

UNC-CHAPEL HILL  
**Registered Student Organizations**  
2017-2018 HANDBOOK



**carolina union**  
MORE THAN A BUILDING

**STUDENT LIFE  
& LEADERSHIP**



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# Section 1 – Introduction

## Welcome Letter

Dear Student Organization Officers, Members and Advisors:

Welcome to another exciting year, and congratulations on your decision to become active in a registered student organization. Student organizations play a vital role in making Carolina great, and involvement in student organizations can greatly enhance students' college experiences. With almost 800 student groups on campus, there are ample opportunities for involvement, as well as for collaborative programs between student organizations. We encourage groups to consider cosponsoring programs or events with other registered student organizations. A list of currently registered student organizations can be found at <http://heellife.unc.edu>.

The purpose of this handbook is to provide you with the information necessary to ensure a successful, productive year. Please take the time to read this handbook and familiarize yourself with the expectations of and resources available to registered student organizations here at UNC-Chapel Hill.

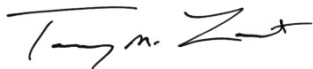
Some of the policies, procedures and other information outlined in this handbook might change throughout the year. Student organizations are encouraged to check with the relevant offices or departments to ensure you have the most current information. Student groups must abide by and are held accountable for the information in this handbook.

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

If at any time throughout the year you have questions, concerns, or need clarification regarding the information presented in this handbook, or if you need more information or assistance with your student organization, please contact the Office of Student Life & Leadership at [studentlife@unc.edu](mailto:studentlife@unc.edu) or visit us in Suite 2501 of the Frank Porter Graham Student Union.

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

Sincerely,



Tammy M. Lambert  
Assistant Director for Student Organizations  
Office of Student Life & Leadership

# About the Office of Student Life & Leadership

**Vision:** A world where all people are empowered to create positive change.

**Mission:** The mission of Student Life & Leadership is to create an inclusive Carolina community through engagement and intentional educational opportunities. This mission is guided by our core values:

- Authentic Connections
- Collaboration
- Integrity
- Life-Long Learning
- Social Justice
- 

## Areas Within Student Life & Leadership

### Student Organizations

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

For more information: <https://carolinaunion.unc.edu/depts-services/student-organizations>

### Leadership Development

Leadership Development offers a variety of [programs](#), services, and [academic courses](#) for all students interested in leadership at UNC. We are committed to serving the Carolina community by advocating for leadership as a process of social change.

Please feel free to come visit us in suite 2501 in the FPG Student Union! And don't hesitate to [contact us](#) with any questions you may have. We are always more than happy to help!

### Leadership Philosophy

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

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



## How we define our key practices:

- **Learned Process** is described as a process whereby concepts are derived from and continuously modified by experience and knowledge is continuously derived from and tested out in the experiences of the learner (Kolb, 1984).
- **Service-Directed** is to give of ourselves for something greater than ourselves with a larger community in mind. This requires the building of relationships with others in order to take action together for change (Greenleaf, 1970; Komives, Wagner, & Associate, 2009; LeaderShape, 2015).
- **Authentic Practice** is the ability to understand and continuously question what constitutes one's core values and beliefs. It is greater than the individual desires and serves the collective interest of the group and community (Avolio & Wernsing, 2008).
- **Values** are a set of core beliefs about what is right and personally important. Values serve as a guiding tool for personal behavior (Seemiller, 2014; LeaderShape, 2015).
- **Inclusivity** is a way of understanding, valuing, and actively engaging diversity in views, approaches, styles, and aspects of individuality in an effort to create a sense of belonging and develop a shared commitment (Seemier, 2014; Komives, Lucas, & McMahon, 2013).
- **Respect** requires trust and civility. Because individuals may not always share the same opinion in a group setting, there must be a mutual understanding of an intent based on beneficence and goodness (Komives, Wagner, & Associate, 2009).
- **Community** can broadly be defined as a group of individuals, student organization, residence hall, classroom, office, campus, neighborhood, town, city, nation, or the world (HERI, 1996; Komives, Wagner, & Associate, 2009).
- **Self-Discovery** is the understanding of one's strengths, values, interests, emotional intelligence, and the impact of those on others (Komives, Wagner, & Associate, 2009; Komives, Lucas, & McMahon, 2013).
- **Resilience** is one's capacity to respond to challenging experiences with improvement and strength, learning from the experience, which leads to healthy self-esteem (Shankman, Allen, & Haber-Curran, 2015).
- **Positive Impact** occurs through the building of relationships in a community and collaboration with others to determine what is for the common good and leads towards positive sustainable change (Komives, Wagner, & Associate, 2009).
- **Gratitude** is the willingness to recognize the unearned increments of value in one's experience while cultivating one's sense of interconnectedness and personal growth (Bertocci & Millard, 1963; Emmons & Shelton, 2002).

For more information: <http://carolinaunion.unc.edu/leadership>

## Carolina Union Activities Board (CUAB)

The mission of the Carolina Union Activities Board is to create stress-relieving, diverse, and inclusive student-programmed events that unite the Carolina community.

As the second largest student organization at UNC, the Carolina Union Activities Board (CUAB) strives to plan events that attract students from all walks of life as well as foster a sense of community among event attendees. CUAB is fueled by the hard work and dedication of its seven programming committees to serve the whole Carolina community. Each of the seven programming committees focuses their efforts and resources on a specific programming sphere. Among them are arts, concerts, diversity, special events, films, graduate and professional, and fun. CUAB provides students the framework to build a strong set of

transferable skills and become successful student leaders on UNC-CH's campus. Located in 2519 FPG Student Union; 919-962-1157; [cuab@unc.edu](mailto:cuab@unc.edu).

For more information: <https://carolinaunion.unc.edu/programs-orgs/carolina-union-activities-board>.

## **Additional Carolina Union Departments**

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

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

### **Communications & Creative Services**

As part of the Union, Communications & Creative Services makes the Carolina community aware of services, spaces, and events that the Union offers, by means of Union publications, signage, advertisements, and branding with a unified style.

The Design Services department helps student organizations and University departments to communicate a message about their group to a target audience. Design Services uses two main channels to market organizations and departments: print design and web/interactive design. Both of these can help groups attract more members; advertise their mission or purpose; let people know about an event, contest, or survey; or direct people through a space.

The CCS staff is available to aid student organizations with the marketing of events and the design of publicity materials. Please note that these services are in high demand throughout the year. To enhance the likelihood of receiving assistance with your marketing and design needs, it is crucial that you communicate your needs well in advance of your deadline or event date. Located in FPG Student Union 1506; 919-843-3194, [design@unc.edu](mailto:design@unc.edu).

For more information: <https://carolinaunion.unc.edu/depts-services/communications-and-creative-services/who-we-are>

### **Office of Event Services**

Carolina Union Event Services is a team of passionate experts dedicated to ensuring all meetings and events meet their potential by delivering comprehensive scheduling and ticketing, innovative audio visuals, and welcoming environments. Event Services is open Monday – Friday from 9:00 a.m. – 5:00 p.m., and schedules all spaces within the Carolina Union during normal operating hours. Select General Purpose Classrooms are available after 6pm on weekdays and during weekend classroom hours. Event Services provides assistance throughout the entire event lifecycle to ensure your meeting and/or program is seamless and successful! The Office of Event Services is located in the FPG Student Union Room 3103 and can be reached at 919-966-3832 or [eventservices@unc.edu](mailto:eventservices@unc.edu).

For more information: <https://carolinaunion.unc.edu/depts-services/event-services>

## Student Activities Fund Office

The Student Activities Fund Office was created in 1932 to account for and provide fund control over student fees collected by the University and returned to Student Government for allocation and administration. SAFO's services were later expanded to include any registered UNC-CH student organization that wished to utilize SAFO services. In addition to Student Government and the organizations it funds, SAFO has provided accounting services for approximately 700 other student-related organizations. Their hours of operation are 8:30am to 5:00pm. Located in 3505 FPG Student Union; 919-962-1159, [saf@unc.edu](mailto:saf@unc.edu).

