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The purpose of this handbook is to provide student organizations with a resource for information regarding their groups. Information covered in the handbook is intended to aid students in the governance and organization of their members and activities. Instructions for student leaders and organization members concerning university policies and procedures, as well as tips for leadership and recruitment may be found within the handbook.

Please take the time to read the handbook and familiarize yourself with the expectations and responsibilities associated with membership in a student organization at NC State. If you find something that is unclear, or have any concern that is not addressed, please let us know. The staff of the Student Organization Resource Center (SORC) is available to support you in your role as an informed, involved and included member of the Wolfpack family. We wish you a productive, enriching and enjoyable school year!

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Center for Student Leadership, Ethics & Public Service (CSLEPS)
344 Harrelson Hall
919-515-9248
http://www.ncsu.edu/csleps/

Conference Services
1112 Pullen Hall
919-515-4398
http://www.ncsu.edu/housing/conferences/index.php

Fire Protection
2620 Wolf Village Way
919-515-2568

Gay, Lesbian, Bisexual & Transgender (GLBT) Center
360 Harrelson Hall
919-513-9742
http://glbt.ncsu.edu/

Greek Life Office
1104 Pullen Hall
919-513-2910
http://www.ncsu.edu/greek_life/

Grounds Management
Motor Pool Drive
919-515-9871

Inter-Residence Council (IRC)
Turlington Hall, Cates Avenue
919-515-3238
http://clubs.ncsu.edu/irc/

Multicultural Student Affairs
1107 Pullen Hall
919-515-3835
http://oied.ncsu.edu/msa/

Registration & Records
1000 Harris Hall
919-515-2011
http://www.ncsu.edu/registrar/

Student Government
355 Harrelson Hall
919-515-2797
http://students.ncsu.edu/

Student Legal Services
334 Harrelson Hall
919-515-7091
http://ncsu.edu/student_affairs/legal_services
Student Media
307 Witherspoon Student Center
http://ncsu.edu/sma/

Student Organization Resource Center (SORC)
103 Harrelson Hall
919-515-3323
www.ncsu.edu/sorc

Sustainability Office
210 Administrative Services III
919-513-0177
http://sustainability.ncsu.edu/

Talley Student Center Facilities
Campus Enterprises Facilities Operations
Talley Student Center
919-515-1091

Talley Reservations
Talley Student Center
919-515-2249
http://www.ncsu.edu/student_center/reservations.html

Theater Office
1200 Talley Student Center
919-513-1820
http://www.ncsu.edu/arts/stewart/

Union Activities Board (UAB)
206 Harrelson Hall
919-515-5918
www.uab.ncsu.edu/

University Recreation
Carmichael Complex
919-515-3161
www.ncsu.edu/carmichael

Waste Reduction & Recycling
630 Motor Pool Drive
919-515-9421
http://recycling.ncsu.edu/

Witherspoon Cinema
Witherspoon Student Center
919-515-5161

Women’s Center
324 Harrelson Hall
919-515-2012
http://www.ncsu.edu/womens_center/index.php
Student Organizations at NC State
Student Organizations at NC State

TYPES OF STUDENT ORGANIZATIONS AT NC STATE

- **Registered** student organizations are voluntary associations led by NC State students, which are legally independent of the university. Registered student organizations may access certain university-controlled benefits and resources such as facilities and equipment, may seek funding from Student Government and are accountable to the university for compliance with university Policies, Regulations and Rules.

During any given semester, there are between 500 and 600 active Registered Student organizations on NC State’s campus.

- **Recognized** student organizations are those organizations that are sponsored within the Division of Academic and Student Affairs (DASA) and are provided with advisors and/or financial support. The following are identified as Recognized student organizations:

  - African American Student Advisory Council
  - Collaborative Greek Council
  - Gay, Lesbian, Bisexual, Transgender Community Alliance
  - InterFraternity Council
  - Inter-Residence Council
  - National Pan-Hellenic Council
  - Panhellenic Association
  - Student Center Board of Directors
  - Student Government
  - Student Media
  - Union Activities Board

REQUIREMENTS FOR ALL STUDENT ORGANIZATIONS

All Registered and Recognized student organizations are required to submit an updated registration annually. Registration ensures that current organization information is available to students and university offices.

Registered student organizations are not required by the university to have advisors; however, we strongly recommend and encourage faculty/staff advisor involvement.

Registration for new organizations and re-registration for existing organizations are open year-round.

OFFICER & MEMBER ELIGIBILITY

*Officer Eligibility*

All student organization officers must be enrolled as students at NC State and must not be on academic warning, suspension or probation at the time of election or appointment.
Membership Eligibility

While membership from outside constituencies is allowed, the majority of members within Registered student organizations must be enrolled NC State students. Associate or honorary members may participate in events, but may not enjoy voting rights or hold any office within the organization.

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

Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share their same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis.

*Title IX of the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, in regard to gender, for membership criteria.

Registered Student Organizations

Any student serving as an officer in a Recognized and/or Registered student organization must maintain a personal account profile in the Organization Network at NC State. The Organization Network is powered by OrgSync®, a third party vendor that is contracted by NC State. Instructions for setting up a personal profile may be found in Chapter 2.

All organizations designated as Registered student organizations must maintain an organization membership roster within their organization portal in OrgSync. There are spreadsheet and roster tools available for this purpose.

