer-speaker, comedian, band, DJ, etc.-that your organization will be paying, it is necessary to have a signed contract. Please contact your advisor and the Office of Student Activities (OSA) Staff for information and support for this process.

- **Request Funding**

If your organization needs help with funding this event, please be sure to complete the COSA Fund request on [1891Connect](#).

MORE STEPS TO SUCCESSFUL PROGRAM PLANNING

- **Consider Waivers, Releases, or Permits**

If sponsoring off-campus activities or events, you may want to use a waiver to help reduce liability to your organization.

- **Plan your Market Strategy**

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

- **Order Catering and Confirm Arrangements**

Contact Campus Enterprises-Sodexo Catering for all of your food servicing needs on campus.

- **Purchase Decorations and Supplies**

Make your event special by putting in the extra touches.

- **Pay the Bills**

If you received co-sponsorship from other organizations, provide them with the information on actual costs and make sure any outside contracts are paid.

- **Thank the People who Helped**

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

- **Evaluate the Program**

Ask participants what they thought of the event. Find out from your planning group what went well and what could have gone better.

- **Leave a Record for Next Time**

Save information in a binder to pass on to the next generation of your organization. Program planning is made easier when you can build on the success of those who came before you.

UNIVERSITY EVENT CENTER POLICIES AND PROCEDURES

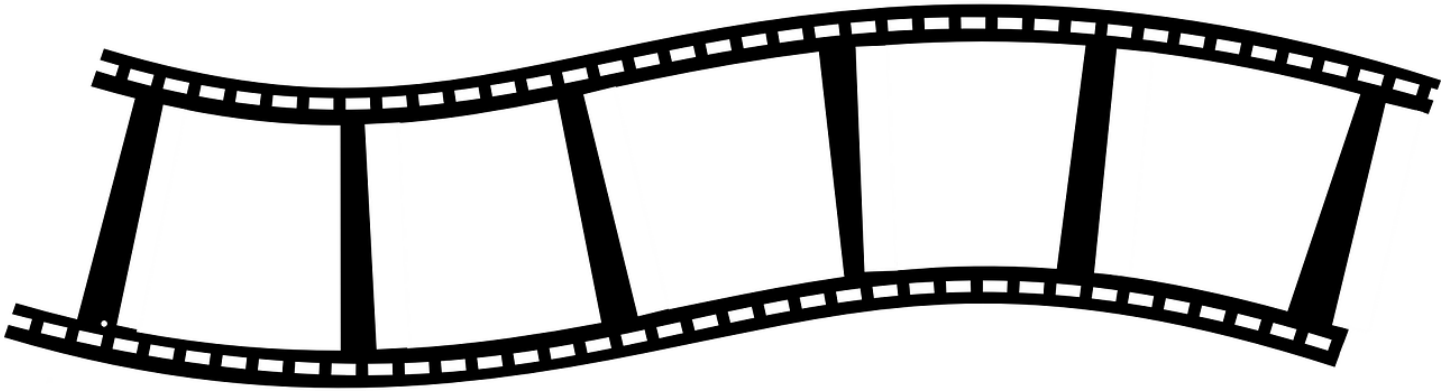
Any student organization who wants to host events will need to reserve space through the University Events Center –25Live site. According to the University Events Center (UEC):

1. The University Event Center Reservation Request must be completed and submitted to the University Event Center **FIFTEEN (15) WORKING DAYS** prior to any event in order to ensure timely processing, confirmation of availability, and any costs associated with the production of the event. **Student Organizations are allowed to submit up to six (6) programs per semester.**
 - *Internal submissions (Students, Faculty, Staff, Departments, University affiliated, etc.) submit via the online 25 Live reservation system.*
 - *External submissions (Community, private events, outside organizations, and those not affiliated with the University, etc.) submit via the University Event Center Reservation Form.*

The policy for registered student organizations collaborations is that whoever (as in organization) submits a reservation for that space is the host for that event and that will count towards their 6 events for the semester.

2. All events taking place outdoors, held in venues holding 500 people or more, and/or requiring ticket sales are considered **MAJOR EVENTS**. These events often time require extensive logistical needs, including but not limited to staging and sound/light equipment, campus security, furniture displacement, musical performance/theatrical productions, etc.
3. All persons/organizations planning **major events** must complete and submit their Reservation Request NO less than **THIRTY (30) DAYS** prior to the proposed event date. **NO EXCEPTIONS!!!** All major events soliciting payment for admission and/or offering FREE admission require ticketed admission and must be coordinated through the University Ticket Office via the University Event Center.
4. Compliance with all University building policies and procedures is required at all times for all events. Inappropriate conduct or any misuse of a facility may result in the suspension and/or termination of the right to request or reserve space.
5. Cancellation/Change of any event must be received by the University Event Center through written completion of the University Event Center Event Cancellation/Change form no later than **SEVENTY-TWO (72) HOURS** prior to the event. Failure to properly cancel a reservation will result in the forfeiture of the reservation deposit, suspension and/or termination of the right to request or reserve space, and/or full charge of all preparation costs for such event.
6. Publicity concerning on-campus events/activities should not begin before the organization or the requester has received written confirmation of the reservation from the University Event Center. **THE REQUEST FORM IS NOT A CONFIRMATION OF YOUR REQUEST.** Any written/online materials to be used for the marketing of on-campus events must first receive *stamped* approval from the Office of Student Activities. Failure to procure such approval may result in the cancellation of the event and may result in the suspension and/or termination of the right to request or reserve space.
7. The University Event Center may, at any time, reassign or cancel a reservation/confirmation if, due to unforeseen or uncontrollable circumstances, the space reserved must be used for other purposes in the best interest of the institution or such reservation is deemed outside of the overall University mission and goal.

8. The University Event Center reserves the right to assign University Police coverage to any event deemed as a safety risk. The sponsoring organization will be responsible for paying all costs associated with the event. Please note that all events requesting door sales require University Police coverage. Please contact the University Police Department at (336) 334-7128 for security related price estimates.
9. All Staff-Affiliated and Community events are subject to payment at the time of booking. **Staff-Affiliated** includes all personal events hosted by current University Employees (this does not include students participating in on-campus internships or work-study programs). Discounts vary based on space, and in some cases may not apply. **Community** includes all students, alumni, and off-campus organizations/customers. A 50% non-refundable deposit is required for all space request totaling \$1000 and under. A \$500 non-refundable deposit is required for all space request exceeding \$1000 with the remaining balance due at least two weeks prior to the event.
10. Open flames are not permitted inside campus facilities. All outdoor activities utilizing open flames, particularly “Cook Outs”, require a University issued Burn Permit. Burn Permits may be obtained from the Office of Environmental Health and Safety, after the event has been confirmed by the University Event Center. All safety requirements as issued by the Office of Environmental Health and Safety must be enforced at all times. The University Event Center, University Police Administration, and the Office of Environmental Health and Safety reserve the right to reassign or cancel confirmed reservations if, due to unforeseen or uncontrollable circumstances, the event poses a safety risk.
11. Rental Equipment (tables, chairs, tents, etc.) ordered and secured by the sponsoring organization is the sole responsibility of the organization. Organization representatives must be present to set-up and breakdown resources and must secure equipment pick-up within 12 hours of event conclusion, unless otherwise directed by the University Event Center. The University Event Center is not responsible for rental equipment.