For the academic year 2017-2018, SAFO will move toward phasing out its current operations. For more information about this and on working with SAFO, see Section 3: Financial Management and Policies (page 20) or the website below.

For more information: <https://carolinaunion.unc.edu/depts-services/student-activities-fund-office>

## Student Organization Programs & Services

### FallFest

Marking its 21st year in 2017, FallFest kicks off the school year with a celebration of student activities! The event includes information tables, competitions, performances, free food, and prizes. New and returning students are encouraged to visit student organization and academic department tables to learn how to get involved at Carolina.

Student organizations must meet all of the requirements set forth each year by the Office of Student Life & Leadership in order to be eligible to apply for a table or performance slot at FallFest. Requirements include, but are not limited to, being registered and submitting the Annual Report before the stated deadline. Student organizations must be in good financial standing with the Carolina Union in order to receive a table at FallFest. More information about FallFest requirements and eligibility will go out to the person indicated in the Annual Report form for the organization.

### Heel Life

With over 800 student clubs and organizations, getting involved can be fun, easy, and a transformational way to make the most of your Carolina experience. Whether it's competing in a sport club, joining a fraternity or sorority, focusing on cultural awareness, volunteering through community service, or taking up a new hobby, there is something for every Tar Heel to enjoy! Check out UNC-CH's registered student organizations (RSOs) via [HeelLife](#). If you do not find the perfect fit, the Office of Student Life & Leadership will help you start your own student organization.

Heel Life: Connecting Students. Inspiring Involvement.

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

## Important Dates for Student Organizations

August 15 – September 30: Fall Registration Period  
August 15: Application for New Student Organizations Opens  
August 20: FallFest 2017  
August 29 – September 28: Student Organization Officer Orientation Sessions  
September 7: First Day of Reservations for Spring Semester  
September 23: Student Organization Presidents' Retreat, 9am-3pm, FPG Student Union  
September 26: First Year Faves & Involvement Fair, 5pm-8pm, Rams Head Plaza  
September 27: Fall Involvement Fair, 11am-2pm, the Pit  
September 30: Deadline for Fall Student Organization Registration  
October 25: Officer Transition Dinner, 6pm-7:30pm, Great Hall  
December 1 – January 31: Spring Registration Period  
January 11 – January 30: Student Organization Officer Orientation Sessions  
January 25: First Day of Reservations for Fall Semester  
January 31: Deadline for Spring Student Organization Registration  
February 1 – February 28: Carolina Union Space Allocation Application Period  
February 28: Officer Transition Dinner, 6pm-7:30pm, Great Hall  
April 1: Last Day to Submit Registration Application for a New Student Organization  
April 1 – May 31: Annual Report Period (Must Submit to Receive FallFest Application)  
April 4: Student Officer Inauguration  
June 1: FallFest Application Opens  
June 20: FallFest Application Deadline

## Section 2 – Student Organization Registration

### University-Affiliated Versus University-Sponsored

The majority of registered student organizations are considered "University-affiliated." The University does not sponsor or endorse activities associated with these groups. The use of the University's name in the organization's title is possible, so long as University sponsorship or endorsement is not implied or stated.

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

For more information contact the Office of Student Life & Leadership at [studentlife@unc.edu](mailto:studentlife@unc.edu).

# General Requirements for Registration

1. The majority of your organization's membership must be currently registered students of The University of North Carolina at Chapel Hill.
  2. New registered student organizations are required to have a minimum of ten (10) members who are currently registered students of The University of North Carolina at Chapel Hill. These members must be listed as part of the organization roster step found in the registration application.
  3. All major officers, including the primary contact of your organization, must be full-time, registered students of The University of North Carolina at Chapel Hill.
  4. One major officer of the organization must agree to serve as the primary contact of the organization. This individual completes the registration of the organization (found at <https://heellife.unc.edu>) and submits it for processing, after which that person is the individual responsible for making sure the organization is in compliance with University policies. The primary contact will serve as the main point of communication between the group and the University.
  5. The organization will comply with University policies, including University policies on non-discrimination. See below or at: <http://policies.unc.edu/policies/student-org-dondiscrim/>.
  6. The organization must comply with applicable federal, state, and local laws and with University policies, including but not limited to laws and policies related to hazing and alcoholic beverages.
  7. In support of the University's policies on non-discrimination and commitment to equal opportunity, the organization must ensure that meetings and activities are conducted in physically accessible locations, all printed materials are in an accessible format including the organization's website, and that other forms of communications (e.g., sign language interpreters) are provided. \*
- \*Contact Accessibility Resources & Service for assistance in planning: Suite 2126 SASB North, 962-8300, [accessibility@unc.edu](mailto:accessibility@unc.edu).
8. Your organization must have an advisor who is a full-time faculty member or staff member of UNC-Chapel Hill, UNC Hospitals, or an affiliated department; an emeritus UNC-Chapel Hill faculty or staff member; a UNC-CH retiree with affiliate status; or a campus minister.
  9. Your organization may be required to affiliate with certain external organizations or University offices or departments such as a professional school or an academic department, Campus Recreation, or the Office of Fraternity and Sorority Life and Community Involvement. Contact those offices for further information prior to submitting an application.
  10. While the organization is not required to be organized or registered as a non-profit entity with either the state or federal government, its committees or subgroups, officers, and members, shall adhere to the governing principals for non-profit, tax-exempt organizations, and shall only conduct activities that support the organization itself, The University of North Carolina at Chapel

Hill, or other entities that are exempt from federal and state income tax. The organization may not conduct activities that support individual or commercial gain.

11. Registration may be withdrawn or denied should it be determined that any of the information submitted on the application is false; the majority of the organization's members are not registered UNC-Chapel Hill students; all major officers of the organization are not full-time, registered UNC-Chapel Hill students; the organization has no advisor; the organization fails to remain in good financial standing with the University; the organization fails to maintain minimum standards of conduct as set forth by the Office of Student Life & Leadership; the organization fails to comply with University policies, including University policies on non-discrimination; or if the organization fails to comply with applicable federal, state, or local laws. Registration status also may be changed by sanctions imposed by student or Greek judicial procedures.
12. The president and treasurer of the organization must attend an Officer Orientation.

## Registering Your Student Organization

### Existing Student Organizations

Each student organization's registration with the University expires annually, unless withdrawn earlier for cause. Please read the information below and contact the Office of Student Life & Leadership (SLL) immediately should you have questions about your organization's status. There are two distinct registration periods for organizations based on the timeline for officer transition:

- **Does your organization elect new leadership based on the academic year (spring or summer)?** *Your registration period is August 15th through September 30th.* The registration will not be complete until the online form is submitted and approved and the president and treasurer have attended one of the required August/September officer orientations.
- **Does your organization elect new leadership based on the calendar year (fall)?** *Your registration period will be December 1 – January 31.* The registration will not be complete until the online form is submitted and approved and the president and treasurer have attended one of the required January officer orientations.

Presidents and treasurers complete training very year. [Register at Heel Life](#). Organizations that miss their designated registration period will be set as inactive in the Office of Student Life & Leadership's records and will have to wait until the next application period to register.

Registration extends from the time an organization is approved by the Office of Student Life & Leadership until September 30<sup>th</sup> of the following academic year for organizations that transition in the spring or summer (operate on the academic year) and until January 31<sup>st</sup> for organizations that transition in the fall (operate on the calendar year).

If you cannot find your group using the search function of [heellife.unc.edu](http://heellife.unc.edu), this means your group is not currently registered and has been made inactive in the system. This means you do not have access to University resources. A group may regain registration by applying during one of the registration periods. If you have questions please send an email to [studentlife@unc.edu](mailto:studentlife@unc.edu).

Information about how to access the online application to renew an existing organization and what is asked on this form can be found at the link below:

<https://carolinaunion.unc.edu/programs-orgs/student-acts-orgs/official-university-recognition>

## Starting a New Student Organization

If a student organization you want to join does not exist, you can create it! Keep in mind that new student organizations must not duplicate currently existing student organizations. The process for starting a new organization is available through [heellife.unc.edu](http://heellife.unc.edu). Not sure if your organization has been registered in the past? Contact us at [studentlife@unc.edu](mailto:studentlife@unc.edu) before applying so we can make sure you submit the correct form.

