

Student Organization Registration Tiers

Reference Number	#151	Approved Date	July 1, 2016	Revision Date	July 15, 2020
Description	<p>This document was drafted by Student Involvement and Leadership to define the tiers of student organizations and their specific responsibilities and requirements under each tier.</p> <p>Any collection of students operating with a similar purpose can be classified as a student organization and is required to register with the Student Activities and Organizations office, or their responsible umbrella, to function on campus. Failure to comply with the provisions of these guidelines may result in sanctions for that student organization, including but not limited to event cancellation, financial repayment of damages, suspended use of campus facilities, and removal of the organization's status.</p>				
Responsibility	Student Activities & Organizations / Greek Life / Campus Recreation and Wellness / Brody School of Medicine				
Affected Areas	Recognized Student Organizations / Chartered Student Organizations / Registered Student Organizations / Chartered Greek Organizations / Registered Club Sports / Honor Societies / Nationally Chartered Organizations / Interest Groups				
Procedure	<p>A. General Outline</p> <p>A student organizations tier will be determined by the Associate Vice Chancellor of Student Involvement and Leadership, or their designee, during the registration process. A student organization may request to be reevaluated by contacting the Student Organization Center. The student organization will follow all applicable policies and requirements of their tier, but this policy does not supersede any university or state policies. The three tiers of student organizations are as follows:</p> <ul style="list-style-type: none"> • Recognized Student Organization • Chartered Student Organization • Registered Student Organization <p>There are variations among these tiers; however, all organization tiers must:</p> <ul style="list-style-type: none"> • Must use the formal constitution format approved by University Counsel. • The officer roles must identify President, Treasurer, and Reservationist. • Organization must agree to follow the ECU Creed. • Must make updates to their Engage account annually. • May host major events, but must receive approval for both on and off campus events. • May fundraise on and off campus in accordance to the fundraising guidelines. • May use the Perfect Pirate Parties full-service and drop-off menu offered by ECU catering. • May post flyers in approved locations on campus. <p>B. Recognized Student Organizations</p> <p>Recognized Student Organization is the highest tier for a student organization and is determined by their direct relationship with the university. These organizations will be directly funded and advised by the university. Having this connection they operate as an entity of the university. Examples include Councils and Umbrella Organizations.</p> <p>Advisor: Due to these organizations direct relationship with the University their advisement will come from a full-time staff or faculty member whose job description includes advisement of the organization. This staff member, as Campus Security Authority, will be required to complete University mandated training for advisors, including Title IX and Cleary Act Training.</p>				

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	<p>As a Recognized Student Organization operating as a direct entity of the university has the ability to:</p> <ul style="list-style-type: none"> • With approval of appropriate university entities may use the East Carolina University logos and trademarks in their identifier. • May have university account and will manage their budget and spending according to university and state policies. • As an entity of the university they may use the university tax ID number and NC sales tax exempt status. • May have a foundation account or other accounts set up in compliance with all applicable policies. • Request space on campus one year in advance through the Central Reservation Office during the initial period opened up to departmental users. <p>C. Chartered Student Organizations</p> <p>Chartered Student Organizations are affiliated with a national organization and/or department. These organizations may be funded by a department based on requests of the student organizations, but do not have a specific student fee or budget tied to their operation. Examples are Fraternities, Sororities, Club Sport teams, academic honor societies, or those chartered/registered with a national organization/office.</p> <p><i>Advisement:</i> Chartered Student Organizations will have outside advisement that assist with their organization needs. The outside advisement will be chosen by the organization as a volunteer and/or by the national office. If the outside advisement consists of university staff or faculty they will be assisting only as a volunteer and cannot be heavily involved in running the organization.</p> <p>As a Chartered Student Organization they may and may not:</p> <ul style="list-style-type: none"> • With approval of appropriate university entities may use the East Carolina University logos and trademarks in their identifier. • They may not use the university tax ID number or NC sales tax exempt status, unless using funds appropriated to them by the University (ex. SGA funding for travel). • May not have on campus accounts set up and must manage their funds through their national office accounts or their private organizations bank accounts. • May request space on campus a semester in advance through the Central Reservation Office when it opens to chartered student organizations. <p>D. Registered Student Organizations</p> <p>Registered Student Organization are not affiliated with the university except by location (ex. Chess Club at East Carolina University). Registered Student Organizations are any group of students formed with a common interest. They are not required to have a mentor, but are encouraged to seek on-campus personnel to help with their operations.</p> <p><i>Advisement:</i> This tier of student organization is not required by the university to have an advisor or mentor. This is due to their limited affiliation with the university and independence as a student organization. We recommend seeking voluntary counsel as necessary, but again, is not required.</p> <p>As a Registered Student Organization they may and may not:</p> <ul style="list-style-type: none"> • May not use the East Carolina University logos and trademarks in their identifier. • They may not use the university tax ID number or sales tax exempt status, unless using funds appropriated to them by the University (ex. SGA funding for travel). • Must file for their own Tax ID number as a student organization and set up their own organizations bank accounts. • May request space on campus a semester in advance through the Central Reservation Office once it opens to registered organizations. <p>E. Approval</p>				

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	<p>Each organization will submit the appropriate documentation on Engage as required. Failure to complete the appropriate registration and renewal documentation will stop the student organization from being authorized to operate on campus - hold meetings, fundraise, or promote on campus. A student organizations tier will be approved by the Associate Vice Chancellor of Student Involvement and Leadership upon registration, but each organization may contact the Student Activities and Organization Office for a review.</p> <p>F. Reservations and Funding</p> <p>Every student organization that is current on Engage will be allowed to request space on campus. They will follow the Central Reservations Office policies and procedures, including their priority and space they can reserve based on their tier. Questions on reservations can be sent to cro@ecu.edu.</p> <p>Funding will be controlled by state, UNC System, and ECU policies under the specific tier the organization falls.</p>				
Relation to Others	<p>These guidelines are in addition to, not an exemption from, all other campus guidelines and policies.</p> <p>Failure to adhere to these procedures will result in immediate referral to the Associate Vice Chancellor for Student Involvement and Leadership's Office and could result in sanctions leading up to removal of the organization's registration status.</p>				