Recognized Student Organizations

Recognized student organizations are subject to the same registration requirements as Registered student organizations. In addition, further eligibility requirements for leadership within Recognized student organizations are available under REG 11.55.6: Regulation for Undergraduate Student Leadership.

Students are expected to abide fully by the university’s Code of Student Conduct during all student organization events and activities.

THE STUDENT ORGANIZATION RESOURCE CENTER (SORC)

1. Maintains records and provides support for student organizations on NC State’s campus.
2. Issues permission for outdoor solicitations and events sponsored by student organizations.
3. Provides equipment for rental and mailboxes for student organizations.
4. Trains student officers in proper procedures and organization leadership.
5. Provides avenues of communication for organizations and potential members.
6. Promotes involvement of students in organizations and other activities.
Forming a New Student Organization
Forming a New Student Organization

WHAT TO CONSIDER

- Do your research. Is there an organization already on campus that is similar to the one you have envisioned? There are over 500 active student groups at NC State- what makes your envisioned organization unique? Check the SROC directory for information about existing organizations.

*Club Sports must be formed under the requirements of the Department of Campus Recreation and registered with the SROC in concurrence.

- Be intentional. What benefit do you hope your organization will bring to its members and to the general NC State student population? How does your organization contribute to the university’s mission?

- Look ahead. Do you see your organization having a lasting presence on campus after you graduate? Does your interest or cause have staying power?

- Educate yourself and your members. Review the Student Organization Handbook AND the Policies Regulations and Rules of the university to ensure that your organization is in compliance with university regulations.

REQUIREMENTS

- Form an executive board of at least four enrolled NC State students. If your group will not have established offices or positions, information for four members will still be required.

- Create a constitution for your organization. The constitution is a document outlining the purpose and procedures of the organization. It guides the organization in its operations and activities and is intended primarily for the organization’s benefit and use. The constitution contains the fundamental principles and structure of the organization and the basic rules of procedure by which a group’s membership will govern their organization. There is a sample constitution included for your reference on page 11.

[Note:] Student Organizations may not use ‘NC State,’ ‘State,’ ‘NC State University,’ ‘NCSU,’ or ‘Wolfpack’ in their names. See Chapter 6 for details concerning this policy.

- Have at least one officer attend an Organization Management training session. Sessions typically take place monthly throughout the course of the semester; the schedule of sessions is available in the News/Events module on the SROC website. Students who are planning on starting an organization are welcome to attend Organization Management training during the Fall semester and submit their paperwork during the Spring semester, or vice versa.

- Submit a new organization registration request for review. Requests typically take around one week to be processed.
SAMPLE CONSTITUTION

Constitution of [Organization Name]

Article I – Name and Purpose of the Organization

Section 1: Name
Acceptable: The Example Club at North Carolina State University (or NCSU), The Example Club.
Unacceptable: The North Carolina State University (or ‘State’) Example Club or The NC State (or NCSU) Example Club, Wolfpack Example Club

If your organization is affiliated with a local, national or international organization, details of the affiliation should be adequately described here.

Section 2 – Purpose
Organizations should take care to include a complete statement of purpose and objectives. Programs sponsored by the organization must comply and be consistent with the organization’s stated purpose and objectives.

Section 3: Non-Discrimination Policy
All student organizations should include in their constitution a non-discrimination policy statement in accordance with the university’s non-discrimination policy statement:

Discrimination based upon race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation is in violation of federal and state law and North Carolina State University policy, and will not be tolerated.

Article II - Membership: Qualifications and Categories of Membership

Section 1: Definition of membership
Voting membership should be defined as limited to currently enrolled NC State students. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members. [For educational and leadership development reasons, student organizations are to be student initiated, student led, and student run.]

Section 2: Procedures for Becoming a Member
This may vary by membership category, how members are selected (voting, etc.) amount of dues (if any) and how often they should be paid, steps to resign one’s own membership, and so on should be described in detail.

Article III - Organization Leadership: Titles, terms and duties of the leaders

Organization leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the organization’s voting membership. The titles of organization leaders (titles are at the discretion of the organization), the length of their terms, specification as to which leaders are elected or appointed and by whom, and the general duties of each leadership position should be clearly specified. Organizations need to have the necessary FOUR leaders to conduct their activities.
Article IV - Executive Committee (if needed)

This Committee (like a board of trustees or directors) represents the general membership and conducts business of the organization between general meetings of the membership and reports its actions at the general meetings of the membership. In many organizations, this Committee is comprised of the organization officers, chairpersons of the standing committees, and sometimes ex officio members from related student organizations.

Elections rules and procedures, including eligibility for office, the nominating process, design of ballots and balloting procedures, and so on should be specified as well as appointment and ratiﬁcation procedures. The timing of elections and/or appointments should be specified along with procedures to cover special circumstances (resignations, impeachments, etc.).

Article V – Method of Removing Officers and Members.

Section 1: Expectations of Members

General members and elected or appointed leaders should be expected to meet certain standards and conduct themselves in a way that reflects well on the organization. In the event that a member or leader does not meet those expectations, the organization should have procedures in place for objectively considering the member’s or leader’s probationary membership status or removal from the organization.

Section 2: Procedures for Removal

The process described in the constitution should specify which body conducts this review and ultimately makes the decision. It should be noted that the organization’s non-discrimination policy should protect members from removal based on those listed statuses.