SHOWING MOVIES ON CAMPUS

Event sponsors or student organizations wishing to use University facilities to show films or videos for Public viewing to the University or community (both free and with admission charges are REQUIRED to obtain/show proof of permission from the copyright owner to show the work publicly. Without such proof, the University AND STUDENT ORGANIZATION ARE LIABLE FOR COPYRIGHT INFINGEMENT COSTS-WHICH CAN TOTAL IN THE MILLIONS.

Proof of copyright/approval is required to be in the University Events Center (UEC) at least 72 hours prior to the event. Failure to do so will result in the cancellation of the reservation.

Sponsors can obtain a Public Performance Video Tape License through the film company. The film company who currently works with the Office of Student Activities and Campus Involvement and is familiar with the copyright polices is SWANK- www.swank.com, 1-800-876-5577, @swank.com.

Student organizations are encouraged to contact them directly, especially if you have a desire to use the Cost of Student Activities (COSA) fund to pay for the rights.

Student organizations may inquire with the Office of Student Activities with questions about copyright, or searching for alternatives to copyrighted works.

IMPORTANT DEADLINES AND TIMELINES

- Submission **required 30 days in advance** of the event:
 - Space requests for **Major Events** (activities held outdoors, in Harrison Auditorium or athletic venues, for 500+ people, or that include celebrity guests, etc.) - *Contact the University Events Center*
 - **COSA Funding requests**
 - **Contract Approval process** - if utilizing an external contract allow 45 – 60 days advance notice
- Submission **required 15 days in advance** of the event:
 - **Space requests** for regular events (meetings, programs and other events held in the Student Center or throughout campus in academic buildings – *Contact the University Events Center*
 - **Fundraising Request Form**
- Submission **required 10 days in advance** of the event:
- **Flyers and digital advertising** including but not limited to paper copies, videos, digital/soft copies of flyers, etc.
- Submission **required within 7 days post** the event:
 - **Fundraising Report Form** and supporting documents
 - **COSA Report Form** and supporting documents
- **Due within the last two weeks of the semester:**
 - **Mid-Year and End of Year reports** for all registered student organizations. (exact date to be provided by the Council of Presidents)
- Lockers must be **cleared** no later than **the Friday before graduation of each semester**. Any items left within the locker after that date **will be discarded**.

ADVERTISING & POSTING POLICY

The following guidelines are intended to ensure fair representation of all registered student organizations:

1. **ALL** items must be approved and stamped by the Office of Student Activities and Campus Involvement prior to being posted and/or distributed on campus (including via social media). A letter of approval will be issued to those who have permission to distribute handbills. (Non-university affiliated entities must follow this same process via the Office of Leadership and Civic Engagement, located in the Student Center, Suite 348)
2. **ALL** items must be in good taste, free from threat or violence, cannot contain offensive language, and must refrain from demeaning, sexually explicit or discriminatory portrayal of individuals or groups.
3. **ALL** advertising must also avoid the promotion of the sale or use of alcoholic beverages, tobacco related products, drugs and other forms of substance abuse.
4. **ALL** advertisements posted on University property by registered campus organizations or an off-campus company or group **is prohibited from implying sponsorship or endorsement by the University.**
5. **ALL** advertisements must be factual, and should not mislead or misrepresent the real nature of the event, activity, service, or commodity advertised.
6. **ALL** advertisements must bear the names of **ALL** the sponsoring people, organization(s), company(s), or groups and also provide relevant contact information for said parties.
7. **ALL** physical advertising must be removed **no more than 48 hours** after the date of the event. Failure to remove advertisements may result in loss of posting privileges.
8. **For liability purposes;** shuttle service and or pick up locations may only be advertised when connected to an approved University Sponsored Event.

PROTOCOL FOR EVENT/FLYER APPROVAL

1. Sign in to 1891Connect.ncat.edu
 - For all users, the *Events* list displays the upcoming events going on in your organization. You can view any organization's upcoming events by going to the public-facing page for the organization.
 - Officers or users with access to manage the events tool have an additional set of tools when it comes to managing events. These include the ability to create events, manage event attendance and invite users to events.
2. From the Homepage, (A) click the hamburger icon on the right side to navigate to the "My Organizations." (B) Click the *gear icon* next to the name of your organization, then (C) click *Events* in the dropdown menu under "Organization Tools"



3. On the left side of the screen, click the blue *Create Event* button
 - Remember, you will only see this option if you have full management access over events.
4. Enter an event title, theme, description, start and end time, and location into their respective boxes. You can also identify if the event will be co-hosted with other organizations.
 - a. Required fields are marked by the red asterisk at their start.
 - b. You can add up to 18 different times/locations within one event submission. Upon approval, each instance of the event you created will become its own event that can be individually edited or changed. Click "Add Another Date" to create a recurring event.
 - c. When submitting the details of an event, you can also add an online location as well as instructions for how to access it. Events can be exclusively online or combined with a physical location for both online and in-person attendance.
 - d. The next page allows you to customize your RSVP settings. Use this tool to collect information from your attendees before the event or to set a specific attendee limit.
 - e. The third page allows you to customize your event's cover photo by clicking Choose File and adding an image that you feel will draw attention to your event. We recommend a photo that is **1024px by 600px or larger**, under 10MB, and of one of the mentioned formats (JPG, JPEG, GIF, or PNG). The larger - the better!
- Flyers are tied to events, and they are not approved via the Social Media Request Form. If an event is approved, the flyer for that event is also approved. Please do not wait until the last minute (only 10 business days prior to the event) for approval in case changes need to be made to the flyer.
- Do not make numerous copies of your flyer before it is stamped by OSA. You will need to make copies/post your flyer **AFTER** it is stamped.

Additionally, all events for the semester must be submitted by the day set forth by the Executive Board of the Council of Presidents. *Please note your organization may be fined if found advertising without approval!*

PROTOCOL FOR SOCIAL MEDIA APPROVAL



All Student Organizations are required to submit their social media posts via 1891Connect for approval. If media files are greater than 4MB (detailed digital images and all videos) they will need to be submitted with a Google Drive link.

If you have multiple images to submit for approval, submit the first image via 1891Connect, add subsequent images to the comment section of the initial submission. DO NOT create multiple submissions for the same post.

1. Log into 1891Connect and type "Council of Presidents" into the Search bar.
 2. Scroll down towards the bottom of the page and click "[Social Media Approval Request Form.](#)"
 3. Before you complete the form, you must submit the NCAT e address of your advisor so that they can approve the social media post.
 4. **Once your advisor approves the flyer social media post, a COP board member will review and approve or deny the content.** A copy will be kept on file for stamping and archiving in the office.
- *Please note your organization may be fined if found advertising without approval!*

Helpful Information:

Only certain people within OSA/COP can approve flyers.

Please allow 24 – 48 hours for approval.

Approvals are not guaranteed over the weekend (Sat-Sun).

PROTOCOL FOR REGISTERED STUDENT ORGANIZATION ROYAL COURT



We have a growing number of royal courts (Kings & Queens Courts) that play an intricate part in the rich experiences of our registered student organizations (RSOs). Due to this factor, we seek to address information on the royal courts (Kings & Queens) here at North Carolina A&T State University.

All registered student organizations must adhere to the policies set forth by the University Event Center (UEC) regarding in-person events. All RSOs are allowed to submit up to six programs per semester. For our RSOs that encompass royal courts (such as Kings & Queens Courts), they must follow and abide by the same rules & and regulations set forth for the organization.

A royal court can't host an event in the name of the royal court. It must be in the name of the Group they represent and the event will count within the 6-event submission set for the RSO. Royal Courts that have established social media platforms must comply with the rules and regulations set forth for the RSO.

