Introduction

Student Organizations play an important role at the University of North Alabama. Recognized Student Organizations provide unique learning experiences outside of the classroom and create opportunities for students’ personal and professional development. UNA also recognizes the positive impact that student organizations can have on recruitment and retention of students.

All student organizations must register with the Office of Student Engagement in order to be function on campus, have access to student allocation funding, and utilize other campus resources. The registration protocols enables the university to maintain communication with student leaders, promote organizations and their activities to other students, and to provide several special services for student organizations.

Any UNA student group is subject to guidelines and procedures as outlined in the Student Handbook and in the Student Organization and Activities Handbook.

The Student Engagement Center is committed to helping student organizations thrive at the University of North Alabama. Services include leadership training, office resources, organizational consulting, and advice on event planning and funding. Please feel free to contact the office at 765-4248 or visit the Guillot University Center, Suite 163 for assistance with your organization’s needs.

This manual is published by the University of North Alabama Office of Student Engagement. Any statements in this book do not supersede other applicable University Policy, State Policy, State Law, or Federal Law.
# Table of Contents

## Introduction ................................................................................................................................. 1

## Student Organizations .................................................................................................................. 3
  - Good Standing ........................................................................................................................... 3
  - Privileges of Good Standing ....................................................................................................... 3
  - Annual Renewal Procedure ....................................................................................................... 4
  - Leadership Transitioning Procedure ........................................................................................ 4
  - Categories of Organizations ..................................................................................................... 5
  - Fraternities and Sororities ....................................................................................................... 6
  - Honor Societies ....................................................................................................................... 6
  - Registered Club Sports ............................................................................................................ 6
  - Unrecognized Student Organizations ..................................................................................... 6
  - Hazing ..................................................................................................................................... 6
  - Organization Discipline Procedures ......................................................................................... 6
  - Advisor Expectations ................................................................................................................ 7
    - Campus Advisor Removal Guidelines ................................................................................... 7
    - Advisor Legal Obligations ..................................................................................................... 8
    - Starting a New Organization ................................................................................................. 9
    - Proposal Submission Deadlines: .......................................................................................... 9
    - The Proposal Process ........................................................................................................... 9
    - The Review Process .............................................................................................................. 9
    - Re-Registering Inactive Organizations ................................................................................. 10
    - Organization Certification ..................................................................................................... 10
    - Organizational Limitations .................................................................................................... 12

## Student Activities ........................................................................................................................ 13
  - General Student Event Guidelines .......................................................................................... 13
  - University Staffing/Security Requirements at Events .............................................................. 13
  - Events and Alcohol .................................................................................................................. 14
  - Event Registration and Student Engagement Online (Presence) ............................................ 14
  - GUC Operations Facility Reservation Guidelines .................................................................... 14
  - Fees and Charges ..................................................................................................................... 15
  - Flyer and Banner Postings ....................................................................................................... 15
  - Flyers ...................................................................................................................................... 15
  - Banners .................................................................................................................................. 16

## ADDITIONAL RESOURCES ......................................................................................................... 16
  - Student Engagement Resource Center .................................................................................... 16
  - Presence, UNA Events App & University Calendar ................................................................. 16
  - University Print Shop .............................................................................................................. 16
  - University Communications ..................................................................................................... 16
  - Sidewalk Chalk & GUC Window Painting .............................................................................. 17
  - UNA Dining Services ............................................................................................................. 17
  - Facilities Administration .......................................................................................................... 17
  - UNA Police Department .......................................................................................................... 17
  - Recreational Sports and Fitness Program ............................................................................... 17
  - Agency Funds .......................................................................................................................... 18

## Program Objectives ..................................................................................................................... 19
Student Organizations

The University of North Alabama recognizes organizations that seek to further the mission and adhere to the values of the University. As a condition for establishment of the affiliation relationship, the named student organization agrees to abide by all University regulations. Organizations establish their affiliation with the campus through the Office of Student Engagement and must renew that affiliation each year.

Student Organizations should be an asset for leadership and professional development on campus. The organization must support and enhance the mission and purpose of the institution by one or more of the following ways:

a. Develop the personal empowerment of those participating.
b. Develop academic/career competency of those involved.
c. Develop social/civic responsibility of those involved.
d. Continue to improve the effectiveness of the University community.

Organizations that do not meet these standards will not be recognized by the Office of Student Engagement.

Good Standing

Student Organizations must be in Good Standing with the university to be eligible to use resources including: the RSO Resource Center, booking spaces on-campus, setting up promotional tables, team participation in University Events, and applying for Student Allocation Funding*. To be granted good standing status:

- The organization must maintain at least three active student officers who are currently enrolled in classes at UNA (except during summer semesters).
- The organization must have no outstanding balance beyond 30 days with the university.
- The organization must have at least one representative attend/complete all mandatory RSO meetings/trainings hosted by Student Engagement.
- The organization must have an active advisor at all times.
- The organization must have fully completed the annual renewal process by the deadline.
- The organization must have fully transitioned their Presence portal.
- All officers/leadership positions in the organization must be held by enrolled students.
- The Director of Student Engagement may revoke good standing status if an organization is violating university policies, the student handbook, the RSO and Student Activity Handbook, or violates any conditions of registration or recognition.
- Organizations suspended from campus automatically lose good standing status.