Article VI – Meetings of the Organization: Required Meetings and Their Frequency

Required meetings and their number are specified here. For instance, two general meetings of the membership may be required each academic term except for summer.

Article VII- Standing Committees (if needed)

Specific duties of each committee and their responsibilities to the organization leadership, Executive Committee, and general membership. These groups may be responsible for organizing certain events, coordinating programs, etc.

Article VIII – Duties of Advisor (if needed)

Responsibilities and expectations of advisors should be clearly and adequately described

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed. Approval should require at least two-thirds of voting members present (and to conduct any business an organization should have quorum present at a business meeting, which is at minimum 50% + 1 of total organization members). The constitution should not be amended easily or frequently.

Article X – Method of Dissolution of Organization

Requirements and procedures for dissolution of the student organization should be stated. Should any organization assets and debt exist, appropriate means for disposing of these assets and debts should be specified clearly and unequivocally. Instructions for handling remaining funds in organization accounts should be addressed here as well.

Latest Constitution Revision Date  “Revised by Executive Committee: 9/10/11”
HOW TO REGISTER

Create a Personal Profile in the Organization Network
• Click on “Register” in the upper right-hand corner.
• Choose “NC” then “North Carolina State University” from the drop down menu (see Figure 1).
• Enter your personal information in the available fields (see Figure 2).

Figure 1
Figure 2
Register your Organization
- Log in to your personal profile in the Organization Network and click “Add Organization” under “My Orgs” at the top of the screen.
- Click “Register New Organization” at the top right corner of the screen.
- Fill out the basic information of your organization (see Figure 3) and choose a category for your group (see below). This is the information that will be visible in the directory of student organizations; be descriptive, but concise. The email address for the first executive officer will also be listed with the basic information of the organization.
- Provide the required contact information for your officers (including email address, student ID number and phone number), and attach your constitution and membership roster
- Submit the form for approval
- The staff at the SORC will be notified that you have registered a new organization
- You will be contacted to set up a mandatory officer training session with SORC Staff to complete the approval process

Category Definitions (These may also serve as search terms for those looking for specific organizations)

- **Academic**: Organizations designed for students interested in a particular subject/major or career who want to further develop their skills and expand their knowledge.

- **Agricultural Institute**: Organizations designed to represent and support the students of the Institute.

- **Club Sport**: Organizations of students participating in voluntary club teams. They are governed by the Department of Campus Recreation.

- **Colleges**: Student organizations formed to support students within majors of the Colleges of Design; Education; Agricultural & Life Sciences; Textiles; First Year; Management; Humanities & Social Sciences; Engineering; Physical & Mathematical Science; Natural Resources
• **Cultural**: Organizations formed to celebrate and educate students on different world cultures.

• **Graduate**: Organizations designed specifically to meet the needs of graduate students.

• **Greek Life**: Greek-letter fraternities and sororities. They are governed by the Office of Greek Life.

• **Honorary**: Local and national honor societies that provide service and/or leadership opportunities and recognition for students with academic honors.

• **Media**: Organizations formed to prepare various publications for distribution to the general student population.

• **Multicultural**: Organizations focused on providing support and fostering community within the various cultures represented at NC State.

• **Performing Arts**: Organizations to entertain and educate through music, dance and other forms of performance.

• **Political**: Organizations which are formed in support of political ideologies and/or in support of political candidates.

• **Professional**: Organizations designed for students interested in specific career paths.

• **Religious/Spiritual**: Organizations designed to provide spiritual and/or religious development and support.

• **Residence Hall Government**: The hall councils of NC State residence halls.

• **Service & Philanthropy**: Organizations that provide volunteer opportunities for students eager to serve the campus and/or community.

• **Special Interest**: Organizations that exist to enhance campus life and to provide support to students through a variety of programs and events.

• **Sports**: Sports interest groups, formed and governed independently from the Department of Campus Recreation.

• **Student Governance**: The various governing bodies of the university, with offices held by elected students.

• **Support & Outreach**: Organizations which provide support and fellowship for various identity groups on campus and in the outside community.

• **Veterinary Medicine**: Organizations designed to support the students of the School of Veterinary Medicine.

• **Visual Arts**: Organizations designed with the purpose of entertaining and educating through drawing, painting, photography and other forms of visual expression.
Registration & Documentation
REGISTRATION REQUIREMENTS

- All student organizations are required to register with the SORC once every calendar year. However, if new officers or leaders are elected before the one-year deadline, registration should be renewed then.

  **Example:** Your organization registered in September of 2010, you elect new officers in May of 2011; instead of waiting until September of 2011 to renew, you should renew in May 2011 after elections.

- Names, contact information and student ID numbers for four officers are required to complete the registration form. If your organization has less than four elected positions, you may include information for regular member(s) to complete the registration. If your organization has no elected offices or positions, include information for four members.

- A copy of your organization’s constitution must be attached to the registration renewal form. The SORC requires current copies of organizations’ constitutions to be on file at all times.

If you are re-starting or reviving an older/inactive student organization at NC State, contact the SORC to check the availability of the organization’s constitution. It may be listed within SORC records or the university’s archives.