Please note that applications for new organizations must be submitted by April 1<sup>st</sup> to be considered for registration for the current year.

If you are starting a new organization, you may reserve University space for two organizational meetings prior to registering. You will need to contact Event Services directly to do this since you will not already have an online account. You can reach them at 919-966-3832 or [eventservices@unc.edu](mailto:eventservices@unc.edu).

Please note that new groups registering will need to attend the next available Officer Orientation. These are held at the beginning of the fall and spring semesters. You will also be asked to meet with a staff member of the Office of Student Life & Leadership to discuss campus resources and a 5-Year Vision & Growth Strategy for your organization.

Information about how to access the online application form for new organizations and what is asked on this form can be found at <https://carolinaunion.unc.edu/programs-orgs/student-acts-orgs/applying-official-university-recognition>.

## Advisors

In order for a student organization to register, the organization must have an advisor. If the organization does not have an advisor for longer than 48 hours the organization will lose their registration status with the University. Your organization must have an advisor who is a full-time faculty member or staff member of UNC-Chapel Hill, UNC Hospitals, or an affiliated department; an emeritus UNC-Chapel Hill faculty or staff member; a UNC-CH retiree with affiliate status; or a campus minister.

### Advisor & Organization Relationship

The duties of an advisor include:

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

The duties of the organization include:

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

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

The student organization's primary contact will sign off on the advisor agreement when completing the registration form. The advisor agreement form that your advisor will need to complete can be found here: <https://heellife.unc.edu/submitter/form/start/135022>.

## Advisor Liability

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

## Resources for Advisors

The Office of Student Life & Leadership has created a section on its website dedicated to information for advisors. The site can be accessed by visiting <https://carolinaunion.unc.edu/depts-services/student-organizations/student-organization-advisors>.

## Constitution and Bylaws

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

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

1. Only UNC-Chapel Hill students may be active members.
2. The organization abides by the [University of North Carolina at Chapel Hill's Non-Discrimination Policy for Student Organizations](#), which states the following: Membership and participation in the organization must be open to all students without regard to age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, gender identity, or gender expression. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX. Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, gender identity, gender expression, or, unless exempt under Title IX, gender.
3. State what rights and privileges are accorded each level of membership.
4. State what policies or procedures must be followed to remove a member or officer.
5. The advisor must be a full-time faculty or staff member of UNC-Chapel Hill, UNC Hospitals, or an affiliated department; an emeritus UNC-Chapel Hill faculty or staff member; a UNC-CH retiree with affiliate status; or a campus minister. The advisor does not have the right to vote.



6. All major officers of the organization are full-time, registered students of The University of North Carolina at Chapel Hill.

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

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

<https://carolinaunion.unc.edu/depts-services/student-organizations/registering-your-student-organization>

## Updating Your Student Organization's Contact Information

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

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

## Benefits of Registration

### Registration Includes:

- Being listed on [heellife.unc.edu](http://heellife.unc.edu), the official directory of registered student organizations at Carolina. This also includes an individual page for the organization.
  - Reservation of specified University facilities, property, services, or equipment in accordance with The University of North Carolina at Chapel Hill's Facilities Use Policy (<http://policies.unc.edu/policies/fac-use/>).
  - Use of the University's name in the organization's title, so long as University sponsorship or endorsement is not implied or stated. If you desire to use the University's name as part of your organization's name, it should follow one of these forms:
    - (The) University of North Carolina at Chapel Hill
    - UNC-CH
    - UNC-Chapel Hill
    - Carolina
- Not:
- UNC
- Access to funding from the Student Activity Fee that is legislatively apportioned by the Undergraduate Senate and the Graduate and Professional Student Senate, and in some cases access to fees from other fee-allocating bodies.

- Assistance from Student Affairs including, but not limited to, the Carolina Union, Accessibility Resources & Service, Office of Fraternity and Sorority Life and Community Involvement (OFSL-CI) and Campus Recreation. Available are: leadership training and educational workshops, general organizational advisement, assistance in publicity and marketing, program planning advisement, reference materials, and more.
- Mailboxes & Organization Mail: Mailboxes are available at the Union for use by registered student organizations. Groups can request a mailbox at any time in the year. To maintain use privileges, groups must not have a lapse in registration and must check the mailbox regularly.
- The opportunity to apply for workspace and storage unit space: There is an annual process for the allocation of the workspaces and storage areas within the Frank Porter Graham Student Union building. Early in the spring semester of each year all currently registered student organizations are invited to apply for space. Applications are generally due in mid-late February with decisions posted by spring break. Applications are assessed carefully based on the need for space, how much space, type of space, and use of space. There are guidelines that govern the use of workspaces and storage areas. The current guidelines and upcoming deadlines for next year's allocation can be found at the link below: <https://carolinaunion.unc.edu/depts-services/student-organizations/applying-space-union>

### **Registration Does NOT Include:**

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

### **Publicity & Communication Opportunities**

#### ***A-Frames (Sandwich Boards)***

The following policy has been established to provide for the safe and equitable use of A-frames in designated accessible spaces around the Carolina Union including (but not limited to) the Pit and Union Plaza. Four A-frame sign holders with two sides each (eight total spaces) are available on a first-come, first-served basis to registered student organizations and University departments to advertise their events which take place within the building.

- A-frame sign holders are provided free of charge on the day of the event. In situations where an event spans multiple days the A-frame can be utilized on each day the event occurs.
- All signs must be printed 22" wide x 28" tall.
- All signs must be approved by the Carolina Union Communications & Creative Services department. Contact Communications & Creative Services for assistance with design and printing. Any assistance provided is subject to standard Communications & Creative Services fees as posted on the Carolina Union website.
- Organizations and departments must utilize the Union's A-frame sign holders and will not be allowed to make or use their own.
- The only exception to this policy is for Student Government campaigns and Homecoming campaigns. These events are covered by a separate policy created by Student Government.

Student organizations and University departments requesting A-frame space must comply with the following guidelines:

- Contact the Office of Event Services at least 30 days prior to the event to reserve A-frame space.
- Meet with Communications & Creative Services 30 days prior to reservation for design consultation.
- All designs created without the assistance of Communications & Creative Services must be approved a minimum of two weeks prior to the event. No glued or pasted signs will be accepted.
- The A-frame is displayed by Carolina Union staff on the day(s) of the event and removed at the conclusion of the event.
- Clients providing their own artwork must pick up their work the next business day.

The Office of Event Services and Communications & Creative Services have the right to deny signage requests that do not comply with the above procedures. Failure to comply with any or all of this policy may result in a fine and/or loss of registration.

### **ActiviTV**

ActiviTV is the digital communication system seen throughout the Union that displays still and video advertisements. All registered student organizations and University departments have the opportunity to run ads on the screen. Fees are based on weekly ad schedules and not prorated. Contract rates for multiple weeks of advertising are available. For more information on using ActiviTV, contact Communications & Creative Services at 919-843-3194, [design@unc.edu](mailto:design@unc.edu).

For more information: <https://carolinaunion.unc.edu/depts-services/communications-and-creative-services/who-we-are>

### **Banners**

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

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

For more information: <http://carolinaunion.unc.edu/meetings-events/policies-documents/exterior-banner-line#below-menu>

### **Bulletin Boards, Fliers and Posters**

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

For more information on posting fliers in residence halls: <https://housing.unc.edu/about-us/advertising-policies/flyer-distribution-halls>.

No document of any kind may be attached to any wall, door, lamppost, tree, sidewalk, or other surface on campus. Sidewalk postings are a hazard because when they are wet, they become slippery. With the exception of specifically exempted organizations and/or programs, sandwich boards are not permitted. Persons and organizations violating this policy may be held responsible for labor to remove materials, damage to surfaces, criminal penalties, loss of registration, or other sanctions.