*Please note that there are additional requirements that must be met in order for an organization to qualify for Student Allocation Funding. Please refer to the current Student Allocation Manual for these requirements.

Privileges of Good Standing

Upon becoming a registered student organization, the organization shall be:

1. Eligible to utilize available university facilities, equipment, and services.
2. Eligible to request allocation funding for travel and event purposes according to
the Allocation Manual.
3. Eligible to receive advising and services from Student Leadership Consultants and Office of Student Engagement Staff.
4. Eligible to collect reasonable dues and to sponsor fund-raising events according to university policy.
5. Eligible to receive awards and honors presented to university organization and members.
6. Eligible to be listed in appropriate university publications.
7. Eligible to participate in university sponsored events.
8. Eligible to post materials on controlled university bulletin boards according to university policy.
9. Eligible to utilize the resources provided by Student Engagement Online: forms, files, website, events calendar, etc.

Any publication utilizing the University Logo must first be approved by the Office of University Communications and the Office of Student Engagement.

Annual Renewal Procedure

Annual renewal takes place between the first day of fall classes and October 1.

Organizations in good standing can maintain this status by renewing their registration with the Student Engagement Center each year during the annual renewal period. This is the only time when staff are scheduled to assist organizations in the process.

Follow the timeline listed below in order to remain in good-standing on campus and utilize the available resources

1. Complete the Student Organization Annual Renewal Form.
2. Schedule an appointment to submit and review the completed Student Organization Annual Renewal Form with a Student Leadership Consultant (SLC) between the first day of class in the fall semester and October 1st.
   During this meeting you should be prepared to update the organization’s Online Presence Portal with the most recent constitution, contacts and roster.
3. All organizations affiliated with an inter/national organization or external governing board must have the inter/national organization or external governing board submit a letter of recognition from the inter/national organization or external governing board when they register. These letters should be on the inter/national organization’s official letterhead and it should identify a point of contact for the inter/national organization or governing board. These letters must be dated within the past five years (i.e. the same letter may be used for 5 years).

Student Organizations that do not meet these requirements by October 1 will lose their good standing status and all resource privileges for the remainder of the fall semester. These organizations may redeem their good-standing status for the spring semester if they update their online portal, attend a student organization leader workshop, and schedule a meeting with a Student Leadership Consultant between the first day of class in the spring and February 15. Any organizations that do not meet the February 15 requirements will lose their certification as a registered student organization, become inactive, and assumed to no longer function as a student organization.

Leadership Transitioning Procedure

Transitioning leadership is the process of outgoing leaders/officers meeting with newly elected officers. Organizations that fail to do this struggle to maintain long-term organizational success. During registration and annual renewal, organizations identify when they host elections. Those that host elections in the Fall will be prompted to transition their portals between November 15 and December 1. Organizations that host
elections in the Spring will be prompted to transition between April 15 and May 1. That means that the outgoing officers can update who can access certain Student Engagement Resources and who will receive communication.

Transitioning by the deadline insures the correct individuals receive important communication. Until updates are made, the organization is unable to utilize electronic resources and former officers will receive organization communication. If the outgoing officers fail to make the necessary updates by the deadline, new officers will need to schedule appointments with Student Engagement to become oriented with Presence and make the updates. Groups that host elections in the summer will need to review their organization and type the planned officer transition date on the about section of the organization update form and click “submit”. The new officers will need to schedule an appointment with Student Engagement as soon as they are selected to be given access and added to the email list.

**Categories of Organizations**

1. **Academic & Professional**
   These organizations are connected with an academic program, college, or department and are advised by a faculty or staff member in the program.

2. **Campus Ministry**
   These organizations are affiliated with a religious organization and have a point of contact with the organization who works closely with students (campus minister, ministry director, etc.)

3. **Registered Club Sports**
   Any organization that functions as a Club Sport as defined by UNA Student Recreation, must register through UNA Student Recreation. Functions that qualify an organization as a Club Sport include but are not limited to, “Must be governed by a national governing body and/or be associated with a collegiate club sport conference, must participate in at least 1 contest per academic term. Full qualifications can be obtained from UNA Student Recreation.

4. **Distinguished University Service**
   Members of these organizations are ambassadors for affiliated programs, departments, colleges, etc. Membership in these organizations is determined by university officials.

5. **Faith Based**
   Faith Based organizations are centered around spiritual or religious values, but do not have a campus minister or spiritual leader paid/appointed by an external organization.

6. **Fraternities and Sororities**
   UNA defines a fraternity/sorority as an organization that exists to promote fraternal relationships and personal development; requirement for membership is subjective and is not limited to a specific field of study, class, year, etc; and members are not typically permitted to hold membership in other identified fraternities/sororities at the University. Organizations that engage in new member education, ceremonies of initiation, ritual and/or other Fraternity and Sorority Life artifacts (e.g., bigs/littles, wearing letters, etc.) will be considered a fraternity/sorority.

7. **Honor Societies**
   Honor Societies recognize personal achievement and membership is limited to those chosen by the organization based on the objective membership requirements outlined by the intern/national organization.

8. **Multicultural**
   Multicultural organizations promote an appreciation for a specific ethnicity or culture.

9. **Special Interest**
   Special Interest organizations organize around a specific interest or shared commitment.