UPDATING & RENEWING REGISTRATIONS

**To check your organization’s last renewal date:**

- Log in to the organization’s portal in the Organization Network,
- Choose your organization from the “Organizations” Menu at the top of the page
- Click “Settings” in the lower left corner (visible to administrators; to become an administrator, contact the SORC)
- The last renewal date will be listed in green on the left side of the registration form (see Figure 4)
To update an expired registration:

- Log into your organization’s portal through the “OrgSync Login” option on the SORC website.
- Go to the “Settings” button on the left side toolbar (you must be an administrator for your group for this to be visible. If it is not call the SORC and ask to be added as an administrator).
- This will automatically take you to the two page profile renewal form
- Complete the required description fields and information for your four officers.
- Attach a copy of your constitution if it has been revised since your last renewal.
- Submit the form for approval.
- You will be contacted to set up a mandatory officer training session with SORC staff to complete the approval process.

It is a good idea to let everyone in your organization know how to do this. So regardless of who assumes leadership in the future, your registration will remain current. Every year student organizations are denied funding, reservation privileges and permission for events due to expired registrations.

UPDATING OFFICER CONTACT INFORMATION

Keep your Membership roster Up to Date

Current record of standing officers is required for all organizations to ensure that the right people are being contacted with information intended for student groups. Keeping registration current and updating your membership roster within OrgSync should ease the transition between school years.

At least one member must provide a telephone number where they can be reached. The primary contact of a student organization is typically the President or first executive officer, but designation of the contact is at the discretion of the organization. All officers need to have their email addresses on file with the SORC.

To update your officer information after new officers are elected

- Log into your organization’s portal in OrgSync
- Make sure that your officers have personal profiles in the Organization Network and are currently listed as members, otherwise they will not be visible on your roster.
- Click on “People” on the left side toolbar.
- Click through your roster of members, update their titles and make sure officers/administrators are listed as such. Do this through the groups option on the right (see Figure 5)
Figure 5
Reservations & Resources
RESERVING SPACES ON CAMPUS

All outdoor events require a permit from the university.

Venues booked by the SORC

There are two different ways to request a reservation:
1. Fill out the Outdoor Event or Solicitation Request through your organization’s portal in Org-Sync (found under the “Forms” tool on your portal’s left side toolbar
2. Fill out the Outdoor Event or Solicitation Request on the SORC website under “Forms and Permits”

Requests should be submitted **at least five business days in advance of the event.** An email will be sent to you regarding the status of your request. If the staff of the SORC requires any additional information you will be contacted before the request can be processed.

There are some outdoor venues which require additional approval before permits can be issued. The sooner you can submit your request before an event, the better.

You will need to pick up your permit from the SORC on the day of your event and display it for the duration.

The SORC reserves spaces for:

- The Brickyard
- Wolf Plaza
- Centennial Campus (outdoor locations)
- Court of North Carolina
- West Campus Amphitheater
- Harris Field
- Carmichael Breezeway
- Kamphoener Hall Pit
- Mann/Riddick/Burlington Area
- M.A. Gardner Arboretum
- Nelson Plaza
- Plaza at the Marye Anne Fox Science Teaching Lab
- Schuab Plaza
- Wolf Ears/Listening Tunnels Lawn
- Williams/Bostian Lawn
- Reynolds Coliseum Tunnel
The SORC also reserves spaces that require additional approval:

- Residence Halls
- Tucker/Owen Beach
- Avent Ferry Complex
- The Bell Tower
- Clark Dining Hall
- Fountain Dining Hall
- Honors Village Commons
- Lee Field (see instructions below)
- Tri Towers Plaza
- West Campus Amphitheater
- Wolf Village Circle
- Wood Hall

**Venues booked by other university departments**

**Classrooms on Campus**
Registration & Records handles scheduling for classrooms. The reservation request is available online at: [http://www.ncsu.edu/registrar/faq/classroom.html](http://www.ncsu.edu/registrar/faq/classroom.html)

**Greek Village**
The Department of Greek Life should be contacted at (919) 513-2910 to reserve any common outdoor space in Greek Village. Additional approval from the SORC is not required.

**Intramural Fields**
Campus Recreation handles scheduling for the Intramural Fields. Instructions for reserving fields is available online at: [http://ncsu.edu/stud_affairs/campus_rec/intramural/schedule.php](http://ncsu.edu/stud_affairs/campus_rec/intramural/schedule.php)

**Lee Field**
Contact Conference and Guest Services at (919) 515-4398 AND apply for an Outdoor Event and Solicitation permit through the SORC.

**Stewart Theater**
The University Theater Office handles the reservation of Stewart Theater. Information for reserving the space is available at: [http://www.ncsu.edu/arts/stewart/index.html](http://www.ncsu.edu/arts/stewart/index.html)

**Talley/Witherspoon Student Centers**
The Talley Reservations Office handles the booking for meeting spaces within Student Centers.

To request the use of the Washington-Sankofa Room, contact the African American Cultural Center at (919) 515-5210.
EQUIPMENT & RESOURCES

The SORC has equipment and other resources available for use by student organizations. Equipment is rented on a first come-first serve basis. There is also a small fee for the use of some equipment. Request equipment through the Equipment Rental Request form available under “Forms/Permits” on the SORC website.

Equipment:
- 4’ x 2’ Folding Tables
- 6’ x 2’ Folding Tables
- Multimedia Projector
- Flip Camera
- Toshiba Wireless Laptop
- Game Buzzer
- Portable Sound System

Resources:
- sandwich boards
- chalk
- art supplies
- staple guns
- helium
- mailboxes
- work space

Equipment must be returned by 10 AM the following morning to avoid charge for an additional day. The SORC only accepts payment in the form of cash or check.