In the Union:

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

- All advertisements must be submitted to the Information Services Desk for approval and posting. Unapproved fliers will be removed.
- All advertisements posted must comply with Sections VII-IX of the UNC-CH Facilities Use Policy.
- The following may not be advertised: items for sale, roommate requests, transportation requests and the use or availability of alcohol.
- The maximum size for advertisements is 11x17 inches.
- Advertisements will be posted for a maximum of two weeks and cannot be advertised more than two weeks prior to the event.
- There is a limit of one advertisement per event/program per bulletin board.

The Union's Resource Hub consists of three wooden racks located on the second floor of the Union.

- Racks are separated into three categories: Housing/Auditions, Events/Programs/Classes and Organizations/Publications. Materials should be placed in the appropriate categorized rack.
- Multiple copies of the same item may be placed in the Resource Hub but should only occupy a single compartment.
- Any item placed in the Resource Hub must comply with Sections VII-IX of the UNC-CH Facilities Use Policy.
- Business cards, small fliers, oversized posters and candy will be removed.
- Lewd and pornographic material is prohibited.
- Advertisements from commercial businesses, such as coupons and/or promotional fliers are prohibited.
- Items may not advertise the use or availability of alcohol.
- Materials placed in the Resource Hub do not require prior approval. Items not in compliance will be removed and discarded.

### ***Cube Use***

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

- Use of the Cubes are on a reservation basis.
- Reservations must be made a minimum of 2 days in advance.
- Reservations may be made in person at the Information Desk Monday-Friday between 8am and 5pm.
- The paint cart must be reserved at the time of your Cube reservation.
- Only one reservation can be made at a time. Each additional reservation can be made after the previous reservation has expired.
- Organizations may not reserve a Cube more than 3 times a semester.
- Organizations may not make reservations for simultaneous dates or for back-to-back dates.
- A single event may not be advertised on more than one panel.
- Cube reservations may not be extended due to inclement weather.

- You must paint completely over the previous event and list the sponsor, event name, location, date, and time. Information listed must match the corresponding reservation information for the event being promoted.
- Any group wishing to paint the Cube MUST use the Carolina Union Information Services Paint Cart. Failure to follow this policy will result in a 12-month ban from use of the CUBE.
- Use of any paint or materials not provided by the Carolina Union is strictly prohibited.
- Sitting or placing items in front of the Cube is prohibited. Doing so in no way provides preferred access to the Cube and obstructs advertised event information.
- Posting fliers on the Cube is absolutely prohibited.
- Events CANNOT be advertised for more than 10 days in advance. This includes summer, winter break, fall break, spring break, and holidays.
- If multiple dates are posted, 10 days will be counted from the final day of the event.
- If choosing to advertise the date tickets go on sale or any other date associated with the event, 10 days will be counted from that date.

#### Paint Cart

- For environmental reasons, the paint cart is not available for use in inclement weather or temperatures below freezing. If the paint cart is not available during your scheduled painting reservation, you may reschedule the paint cart but NOT your Cube reservation.
- Sharing of the paint cart is strictly prohibited.
- The drop cloth must be used at all times.
- Paint cannot be dumped in sinks, drains or anywhere outdoors. All paint spills should be cleaned or reported to Information Services immediately.
- Please dispose of all sponges, paint tray liners, roller brushes, and anything else that is disposable. Simply place used materials in the provided trash bag and dispose in the garbage.
- Organizations are responsible for the cost associated with any damages or spills.
- If the paint cart is returned dirty (paint in paint tray, roller brush left on handle, etc.) the organization will immediately be charged an additional \$12 either by direct cash payment or invoice.
- The paint cart can be checked out Monday-Friday 8am - 8pm, Saturday 9am - 8pm and Sunday 11am - 8pm.
- The paint cart is reserved at the time of a CUBE reservation.
- The paint cart is reserved for a 2 hour period.
- A cash payment of \$12.00 is due at the time of your paint cart reservation.

#### Cancellation

- Any changes and/or cancellations must be made a minimum of 2 days in advance. Failure to do so will result in the loss of the paint cart deposit.

#### **News Services**

Registered student organizations can use News Services for assistance with publicity for their events and services. Contact them as soon as you have an event to publicize; two weeks notice minimum is the best guide in your planning.

For more information: <https://uncnews.unc.edu/send-us-news/>

### ***Listservs and Mass Emails***

An organization email account can be established as an alias after a group is duly registered. Likewise, you can establish a listserv. It is important to remember to switch ownership of the alias and listserv when there is a change of officers so that it can be kept active.

For more information about setting up an alias, go to <https://help.unc.edu/help-tag/alias/>.

To establish a listserv, go to <http://listserv.unc.edu/>.

Requests for a mass mailing to the University community through the University's email system are made through the following site: <https://selfservice.unc.edu/massmail/>.

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

### ***Web Space Requests and Updates***

Registered student organizations may create websites that can be housed on the University's server. If your organization does not already have a website domain ending in web.unc.edu, you can go to <http://web.unc.edu> to create your site.

Select 'Create a Site' from the top navigation bar. You will be directed to a Single Sign On page for you to log in with your ONYEN.

The request for web space can only be made by the president/primary contact of the organization as listed with the Office of Student Life & Leadership at <http://hellife.unc.edu/>. This prevents unassociated/unauthorized individuals from developing a site in the name of an organization. After you create the website, be sure to update your organization's website URL on your group's profile at <http://hellife.unc.edu>.

For managing your new web.unc.edu WordPress site, please refer to information found at <http://web.unc.edu/getting-started>.

## **Section 3: Financial Management and Policies**

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

### **Financial Accounts**

#### **Student Activities Fund Office (SAFO)**

The Student Activities Fund Office was created in 1932 to account for and provide fund control over student fees collected by the University and returned to Student Government for allocation and administration. SAFO's services were later expanded to include any registered UNC-CH student

organization that wished to utilize SAFO services. In addition to Student Government and the organizations it funds, SAFO has provided accounting services for approximately 700 other student-related organizations. Their hours of operation are 8:30am to 5:00pm. Located in 3505 FPG Student Union; 919-962-1159, safo@unc.edu.

For the academic year 2017-2018, SAFO will move toward phasing out its current operations. The implementation plan is to occur in two phases. All SAFO clients will be required to move self-generating funds (dues, fundraising, etc.) offsite to external banks during Phase I. As part of Phase II, effective July 1, 2018, SAFO will transition groups receiving direct student fees, including groups funded by Student Government, to the University system to be managed by the Carolina Union Business Office.

The Office of Student Life and Leadership will provide training to assist RSOs in navigating the process of establishing external bank accounts. Additional information will be communicated as the SAFO phase-out progresses and more details are finalized.

For more information: <https://carolinaunion.unc.edu/depts-services/student-activities-fund-office>

### **Off-Campus Bank Accounts**

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

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

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

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

- An officer of your organization signs this.

### **Obtaining an Employer Identification Number (EIN)**

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

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

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

<https://carolinaunion.unc.edu/depts-services/student-organizations/student-organization-finances>

### **Banking Tips and Recommendations**

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

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



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

## **Tax Status and Non-Profit Organizations**

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

For more information: <http://studentlegalservices.web.unc.edu/>

## **Corporate Sponsorship**

Corporate sponsorship is greatly limited through the University's Facilities Use Policy which says in part, "The sales or sales promotion materials of goods or services used by a University-affiliated group may acknowledge the assistance or contribution of a non-affiliated group, but no sales or sales promotion shall be conducted in such a manner as to establish on or extend to the campus a commercial enterprise, as determined in the sole discretion of the Vice Chancellor for Student Affairs or his or her delegate." Before agreeing to any program or service, please request a written letter and packet outlining the sponsorship expectations by the agency, and contact Carolina Student Legal Services or the Office of Student Life & Leadership for review.