10. **University Sponsored**
    University Sponsored organizations are programs sponsored by non-academic university divisions, departments, offices or service areas.
Fraternities and Sororities

UNA defines a fraternity/sorority as an organization that exists to promote fraternal relationships and personal development; requirement for membership is subjective and is not limited to a specific field of study, class, year, etc; and members are not typically permitted to hold membership in other identified fraternities/sororities at the University. Organizations that engage in new member education, ceremonies of initiation, ritual and/or other Fraternity and Sorority Life artifacts (e.g., bigs/littles, wearing letters, etc.) will be considered a fraternity/sorority.

The University of North Alabama requires that all fraternities/sororities, as defined above, uphold the requirements of the Office of Fraternity and Sorority Life in order to maintain good standing. Most requirements and chapter status definitions can be found in the FSL Handbook at www.una.edu/fsl. Fraternities and Sororities may be exempt from certain renewal and registration requirements when approved by the Office of Fraternity and Sorority Life.

Honor Societies

UNA Student Engagement defines Honor Societies as organizations that recognize personal achievement and membership is limited to those chosen by the organization based on the objective membership requirements outlined by the intern/national organization.

Honor societies may not be student-initiated. They must be faculty/staff sponsored and be approved by the supervising Dean or Vice President. Honor societies are exempt from annual registration guidelines set forth in this manual so long as they do not engage in social activities beyond ceremonies recognizing honors or membership. If the organization members want to engage in social or recreational activities, they must immediately reach out to Student Engagement for registration guidelines.

Registered Club Sports

Any organization that functions as a Club Sport as defined by UNA Student Recreation, must register through UNA Student Recreation. Functions that qualify an organization as a Club Sport include but are not limited to, “Must be governed by a national governing body and/or be associated with a collegiate club sport conference, must participate in at least 1 contest per academic term. Full qualifications can be obtained from UNA Student Recreation. This handbook does not apply to Registered Club Sports and no student organization can share a name or affiliation with a club sport.

Unrecognized Student Organizations

Groups that fail to register with the Student Engagement Center or that have lost recognition from the university do not receive advice, support, or oversight from the university. Any unrecognized group claiming affiliation is operating in violation of university policy. Involvement with any unrecognized organization can pose a significant risk and students are strongly advised to avoid engagement with these groups as the university is unable to monitor activities. Individuals who affiliate with unrecognized organizations may be susceptible to participation in activities that violate university policy and should understand that they will be held individually accountable for their actions.

Hazing

Hazing is a violation of the Student Code of Conduct and Alabama State Law. It is defined in the Student Code of Conduct as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent (and/or) failing to discourage (and/or) failing to report those acts may also violate this policy. Any report of hazing violating the Code of Conduct will be referred to student conduct for investigation. Any student or group reported to be in violation of State/Federal hazing law should expect to be prosecuted accordingly.

Organization Discipline Procedures
All student organizations are subject to discipline procedure if a violation of a university regulation occurs. Please refer to the Student Handbook regarding discipline procedures.

**Advisor Expectations**

Advisors play a critical role in the wellbeing of a student organization. Below is a list of expectations the University has of its campus advisors. It is recommended that advisors and group members have conversations about the expectations they have for each other early in the year. There are resources available at the Student Engagement Center to help advisors with these important conversations.

1. Help the organization to identify its goals and assist the members and officers to clarify their areas of responsibility and related duties.
2. Participate in major organizational planning.
3. Observe and evaluate student performance of assigned duties toward the accomplishment of goals and encourage self-discipline and responsibility within the group.
4. Encourage organizational officers to keep accurate and consistent records.
5. Be aware of the history, purpose and activities of the organization through attendance at organization meetings and events and through frequent consultation with leaders.
6. Provide information concerning the sponsored organization when requested by a University official.
7. Be available as a mentor to organization members to assist them with personal problems and decisions as well as with those related to the organization.
8. Provide continuity for the organization from year to year.
9. Act as a source of general information regarding University policies and procedures.
10. Teach basic leadership skills and provide the student leadership with elements of good organizational and administrative practice.
11. Submit any campus-wide communications associated with the RSO to the appropriate channels for distribution.
12. Authorize university reservation request forms.
13. Maintain an Administrator status of the RSO Student Engagement Online portal (Presence) during your role as the advisor.
14. Complete all required advisor agreements, trainings and workshops by deadlines.
15. Commit to at least two consecutive years of serving as an organization’s advisor.
16. Provide written notice to Student Engagement, organization leadership, and any affiliate organization of intent to stop serving as the organization’s advisor at least two weeks before final date of service.

**Campus Advisor Removal Guidelines**

Students have the right to remove an advisor from his or her role with the group.