All RSOs must submit their social media posts via 1891Connect for reviewal and approval. If your organization encompasses a royal court through fraternity and sorority engagement (FSE), all social media submissions will be reviewed and approved by the Joint Greek Council only on 1891Connect. Royal courts (Non-FSE) that would like to submit social media posts that is not considered under the umbrella of fraternity and sorority engagement would need to submit their posts for review and approval under the Council of Presidents only on 1891Connect. Additionally, all community service efforts by RSOs must be approved by the Office of Leadership & Civic Engagement. Please send all community service programs and inquiries to olce@ncat.edu.

PROTOCOL FOR REGISTERED STUDENT ORGANIZATION PERFORMANCE ORGANIZATIONS



All performance organizations wishing to hold flash mobs and pop-up performances within the building of the Student Center must receive confirmation from the Student Center Staff to have these types of events in the Student Center. A pop-up/flash mob event is considered a creative and temporary short- lived event that should last no longer than fifteen minutes.

Any registered student organization desiring to facilitate any pop-ups and flash mob performances must contact the Student Center Staff, Rachel Whitsett, Director of Operations (rjohnso@ncat.edu) the following information: organization name, a few dates/times for consideration of the event, contact information of the president and advisor, and insight into the intent/purpose of the performance that the organization seeks to take place. An advisor must be present at the event. Amplified sounds and megaphones are not acceptable. Chants are acceptable during the performance.

Please note the Student Center Staff has the discretion to deny and/or cancel the requested pop-up and/or flash mob performance at their discretion. Additionally, if a registered student organization decides to facilitate an unannounced pop-up and/or flash mob the Council of Presidents will render the organization inactive for the remainder of the academic year.

PROTOCOL FOR COMMUNITY SERVICE & VOLUNTEERISM

➤ What is Volunteerism?

Volunteerism is a voluntary act of an individual or group, giving freely of their time and talents in service to the community. Volunteering is a unique opportunity that can contribute to an individual developing social skills while gaining valuable experiences through service. Additionally, volunteering may require an individual to go above and beyond what is asked while completing a task. Having a great passion and enthusiasm towards the set assignment or community, your service can provide an exceptional impact through positive change.

➤ Where can I find community service & volunteerism opportunities?

Community service opportunities can be located on [GivePulse](#), an online source that provides detailed information on local organizations and their service needs.

➤ Which university department/office offers support for community service programs?

The Office of Leadership & Civic Engagement ([OLCE](#)) is the department that can approve or deny community service programs. While COP mandates the community service hour requirement for RSOs, OLCE will either approve or reject the community service programs the organization facilitates.

Please note that all approved community service programs by OLCE will count towards the 6-hour minimum requirement for community services for RSOs. Send all community service program questions to olce@ncat.edu.

STUDENT ORGANIZATION FINANCIAL MANAGEMENT

To ensure proper money management and reporting organizations should adhere to the following procedures:

- Comply with the law and organizations constitution
- Fill out the **Fundraising Request Form via 1891Connect**
- Only handle money with your advisor or a university police officer/ticket office staff person present
- Deposit money within 24 hours of receipt
- Account information (check card, check books, etc.) should remain with the advisor
- Maintain proper records of transactions
- Cash, PayPal, & Zelle are acceptable
 - CashApp is not recommended

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

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

What is an Employer Identification Number (EIN)?

It is a tax ID number used to identify a business or organization. Your organization should not open a checking account with an individual's social security number.

P.S. If you use an individual's SSN, the financial burden of the account rests with that individual and they become responsible for claiming interest accrued on that account on their personal taxes.

Why do you need an EIN?

Your organization will need a tax ID number, if you wish to apply for funding or receive donations. An EIN will ensure that the IRS will not hold your members responsible for taxes on revenue that the organization has earned.

Can I use NCAT's EIN?

No. Recognition by NCAT does not imply that tax-exempt status and student organizations cannot use the NCAT's status or EIN. Student organizations are independent entities and are liable for their own finances and maintaining their tax status with the IRS.

Is an EIN the same as being a non-profit organization?

No. Student organizations are not Federally Tax-Exempt Non-profit Organizations. Only the federal government can grant the title of charitable status to an organization.

STUDENT ORGANIZATION FINANCIAL MANAGEMENT (CONTINUED)

All registered student organizations (RSO) here at North Carolina Agricultural and Technical State University (NCAT) must establish a verified bank account that can ensure access to your monetary funds and provide financial safety and peace of mind. Bank accounts offer the ability to keep track of financial transactions while adding legitimacy to your organization. Additionally, RSOs can have either an off-campus bank account or an on-campus bank account. It is imperative to note that the RSO advisor and RSO treasurer and/or RSO president must have their names added to the organization's bank account.

We recommend that RSOs have an off-campus checking account to deposit dues and any revenue generated from fundraising other than student activity fees. By having an off-campus banking account, student organization leaders can more readily make payments and purchase items.

Off-Campus Banking:

One option for RSOs is to have an off-campus bank account. As a requirement, this will require the RSO advisor and RSO treasurer and/or RSO president to go into an (off-campus) bank branch to add their names to the bank account together. The purpose of having two individuals, such as the RSO Advisor, RSO treasurer, and/or RSO President listed on the account is to provide checks and balances. It is beneficial for the group to have at least two signatures on each check to ensure that fraudulent spending does not occur.

While off-campus accounts are more flexible because funds can be available immediately, and debit cards may be available, they include no oversight by NCAT staff. NCAT Staff will not have direct access to overseeing the financial transaction and expenses occurring in off-campus bank accounts, and it is up to the responsibility of the RSO to track their bank account.

Please note that once the RSO treasurer and/or RSO president resigns from their position at the end of the academic year, they must have their name removed from the bank account, which will require the RSO advisor and RSO treasurer and/or RSO president to go into the bank to complete this removal process as a part of the officer transition process.

Suggested banks that previous RSOs have used include Wells Fargo, Truist Bank, Bank of America, etc.

On-Campus Banking:

On-campus agency accounts are often advantageous because they require NCAT staff approval of expenditures and monitoring of accounts to prevent misuse of funds. However, funds are not available immediately upon request. An agency account is on-campus alternative to an off-campus bank account. It provides more oversight by NCAT staff to help with spending, transition and misuse of funds. If the department prefers, they can create an account for the organization on campus; however, it makes purchasing items for events more difficult. If it is an on-campus account, the students would not be added to the account. However, the treasurer should get a monthly report from the account owner.

HOW A STUDENT ORGANIZATION CAN OBTAIN AN EIN NUMBER

How to Apply for an EIN Online?

1. Go to the IRS' Online Web site: [Apply For an EIN](#)
2. Click APPLY ONLINE NOW at the bottom of the page.
3. Read the instructions on the page and click the Begin Application button.
4. Select the View Additional Types, Including Tax-Exempt and Governmental Organizations option for the "What type of legal structure is applying for an EIN?" question and then click the Continue button.
5. Any of the following options may describe your type of organization: Political Organization; Church-Controlled Organization; Community or Volunteer Group; Social or Savings Club; or Sports Teams (community). Once your selection is made, click on the Continue button.
6. To confirm your selection, click the Continue button.
7. Enter your first name, last name, and SSN/ITIN. While the online SS-4 form requires the individual to enter his/her Social Security Number (SSN), **it is still the EIN that is used to open a checking account, not any individual's SSN.**
8. Select whether you are an officer or member of the organization or whether you are applying for the EIN as a third party on behalf of the organization and then click the Continue button.
9. Enter the address information for your organization; click the Continue button when you are done. Name of Organization
10. Office of Student Activities and Campus Involvement 1601 E Market Street
11. Greensboro, NC 27411
12. Enter the requested information about your organization and click the Continue button when you are done. Repeat this step for the next screen requesting additional organizational information.
13. Select the Other option for the question "What does your business or organization do?" and click the Continue button.
14. Select the Organization option for the question regarding your business activity and click the Continue button.
15. From the list of organizational activities select the activity that best describes what your organization does and click the Continue button.
16. Select whether you would like to receive your EIN confirmation letter online or by and click the Continue button.
17. Once you receive the information, retain it in your student organization files for current and future leadership. You will also need a copy of this form to open an account at the bank of your choice.