## **Donations**

When fundraising for your organization, it is important to remember that being a registered student organization does not mean that you may use the University's tax ID or non-profit status. You should understand that unless your organization is truly a non-profit, which most student organizations are not, your donors will not be able to receive a tax deduction for their donations to you. The Office of Student Life & Leadership is currently working to identify strategies that might streamline this process for registered student organizations. If there are any updates this year, we will add them to the online version of this handbook.

If you have questions about this, please contact the Office of Student Life & Leadership so we can help you address this issue and avoid any confusion when working with potential donors.

## **Grants & Grant Writing**

Grants can be a way to secure funding for your organization. Challenges include finding appropriate grants and successfully completing the grant application. There are important tips to keep in mind when submitting grant applications and skills including budget preparation are valuable in this process. The Office of Student Life & Leadership can help point you in the right direction for help with grant writing and possible grant opportunities for your organization. Email the office at [studentlife@unc.edu](mailto:studentlife@unc.edu).

## **Raffles**

Raffles are not permitted, as they violate the University's Facilities Use Policy.

## Sales and Event Income

Groups conducting sales in the Union or Pit must obtain a sales permit from the Office of Event Services. Other than some locations under management by the professional schools, sales are limited to the Pit and Solicitation Tables, and require a Sales Permit; these permits are available from Event Services in Union 3103. No group may sell goods or services on consignment, rent, or lease, and must show their bill of sale / receipt. No sales or sales promotion shall be conducted in such a manner as to establish or to extend to the campus the appearance of a commercial enterprise.

For more information: <http://carolinaunion.unc.edu/meetings-events/policies-documents/sales-and-event-income#below-menu>

## Budgets

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

Some general tips for preparing a budget include:

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

Some general tips for maintaining a budget include:

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

## Transition of Officers

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

- File all financial records for the past year (receipts, monthly statements, etc.). Student organization financial records should be kept a minimum of seven years.
- Complete a financial report.
- Review the financial report with the new Treasurer. Discrepancies and resulting actions should be documented in writing.
- Reconcile all debts or have a written plan on file describing how any debts will be settled in the future.

- Change co-signers on the organization's bank accounts at your respective bank. This must be done in person at the bank.
- Deliver all bank statements, checkbooks, and other financial information (including online passwords) to the new Treasurer.
- The transition process should begin as soon as the new Treasurer is elected to allow time to set the new Treasurer up for success (time for transfer of knowledge and documents and to shadow outgoing Treasurer, etc.).

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

## Sources of Funding on Campus

### Carolina Center for Public Service

The Carolina Center for Public Service oversees the annual selection of various awards honoring individual undergraduate and graduate students, faculty, staff and University units for exemplary public service and engaged scholarship. Of particular interest to student organizations are the Robert E. Bryan Public Service Award and the Ronald W. Hyatt Rotary Public Service Award.

For more information: <http://ccps.unc.edu/awards-fellowships/>

### CUAB Campus Collaborative Programming

The Carolina Union Activities Board enhances life at Carolina through high-quality programming and events for the entire University community. These include films, art, music, entertainment, and more. CUAB isn't just about providing these programs and events, though. CUAB is about expanding your ideas about what the definitions of these things are. Anything can happen at CUAB and we will be all over campus this year -- students working for students -- reaching out to the entire Tar Heel community. CUAB is excited to work with student organizations across Carolina, whether it is through collaboratively programming, or the potential for a small monetary contribution, the Carolina Union Activities Board is excited to support the Carolina community! If your student organization is interested in programming an event with CUAB, please fill out the Collaboration Request for CUAB review.

For more information: <https://carolinaunion.unc.edu/programs-orgs/carolina-union-activities-board/campus-collaborative-programming>

### Graduate & Professional Student Federation

Registered student organizations are eligible to apply for funding from the Graduate & Professional Student Federation Senate. The organization must have a SAFO account, the funding request must demonstrate a benefit for graduate and professional students, and the organization must recognize GPSF as co-sponsor and submit a Post-Funding Report.

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

### RHA External Programming Requests

As part of its annual budget RHA appropriates a small portion of funds each semester for outside student organizations to put on campus programs in which the majority of beneficiaries will be on-campus

residents. The purpose of these grants is to create opportunities for additional, diverse campus programs beyond those that RHA directly plans and executes. RHA recognizes that many innovative program ideas go unrealized due to insufficient funds and therefore wishes to do its part in further enhancing student life at Carolina. Organizations wishing to receive a grant must present their proposal to the RHA BOG, which then votes on whether or not to fund the program.

For more information: <http://rha.unc.edu/get-involved/request-funding/>

## **Undergraduate Senate**

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

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

Student organizations that wish to apply for funding must have a certified treasurer. To become a certified treasurer, one must pass the treasurer's test.

For more information: <http://senate.unc.edu/treasurers-test/>

*The following is the most current information we have at the time of printing. Be sure to check the link above for the most current information regarding funding from the Undergraduate Senate.*

## **Subsequent Appropriations**

Fall 2017 Subsequent: Portal opens August 20 at 5:00 pm and closes September 1 at 5:00 pm

Spring 2018 Subsequent: Portal opens January 9 at 5:00 pm and closes January 20 at 5:00 pm

Organizations without a certified treasurer, or those without official UNC-CH registration, are not eligible for Undergraduate Student Government funding — the request will be automatically withdrawn if your treasurer is not certified, or organization is not officially registered, by the time you appear before the Finance Committee.

If you were a Treasurer last year, and you have NOT taken the Treasurer Test since June 30, 2017, then you need to re-certify by retaking the test before applying for money.

The Treasurer's Test and the Appropriations portal are available at the links below (you will need to log in with your Onyen and password):

Subsequent Appropriations: <https://www.unc.edu/student/congress/appropriations/>

Treasurer's Test: [https://www.unc.edu/student/congress/Treasurers\\_Test/](https://www.unc.edu/student/congress/Treasurers_Test/)

If you have any questions or concerns please contact the Finance Committee Chair, Rachel Augustine, at [rachie2@live.unc.edu](mailto:rachie2@live.unc.edu), or Undergraduate Student Government Treasurer, Ben Albert, at [btalbert@unc.edu](mailto:btalbert@unc.edu).

## YFund

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

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

For more information: <http://campusy.unc.edu/resources/funding/>

## Section 4 - University Policies

*For Financial Policies: See Financial Management and Policies, page 20*

### General Policies & Best Practices

#### Accessibility

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

For more information contact Accessibility Resources & Service: Suite 2126 SASB North, 962-8300, [accessibility@unc.edu](mailto:accessibility@unc.edu), <http://accessibility.unc.edu/>.

#### Alcohol

Generally, persons who are over 21 years of age may purchase, possess, or consume alcoholic beverages. This privilege extends to their homes or temporary residences. It is unlawful for any person under 21 to purchase, possess, or consume any alcoholic beverage; to give or to sell any alcoholic beverage to anyone under 21; or to aid or to abet anyone under 21 in purchasing, possessing, and consuming any alcoholic beverage. Student organizations are subject to all related University policies on alcohol including but not limited to the policy of any on-campus building in which an event occurs. Groups that belong to the Interfraternity Council, Panhellenic Council, Greek Alliance Council, or National Pan-Hellenic Council are subject to the [Fraternity & Sorority Alcohol Policy](#).

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

## Chalking and Taping to Sidewalks and Other Surfaces

DO NOT chalk or tape on the walls of buildings (or any vertical surface). Doing either one of these violates University policy and you are subject to the costs of cleaning.

## Drugs

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

For more information: <http://policies.unc.edu/policies/illegal-drugs/>

## Employment

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

For more information: <http://studentlegalservices.web.unc.edu/legal-resources/legal-topics-index-2/employment/>

## Free Speech

Subject to restrictions on the use of University facilities prescribed in the Facilities Use Policy, the University permits assemblies and gatherings of University-sponsored, University-affiliated and non-affiliated groups without prior approval in Y-Court, the Pit and in the other major open spaces designated on Exhibit A of the Facilities Use Policy, and with prior approval, in any other exterior location. Any use of such spaces that is scheduled pursuant to the policy shall have priority over any unscheduled use.