ACCESS TO WEBSPACE

Student organizations may choose between utilizing space on the NC State University server, or utilizing the web space available in OrgSync.

The NC State Server: A limited amount of webspace is available for student organizations. To request access:
- Make sure your registration with the SORC is current. The webmaster will check the SORC directory to make sure current leaders are requesting access to the server.
- The president/first officer should contact webmaster@ncsu.edu to request space on the NC State server. Provide the organization’s full name, Unity IDs and contact information for a maximum of two officers who will have access to edit the site. The process is the same to access and edit an existing website.

The OrgSync Server: Unlimited web space is available for student organizations.
- Student organizations have access to unlimited web space if they choose to be hosted by the OrgSync server. Website templates and support from developers may be utilized within the organization’s portal. Student groups designate webmasters within their Organization’s portal in the Organization Network. changes.
MAILBOXES

Student organizations do not have automatic physical mailing addresses after registration! We recommend that student organizations have their mail sent to a central, permanent location (department office, etc.) to ensure that mail is reaching appropriate people as membership changes.

If your group is not affiliated with any university department or office, the SORC office has mailboxes available for organization use. The application for a mailbox may be found in your organization’s portal in the OrgSync in the “Forms” section, or on the SORC website under Forms/Permits.
Event Planning
EVENTS

The following section contains general tips for planning a successful event. It is meant to provide instructions for the process of planning the event - the details of the event are at the discretion of the organization.

Planning an event requires a lot of work - the more time you have between your preliminary planning meeting and the event itself, the better. When unforeseen complications come up, you will have better opportunity to work them out if you are not rushed. **Keep in mind that if you want to hold your event at a venue that requires additional permissions, you need to submit your permit request to the SORC at least 2 weeks in advance of the event.**

If you are planning an involved or large-scale event, please come by the SORC to talk with the staff about how to proceed. The SORC is available to help guide you through the necessary requirements for planning events on campus.

**Collaborate**

Call a meeting to discuss the theme and goals of the event. You should ask and answer the following questions:

- What is the purpose of the event? What do we want to accomplish?
- What date will work the best for the best for the event?
- What location do we want? Who books that location?
- What audience do we want to target for the event?
- How many participants/guests can the event accommodate?
- What is our event budget?

Form an event committee or planning board in charge of the event. Determine who will be in charge of what and set deadlines for when tasks should be completed. Have everyone draw up a timeline with their tasks and deadlines listed. Every member should be held accountable for their responsibilities.

Draw up a detailed budget*** for the event. Determine what funds you have available and delineate amounts for the supplies and services you will need for the event (food, sound equipment, prizes, information, etc.) The organization’s treasurer or chief financial officer should be included in the budget planning meeting, and communicate what they need to properly record expenditures for the event (invoices, receipts, etc.)

*** Student Government does award event funding appropriations to student organizations. Applications are accepted and reviewed at the same time as start-up appropriations. The application requires extensive details about the purpose and plan for the event (as well as its budget) and is accessible on the Student Government website. If you know that you need funding for an event-plan as far ahead as possible.

Review the “Policies” of this handbook AND the Policies, Rules and Regulations of the university in regard to outdoor events. If your event is taking place indoors, contact the office in charge of reserving the space for their rules and regulations.
Work out the Details
Determine the date and location for the event. Go through the proper procedures for reserving a location on campus (see the “Reserving Spaces on Campus” section of this chapter for instructions). If necessary, reserve a rain location in the event of adverse weather conditions on the day of your event. You should not advertise your event or book any outside services until you have your location reserved.

Once your time and place is set- start working on a marketing plan.

- Determine the students you want to target to attend. Is this an event that everyone on campus would want to attend? Is it a fundraiser? An event to bring interest to a cause? A recruiting effort?
- Be intentional in your advertising- in addition to the date and location, create a slogan or image that is appealing and captures the purpose of your event. Make sure your materials are in compliance with NC State’s trade marking regulations.
- Utilize avenues for advertising on campus (The SORC website and calendar, sandwich board advertisements, posting on kiosks, painting the Free Expression Tunnel, etc.).
- Use your social media networks to advertise. Text or call your friends in the weeks and days leading up to the event and encourage them to spread the word.

Communicate
- Book performers, speakers and/or vendors for the event. If you are planning a large event, you should alert campus police that there will be a large congregation of people on campus.
- Buy supplies (keep your receipts and turn them into your chief financial officer!) , create any decorations or materials and plan the activities of your event. Make sure that vendors coming to campus to make deliveries for your event know how to obtain parking and brick & turf permits. Contact Motor Pool for details for that and how to obtain parking permits for visitors if they are needed.
- Create a schedule for the set-up, activities and clean-up of the event. Communicate times and contact information to vendors, and members of your organization who are staffing the event. Give yourself enough to time to accommodate delays.
- Don’t expect things to go perfectly according to plan- because they probably won’t. Deal with stresses with confidence and ask for help if you need it. You have worked hard to plan your event, so have fun and enjoy it!

Follow Up
- After the event, make sure you pay any outstanding balances for vendors and/or performers. Require receipts for any payments you make! Determine what you will do with extra food and/or supplies.
- Call a final follow-up meeting to assess your event. Did you accomplish your goals? How can you improve or adjust the event in the future? Make sure to recognize everyone involved for their hard work!
Finances & Banking
FUNDING

APPROPRIATIONS
• NC State’s Student Government awards start-up appropriations for new student organizations, as well as funding for special events and travel. Organizations may be approved for funding only after they have properly formed and registered with the SORC.
• Existing groups may also apply for appropriations at the beginning of each semester; their registration must be up to date with the SORC.
• Applications are reviewed by the Senate Appropriations Committee for recommendation to the full Senate. Applications are submitted online through the Student Government website.