**Recognized Student Organization Advisor Removal Guidelines**

(*Academic/Professional, Distinguished University Service, University Sponsored, and Honor Society Organizations*)

a. Recognized Student organizations that desire to change their on-campus advisor should first attempt to meet with the advisor to address and explain any concerns regarding the advisor’s role in the organization.

b. The organization and the advisor should agree on a specified period of time for the concerns to be properly addressed.

c. If the organization and advisor cannot agree on a period of time or if both do and concerns are not addressed adequately, the majority of the membership listed on an organization’s roster must vote in favor of appealing to the head of the sponsoring unit. If the unit head is also the advisor in question, it must go through their immediate supervisor.

d. The head of the sponsoring unit will determine the outcomes, including the removal of faculty or staff member from the advisor role.
Registered Student Organization Advisor Removal Guidelines

a. Unless otherwise stated in the organization’s governing documents or the documents of the affiliated organization that has oversight of the campus organization, registered student organizations that desire to change their on-campus advisor should first attempt to meet with the advisor to address and explain any concerns regarding the advisor’s role in the organization.
b. The organization and the advisor should agree to a specified period of time for the concerns to be properly addressed.
c. If the organization and advisor cannot agree on a period of time or if both do and concerns are not addressed adequately, the majority of the membership listed on an organization’s roster must vote in favor of appealing to the Director of Student Engagement.
d. The Director of Student Engagement will determine the outcomes, including the removal of faculty or staff member from the advisor role.

Advisor Removal by the University

The organization’s campus advisor is serving in a capacity on behalf of the institution. The University reserves the right to remove an advisor from his or her role with a student organization. Grounds for removal of a campus advisor by the institution include but may not be limited to:
a. Behavior that violates the employee code of conduct
b. Defiance of University policy, procedure, or protocol
c. Failure to report to Student Engagement or Student Conduct known violations to the conditions of registration and/or recognition within a reasonable period (especially hazing incidents)
d. Advocacy for or participation in illegal activities
e. Promoting environments or activities of unreasonable or unnecessary risk for students
f. Using student organization status as a means to circumvent a departmental restriction
g. Failure to act in the best interest of the organization’s leaders and its members or pressuring an organization or its membership to serve the advisor’s self-interest
h. Failure to complete advisor trainings by deadlines or attend workshops

In the event an organization’s advisor is removed, the organization will be given 30 days to find a new advisor before losing good standing status.

Advisor Legal Obligations

The Faculty/Staff Advisors for Recognized Student Organizations meet the criteria to serve as Campus Security Authorities per the Clery Act. The function of a campus security authority is to report to the official or office designated by the institution to collect crime report information, such as the campus police or security department, those allegations of Clery Act crimes that he or she receives. CSAs are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as a CSA. This means that CSAs are not responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that a classmate or student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of group presentation; or that the CSA otherwise learns about in an indirect manner.

Although there are some resources on campus that can maintain confidentiality, on-campus advisors are considered mandatory reporters of Title IX offenses. It is recommended that staff and administration working within these resources do not serve as RSO advisors due to the risk of a dual relationship with students. For those who are employed in these resources and serve as advisors, it is imperative that they discuss their relationship as an advisor to the students involved with the RSO and disclose that the advisor relationship does not provide confidential reporting. It is recommended that they pre-empt any possible conversations concerning Title IX offenses by sharing confidential reporting resources.
**Starting a New Organization**

Proposals to register New or Inactive Organizations are only reviewed at specific times in the year. Reviews take place within the 2 weeks following each deadline.

**Proposal Submission Deadlines:**

Organizations seeking certification before the end of the fall semester: September 15th

Organizations seeking certification before the end of the spring semester: January 31st

Organizations seeking certification before the end of the summer semester: June 15th

**The Proposal Process**

Students interested in forming a new organization at UNA may contact the Student Engagement Center to obtain a copy of the Student Organization and Student Activity Handbook and the Starting a New Student Organization packet. Both are available on the Student Engagement Center’s Student Activities and Organizations webpage.

To register a new organization, students must review the Starting a New Student Organization Packet and submit a completed New Student Organization Proposal form (with required attachments) to the Student Engagement Center. This packet requires the following documents be attached:

1. A roster of at least 3 full-time enrolled students who agree to serve as charter officers/found the proposed organization. This roster should include first and last name, university email address, contact phone number, and student L-number.
2. Agreement of a full-time faculty or staff member to serve as the organization’s advisor.
3. A draft constitution under which the proposed organization plans to operate. For organizations that are unique to UNA, the constitution must match the format of the Student Organization Constitution Checklist (available from the Student Activities and Organization webpage and Student Engagement). Organizations affiliated with an inter/national organization may utilize the format approved by their affiliated organization.
4. Organizations affiliated with an inter/national organization or governing board must submit a letter of authorization from the inter/national organization or external governing board. These letters should be on the inter/national organization’s official letterhead and it should identify a point of contact for the inter/national organization or governing board.
5. Finally, organizations must acknowledge they meet all registration certification requirements as outlined in this handbook.

**The Review Process**

1. The student who submitted the proposal (head chartering member) will receive an email within 2 weeks of the Proposal Submission Deadline. It will include recommendations, requirements and necessary revisions to the proposal and governing documents that will be required for the organization to become certified. Note that new organizations must enhance the mission and purpose of the institution in one or more of the following ways:

   - Develop the personal empowerment of those participating
   - Develop the academic/career competency of those involved
   - Develop social/civic responsibility of those involved
   - Continue to improve the effectiveness of the university community
2. At this point, chartering students may request to schedule small interest group meeting spaces up to 3 times on-campus by submitting the GUC Request form to the Student Engagement desk. Chartering students may also request to participate in upcoming involvement fairs.
3. Once all requirements have been met, the charter members will be prompted to complete the annual renewal process and have 2 weeks to complete annual renewal/registration.
4. Governing documents must be signed by chartering members and submitted to Student Engagement during this time.
5. If a new organization does not complete annual renewal/registration within the academic year when it was initially proposed, the proposal will be discarded.