Opening a Bank Account:

- There are not any restrictions pertaining to what bank to use; however, Wells Fargo, Truist Bank, Bank of America, and BB&T are more commonly used by registered clubs and organizations.
- At least \$100 is needed to open an account.
- Be sure to work with your advisor in this process, as they will be necessary to open this bank account.
- Enables you to easily make payments and purchase items.
- Include at least two signatures (Advisor and Treasurer) on the account to ensure that fraudulent spending does not occur.

FUNDRAISING AND DUES COLLECTION

All student clubs and organizations must register their organizations fundraiser, donations, or dues collection throughout the academic year. If you are hosting the event or collecting dues in person, this process should be filled out in addition to a facility request via the University Events Center (UEC) through the 25Live Event Scheduling System. You must submit this form **15 BUSINESS DAYS PRIOR** to the event whether it occurs on or off campus. Fundraising flyers should not be submitted in the same place as events. They should either be submitted along with social media posts or approved in the fundraising request process.

Please keep in mind it is best to submit fundraising requests as early as possible to ensure that all documentation/information is processed in a timely fashion.

The University will not supervise off-campus functions by student organizations, although it is recommended that your advisor be present. Student organizations are encouraged to schedule their functions, or any other form of fund-raiser, **on campus**. Students and student organizations are reminded that they are subject to appropriate disciplinary action, including possible suspension or expulsion from the University, for breach of federal, state and local laws or University regulations. This principle extends to conduct off-campus (***please see the Student Organization Code of Conduct, in the Student Organization Handbook***).

- Fill out the **Fundraiser Request Form** **15 Business Days** prior to the event (on or off campus) before you collect **ANY** money.
 - Each student organization wishing to solicit funds (collect dues/receive donations) or do a fundraising event must submit a completed **Fundraising Request Form** to the Office for Student Activities and Campus Involvement (OSA).
- Fill out the **Fundraiser Report Form** **within one (1) week** of the fundraiser taking place.
 - Please complete this form upon completion of a fundraiser or soliciting funds (collect dues/receiving donations). Each organization is required to reconcile with the Office of Student Activities and Campus Involvement by completing this **Fundraiser Report Form**. Student Organizations are to inform OSA of the amount of funds raised within **one (1) week of the fundraising taking place through the Fundraiser Report Form**. Those who fail to submit their Fundraiser Report Form may lose privileges to have future fundraising activities and events.
- Both forms can be found under **Forms** in 1891Connect within “Student Activities and Campus Involvement”.
 - Full details/instructions are attached to this form please read them.

COST OF STUDENT ACTIVITIES (COSA) FUND

The Cost of Student Activities Fund (COSA) was created to encourage and support organizational programming on the campus of North Carolina Agricultural and Technical State University. The fund was specifically created to enrich student life and increase student engagement through events and programming sponsored by NC A&T State University registered student organizations under the Office of Student Activities and in good standing with the Council of Presidents.

In support of student organization programming COSA fosters the continuance of intellectual development, cultural competence, and critical thinking; enhancing the overall campus experience for every Aggie. As such, student organizations are STRONGLY encouraged to put forth every effort in planning an event to examine how participation or attendance will enhance a participant's professional and academic development. This pertinent information will be utilized by the Council of Presidents Finance Committee (COPFC) to make careful and considerate decisions regarding the disbursement of Student Activity Fees in support of the funding request.

The COP Finance Committee is a student led committee comprising both students and professional staff. The COPFC is advised by the Assistant Director of Student Activities, Council of Presidents Advisor and reviews proposals of registered, and recognized student organizations (not funded by the university) applying for the use of COSA Funds to support organizational life, events, and programming on the campus of NC A&T State University. Committee members are trained in the approval guidelines, charged with providing an unbiased viewpoint, and promote the good use of Student Activity Fees; providing an equitable review of each proposal based on the information submitted.

All student organizations must be registered with the Student Activities and Campus Involvement (OSA) and in 'good-standing' with the Council of Presidents (COP) for the academic year in which funding is requested. Please note that all University Sponsored Organizations (USOs) are ineligible to apply for COSA funding. *USOs include but are not limited to the Council of Presidents (COP), Student Government Association (SGA), Joint Greek Council (JGC), Student Union Activities Board (SUAB), Residence Hall Association (RHA), and the Graduate Student Advisory Council (GSAC).*

All NPHC/GLC affiliated member organizations can apply for COSA under the Joint Greek Council. Organizations are eligible to apply for COSA under the Joint Greek Council.

COSA Fund applications **MUST** be submitted 30 Days in advance of the scheduled event.

COSA Funding Application: <https://bit.ly/3ikYvce>

COST OF STUDENT ACTIVITIES (COSA) FUND (CONTINUED)

Organizations are eligible to request funding support up to \$2000 (Two Thousand Dollars) per academic year. Organizations who fail to register during the fall and are only registered during the spring semester are eligible for ½ of the maximum funding support totaling not more than \$1000. **COSA funds are not available during summer session.**

Organizations that co-sponsor an event with at least two (2) other organizations **may** be eligible for one (1) additional opportunity to utilize COSA funding assistance per year.

Please note that when applying for COSA doesn't automatically **guarantee** that you will receive COSA funding for your registered student organization.

Organizations may request funding for one or more of the following categorizations:

- **University Resources** – Security, Housekeeping, Microphone/ Speaker, Street/Lot Closures, etc.
- **Orator/Entertainment** – Orator Honorariums (limited to \$600), Workshops, Lectures, Forums, DJ, Rental of Licensed Media, event contracts
- **Event Production** – Decorations, Promotional Items, Rented Resources, Awards (Plaques, certificates, trophies)
- **Organization Support-** Branding Materials (Table clothes, pens, etc.), Shuttle Service, Professional Development/Leadership Opportunities
 - Professional Development/Leadership Opportunities only include the converge of conference registration* (**requests for lodging, flights, or other methods of transportation will not be accepted**)
 - **Conference Registration must be for virtual conferences only**
 - **Shuttle Services can only be requested for events, conferences, etc. within a two (2) hour radius distance from the University.**
- **T-shirts** are only being provided to **new student organizations** upon request.
- **Other** – Organizations may request funds for operating expenses that do not appear on this list if they are not prohibited; a rationale for inclusion will be required

If COSA funds are awarded, all advertisements **MUST** include the COPFC logo or list the Office of Student Activities and Campus Involvement as a co-sponsor of the scheduled event. **Additionally, after the COSA Funds are awarded, the organization must submit the COSA Follow-Up Report (with pictures) to show how the funds were utilized one week after the event takes place.** Organizations that fail to complete the COSA Report form in the Fall Semester will be ineligible for COSA the following semester.

The COPFC has the discretion to subject proposals to partial funding or deny the funding request entirely if the cost per NCAT student is deemed excessive.