For a map of major open spaces: <http://policies.unc.edu/files/2014/06/FacilitiesUseExhibitA.pdf>

## Harassment & Discrimination

Sexual and racial harassment constitute unlawful discrimination, violate law and University policy, and are not tolerated in the University community. The Office of the Dean of Students is available to assist with issues regarding harassment and discrimination, and a link to the University's Policy on Prohibited Harassment, Including Sexual Misconduct, and Discrimination, is available on the office's website (<http://deanofstudents.unc.edu>), along with information about support resources and reporting options. The Office of the Dean of Students is located in 1106 SASB North, 919-966-4042, [dos@unc.edu](mailto:dos@unc.edu).

For more information: <http://deanofstudents.unc.edu/incident-reporting/prohibited-harassmentsexual-misconduct>

## Hazing

The University's policy on hazing prohibits, "Causing or permitting a person, with or without consent, to engage in activities that subject that individual or others to risks of physical injury, mental distress, or personal indignities of a highly offensive nature, in connection with recruitment, initiation, or continued

membership in a society, fraternity or sorority, club, or similar organized group, whether or not recognized by the University.”

For more information:

<http://studentconduct.unc.edu/sites/studentconduct.unc.edu/files/documents/Instrument.pdf>

***Examples of specific activities that could constitute hazing:***

- Forced or coerced consumption of alcohol
- Calisthenics, push-ups, sit-ups, runs, etc.
- Paddling
- Road trips (dropping off pledges to find their way back)
- Line-ups (lining up people and harassing them verbally)
- Running personal errands of the members

***State of North Carolina Hazing Statute:***

**Article 9.**

**§ 14-35. Hazing; definition and punishment.**

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. (1913, c. 169, ss. 1, 2, 3, 4; C.S., s. 4217; 1969, c. 1224, s. 1; 1993, c. 539, s. 19; 1994, Ex. Sess., c. 24, s. 14(c); 2003-299, s. 1.)

§ 14-38. Witnesses in hazing trials; no indictment to be founded on self-incriminating testimony.

In all trials for the offense of hazing any student or other person subpoenaed as a witness in behalf of the State shall be required to testify if called upon to do so: Provided, however, that no student or other person so testifying shall be amenable or subject to indictment on account of, or by reason of, such testimony. (1913, c. 169, s. 8; C.S., s. 4220.)

## **Licensing & Logos**

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

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

For more information: [unc.licensing@unc.edu](mailto:unc.licensing@unc.edu), <http://fa.unc.edu/enterprises/trademarks/>

## **Motor Vehicles – Reserving a Car or Van through UNC-CH**

Reservations by Registered Student Organizations are permitted provided they are coordinated through the organization's advisor and that all drivers are on UNC-CH payroll. Effective August 15, 2016, the

University will use Enterprise Rent-a-Car, an approved vendor with the State of North Carolina, for short-term vehicle rentals. The transition from the Carolina Motor Pool to Enterprise provides more options for staff and cost savings to the University. Enterprise offers competitive rates, the newest makes and models of vehicles, and inclusive auto coverage.

Reservations may be made through the Enterprise UNC Motor Pool website:

<https://www.enterprise.com/en/corporate-accounts/unc-motorpool.html>. Student organizations do not have to fill out additional paperwork beyond the online reservation, but travel must be for University business and must be approved by the group's advisor. Fleet Operations recommends that advisors make the reservations for their groups. For more information about making reservations, Enterprise locations, using the Enterprise pickup service, and vehicle options and rates, please visit [Facilities Services Vehicle Rental](#).

You may also contact Facilities Services at any time with questions or concerns:

Mark Stark, University Fleet Manager: 919-966-2967 or [mstark@facilities.unc.edu](mailto:mstark@facilities.unc.edu)

Alice Moore, Administrative Support Specialist: 919-962-6676 or [alice.moore@facilities.unc.edu](mailto:alice.moore@facilities.unc.edu)

## **Non-Discrimination Policy**

Registered student organizations must comply with University policies, including University policies on non-discrimination. The University does not discriminate in offering access to its educational programs and activities on the basis of age, color, creed, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status. To be eligible for registration with the University -- and the privileges that accompany registration -- a student co-curricular organization must abide by the following: Membership and participation in the organization must be open to all students without regard to age, color, creed, disability, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX. Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her age, color, creed, disability, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status, or, unless exempt under Title IX, gender.

For more information: <http://policies.unc.edu/policies/student-org-dondiscrim/>

## **Open Meetings & Public Records**

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

## **Programs Serving Minors on Campus**

Student organizations that bring minors to campus should be aware of the University's policy regarding minors on campus. If this is a function of your organization you should strive to create a welcoming and safe environment for all individuals visiting the University. Some specific requirements are addressed here, but be sure to access the policy in its entirety at the website listed below.



- Getting Registration and Approval
  - Prior to bringing any minors to campus, your student organization will need to have your program registered and approved by the University's Coordinator for the Protection of Minors. This includes both daytime and nighttime programs.
- Background Checks
  - Any faculty, staff, students, or volunteers over the age of 18 assisting in the administration of the program must complete a background check each year.
  - They must be completed before any program staff interacts with minors.
  - Student organizations must use a qualified background check vendor that is a member of the National Association of Background Check Screeners.
  - The cost for administering the background checks are borne by the student organization. The student organization can defer the cost to the individual having the background check.
  - If there is any concern over the results of a background check the student organization should consult with their own human resources professionals or legal counsel\*.

\*Feel free to consult with Carolina Student Legal Services.

Compliance with the Policy on the Protection of Minors is the responsibility of all University faculty, staff, volunteers, interns, and students, as well as anyone using University facilities.

The Protection of Minors Coordinator provides guidance and oversight, and a website with more information and resources is available at <http://studentaffairs.unc.edu/minors>. The Protection of Minors Coordinator can be reached at 919-966-3878 or [protectionofminors@unc.edu](mailto:protectionofminors@unc.edu).

For more information: <http://policies.unc.edu/policies/protection-of-minors/>

## Risk Management

Risk management is the deliberate plan for the reduction of events and behaviors that could cause someone harm. Simply put, risk management means demonstrating concern for the safety of participants. On a much higher level, risk management means making sure that the sponsor's liability is minimized by taking every precaution through the anticipation of potential problems. All of a student group's activities – receptions, athletic contests, and other events – carry some risk. For this reason, organizations must learn to identify and reduce risky behavior.

For more information: Carolina Student Legal Services, 3512 Frank Porter Graham Student Union, [csls@unc.edu](mailto:csls@unc.edu), 919-962-1303.

## Event Policies and Procedures

### Reserve Carolina

Any Student Organizations wishing to reserve space through the Office of Event Services must be officially registered with the Office of Student Life and Leadership located in the Carolina Union. Requests for a reservation are submitted through [Reserve Carolina](#) and an account is required for access. If you do not have an account or need to get access to your account please contact [eventservices@unc.edu](mailto:eventservices@unc.edu). No training is required to utilize the Reserve Carolina system, but we do encourage organizations to review the how-to guides provided on the landing page.

**'First Day of Reservations' for the following semester always occurs 12 business days from the first day of classes at the start of the current semester.**

Reservation Scheduling Cycle:

**FALL SEMESTER**

- Requests can be made for Union spaces for the current fall semester and upcoming spring semester
- Requests can be made for select General Purpose Classrooms for the current fall semester

**SPRING SEMESTER**

- Requests can be made for Union spaces for the current spring semester and upcoming fall semester
- Requests can be made for select General Purpose Classrooms for the current spring semester

Timeline for making requests:

- 30+ Days for events (any reservation requiring production support and/or ticketing)
- 30+ Days for Auxiliary Services space (Rams' Head)
- 2+ Business Days for meetings in Union, and General Purpose Classroom spaces; Weekend & Mondays requests must be submitted by 5pm Wednesday
- 2+ weeks for Housing, Facilities, & Campus Rec spaces

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

## **Service Agreement, Charges, and Invoicing**

Once a reservation is confirmed, a confirmation email is sent to the primary contact listed within Reserve Carolina. It is imperative to read the confirmation email as it will include a service agreement detailing policies, a reservation summary, and estimates of charges, if applicable. Please note, if the primary contact for your event changes at any point during the reservation process, you must inform the Office of Event Services immediately. If a reservation has incurred charges, the invoice is generally sent to the primary contact within 5 business days after the event. Payment must be received by the due date on the invoice in order to remain in good standing with the Office of Event Services. Failure to remit payment by the due date can result in the loss of current reservations, loss of reservation access, and/or a fine of up to \$100.