6. Once the Student Engagement Center has approved the annual renewal/registration, it is entitled to all the rights and privileges of a Registered Student Organization and must follow the proper steps to maintain good standing with the university. All new organizations must wait one semester after approval before the group is eligible to request Student Allocation Funding. (Organizations proposals submitted during the summer and approved are considered new organizations until the spring semester.)

Re-Registering Inactive Organizations

1. Students interested in re-registering an inactive student organization must schedule and appointment to meet with the Director of Student Engagement to discuss the reasons for reorganizing. The members should be prepared to explain why the organization became inactive and why they are choosing to re-register.
2. The Office of Student Engagement will review the former student organization’s information to confirm there were no records of violation of University policies, outstanding bills, or other required documentation. If any matters initiating the closure of the organization are unresolved, the new organization will be denied registration until such matters are resolved.
3. If the organization is eligible for reactivation, they must follow the New Organization Registration protocol as noted in this handbook.

Organization Certification

To insure the rights of students to freely form associations and to choose which organizations it officially sponsors, the University of North Alabama established a procedure for certification. This procedure shall apply to all student organizations, with the exception of Fraternities and Sororities. The system allows for two types of certification which are registration and recognition.

Certified organizations must maintain Good Standing to actively function as either a recognized or registered student organization.

CERTIFICATION AS A REGISTERED STUDENT ORGANIZATION

Registration is the certification that allows a student organization to exist on campus and to participate in campus affairs.

All student organizations that use University facilities or seek a campus affiliation shall be required to register and meet all terms of certification.

Any student organization that meets all the terms of the certification for registration shall be granted registration status, and shall be eligible for all privileges granted to such groups.
A registered student organization may not use the University Name or reference to University affiliation.

**Procedures for Registration:**

An eligible student group shall:

1. Collect a membership list of at least 10 members or a petition signed by one hundred (100) students who support the existence of the organization as a registered group.
2. Submit certification registration application to the Office of Student Engagement (See “Annual Renewal” and “Starting a New Student Organization”).

**Conditions for Registration:**

A registered student organization shall agree to:

1. Limit membership to students, faculty, and staff of the University of North Alabama.
2. Sustain an active membership comprised of at least 75% students.
3. Maintain at least 3 student officers in good academic standing.
4. Retain a full-time University of North Alabama faculty or staff member as a recognized advisor.
5. Disclose any external affiliations; provide the constitution and bylaws of any such organization with which it may be affiliated; and certify that all conditions for affiliation conform to University policies.
6. Submit all changes in constitution, bylaws, sponsorship, and officers to the Office of Student Engagement immediately.
7. Adhere to local, state, and federal laws.
8. Adhere to University regulations as stated in the Student Handbook and the Student Organization and Student Activity Handbook.
9. Never incite or participate in any interference with or physical disruption of the University or its programs.
11. Never participate in any hazing activities.
12. Maintain University accounts if possible.
13. Utilize dues and other membership fees for the express benefit of the organization and in fulfillment of its purposes.
14. The University of North Alabama does not acknowledge or accept any responsibility for contractual agreements entered into by University organizations. The organization shall not contract or enter agreements in the name of the University.
15. Never utilize the organization for the financial enrichment of any officer, member, or affiliate.
16. Never directly or indirectly utilize University facilities or privileges for the express benefit of external affiliates.
17. Never directly or indirectly utilize University resources in support of any candidate for public office except as permitted by policy.

Failure to comply with any or all of the above conditions can result in withdrawal of certification by the University and loss of good standing.

**CERTIFICATION AS A RECOGNIZED STUDENT ORGANIZATION**

Recognition is a certification that grants the student organization official status as part of the University of North Alabama’s educational and/or extra-curricular program. Organizations that qualify for classification in one of the following categories shall be considered for recognition status:
Academic and Professional Organizations
University Sponsored
Distinguished University Service
Honor Societies

Procedures for Registration:
New organizations that qualify for recognition status must first be certified and in good standing with Student Engagement for one full year as a registered student organization before being granted recognized student organization status.
Supporting units of the University may grant additional privileges to a recognized student organization beyond those stated in this handbook. They may impose additional restrictions on any recognized organization, or any registered organization that meets the qualifiers of a Recognized Student Organization.

Conditions for Recognition of a group:
1. The group must have a sponsoring unit of the University (for example: Student Affairs, an academic department, or academic dean).
2. The group shall be compatible with the nature of the sponsoring unit
3. The chief administrator of the sponsoring unit shall verify that the group is formally sponsored by said unit.
4. Student Engagement will oversee the approval for recognition.
5. To be considered for recognition, the group must be certified as a registered student organization for one year at which time the sponsoring unit may request a review to grant recognition status.
6. No application will be approved for groups which propose to limit their membership on the basis of sex, race, national origin, or disability.
7. The group must meet all required conditions of registration.

Organizational Limitations
Organizations may not represent, enter into contracts, or speak on behalf of the University. The Office of Student Engagement will investigate any possible violations and may refer organizations/individuals involved to the proper governing boards.

Registered student organizations are not allowed to use “The University of North Alabama” in the official title of their organization’s governing documents.