REQUIREMENTS FOR FUNDING

An EIN number
• Student organizations should apply for an EIN (Employer Identification Number) for banking and tax purposes. You may apply for an EIN through the Internal Revenue Service (IRS) website or by telephone, by calling the Business & Specialty Tax Line (800-829-4933). The hours of operation are 7:00 a.m. to 10:00 p.m. local time, Monday through Friday.
• The person making the call must be authorized to sign the form (in most cases, this person would be the primary student contact for your student organization.) The authorized person should also serve as ‘signer’ for the organization’s bank account(s) to receive access to funds.
• You are not required to submit your Social Security Number to receive an EIN.
• For information regarding the uses and purposes of your EIN, please review the Understanding your EIN document available from the IRS.

A W-9 form on file with Student Government
• Download the form from the IRS website, print, fill out completely and turn in to the Student Government office.

*If your group has been around for years but you are unaware of what information the IRS has listed for it- make an appointment to speak with Student Legal Services about how to proceed.

BANKING

ACCOUNTS
• Student organizations MAY NOT use the personal checking account(s) of a member or members to manage group 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 will change regularly; financial records must be consistent.
• Any funding received should be deposited in your organization’s checking account as soon as possible. Checks should be made out to your organization.

CHOOSING A BANK
• Choice of banking institution is at the discretion of the student organization. Some banks require documentation confirming the existence of the student organization before opening an account. Contact the SORC to receive written confirmation if it is required.
• After you have elected officers, decide who will be responsible for managing your organization’s financial business. You will need to have this noted in the minutes of your organization’s first official meeting. You may be required to produce a copy of the minutes when your organization’s account is opened.

**Certain basic documents will be required by your financial institution to open the account. Most require:**

• Signature cards signed at the time the account is opened by the person(s) who can sign on the account and will have permission to open the accounts. By signing these cards, the person(s) assumes all liability and responsibility for the account (including overdrafts and collection agency fees, both of which may damage your credit rating).
• A Depository Resolution establishes the financial institution as the organization’s financial institution. An officer of your organization signs this.
• The Tax ID Number, also called an Employer Identification Number (EIN), is used by the IRS to identify your organization, in the same manner that your social security number identifies you personally.
• You will need to obtain fee schedules and account disclosures at the time you open your organizational account.
• Keep authorized signer 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.

**FUNDRAISING**

**Commercial Solicitation (or Solicitation for Profit)**

• If you establish a relationship with an outside vendor or company and wish to utilize their services in a fundraising capacity, your compliance with the university’s regulations regarding outside solicitation is required.
• Non-university groups are prohibited from engaging in commercial solicitation except by invitation of a university or student group. A percentage of their collected funds should be donated to the student organization.
• Members of the university or student group must conduct all commercial solicitation on behalf of their invited non-university groups. Members should staff any event held at their invitation.
• An officer within the student organization should submit the event request form to the SORC and serve as the contact for the SORC in regard to the event(s).

**Non-Commercial Solicitation (or Solicitation Not-for-Profit)**

• A non-university charitable organization may solicit if it is sponsored by a student organization and if it is in compliance with the North Carolina “Solicitation of Charitable Funds” Act.
• A university or student group may sponsor a non-university charitable organization by obtaining advance permission for the solicitation from the SORC, and if applicable, from the person responsible for the building where the solicitation is to be held.
• All solicitation must be conducted so that campus pedestrians and automobile traffic are not obstructed and members of the university community may proceed with their normal activities.
• See REG 07.25.12: Solicitation, Assemblies, and Public Addresses Regulation for more information.
BUDGETING

Some general tips for preparing a budget include:

- Determine what kind of events/activities your group will take on during the year.
- Record what 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 up-to-date log of income and expenditures. There are online tools within OrgSync to help you do so. 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 (if there is one) about the state of the budget.
- Periodically check your ledger against your bank statement to make sure they are both accurate.
Organization Policies
OUTDOOR EVENT REGULATIONS

Requesting Permission for an Event
- Any individual or group wishing to hold public events at an outdoor venue on NC State’s campus must have a permit issued by the Department of Campus Activities to do so. Permits are issued through the SORC; the form may be accessed through the SORC website.
- The permit issued must be on clear display for the duration of the event and bear the authorized signature of a SORC staff member.
- For large scale events involving multiple university departments, the SORC requires that all constituents meet to discuss the logistics of the event before the permit is issued.
- See REG 11.55.2 Outdoor Assemblies for more information.

Amplified Sound
Amplified sound (meaning sound coming out of any speaker) is prohibited on the Brickyard and Court of North Carolina.

Amplified sound on Wolf Plaza is restricted to the times listed below:
- Fridays* 4:00 p.m. - 7:00 p.m.
- Saturday 12:00 noon - 7:00 p.m.
- Sundays 1:00p.m. – 7:00p.m.
*Fridays are not available when they fall before major common exams held on Saturday.