## **Admission Tax for Events**

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

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

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

Have questions about this? Email [unionticketingservices@unc.edu](mailto:unionticketingservices@unc.edu).

## Amplified Sound Policy

- Amplified sound is permitted outdoors Wednesdays and Thursdays between 12pm-1pm in the Pit and Plaza, on Fridays between 5pm-10pm, Saturdays from 8am-10pm, and Sundays from 8am-7pm.
- Organizations seeking to have events outdoors that involve amplified sound must be explicit about their intent when making a reservation with the Office of Event Services.
- All outdoor events are subject to the noise provision of the [Town of Chapel Hill Code of Ordinances](#).
- If asked by Carolina Union staff to lower the sound level, you must do so immediately and without question. Failure to do so could result in the cancellation of your reservations for the remainder of the semester and/or academic year.
- Amplified sound outside the allotted time, other than from personal systems such as “boom boxes” or pc speakers, is prohibited due to the close proximity of libraries and classroom buildings. Any other sound system must be arranged in advance with the Office of Event Services.
- The sound level is not to exceed acceptable levels as decided by the Carolina Union staff.

## Cleanup & Damages

The primary contact of a reservation is responsible for cleaning the facility and surrounding areas of the reserved space in regards to your event. The primary contact is also responsible for any damages that occur to the facility, furniture and/or event-related resources. It is highly recommended that the primary contact conduct a review of the facility with Event Services prior to the event to establish both the overall condition of the facility and the expectations for the condition of the facility at the conclusion of the event. For more information contact Event Services: 919-966-3832, [eventservices@unc.edu](mailto:eventservices@unc.edu).

## Contracts & Letters of Agreement

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

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

## Facilities Not Reserved Through Event Services

To request classroom space during academic hours (weekdays before 6pm), contact Classroom Scheduling: <http://registrar.unc.edu/classrooms>

For information on reserving Housing spaces visit:

<http://housing.unc.edu/event-planners/meeting-event-space.html>

To request Memorial Hall, Gerrard Hall, or Historic Playmakers Theater visit:

<https://www.carolinaperformingarts.org/aboutus/reservations.aspx>

To request the Forest Theatre visit: <http://ncbg.unc.edu/forest-theatre/>

## Facilities Use Policy

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

For more information: <http://policies.unc.edu/policies/fac-use/>

## Food, Dining Services & Catering

- All organizations are responsible for full compliance with applicable North Carolina Safety and Sanitation Regulations for Food and Beverage Preparations. These policies can be reviewed at: <http://ehs.ncpublichealth.com/faf/food/>.
- 501c3 organizations may be exempt from portions of this policy. Please contact the Office of Event Services for further details.
- Reservable spaces inside the Carolina Union and Pit are permitted to have self-service food and refreshment options and/or meals. When an event or meeting is reserved solely for members of the organization, the food does not need to be self-served or catered; the remaining guidelines, however, must still be followed.
- Non-catered food is defined as food and/or beverage items brought into the facilities by members of the student organization.
- Food is prohibited in General Purpose Classrooms.
- Organizations sponsoring meals, receptions, or any event where food or beverages of any type will be served in the Carolina Union must notify the Office of Event Services prior to confirming the reservation.
- Food may not be cooked inside a Carolina Union room for any reason.
- Food Trucks are not allowed on campus except through contracting with Carolina Dining Service and as approved through DPS and if applicable any parking fees as arranged through parking and transportation.
- All communication with caterers regarding venue setup, reservation start time, caterer access time, event start and end times, etc. will be handled by the primary contact and then relayed to the Office of Event Services.
- Access to the venue by the caterer should be within the reservation start and end times, as well as standard building hours.
- A member of the student organization should arrive at the facility a minimum of one hour prior to their event start time to ensure all setups, catering needs and other details are in order. With smaller, less elaborate events, a minimum of 30 minutes advanced arrival time is mandatory.
- 

For a full list of proper food safety policies visit: <http://carolinaunion.unc.edu/meetings-events/policies-documents/food-and-beverages#below-menu>

## Major Events

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

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

The Office of Event Services reserves the right to make exceptions. These events require advance planning and approval from a number of University offices. **It is critical that you submit your request on Reserve Carolina no less than 6 weeks prior to the event. Depending on your event, ample time may be needed to coordinate all appropriate University stakeholders.**

For more information: <http://carolinaunion.unc.edu/meetings-events/policies-documents/major-events-policy-student-organizations-o#below-menu>

## Police & Security

- All Major Events in controlled-access venues must use wristbands or tickets to track the number of individuals entering the venue. Tickets and wristbands must be provided by the Carolina Union Box Office.
- The Office of Event Services will determine if Carolina Union Guest Services Staff is required.
- After reviewing the request, the Office of Event Services will contact the Department of Public Safety (DPS) and, at the discretion of DPS, officers may be assigned to work events. The sponsoring group will be responsible for any fees or charges assessed by the Department of Public Safety.
- Security officers may not be outsourced by student organizations. DPS may bring in outside resources if deemed necessary (e.g., Chapel Hill Police, Orange County Sheriff's Office or Show Pros).
- If it is determined that the presence of the Department of Public Safety is necessary for an event, then the Department of Public Safety reserves the right to cancel an event if they are unable to staff the event or if they do not approve of the nature of the event.

## Public Performance Law

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

For information on obtaining a Public Performance License: <http://www.mpa.org/protecting-creativity/#public>

## Quads – Reserving Outdoor Space on Campus

Polk Place is the quad bordered to the south of campus by Wilson Library and the north of campus by South Building. Manning Quad and Carroll Quad border Polk Place. McCorkle Place runs between the Old Well and Franklin Street. Guidelines are in place to protect the trees lining the historic quads. This space can be reserved through the Office of Event Services or online through Reserve Carolina. Some

restrictions apply and use must be approved by the Vice Chancellor for Finance and Administration's office as well as UNC Facilities.

If you are looking to reserve a Quad located near a residence hall, although not guaranteed, the Office of Event Services will work to secure a reservation.

## **Raffles**

Raffles are not permitted, as they violate the University's Facilities Use Policy.

## **Recycling**

On July 1, 1994, the North Carolina General Assembly enacted a law that prohibits aluminum cans from being discarded into county landfills. Aluminum cans must be recycled in containers located in communal areas, such as classrooms, auditoriums, hallways, and snack areas. Student organizations also are encouraged to recycle paper and other goods in appropriate containers. Additionally, student organizations are urged to print on plain, white paper with a minimum 25% post-consumer content and to dispose of supplies in a manner that is environmentally safe.

For more information: <http://www.wastereduction.unc.edu/>

## **Sales and Event Income**

Groups conducting sales in the Union or Pit must obtain a sales permit from the Office of Event Services. Other than some locations under management by the professional schools, sales are limited to the Pit and Solicitation Tables, and require a Sales Permit; these permits are available from Event Services in Union 3103. No group may sell goods or services on consignment, rent, or lease, and must show their bill of sale / receipt. No sales or sales promotion shall be conducted in such a manner as to establish or to extend to the campus the appearance of a commercial enterprise.

For more information: <http://carolinaunion.unc.edu/meetings-events/policies-documents/sales-and-event-income#below-menu>

## **Enforcement**

### **Code of Student Conduct & Honor Code**

Otherwise known as the Instrument of Student Judicial Governance, the Code is updated annually and includes both individual and group offenses. Student organizations are subject to the same standards as are individuals within the community. Falsification of or misrepresentation on the application for registration, as well as the violation of any University policy, can result in disciplinary action.