Permitted: “Study Club” Not-Permitted: UNA Study Club

Recognized Organizations that are affiliated with a campus department, program, or University sanctioned initiative may use the UNA name if proper documentation and approval is granted by the Dean, VP, or University Cost Center Head of the related program or initiative.

No student organization may ever participate in hazing activities.

No student organizations may incite or participate in any interference with or physical disruption of the University or its programs

Organizations proposed with the intent/purpose of defying University Policy, Local, State or Federal Law, or the purpose of inciting or participating in any interference with or physical disruption of the University or its programs, will not be recognized.

Organizations proposed for the purpose of marketing, promoting or selling a specific business, product, individual campaign, or service will not be recognized.
Student Activities

In order to support student events that contribute significantly to the campus life environment, significant resources are reserved for student organizations for the purpose of planning and hosting events that cultivate a university community.

General Student Event Guidelines
1. Student Organizations must be recognized in order to host or promote any event on-campus.
2. Only Student Organization Leaders who have attended one of the Student Organization Training Sessions may schedule an event on-campus for their Organization.
3. For University Center Events, the individual that submits the campus space reservation form is the point of contact for the event and will be held financially responsible for damages, cancellation fees, etc.
4. Any misrepresentation of oneself or entity on an event form will be grounds for referral to Student Conduct and may require the payment of fees. This includes using your credentials as a Student Organization Officer to schedule an event for another entity (i.e. using a Recognized or Registered Organization to schedule an event for a non-campus group).
5. Events may not be scheduled on or after study day until final exams are completed.
6. Student Organizations may not reserve Norton or Flowers unless they pay the standard rental fee.
7. The University reserves the right to require campus safety support at certain events. Social events and events where money will be collected require police officers at the expense of the host organization.
8. Four weeks is the minimum notice required for large events or events that require significant security.
9. Groups must comply with the Code of Alabama in regards to political campaign involvement and events.
10. Student Organizations may not reserve the GUC Banquet Halls or the Performance Center more than twice each semester. An exception will be made for groups that document meeting the minimum attendance capacity in these spaces using the Student Engagement Electronic Event Swipe (Presence Checkpoint App).
11. Student Organizations may not serve or consume alcohol at any space on-campus unless the organization has an annual residential lease of the entire building where the event is hosted.
12. If the University must unexpectedly close for any reason (inclement weather, security threat, pandemic, etc.) any scheduled organizational events must be cancelled.
13. For the avoidance of doubt, closed organizational meetings and information tables are not considered events but still may be subject to other facility-use guidelines from the university.
14. Registered Student Organizations may not schedule events on any days when the University is closed for a holiday.
15. An organization’s campus advisor or other designated staff member should be present at any event with anticipated attendance over 100.

University Staffing/Security Requirements at Events
Any group hosting events that meet any of the following requirements must pay for necessary university staff/security personnel. A minimum of 2 personnel are required per event. Venue capacity, anticipated attendance, layout, etc. will be used to determine the
number required. Personnel are scheduled on a first come, first serve basis. Four weeks
is the minimum notice required for events requiring significant security:
a. Events open to the general public
b. Events requiring ticketed entry
c. Events that last more than 4 hours
d. Competitive Physical/Athletic Events
e. Events where money is collected
f. Events open to non-members of an organization featuring guest speakers (Non-UNA
Employees, Staff, Students) in any venue larger than 50 person capacity.
h. Social parties not restricted to organization’s membership
i. Events open to non-members anticipating more than 200 attendees

Events and Alcohol
In addition to adhering to all Local, State, and Federal Laws regarding alcohol
consumption, Student Organizations that plan to host an event or events where alcohol
will be consumed must meet the following requirements:
a. The Student Organization must notify Student Engagement at annual
registration of their intent to host events where alcohol will be consumed.
b. The Student Organization must submit a Certificate of Liability Insurance
including a Host Liquor Liability with $1 million minimum coverage.
c. The Student Organization must schedule a special meeting with Student
Engagement to review the Event Guidelines for Organizations that Intend to
Consume Alcohol (published by Fraternity & Sorority Life).
d. The organization must adhere to all guidelines outlined in the Event Guidelines
for Organizations that Intend to Consume Alcohol published by Fraternity and
Sorority Life

Event Registration and Student Engagement Online (Presence)
All events that will be advertised outside of your organization must be registered on Student
Engagement Online (https://una.presence.io). This registration may qualify your
organizations’ event to be announced through various media outlets including campus
televisions, electronic newsletters, etc. Event registration will also give you the ability to track
event attendance.

All Student Organization events that are directly supported by Student Engagement MUST be
registered on Student Engagement Online (https://una.presence.io). This includes all Student
Allocation funded events, Fraternity/Sorority Life Events, Student Government Events,
University Program Council Events, and Community Service Events. Attendance must be tracked using the “Presence Checkpoint App” unless an exception is granted in writing by a
Student Engagement Professional Staff Member before the event (information available online
at (www.una.edu/students).

GUC Operations Facility Reservation

Guidelines
Before submitting a room reservation form, you must first check the availability of the
space/facility.
1. From the UNA homepage, search for “University Events” in the search bar located in the
top right hand corner. Once you have arrived at the University Events webpage, click on
the “Events Calendar” link located at the bottom of the column on the left. From there,
you will be able to check for your date and time to see if there is space available to
reserve.
2. Once you have found an available date, time, and location for your event, you will need to fill out the proper request form. All of the forms can be found by clicking the “Reservation Forms” link on the University Events webpage. Select the form that correlates with the space you would like to reserve and fill out the information. Your organization advisor will need to sign the form before you turn it in to the University Events office.