STUDENT CLUBS & ORGANIZATIONS STORAGE LOCKER POLICY

Locker Space Guidelines (provided and managed by the Council of Presidents)

With the multitude of student organizations on campus and the limited amount of storage lockers, it is a privilege to be granted space. Organizations are expected to maintain their space with the upmost respect for North Carolina Agricultural & Technical State University, the Office of Student Activities and Campus Involvement, the Council of Presidents, as well as the other student organizations on campus. **Therefore, the following guidelines must be followed if the storage locker is granted:**

1. Following the completion and approval of the locker space application, each organization will be assigned a number that corresponds to a locker.
2. Each organization must submit a list of members that should have access to the locker space. This list should include: Name, Phone Number and Banner ID's of current members and must match those listed on your 1891Connect roster.
3. Each organization must provide a four-digit (4) number combination as keys will not be given out. You will provide this number to the COP/OSA Staff for documentation. Should the code ever need to be changed please notify us so that we can update our records as well.
4. In the event you get locked out of the locker, the organization must ask a COP E- Board member or OSA Staff Member for access. There will be someone staffing the room as long as it is open. In the event that there is not a COP/OSA Staff Member in the Office, you will need to send an e to copeboard@ncat.edu to arrange a time to gain access to your locker.

COP can remove an organization from a locker space at any time for the following reasons:

- Improper use, such as vandalism, misconduct, or any action contrary to any of the guidelines in this agreement, Student Organization Code of Conduct and OSA Policies.
- If your organization is under investigation by Student Affairs.
- Failure to meet the requirements of this agreement.
- Failure to maintain "registered" status.

Any of these reasons will result in eviction during the time period this agreement is valid.

STUDENT CLUBS & ORGANIZATIONS STORAGE LOCKER POLICY (CONTINUED)

Terms of Agreement:

1. The dimensions of the locker are approximately 3 feet tall and 23 inches wide, therefore all items the organization intend to store **MUST** be able to fit within those parameters. Please do not apply for locker space if the items you wish to store exceed those measurements.
2. **The storage of flammable materials, beverages, food, illegal substances etc. is strictly prohibited.** Any prohibited items found in a locker will result in not only the termination of locker use but, suspension of the organization and names of members turned over to the Dean of Students for handling. Should you have any questions regarding what can be stored in the locker space, ask a Council of Presidents (COP) Executive Board Member or a member of the Office of Student Activities (OSA) Staff.
3. Because of the nature of the space that we are all sharing, it is expected that student organizations will maintain a sanitary environment at all times. This includes the disposing of all waste in the proper receptacles.
4. Up-to-date information regarding the usage of the locker space will be sent to the e addresses listed on the application. Please check your inbox frequently to make sure your organization is aware of all current policies.
5. North Carolina Agricultural & Technical State University is NOT responsible for any items lost or stolen from the space area.
6. In the event of theft or loss, please notify the Council of Presidents, and file a report with campus police.
7. A minimum of \$50 will be charged if their assigned locker requires repairs or painting on, in, or around the assigned locker at the end of the semester. The student organization assigned to the locker will assume this responsibility. Extensive damage or repairs may result in the student named on the application paying for the replacement of the locker.
8. Clubs and organizations placed on "inactive" status, lose their good standing and/or choose not to continue as an organization will have two business days to remove all materials.
 - a. Any materials not removed within two business days will be removed by the Office of Student Activities and Campus Involvement staff
 - b. Materials removed will be stored for two weeks. Any materials not claimed within two weeks will be disposed.

Lockers must be **cleared** no later than the last day of the semester, especially if not approved to occupy storage space specifically for the next semester. Any items left within the locker after that date **will be discarded**.

OSA/COP reserve the right to access any locker at any time.

STUDENT ORGANIZATIONS OFFICER TRANSITION INFORMATION

PURPOSE

An Effective Officer Transition:

- Maintains smooth stability of the organization's progress, goals, and growth
- Helps build upon the achievements of the outgoing Executive Board
- Provides an opportunity for incoming officers to plan for the future and establish new goals

OVERVIEW

- Ensuring that there is a longer transition period for incoming officers to learn from previous officers is key
- All officers should be aware of upcoming training and commitments required of them from the COP, and national requirements for national organizations

OFFICER ELECTION AND TRANSITION TIMELINE

Having some type of timeline will help you through the transition. It doesn't matter what kind it is. A timeline can be a calendar, month to month, diary-style, excel spreadsheet, or an online task reminder app.

- ☐ **One month prior to elections:**
 - Outgoing Officer Prepares for transition (1 hour)
- ☐ **Prior to elections:**
 - Have candidates meet with officers who are in roles that they might be interested in; the candidate should demonstrate that they know expectations of the role before running
- ☐ **Elections Occur; Installations Occur**
 - 2-week post-election:
 - Incoming Officer prepares for transition
 - Outgoing/ Incoming Officer 1-on-1 Meetings
 - Incoming Officers and Outgoing Officers have a grand executive board meeting
 - **3 weeks post-election:**
 - Full body meetings are run by previous executive board and new executive board
 - All Outgoing/ Incoming Officer group transition retreat (2-3 hours, depending on group size)
 - **4 weeks post-election:**
 - New executive board runs an executive board meeting, witnessed by previous executive board
 - Possibly not the entire board. Let them spread their wings and fly; the president and vice president should be fine.
 - Executive board planning
 - Individual Officer Goal Setting

For more information and a full copy of the officer transition packet including worksheets/checklists please email copeboard@ncat.edu.

STUDENT ORGANIZATION ACCOUNTABILITY

Registered student organizations (RSO's), including fraternities and sororities, are an integral part of campus life at N.C. A&T because they contribute significantly to the quality of student life in a number of ways:

- a. Providing a mechanism for students to develop leadership skills through involvement in a variety of programs and activities;
- b. Encouraging and fostering team building and group cohesion;
- c. Striving for academic excellence; and
- d. Performing volunteer service on-campus and in the larger Piedmont Triad community.

Because the outcomes are parallel to several university objectives, N.C. A&T welcomes the presence of these groups on campus with the clear expectation they will abide by all university policies and regulations governing their on-campus behavior. To the extent that activities of all student groups conform to university expectations and fulfill the university mission, they will continue to enjoy all privileges and courtesies extended to them as registered and recognized student organizations.

It is expected, at all times that registered student organizations will adhere to and assist with upholding all university policies and protocols, including the student code of conduct. If a student organization or its members are reported to have or accused of violating the student code of conduct or any other university policy or procedures, the organization will be placed on cease and desist pending investigation and resolution of the alleged violation.

* Further details regarding this process is located in Appendix 1 "Student Organization Code of Conduct" of the Student Organization Handbook.

We hope you found this resource to be helpful and appreciate your investment. As you use this handbook, and further explore our website we ask you to consider the following questions:

Character

- How do you demonstrate acts of good leadership?
- Are you prepared to deal with the consequences when policies are broken?
- How do you make the "right" decision when it isn't obvious?
- How are you being a good role model?
- What messages are your actions sending to new and prospective members of your group?
- How do your actions reflect on you as an individual, in addition to your organization?
- How does your group hold individual members accountable?
- How am I demonstrating acts of good leadership?
- How can you be an authentic leader?
- How are you making an effort to learn from those who are different from you?
- What is your personal commitment to diversity?

Collaboration

- How well does your student organization interact and collaborate with OSA?
- How can you inspire others to share ownership in your vision?
- How are you selecting members?
- Are you engaging others that are different from you?
- Are you maximizing your relationship with your advisor as a resource?
- How have you expressed expectations of your advisor?
- What role does your advisor serve in your organization?
- What factors should you consider in choosing an advisor?
- What relationships can your advisor foster on campus to help your organization?
- How do I communicate with those who do not share views similar to my own?
- What is the difference between working with others and working through others?
- How do your members know they're making a difference on campus?
- How will the division of tasks be determined?
- Why is recognition important for your organization?
- Why is it important to collaborate with other groups?