Amplified sound on Harris Field is restricted to the times listed below:
- Thursdays 4:00 p.m. - 7:00 p.m.
- Fridays 4:00 p.m. - 7:00 p.m.
- Saturdays 12 noon - 7:00 p.m.
- Sundays 1:00 p.m. - 7:00 p.m.
See REG 11.55.2: Outdoor Assemblies for more information.

Food policy
- Sales of food shall be conducted only by members of the university affiliated student group.
- Snacks and treats may be sold at any outdoor venue on campus with the permission of the Department of Campus Activities (via the Outdoor Event or Solicitation request form). However, foods constituting an entire meal may be sold on Harris Field. This includes pizza, hamburgers, hot dogs, etc.
- See REG 11.55.1: Food Regulations for more information.
MARKETING & ADVERTISING ON CAMPUS

Posting Signs and/or Flyers
Advertising materials may be attached and displayed only on surfaces expressly intended for advertising, for example, kiosks, display panels, and bulletin boards. Posting materials or writing on telephone poles, lights, walls* and doors is prohibited. Any student and/or student group found in violation of this policy will be held responsible for the defacement of public property and reprimanded in accordance.

Students wishing to pass out flyers or literature by hand, must obtain permission from the SORC to do so, through the Outdoor Event or Solicitation form. Permission is granted only if the information is associated with student organizations and/or university sponsored events and programs. Exception is made for passing out Student Government election campaign materials.

*The only exception is painting the Free Expression Tunnel.

Chalking
• Chalking, solely for the purpose of advertising student organization or university sponsored events, is permissible only on walkways and sidewalks.
• Chalking is prohibited on any vertical surface (walls, eaves and overhangs, columns and the vertical sides of steps) as well as benches or other structures.
• Use only traditional, water-soluble (meaning when it rains, it will wash away) chalks. Please refrain from using “spray chalk” because it is very difficult to remove.

Sandwich Boards and A-Frames
• Sandwich or A-frame advertising boards may not inhibit or block the use of stair rails or wheelchair ramps. Advertising boards are prohibited from blocking or impeding foot traffic along walkways or stairways.
• Advertisements for events should be removed no more than two days after the event has concluded.
• See REG 11.55.4 Poster/Painting/Sidewalk Chalk for more information.

STUDENT ORGANIZATION USE OF UNIVERSITY OF TRADEMARKS

Your Organization and NC State University
• Because they are voluntary associations considered independent from the university, Registered student organizations may not include the university within their names and may not represent (or imply) that they speak for or in the name of the university. Organizations are allowed to indicate that they are a student club or chapter of an organization at the university.

Example: An organization may not refer to itself as “The North Carolina State University Example Club” but may be called “The Example Club at North Carolina State University”
Using NC State Trademarks
- Student organizations must obtain the official permission of the university to use any university-trademarked symbol, image or phrase. Obtain permission from the office of Trademarks & Licensing before printing ANYTHING with the university’s name and/or logos.
- If any product is sold which includes trademarked materials, royalties are to be paid to the university for the use of its trademarks. Permission to use trademarks is still required.

For a complete list of NC State University trademarks, see: http://web.ncsu.edu/trademarks/our-trademarks/index.php

Prohibited uses of trademarks
- Implying NC State University’s endorsement, approval or underwriting of any organization, product, activity or service.
- References to alcohol, illegal substances, sexually explicit graphics, weapons or profanity.
- Uses that may be demeaning to individuals or institutions, including but not limited to racial, ethnic, gender or disability-related matters.
- Use with unauthorized use of other’s trademarks in conjunction with the university’s trademarks or word-marks.

For extensive descriptions of NC State University’s trademarks and the procedures for requesting their use, visit http://web.ncsu.edu/trademarks/campus-usage/index.php.
Organization Management
RECRUITING AND RETAINING MEMBERS

Tips for Recruiting New Members

• **Know and understand your organization** - The current members should understand the vision of the organization so they can communicate its purpose to potential members.

• **Set some recruitment goals** - Recruitment goals should not only include how many members you want involved, but also the kinds of members. As a group, ask yourselves questions like: how many members can we reasonably assimilate into our group? What common interests should our members have?

• **Get everyone involved** - Have current members contact people they know who might want to get involved. The “rule of two” is an effective recruitment strategy. Create a rule that requires every current member to bring in two new members within their first semester or year. Those new members will be expected to do the same and so forth. This can increase numbers exponentially and prevents one person from carrying the full responsibility of recruiting.

• **Escort people to their first meeting**

• **Be professional** - Have business cards* with your organization’s name and contact information made, so that you can hand them out to potential new members. Also make sure you keep your registration information up to date with the SORC to ensure your listing in the student organization directory includes current contact information.

*Make sure that your cards are in compliance with the University’s trade marking regulations.

Tips for Retaining Members

• **Plan a Special Welcome** - Plan a special event or meeting to welcome the new members to the group. It helps to form a bond between old and new members and will hopefully give them a sense of belonging to the organization.

• **Teach** - It is important to orient new members to your group’s goal and objectives, organizational structure, rules and norms. Proper orientation leads to better understanding, more commitment, and less frustration.

• **Assign Responsibilities** - To be sure that their first organizational experience is a positive one, assign new members tasks that are well within their skill level and that they can successfully accomplish.