3. All reservations must be made no later than 48 business hours before the event starts.

4. Provide as much information as possible when filling out the forms. If additional technical support is needed, you should communicate that prior to your event. Once your event has been approved through University Events, you will receive a confirmation via email.

5. Should you need to cancel your event, you need to let University Events know as soon as the decision is made.

6. Room assignments are based on the size of the group and the setup required. Requests may be adjusted to accommodate as many groups as possible. The more advanced notice that you can give prior to the date of your event, the more likely you are to secure the space you want.

Fees and Charges
There are charges for after hour events. Labor costs including sound technicians, custodial staff, UNA Police, etc. may occur in order to open the facilities and staff them adequately. Any charges for use of university facilities will be indicated in an email confirmation prior to your event.

Organization members are subject to discipline procedure if a violation of a university regulation occurs. Please refer to the Student Handbook regarding discipline procedures.

Flyer and Banner Postings

University of North Alabama organizations and departments wishing to advertise events and activities in the Guillot University Center should seek approval from the Office of GUC Operations and Event Management.

Flyers
Placement of flyers is restricted to public bulletin boards. Flyers are NOT to be taped to windows, walls, doors or painted surfaces. Signs, posters, banners, or flyers advertising the sale of alcoholic beverages are prohibited and shall be removed. The university reserves the right to remove advertisements.

General Guidelines:
1. All items to be posted must conform to University policy and be noncommercial in nature.
2. Each item posted must be dated with the date on which it is posted. The date should appear in a conspicuous place, i.e., lower right-hand corner.
3. Posters should not be posted for more than three weeks.
4. No more than one poster for a particular event or activity should be posted on a bulletin board.
5. The size of the items posted should be no more than 81/2” x 11”.
6. No bulletin shall be posted on bulletin boards designated for limited use. Items on limited boards should be posted only by representatives of offices to whom the limited boards are assigned.
No notices of any kind may be displayed on glass doors of Bibb Graves Hall or the Guillot University Center, or on walls of campus buildings. Prior permission from the office concerned must be obtained before notices may be placed on the bulletin boards of the administrative offices or academic departments. Please access the campus posting guidelines list found on the Student Engagement website under “Files” for questions.

**Banners**

Banners should be delivered to the Office of GUC Operations to be hung by the Events staff. Placement of banners shall be made on a first come first served basis. Space will not be reserved. Banners shall not be stored by the Office of University Events before or after they are displayed unless arrangements have been made beforehand. Anyone wishing to hang a banner anywhere else on campus besides the GUC must secure approval from the Office of Student Engagement and the Facilities Manager of the space.

---

**ADDITIONAL RESOURCES**

**Student Engagement Resource Center**

Student organizations in good-standing have the opportunity to utilize the Student Engagement Resource Center. Included are a button machine, laminator, fax machine, Ellison Machine (design/letter cutting), banner supplies, sidewalk chalk, window paints, teambuilding kits, and computers/printers. Printing is available for student organization minutes and agendas only. These resources are located in the Office of Student Engagement, GUC 163. All RSOs are required to sign in when using the resource room.

**Presence, UNA Events App & University Calendar**

Once a Student organization has been approved, they will have the ability to add events to the Student Engagement calendar through Student Engagement Online. To do this, an organization’s officer will need to log-in to Student Engagement Online Admin Dashboard and create and event using the “Create” or “Events” tab. From there, they will “Create an Event” and complete the online form. Once this has been submitted, it will be sent to the Office of Student Engagement for approval.

**University Print Shop**

The University Print Shop is available for a number of print needs for your organization’s events. Any RSO wishing to utilize the print shop will need to first meet with the Print Room Operator located in the basement of Bibb Graves Hall for a consultation. Please note that fees will apply based on your print needs.

**University Communications**

Recognized Student Organizations may also work with University Communications to send out Press Releases or Digest Announcements. Any communications using campus logos must be individually approved by this office. Contact University Communications at 256-765-4225.
Sidewalk Chalk & GUC Window Painting

Student Organizations in Good Standing may paint a GUC window or reserve sidewalk chalk in order to advertise events. Before advertising, the proper registration form must be filled out and submitted to the Office of Student Engagement for approval. Both forms can be found on the Student Engagement website under the Student Organizations tab. Once approved, all materials should be obtained through the Office of Student Engagement. Please note that there are special requirements for this resource that can be found on the reservation forms.

UNA Dining Services

Student Organizations must work with UNA Dining to help plan food arrangements for any event that is being held on UNA’s campus. Events serving food on-campus are required to coordinate through UNA Dining Services.

Facilities Administration

If an organization’s event will be held on campus and electricity, custodial services, or trash/recycle bins are needed, please request these services through the university’s Facilities Administration office. Facilities needs at least a one week notice. Costs might be associated with custodial cleanup and supplies as well.

Facilities Administration must approve any signs, tents, or any other items that may penetrate the ground. If staging is going to be used, Facilities must approve. Any groups that plan to hang banners on the exterior of campus buildings, or outside on other parts of campus, must go through Facilities to get this approved.