Citizenship

- How do you advocate for yourself and your organization with civility?
- How does your student organization enrich student life on campus?
- What is your reason for starting a new organization?
- What need will your organization fill on campus?
- What long-lasting impact will your student organization have on the Aggie community?
- How does your event fulfill your organization's mission?

CAMPUS DEPARTMENTS AND UNIVERSITY RESOURCES

<u>Office</u>	<u>Phone Number</u>	<u>Email</u>	<u>Location</u>
Office of Leadership and Civic Engagement	336-334-7792	olce@ncat.edu	Student Center, Suite 348
University Events Center	336-285-2580	uec@ncat.edu	Student Center, Suite 368
Office of Intercultural Engagement	336-334-7800	oi@ncat.edu	Student Center, Suite 367
Office of International Affairs	International Students and Visitors: 336-334-7551 Education Abroad: 336-285-2600	oi@ncat.edu	Academic Classroom Building, Room 212/213
Student Health Center	336-334-7880	health@ncat.edu	112 N. Benbow Road
Campus Recreation Center	Campus Recreation Office: 336-285-4230 Intramural Sports Office: 336-285-4232		201 North Benbow Road
Office of Career Services	336-334-7755	ocs@ncat.edu	Murphy Hall, Suite 101
Campus Enterprises	336-334-7876	campusent@ncat.edu	Williams Dining, Suite 141
Treasurer's Office	336-334-7721	treasoff@ncat.edu	Dowdy Administration Building, Suite 112
Housing and Residence Life	336-334-7708	housing@ncat.edu	Aggie Village Building 2, 201
Veterans and Military Affairs	336-398-8651		The Aggie Student V.E.T.S. Center @ The Oaks - 312 N. Dudley Street
Office of Accessibility Resources	336-334-7765	accessibilityresources@ncat.edu	Murphy Hall, 101
Title IX Office	336-285-3770	TitleIX@ncat.edu	Dowdy Administration Building, Suite 422
Counseling Services	336-334-7727		Murphy Hall, Suite 109
University Police Department	336-334-7128 24 Emergency – 336-334-7675 Anonymous Tip – 336-334-7879	upd@ncat.edu	406 Laurel Street/Ward Hall
Client Technology Services /ITS	336 334-7195	helpdesk@ncat.edu	Bluford Library, Room 24

Appendix 1

STUDENT ORGANIZATION CODE OF CONDUCT



20 ACTIONS TO AVOID, IN ORDER TO KEEP YOUR ORGANIZATION ACTIVE

Section 502 D of the Code of the Board of Governors of the University of North Carolina gives the Chancellor of each constituent institution, or his or her delegate, the authority and the duty to regulate student affairs and student conduct and discipline. At North Carolina Agricultural and Technical State University, the Chancellor has delegated the regulation of student conduct and discipline to the Vice-Chancellor for Student Affairs. Pursuant to this authority, and consistent with Chapter 700 of the UNC Policy Manual, the following Student Organization Code of Conduct has been developed.

Standards for Student Organization Conduct

North Carolina A&T State University has established this Student Organization Code of Conduct (SOCC), in conjunction with the already established University and Departmental/Unit Policies and Procedures (i.e., Office of Student Activities, Council of Presidents, Greek Life, Office of Leadership and Civic Engagement, University Events Center, etc.). Per the SOCC all student organizations, officers, and members are expected to read, review, understand, and accept responsibility for the actions of their clubs, organizations or groups; as well as themselves, their members, and guests. The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. In such, student organizations should choose activities that contribute to the University's mission and demonstrate their mission and purpose positively.

Student Organization Member Responsibilities

Members of student organizations are expected to be good citizens and to engage in responsible behaviors that reflect well upon their student organization and university; to be civil to one another and others in the campus community; as well as to contribute positively to student and university life.

Student organization behavior that is not consistent with the Student Organization Code of Conduct is addressed through an educational process that is designed to promote safety and good citizenship, and when necessary, impose appropriate consequences.

Governance

All student organizations are required to be registered through the process administered by the Office of Student Activities through the Council of Presidents. Registered student organizations are subject to University governance and are responsible for the conduct of their members and guests (if applicable). Governance relates to an organization's adherence to University policies and procedures, including local, state, and federal laws, as well as national/international guidelines (depending on the type of organization).

Policies and procedures developed by the Council of Presidents, Greek Council/s, and/or other documents issued by the respective governing councils, or overarching unit/entity, do not preclude action by the Student Organization Investigation Team (SOIT), or the Office of Student Activities and Campus Involvement.



20 ACTIONS TO AVOID, IN ORDER TO KEEP YOUR ORGANIZATION ACTIVE

Student organization behavior that is not consistent with the SOCC is addressed through an educational process that is designed to promote safety and good citizenship, and when necessary, impose appropriate consequences. The University may hold a student organization and/or its officers, responsible for the actions of its members when the behavior or activity is related to the organization. Misconduct need not be officially approved by the organization membership in order to be grounds for sanctions against the organization. In addition, the individual members of student organizations may also be held accountable for any violations of the Student Code of Conduct, as outlined and published in the NCAT Student Handbook.

1. **Aiding and Abetting (aka Fronting):** A student organization that assists a group or entity that has lost University recognition, or facilitates the existence of a group that does not have University recognition, or facilitates the use of campus resources for a group/entity described above.
 - 1.A. A student organization aiding and abetting another person or group in violation of a University policy or procedure or local, state, or federal law,
 - 1.B. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.
2. **Alcohol:** Possession or misuse of alcoholic beverages or intoxicating liquors containing more than one-half of one percent (.5%) alcohol by volume by any student under the age of 21, or providing alcoholic beverages to any student under the age of 21 (see Policy on Alcohol Use).
 - 2.A. Student organizations are in violation of University policy if any individuals under the age of 21 are in possession of alcoholic beverages at an activity sponsored/hosted by the student organization and/or if intoxicated individuals consume alcohol. Student organizations sponsoring events are responsible for following the appropriate procedures to prevent underage as well as excessive drinking, including providing alternatives to alcohol.
 - 2.B. Under no circumstances may any type of alcoholic beverage be provided to or sold by any organizations, groups, or corporations on the campus.
3. **Damage to Property:** Willful or careless destruction, defacement of, or tampering with University property or the property of others.
4. **Discrimination:** Discrimination is prohibited on the basis of race, religion, color, ancestry, ethnicity, gender, marital status, pregnancy, national origin, age, mental or physical disability, sexual orientation, special disabled veteran's status, Vietnam era or other covered veteran status. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities or to other university living groups.