For more information see the Instrument of Student Judicial Governance:  
<http://studentconduct.unc.edu/sites/studentconduct.unc.edu/files/documents/Instrument.pdf>

### **Judicial Process for Hazing Violations**

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

Student Organizations, including Honor Societies:  
Office of the Dean of Students  
919-966-4042

Fraternities and Sororities:  
Aaron Bachenheimer, Director, Fraternity and Sorority Life and Community Involvement  
919-962-8298

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

## Section 5 – University Offices & Resources

### Accessibility Resources and Service

The Department of Accessibility Resources & Service (AR&S), a part of Student Affairs, works with departments throughout the University to assure that the programs and facilities of the University are accessible to every student in the University community. Offices are located in Suite 2126, Student and Academic Services Building; 919-962-8300, [accessibility@unc.edu](mailto:accessibility@unc.edu).

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

### APPLES Service-Learning Program

APPLES Service-Learning is a student-led program at the University of North Carolina at Chapel Hill that transforms educational experiences by connecting academic learning and public service. Since 1990, APPLES has strengthened civic engagement by bringing together students, faculty and communities in sustained and mutually beneficial partnerships. APPLES offers a variety of programs, including alternative breaks, service-learning initiative, internships, courses and fellowships. Offices are located in FPG Student Union 3514; 919-962-0902.

For more information: <http://ccps.unc.edu/apples/>

### Campus Health Services

Campus Health Services partners with the University community to provide expert, student-centered, inclusive, and comprehensive health care and wellness promotion to support academic and personal success. Offices are located in the James A. Taylor Student Health Services Building; 919-966-2281.

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

## Campus Recreation

Campus Recreation provides a diverse and intentional recreational program in a safe, inclusive, and accessible environment which enhances the social, mental, and physical well-being of the entire University community. Offices are located in the Woollen Gym, the SRC, Outdoor Center, and Rams Head; 919-843-PLAY (7529).

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

## Campus Y

The Campus Y's mission is to engage students, the UNC campus, and communities in the pursuit of social justice. The Y promotes dialogue to improve the campus environment, facilitates student involvement in service, and provides forums that focus on issues of national and international impact. Offices are located in the Campus Y Building; 919-962-2333, [campusy@unc.edu](mailto:campusy@unc.edu).

For more information: <http://campus-y.unc.edu/>

## Carolina Center for Public Service

The Carolina Center for Public Service connects the energy and expertise of both the University and the community to provide students, faculty and staff with deep and transformative experiences. Through engaged scholarship and service, we work together to create collaborative and interdisciplinary solutions to local and global challenges. Offices are located at 205 Wilson Street, Chapel Hill, 27599; 919-843-7568.

For more information: <http://ccps.unc.edu/about/>

## Carolina Student Legal Services

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

For more information about the services that Carolina Student Legal Services can provide to your student group, please see <https://www.mystudentgrouppolicies.org> and <http://studentlegalservices.web.unc.edu>.

## Counseling & Psychological Services

This department within Campus Health Services offers students assistance with a wide range of concerns including both academic and personal. Offices are located in the James A. Taylor Student Health Services Building; 919-966-3658.

For more information: <http://campushealth.unc.edu/caps>

## Office of the Dean of Students

The Office of the Dean of Students provides a variety of services and programs in its efforts to help students reach their full potential while being a participant in a dynamic, engaging, and inclusive environment. The office serves as an initial point of reference for students who have concerns about their



campus experience, and counsels and advises students, parents, and members of the University community in dealing with crisis situations. Offices are located in 1106 SASB North; 919-966-4042, [dos@unc.edu](mailto:dos@unc.edu).

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

## **Office of Fraternity & Sorority Life & Community Involvement**

The Office of Fraternity & Sorority Life & Community Involvement provides services, programs, and assistance to those who hold membership in one of Carolina's 59 fraternities and sororities, and to those students who live or are considering living in off-campus housing. Offices are located at 2100 Granville Towers Lane South; 919-962-8298, [greeks@unc.edu](mailto:greeks@unc.edu).

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

## **Housing and Residential Education**

Housing and Residential Education works to provide convenient housing that is secure, inclusive and supportive. Students create a home in their on-campus communities, build life-long friendships and develop skills for their current and future successes as they journey through their Carolina experience. Offices are located in SASB North; 919-962-5401, [housing@unc.edu](mailto:housing@unc.edu)

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

## **International Student and Scholar Services**

International Student and Scholar Services fosters international scholarship, exchange, and understanding through its multicultural programs and services and serves as the principal administrative, programming, and counseling office for international students and faculty. Offices are located in the FedEx Global Education Center; 919-962-5661.

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

## **Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Center**

The Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Center provides numerous resources, educational programs, social programs, and student support services to accomplish the mission of fostering an open, safe, and inclusive environment for people of all sexual orientations, gender identities, and gender expressions. Located in 3308 SASB South; 919-843-5376, [lgbtq@unc.edu](mailto:lgbtq@unc.edu).

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

## **New Student & Family Programs**

The mission of New Student & Family Programs is to provide new undergraduate students the information and activities needed to transition smoothly to the University of North Carolina at Chapel Hill, and to promote an ongoing relationship between the families of all Carolina students and the University in support of their students' success at Carolina. Offices are located at 3318 SASB South; 919-962-8304, [newstudents@unc.edu](mailto:newstudents@unc.edu).

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

## **Student Affairs and Office of the Vice Chancellor**

Student Affairs serves the University of North Carolina at Chapel Hill in collaboration with academic programs by providing transformational opportunities for students in the areas of student life, health & wellness, leadership & service and diversity. Student Affairs is equipped with hundreds of hard-working educators eager to meet our diverse student body's needs. Staff in the Office of the Vice Chancellor work closely with campus administrators, faculty, and most importantly - students themselves - in supporting the campus learning environment. Offices are located in Carr Building; 919-966-4045, [dsa@unc.edu](mailto:dsa@unc.edu).

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

## **Office of Student Conduct**

The Office of Student Conduct works to support the development of Carolina students into ethical, responsible future leaders and citizens, encouraging students to make conduct choices that are supportive of students' thriving while at Carolina and beyond. The Office advises the Undergraduate and Graduate & Professional School branches of the student-led Honor System, adjudicates certain student violations of the University Alcohol Policy, and works with campus and local community partners to promote safe, responsible student conduct and to provide education surrounding the honor, integrity, and ethical decision-making expected of all Carolina community members. Located in 1125 SASB North; 919-962-0805, [jpa@unc.edu](mailto:jpa@unc.edu).

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

## **Student Government**

Student self-governance is a long-standing tradition at UNC-CH. In the 1830s, Carolina students began to work with the University in the establishment of a code of judicial governance, and from those days, student government has grown to encompass two distinct governing bodies for Undergraduate and Graduate students.

Student Government is divided into two governments, Undergraduate Student Government and The Graduate Professional Student Federation. Within the Undergraduate Student Government there are 3 branches, Undergraduate Executive Branch, Undergraduate Senate, and Undergraduate Honor System. Within the Graduate Student Government there are 3 branches, Graduate Executive Branch, Graduate Senate, and Graduate and Professional Student Honor System.

For more information: <http://studentgovernment.web.unc.edu>

## **Student Wellness**

The mission of Student Wellness is to create a healthy, safe, and socially just community that fosters student well-being and success. Student Wellness staff are dedicated to empowering students to make healthy decisions while educating the campus population about health and wellness topics. Student Wellness provides prevention initiatives while working in conjunction with Campus Health Services and Counseling and Psychological Services to provide a seamless integrated care model of health and wellness for our students. Located in Suite 231 James A. Taylor Building; 919-962-WELL, [studentwellness@unc.edu](mailto:studentwellness@unc.edu).

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

## **University Career Services**

The mission of University Career Services is to provide progressive services and resources that help students prepare for their careers, learn job search skills, and find employment. UCS serves undergraduates, graduate students, and alumni who have graduated within five years. Offices: 219 Hanes Hall, 919-962-6507.

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

