

Introduction

Recognized Student Organizations (RSOs) play an important role at the University of North Alabama. RSOs 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 via OrgSync in order to be recognized on campus, have access to student allocation funding, and utilize other campus resources. The RSO registration process enables the university to maintain communication with student leaders, know what organizations are available on campus, and to provide several special services for student organizations.

Any UNA student group recognized by the university is subject to the policies and procedures as outlined in the *Student Handbook* and in the *RSO Handbook*.

The Office of Student Engagement 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 107 for assistance with your organization's needs.

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Recognized Student Organizations

A Recognized Student Organization (RSO) in “good-standing” is defined as the approval that grants the student organization official status to be part of the University of North Alabama’s educational and/or extracurricular programming. All recognized student organizations must register with the UNA Office of Student Engagement via OrgSync in order to maintain this status.

Student organizations are 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 be considered for suspension or termination, and will not be approved by the Office of Student Engagement.

Privileges of Recognition

Upon becoming an official recognized 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 Handbook.
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 promote activities and events through Flor-Ala advertising (fees may be required).
9. Eligible to post materials on controlled university bulletin boards according to university policy.
10. Eligible to use the name, “**University of North Alabama**”, in the title of your organization.
11. Eligible to utilize the resources provided by OrgSync: forms, files, website, events calendar, etc.
12. Eligible to use the University name and logo for business related events and/or materials. The University name and logo is trademark protected and is not to be used for commercial uses.

Registering a New Organization

Students interested in forming a new organization at UNA should first contact the Office of Student Engagement in GUC 107 or call 256-765-4248 to schedule a consultation meeting with a Student Leadership Consultant. A RSO Handbook may be obtained via the Student Engagement website under “Files”. The students should then facilitate a meeting to determine whether or not there is sufficient interest to form a new organization. Once that has been determined, plans should be made to hold an organizational meeting at which officers should be elected and future activities planned.

To register a new organization, these steps should be taken:

1. Schedule a meeting with a Student Leadership Consultant for assistance in starting an organization.
2. Develop a roster of at least ten (10) full time enrolled students to join the RSO. The students must have a minimum 2.0 cumulative GPA.
3. Obtain agreement of a full time faculty or staff member to serve as the organization’s advisor.
4. Create and upload a copy of the constitution under which the organization will operate. This constitution should be approved by a majority of the chartering students.
5. Submit a RSO portal request through OrgSync by October 1 or February 1 of each academic semester. The constitution, roster, and advisor information should be accurate and uploaded to the portal in order to receive approval.

Maintaining “Good-Standing”

Once approved, in order for an organization to maintain good standing and continue to be recognized as a student organization, they must follow a two-step process by October 1 and February 1 of each semester.

1. Update their organization’s OrgSync portal. All information should be accurate.
2. Schedule a consultation meeting with a Student Leadership Consultant.

Failure to follow this procedure will result in a semester termination of the organization. The RSO may resubmit the following semester to regain a positive status.

Re-Registering Inactive Organizations

1. Students interested in re-registering an inactive student organization will meet with a Student Leadership Consultant 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, the same registration process as listed above will proceed.

Advisor Expectations

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 emails associated with the RSO to UNA Help Desk.
12. Sign off of university reservation request forms.
13. Maintain an Administrator status of the RSO OrgSync portal during your role as the advisor.

RSO 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

ADVERTISING

Flyer and Banner Policy

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 University Events.

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 advertisement containing subject matter considered to be offensive or in poor taste. 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 University Events 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 before hand. Anyone wishing to hang a banner anywhere else on campus besides the GUC must secure approval from the Office of Student Engagement and University Maintenance.

University’s Policy on Notices, Posters and Banners

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 8 1/2” 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.

The Flor-Ala

Student Organizations may advertise events or meetings by using the Flor-Ala. The Flor-Ala is distributed weekly on Thursdays and the deadline to submit announcements or articles is on Mondays by noon. There may be fees included.

To advertise through the Flor-Ala, you should contact the Flor-Ala Business Team.
advertise@florala.net
256-765-4426

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.

OrgSync & University Calendar

Once a RSO has been approved, they will have the ability to add events to the Student Engagement calendar through OrgSync. To do this, an administrator of the portal will need to log in to OrgSync and click on the "Events" tab. From there, they will "Create an Event" and complete the attached form. In order to request the event to be added to the main calendar, they will need to be sure to click the box under "Calendar sharing" on the form. Once this has been submitted, it will be sent to the Office of Student Engagement for approval.

The university calendar automatically pulls the events located on the Student Engagement OrgSync calendar, so any event listed can then be seen publicly and campus-wide.

UNA Portal Usage

Any UNA Portal account holder who is a member of the UNA faculty or staff or an officer of an organization recognized by the Student Engagement Office may request a campus-wide announcement. The requested announcement must pertain to university activities. All messages will be posted exactly as submitted unless defamatory, obscene, or illegal.

University Communications

Recognized Student Organizations may also work with UNA's University Communications office to send out Press Releases. Contact University Communications at 765-4225 or in Rogers Hall.

Sidewalk Chalk & GUC Window Painting

RSOs 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 "Files". 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.

University Events 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.

ADDITIONAL RESOURCES

Leadership Resource Room

RSOs in good-standing have the opportunity to utilize the Student Engagement Resource Room. 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 RSO minutes and agendas only. These resources are located in the Office of Student Engagement, GUC 107. All RSOs are required to sign in when using the resource room.

Sodexo Food Services

RSOs may work with the campus Sodexo to help plan food arrangements for any event that is being held on UNA's campus. Events that are held in the Guillot University Center and are having food are required to use Sodexo food 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

A UNA Police officer shall be present at any **campus** functions where alcohol is to be consumed. The Police Department will specify the hourly fee for the officer. Should a social function exceed 100 guests, a second officer may be required, at the discretion of the UNA Chief of Police. It is the responsibility of the respective sponsoring organization to notify the Police Department of the planned function no more than five business days prior to the actual function. Furthermore, officers assigned to regulate and/or patrol campus functions will be briefed by UNA Police Department as to their specific roles and responsibilities during such functions.

RSOs that plan large events such as bands, fundraisers, non-alcoholic parties, and any other large events, UNA Police will be required to work the event for safety and security. The typical cost of a police officer is \$40 per hour with a minimum of four hours. Depending on the number of people expected to attend, a second officer may be required. Organizations should contact the UNA Police Department directly to take care of the details.

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.