5. **Dishonesty:** The collective behavior by organization members involving cheating, plagiarism, or other forms of academic or ethical dishonesty. This includes but is not limited to furnishing false information to a University official or a University auxiliary organization or law enforcement agency, forgery, alteration, or misuse of a University document, key, or identification instrument or misrepresenting the identity of the organization or misrepresenting the organization to be an authorized agent of the University or a University auxiliary.
- 5.A. When an organization's primary contact, officers, or other designated representatives make a knowingly false statement, either orally or in writing, to any University employee, committee, or agent, on a matter relating to the activities of the organization or its members.
6. **Disorderly Conduct:** The intentional creation of a disturbance on university property or at university-sponsored events including, but not limited to, fighting, committing a nuisance, endangering one's own physical well-being, or disrupting, disturbing or interfering with the academic atmosphere of a living or learning environment or social activity. This could also include any offensive or disorderly act or display which interferes with the rights of others, which also includes: Harassment, communicating threats, physical abuse, intimidation or the threat of physical abuse, including bias-related incidents. Acts of trespassing, unauthorized use of university property, vandalism, and/or the misuse and abuse of public or private property are also included.
- 6.A. Engaging in behavior on or off the campus that jeopardizes the integrity of the university (including misconduct in both domestic (USA) and international countries).
7. **Drugs:** Use, possession, misuse, illegal manufacture, sale or delivery, or possession with the intent to manufacture, sell or deliver any controlled substance, or drug-related paraphernalia identified in any of Schedules I through VI, General Statutes 90-89 through 90-94. These include, but are not limited to, heroin, mescaline, opium, cocaine, amphetamines, methaqualone, marijuana, and phenobarbital codeine,
- 7.A. Sponsoring/hosting an activity at which substances noted above are provided or used.
8. **Endangerment:** Reckless or intentional acts which endanger the welfare of group members or others as well as compromising the security measures of the campus.
9. **Failure to Comply:** Failure to comply with the directions of University officials acting in the performance of their official duties,
- 9.A. Resisting or obstructing University officials acting in the performance of their official duties,
- 9.B. Failure to follow all policies and procedures established by the University pertaining to student organizations, including fraternities and sororities, as outlined in the Student Organizations Handbook,
- 9.C. Failure to follow all policies and procedures established by the University pertaining to COP, club sports, Greek Life, OLCE, UEC or other overarching unit/entity, including unauthorized solicitation or fundraising of any type,
- 9.D. Violating the terms of probation or failure to comply with University-imposed sanctions or failure to present himself/ herself for investigation or adjudication of a charge.

10. **False Alarms and Fire Safety:** Initiating any act of arson; tampering with, or removing from its proper location, any fire extinguisher, hose or other fire or emergency equipment, except when done with a reasonable belief of real need for such equipment; initiating false fire alarms or tampering with fire alarm devices or fire equipment.
11. **Falsification of Information:** Willful falsification of information on University records, to University officials, to law enforcement, or other local government officials.
- 11.A. Willfully providing false information for the purpose of obtaining services, unauthorized presentation of oneself and one's organization as a representative of the University for the purpose of gaining or attempting to gain privilege, convenience, goods or services,
- 11.B. Possession, manufacture or distribution of false or altered instruments of identification, including Aggie One cards,
- 11.C. Initiating or causing the initiation of a false report, warning or threat, i.e., falsely reporting the presence of an unlawful explosive or incendiary device, falsely reporting a fire or other emergency; or falsely setting off a fire alarm.
12. **Firearms, Fireworks, Weapons and Explosives:** It is prohibited to possess or carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, powerful explosive as defined in North Carolina General Statute 14- 284.1, bowie knife, dirk, dagger, leaded cane, switchblade knife, blackjack, metallic knuckles, or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes, on any property owned, used or operated by the university.
- 12.A. Possession or use of firearms, ammunition, explosives, fireworks or other dangerous weapons at group sponsored events on or off-campus.
13. **Guests:** Student organizations are responsible for informing their guest(s) (both direct by invitation, and indirect by association) of University policies and procedures and will be held accountable for the behavior of their guest(s) including use of abusive language.
14. **Harassment and Abusive Behavior:** Harassment and/or intimidation, defined as the intentional commission of an act, by an individual or group, directed toward a particular person or persons; creating a situation that produces physical hurt or discomfort, severe emotional distress, embarrassment or ridicule based upon the person's race, color, religion, national origin, gender, age, sexual orientation, sexual identity, creed, disability, veteran status or political affiliation; is unwelcome, severe or pervasive; or objectively offensive.
- 14.A. Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct is prohibited.
- 14.B. Threaten, coerce, harass or intimidate another person or identifiable group of persons in a manner that is in violation of a constitutionally valid University policy while on University premises or at University-sponsored activities based upon the person's race, color, religion, national origin, gender, age, sexual orientation, sexual identity, creed, disability, veteran status or political affiliation.

15. **Hazing:** The University stands against hazing of any kind and against any student or other individuals who shall commit such acts. We will aggressively pursue any and all violators of the hazing policy and shall be intolerant of any aberrant behavior that threatens the well-being of our students. The University shall, at all times, remain an environment for academic achievement and success, and shall not allow its students to be subjected to any type(s) of behavior that interfere with the integrity of the academic process.

Hazing is defined in the NC State Statute 14-35 as *"It is unlawful for any student in attendance at any university, college or school in this State to engage in hazing or to aid or abet any other student in the commission of this offense. For the purposes of this section, 'hazing' is defined as follows: to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group. Any violation of this section shall constitute a Class 2 misdemeanor". A **Class 2 misdemeanor** carries a maximum penalty of 60 days in jail and a \$1,000 fine."* Participation in a hazing action or practice may result in both individual and organizational disciplinary action.

For purposes of N.C. A&T, 'hazing' shall be defined in the following manner:

- 15.A. **Subtle Hazing:** This type of hazing is often thought of as harmless or insignificant. The behavior usually involves activities or attitudes that cross the line of mutual respect, appropriate standards, and places the individual on the receiving end of the ridicule and/or humiliation practices or emphasize a power imbalance between new members/initiates and other members of the group or team.,
- 15.B. **Harassment Hazing:** Behaviors that cause emotional anguish or physical, mental or psychological discomfort in order to feel like part of the group. It can be viewed as confusing, frustrating and/or causing undue stress for new members/initiates, and may lead to mental or psychological trauma.,
- 15.C. **Cyber-Bullying:** This form of hazing that exposes an individual to communications made through es, cell phones, unauthorized posted pictures on websites and/or other social media, internet chat rooms, other telecommunications by seeking to intimidate, control, manipulate, stalk, torment, harass, ridicule, put down, falsely discredit, and/or humiliate the recipient of cyber-bullying,
- 15.D. **Violent Hazing:** Behaviors that have the potential to cause physical and/or emotional or psychological harm or trauma
- 15.E. **The following non-exhaustive list of activities meet this criterion; accordingly, they are considered forms of hazing:**
- Physical activities such as calisthenics, jogging, sit-ups, push-ups, or carrying of objects such as bricks, stones, blocks, or any other item(s) which serve to create physical hardships, discomfort, and/or distress,
 - Abduction or involuntary transportation of individuals or leaving individuals at off- campus locations and requiring them to find their way home,
 - Physical exposure or abuse such as nudity, paddling, pushing, shoving, hitting, punching, tackling, or throwing any substance at another person; submerging or dunking in water or other substances; marking, branding or tattooing; or any activity which has the potential for the exchange of blood or other bodily fluids,
 - Forced or required consumption of any substance, including food, drugs, alcohol, water, or any beverage; or any items individually or in combination that may or could induce vomiting, psychological abuse and/ or humiliation,

- Requiring individuals to walk, march, or run in single file against their will,
- Dress in revealing, embarrassing, or uncomfortable clothing or any type of uniform,
- Exposing individuals to extremely uncomfortable or dangerous environments (e.g., too loud, dark, small, hot, or cold); blindfolding where there is a potential for danger,
- Intense interrogation of /new members; name-calling or screaming at individuals and/or prolonged periods of enforced silence or use of gags,
- Requiring individuals to perform any act(s) which are construed to be humiliating or degrading in nature,
- Inability to talk to members of the opposite gender,
- Peer pressure to engage in activities against the individual's will,
- Carrying or wearing any item(s) setting pledges/new members apart from the members. It is acceptable for new members to wear a pledge pin; however, it should be noted that members also have membership badges/pins that should be worn simultaneously,
- Forced servitude such as shining shoes or boots; cleaning rooms, apartments, houses, cars, etc.; washing clothes or dishes; running personal errands; or other services or duties not normally shared by initiated members; requiring individuals to purchase items or services for other members,
- Required activities that are prohibited by law or University policy or procedure, such as trespassing, stealing of any item(s), including personal effects or organizational property (banners, composites, food, paddles, etc.); stealing of any item(s) for scavenger hunts; kidnapping; lewd, obscene, threatening, intimidating, or harassing behavior,
- Requiring activities that interfere with academic studies, assignments, or classes such as awakening individuals in the night for organizational activities, interfering with normal sleep or study schedules, food or sleep deprivation; requiring "take home" assignments that interfere with academic work; serenading or addressing houses/apartments.