• **Have fun!** - Make time to socialize and celebrate your achievements. If all you do as a group is work, it will become a burden to participate and your members will quickly lose interest.
OFFICER TRANSITION

Every semester, officers newly elected to positions in their student organizations are unaware of university requirements. Registrations lapse, appropriation deadlines are missed and student officers are left in the dark about how to proceed in their roles. The following are instructions for smooth transitions between departing officers and their replacements.

For outgoing or departing leaders:

**Documentation**

The first thing an organization should do after electing new officers is update their registration with the SORC. Once current officer information is submitted with the registration form, go into your organization’s portal and update their titles in the roster of members.

To update your officer information after new officers are elected:
- Make sure that your officers have personal profiles in the OrgSync and are currently listed as members, otherwise they will not be visible on your roster. See Chapter 2 for instructions.
- Log into your organization’s portal in OrgSync.
- Click on “manage” under Members in the Settings menu (visible only to administrators; if you are not an administrator for your group, contact the SORC to be added as one).
- Go through your roster of members, update their titles and make sure officers are listed as such. Do this through the “Options” tab next to their name.

**Banking**
- Update your authorized signer information with your bank:
- If your signers are not accurate in the bank’s records you will experience a major delay in withdrawing any funds. If you don’t change the designations at the financial institution and the new authorized signers try to transact business, the financial institution can refuse to complete the transaction. Make sure your bank knows who is in charge of your accounts every semester or year that new officers are elected.
- Contact your organization’s financial institution to find out how they process a change of signers. Each financial institution handles this process slightly differently, but most require that at least one of the previous signers authorize the change. This should be a requirement for outgoing officers.

**Outgoing Officer Procedures**
- After new officers are elected, it is a good idea to ease them into their new roles to make them more comfortable and help members get used to new leadership. Include the incoming officer in your duties for the last few weeks of your term.
- Organize all notebooks, documents and files. Include a list of the duties and responsibilities of your position, procedures for registering your organization and inform your bank that an authorized signer for your account is going to change.
- Wrap up any outstanding correspondence related to your student organization. Inform your contacts that you will be stepping down and let them know who will be succeeding you.
• Prepare an end of the year report of what the organization has achieved and what it still needs to work on. Make sure your successor knows how to keep membership documentation current with the SORC. Encourage them to attend a training session!
• Arrange a meeting between yourself and your successor and, if applicable, your advisor. Hand over whatever documentation your successor will need (notebook, files etc.) and discuss goals for the position into the future

LEADERSHIP TIPS
The following are general ideas and tips utilized by members of student organizations all over the country. Incoming officers may need a few ideas for running successful meetings, recruitment and leadership. The list is not exhaustive, and we encourage all members to come by the SORC if they need any guidance concerning student organization leadership and membership.

For incoming or new leaders:

Making your Meetings Fun!
Kicking off meetings with a fun “icebreaking” activity can help to create a comfortable atmosphere and foster a sense of inclusion for everyone in attendance. Research ice breaker activities and adapt them to include information relevant to your organization’s cause or purpose.

Take Your Role as a Leader Seriously
• **Work on the morale of your group members.** Unless they feel comfortable about their roles, your group will not be as cooperative and productive as it could be.
• **Expect any changes to be accepted gradually.** Sometimes we expect people to accept changes overnight. Change is unsettling; you should expect resistance. Be patient and diligent in implementing change.
• **Be available to those who want your help.** Forcing assistance when it hasn’t been sought risks building opposition among your group members.
• **Let members determine the group’s purpose.** Unless group members have a say in what is happening, their participation will be half-hearted at best.
• **Emphasize the process for working through problems rather than the final result.** The desired result may change as the group works through the problem. An open channel of communication encourages collaboration and easier implementation of the resulting decision(s).
• **Approach change through cooperative appraisal.** When group members desire any change within the group, it should be based upon evidence. The decision to implement the change will thus be based on what is right, rather than who is right.
• **Encourage brainstorming and creativity.** Provide feedback and support for new ideas. Avoid penalizing mistakes made for the sake of experimentation.
• **Share the process of forming and revising policy.** By emphasizing how to solve problems and including members in the decision-making process, you foster a deeper commitment among your members.
• **Recognize criticism as the first step to assuming responsibility.** Use criticism as a chance to solicit suggestions for improvement. Criticism should be relative to an issue, rather than a personal attack.

• **Share the glory.** You cannot expect enthusiastic participation is you take all of the credit.

• **Have confidence in the ability of your group.** People tend to live up to our expectations, so keep yours high!

• **Be sure everyone has a common purpose.** Structure your meetings to include group discussion about topics of concern. If you know that some members are more reserved, allow one-on-one time to address their concerns.

• **Trust the motives of members.** Every suggestion should be seen as sincere and should elicit a sincere response.

• **Don’t set yourself up as infallible.** Be honest and admit when you don’t have an answer. Don’t be afraid to be human.

• **Be specific.** Communicate exactly what you expect.

• **Be socially sensitive.** Avoid making funny or witty remarks at someone else’s expense.

• **Use the inquiry method.** Ask questions to get information and define issues; don’t assume that people will simply volunteer their ideas.

• **Be impartial.** Do not play favorites with group members. Everyone should have equal chance to participate.

• **Manage conflict; don’t ignore it.** Bring conflict into the open and frame it as an opportunity to learn and improve. Focus on problematic policies or behaviors; personality conflicts should be addressed privately.

• **Promote cohesiveness:** Make sure everyone feels that they belong.

*Leadership Tips adapted from The Student Organization’s Handbook, Wichita State University, 1992*