UNA Police Department

UNA Police officers shall be present at any campus functions where alcohol is to be consumed. Please refer to the Events and Alcohol section above.

Recreational Sports and Fitness Program

The Recreational Sports and Fitness Program coordinates UNA Club Sports, Intramural Sports, the Outdoor Adventure Program, and the University Recreational Center. For more information about any of these resources, call 256-765-6019 or visit www.una.edu/recsports.
Agency Funds

Registered Student Organizations have the option of opening an Agency Fund through the university Business Office.

• What is an Agency Fund?
  - UNA acts as custodian or fiscal agent, and keeps records of deposits and payments.

• How to request a new Agency Fund
  - “Request for Agency Account Form” on Controller website. Search for “Controller” from the UNA homepage. The completed form should be turned in to Controller’s office.

• How to update authorized signatures on existing Agency Funds
  - For changes, use same form as above “Request for Agency Account Form” and turn in to Cashier Window in basement of Bibb Graves.

• How to make deposits into the Fund
  - Use “Deposit Form” located on Controller website. Take deposit to Cashier Window.
  - Write fund account # on back of checks
  - Specify description or reason for deposit (name of fundraiser, dues, etc). This helps in identifying and reconciling payments later.

• How to make payments from Fund
  - Complete “Payment Requisition Form” on Controller website. Put Agency name in top left “Cost Center” field. Vendor Name and Address should be name of individual or company that the check will be made payable to and the current address. If that individual is an employee or student, the L# should be filled in. If it is a new business, or an individual who is neither an employee nor a student, a completed W9 form should also be attached. That form can be printed from the IRS website (www.irs.gov) and given to them for completion and signature.
  - Description should identify use of items purchased, such as “food for RSO Kickoff on 8/22/15.” Put Agency Fund account number on “Fund” line at bottom left above signatures. There must be 2 signatures and they must match authorized signatures that are on the current “Request for Agency Account Form” that is on file.
  - Please attach original detailed receipts or invoices. If paying registration fees, please attach a copy of the registration form that shows the cost per person or total due.
  - RSO/Agency Funds are not exempt from AL sales tax, so vendors should charge tax. Always provide proof of payment if requesting reimbursement to an individual.
  - Withdrawals are made via check only – no cash withdrawals or advances.

• How to confirm Fund balance
  - Contact cashiers via phone at (256) 765-4442 or stop by the Cashier Window
  - You will need to know the Agency Fund account number

• Recordkeeping tips and other general information
  - Keep copies of deposit forms, requisitions and receipts/invoices
  - Fundraising tips – keep track of donations so that all proceeds are given to non-profit organization, especially if collected over a period of time or at various events/locations. We want to be transparent with fundraisers for non-profit groups. Once the fundraiser is complete, request a check payable to the non-profit organization and attach documents such as flyers or emails that advertised “proceeds will be donated to SafePlace,” etc. Also attach a spreadsheet or calculation showing all deposits that should equal the amount requested for donation.
Program Objectives

The Recognized Student Organization program serves two functions, to create both enjoyable and memorable activities for campus, and to provide an opportunity for student leaders to actively develop leadership competencies in a supportive environment. Active participation in the leadership process of a Recognized Student Organization program at UNA seeks to support the following leadership development goals:

Knowledge acquisition, integration, construction, and application:
Participation in this program should improve the value of a student’s education.
Participation in this program should help you learn more about others and share knowledge with others.

Practical Competencies in Organizational Management:
Participation should enhance your ability to negotiate contracts/agreements, develop a budget, monitor a budget, supervise peers, plan/set goals, run a meeting, influence others, organize events, publicize events, evaluate events, make presentations,

Development of thought processes:
Participation in this program should enhance student’s ability to think critically, define problems, and solve problems.
Participation should increase your capacity to consistently make ethical decisions.

Personal Development
Participation in the program should improve your self-motivation, self-confidence, self-esteem, knowledge of personal talents, and knowledge of limitations and general knowledge of yourself.
Participation in the program should challenge you to evaluate if your actions are consistent with your values/beliefs, if you were passionate about the organization’s goals.
Participation should challenge you to evaluate your ability to work effectively with other leaders, communicate with other leaders, respect, and trust other leaders.
Participation should challenge you to listen to the ideas of others, dissent from others, discuss differing opinions in a respectful manner, and support group decisions that did not match your position.

Achievements:
Participation in this program should help you achieve a feeling of an accomplishment, a sense of ownership of the organization, and pride in being a member of the organization

Relationship Development:
Participation in this program should enhance your ability to develop trust among team members, earn respect of others, effectively manage conflict, work effectively with others, listen effectively, motivate others, see things from others’ perspectives, successfully establish professional relationships, and successfully establish personal relationships
Participants in this program should gain an enhanced ability to work with diverse populations.

Program Qualities:
Participants should gain experience developing, working towards, and accomplishing goals as an organization
Participants should be challenged to interact with people different from them, and to value and respect people different from them
Participants should have access to a resourceful advisor who attends organizational meetings and activities.
Participants should have the opportunity to participate in leadership training

Core Concepts of Leadership:
Leadership is a process that requires constant searching and evolution of ideas and concepts.
The Leadership process can be learned.
The Leadership process requires a search for understanding of ourself and others (how we think, how we make decisions and why we behave the way we do)