16. **Misuse of Computer Facilities, Space or University Resources:** The following behaviors pertaining to misuse of computer facilities, space or university resources are prohibited.

- 16.A. Unauthorized entry into a file, for any purpose, Unauthorized transfer of a file, or use of another's identification or password;
- 16.B. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community,
- 16.C. Use of computing facilities and resources to send obscene or intimidating and abusive messages, Use of computing facilities and resources to interfere with normal University operations,
- 16.D. Use of computing facilities and resources in violation of copyright laws. Downloading of any copyright-protected material, including literary works, musical works, dramatic works, graphic art works, sound recordings, motion pictures, pictorials, and software is prohibited,
- 16.E. Unauthorized peer-to-peer file sharing, or other unauthorized distribution of copyrighted materials. See Peer-To-Peer (P2P) Policy, [Peer-to-Peer \(P2P\) Policy](#).
- 16.F. Violation of a campus computer use policy

17. **Obstruction of University Activities:** Behavior which disrupts or interferes with normal University or University-sponsored activities, including, but not limited to, study, teaching, research, officially invited speakers, organizational programming, university business, public safety, fire, police or emergency services, or other authorized activity.
18. **Risk Management:** Failure to adhere to policy, advisement or provide due diligence in eradicating or minimizing any and all risk management issues including but not limited to, adhering to event start and end times, failure to provide adequate security coverage for events, etc. Including but not limited to:
- 18.A. Violates the safety or health-related housing rules or regulations of non- university-owned property, including but not limited to: overcapacity (including at parties), serving alcohol to underage persons, or other illegal or inappropriate activity prohibited under the property's rules or regulations,
19. **Sexual Exploitation and Misconduct:** Organizations are explicitly prohibited from engaging in sexual exploitation and misconduct which includes, but is not limited to, prostituting another student/s, non-consensual video or audio taping of sexual activity, going beyond the boundaries of consent (such as allowing others to surreptitiously watch you or others having consensual sex), engaging in voyeurism, knowingly transmitting an STD or HIV to another student, or plotting to engage others in sex acts without their knowledge or consent. (In addition, see the Zero Tolerance Policies on Drugs and Aggressive Behavior in the University Policy and Expectations section of the Student Code of Conduct).
20. **Use of NCAT name, logos, and trademarks:** Unauthorized use of NC A&T State University or NCAT name, logos or trademarks; including use not in compliance with University policies or the expressed approval of University Relations.
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Application of This Code

The Office of Student Activities and Campus Involvement (OSA) will exercise jurisdiction over registered student organizations and the conduct of their members, including but not limited to fraternities, sororities, honor societies, academic/departamental organizations, cultural, faith-based, and special interest groups. Action by the Office of Student Activities and Campus Involvement does not preclude action by the Council of Presidents, Joint Greek Council, Greek Advisory Council, or any other campus governing bodies.

Consequences may be imposed on student organizations found responsible for violating the Student Organization Code of Conduct and or exhibiting any inappropriate conduct listed below. Consequences may include actions such as withdrawal of recognition, suspension of recognition for a specified period of time, probation (warning that might lead to a more severe consequence), restriction of privileges, reprimand, fines (used to provide additional training and resources), and restitution for losses caused.

Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University, falls within the jurisdiction of this Code, regardless of whether it occurs on or off campus.

The Office of Student Activities and Campus Involvement (OSA) oversees the responsibility for investigating and adjudicating cases based on allegations of misconduct in conjunction with the Student Organization Investigation Team (SOIT). **Ordinarily, the University will proceed with written complaints but reserves the right to proceed without a written complaint should the situation arise.**

In the event that a student organization's alleged misconduct is reported to OSA (*see the SOI Flow Chart for more details*):

- The allegation and any pertinent information will be forwarded to the Student Organization Investigation Team (SOIT) for preliminary investigation.
- If determined to have merit, a representative from SOIT or OSA will send a letter to the organization's president and advisor/s to schedule an informal conference as well as to notify them of the alleged charges as well as putting the organization on Cease and Desist.
- The SOIT lead investigator assigned to the case, or OSA designee, will meet with the president/advisors of the organization to discuss the allegations.

At that time, the organization will have the option to:

- Accept the responsibility and receive any consequences via an administrative meeting (to follow at a later date), or
- Request a hearing based on the allegations with members of the SOIT;

If the organization is found responsible for the alleged misconduct:

- The organization will be issued consequences via a letter to their president, cc'ing the advisor/s, and any other relevant parties, which will include any official findings and any additional consequences (i.e., fines, restrictions, and possible changes in organization status)
- It is the president's, and the advisor's responsibility to inform their organization of the consequences or outcome/s, the time frame and member accountability to said consequences/outcomes.

If the president believes the findings/consequences require review based on one of the following reasons: **1) the organization believes the sanction is too excessive, or 2) there is additional information that should be considered regarding the case**; he/she may submit a written request of appeal to the Executive Director of Student Activities within ten (10) days of the notice of consequences, to have the case reviewed by the Assistant Vice-Chancellor (AVC) for Student Affairs. The president of the organization will be notified of the University's final decision within 15 working days.

- The organization will remain on Cease and Desist until a final decision is made and the notification has been issued.
- The organization is responsible for adherence to the finalized consequences once notification has been received.
- Failure to comply with said consequences will result in additional violations and consequences.

An organization may appeal the decision of the AVC-Student Affairs, only if the organization was suspended or had its charter/recognition revoked. In this case, the request for appeal should be directed to the Vice-Chancellor for Student Affairs in writing and be submitted within ten (10) working days of the decision. Responses to this level of appeal will be delivered within 30 days of receipt.

GLOSSARY OF TERMS

- COP – Council of Presidents (governing council for registered student organizations)
 - JGC – Joint Greek Council
 - OSA – Office of Student Activities and Campus Involvement
 - OLCE – Office of Leadership and Civic Engagement
 - Registered Student Organizations – voluntary associations led by NC A&T State University students, which are legally independent of the University.
 - SOCC – Student Organization Code of Conduct
 - SOIT – Student Organization Investigation Team
 - UEC – University Events Center (scheduling office)
 - UPD – University Police Department
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**NORTH CAROLINA
AGRICULTURAL AND TECHNICAL
STATE UNIVERSITY**

WE WISH YOU A HAPPY AND SUCCESSFUL
ACADEMIC YEAR! AS ALWAYS, FEEL FREE TO
CONTACT US IF YOU NEED ANYTHING!

**OFFICE OF STUDENT
ACTIVITIES & CAMPUS
INVOLVEMENT**