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Student Activities & Organizations

Our Mission
The Office of Student Activities and Organizations at East Carolina University contributes to the holistic student experience through development and involvement. We educate, engage, and entertain.

Student Activities and Organizations offers a wide variety of programs, services and resources designed to assist and support student organizations and develop leadership skills among students. These skills will not only help you to become a successful student leader at ECU, but can also help you stand out in your professional career. Student Activities and Organizations offers opportunities to become an active member of the ECU community while adding great experiences to your resume, as well as lifelong connections and networking opportunities.

Included in Student Activities and Organizations is the Student Organization Fund Office. This area provides an organized and convenient means of recording and controlling the financial and accounting requirements for registered student organizations. The SOFO will assist in providing financial projections to registered student organizations as well as oversee travel, purchasing, and reimbursement correspondence. Workshops are conducted each semester to ensure students are properly educated on the aforementioned subjects.

Programs

Get A Clue
Held each semester, this event highlights involvement opportunities by showcasing both student organizations and local area businesses.

Orientation Student Organization Fair
During orientation, Student Activities and Organizations sponsors a Summer Orientations Student Organization Fair to promote involvement opportunities to incoming students and their parents. Organizations may sign up through Student Activities and Organizations to have a table and representatives at these fairs.

Recognition for Outstanding Leadership and Service Awards
Presented in collaboration with various Student Life departments, this awards program recognizes organizations and leaders who have made outstanding achievements throughout the year. Nominations are accepted early in the spring semester, and the recognition banquet is typically held in April.

Leadership Workshops and Programs
Held throughout the year, SAO coordinates various workshops and conferences to assist students in their leadership development. These can range from one-hour workshops to multi-day conferences. Programs can also be developed to meet the specific needs of an organization.
Student Activities & Organizations

Services

Student Organization Registration
All organizations must register with Student Activities and Organizations each year. Registration takes place in the spring semester for the following academic year. Once registered, student organizations may reserve campus facilities, apply for SGA funding, receive a mailbox in Student Activities and Organizations, and utilize SA&O staff and resources.

Student Organization Mailboxes
All registered student organizations are eligible to maintain a mailbox in Student Activities and Organizations. These are assigned upon request from the registered organization. This mailbox serves as a permanent mailing address for the organization so that you will continue to receive vital information, even when your officers change. Organizations are required to check their mailbox on a weekly basis. Failure to check the mailbox and remove mail will result in the forfeiture of the mailbox.

Student Organization Consultation
Staff members in Student Activities and Organizations are available for consultation with organization leaders facing challenges or problems in order to help leaders to develop and present successful programs, build community among their group, and generally run more effectively.

Copies
Student Activities and Organizations will provide up to 200 copies each semester, at no charge, to registered student organizations. Organizations are permitted to make 200 black and white copies, or 100 color copies and 100 black and white copies. Unused copies in a given semester will not carry forward to the next semester.

Posters
Student Activities and Organizations will print 2 posters each semester, at no charge, for registered student organizations. These posters will be made with the poster machine located in our office. Posters can only be printed in the color of ink and on the color of paper that is available at that time; there is no guarantee that all colors will be available. Any number of posters not used in a semester does not carry forward to the next semester.

Leadership Opportunities
Organization leaders may participate in various developmental opportunities to assist them as they seek to refine their leadership skill set. Opportunities are available throughout the year, through various conferences and workshops. Additionally, the Center for Student Leadership and Engagement offers services directed toward organizations that should be taken advantage of.

Constitution Review
When your organization’s constitution becomes outdated or inaccurate, Student Activities and Organizations can help you update this document. Sample constitutions are available in our office, or you can download a sample constitution at our website.
Marketing

Student Activities and Organizations offers free marketing design services to registered student organizations. Request forms can be found and submitted online through OrgSync. Graphic designers are available to create a design to market your next event or promote your organization while recruiting for new members. This can include anything from logo design, poster/postcard design, t-shirt designs, flyers, LCD advertisements, movie previews, Facebook banners, and much more. Although design services are free, the receiving organization is responsible for any production costs of the materials. The only exception to this rule is that each organization is given two free 11x17 posters and 200 black and white OR 100 black and white/100 color copies each semester. Photographers are also available to photograph your events. Photos will be made available after each event to the organization and may be used in promotional material for Student Activities and Organizations. The form to request these services can also be found online at OrgSync. For more information, contact marketingdesign@ecu.edu.

Mendenhall Student Center Building Directory

**Basement Level:**
- Billiards Center/Video Arcade/Pirate Underground
- Bowling Center
- Computer Lab
- Event Planning Office (8 & 8A)
- Higher One Automatic Teller Machine
- Housekeeping Office (7)
- Meeting Rooms: 14, 15, Social Room
- Production Services Office (16)
- Student Judicial Board Offices (23)
- Vending Machines
- WZMB

**Main Floor:**
- Center for Student Leadership and Engagement (109)
- Central Ticket Office
- Cynthia’s Lounge
- Destination 360
- Hendrix Theatre
- Java City
- Automatic Teller Machines
- Student Activities and Organizations (114)
- Student Government Association
- Welcome Center

**Second Floor:**
- Art Gallery
- Display Cases
- Contracts Office
- Director of Operations
- Executive Director of Student Involvement and Leadership (204)
- Financial Affairs Office (205)
- Meeting Rooms: 212, 221, 233, 241, 242, 243, 244, 247, 248, Great Rooms 1, 2, and 3
- Office of Greek Life
- Office of Student Transitions and First Year Experiences (210)
- Student Affairs Marketing and Communication Department
Mendenhall Student Center

Mendenhall Student Center is the home to a wide variety of programs, services, and organizations. As "the center of activity" the facilities are open to all students and student organizations and are designed to serve a variety of functions.

Meeting Rooms
The various meeting rooms of Mendenhall Student Center seat from eight to 760 people, offering both formal and informal arrangements to meet your organization's needs. All meeting rooms, including Hendrix Theatre, Pirate Underground, the Social room, and the great rooms, are available for use by registered student organizations.

Hours
The Fall and Spring semester operating hours of Mendenhall Student Center are as follows:

- 7:30 a.m. – 12:00 a.m. Monday – Friday
- 9:00 a.m. – 12:00 a.m. Saturday
- 12:00 p.m. – 12:00 a.m. Sunday

Equipment
A wide variety of equipment is also available to student organizations using Mendenhall Student Center, including TVs, VCRs, sound support, staging, easels, overhead projectors, carousel slide projectors, movie screens, video projector, dry erase boards, piano, tables, chairs, podium, and coat racks. Please reserve all necessary equipment when you reserve the room. A charge will be applied for some equipment.

Reservations
Reservations for all rooms and equipment should be made through the Central Reservations Office, on the bottom floor of Mendenhall Student Center, at least two weeks in advance. Requests should be made online at www.events.ecu.edu/msc by clicking on “Request a Reservation.” The CRO (328-4731) is open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Set Up And Clean Up
When you make your reservations, you should include specifics on the set-up arrangements you will require. Mendenhall staff will arrange the room as you request. Some charges do apply for requests which require technical services. Organizations are expected to leave the room neat and orderly upon departure.

Catering
ARAMARK is the only caterer allowed for all meal, banquet, and other food services in Mendenhall Student Center. Arrangements for catering should be made by calling ARAMARK at 328-4756. Special rates are available for registered student organizations; these rates are available in SAO or by asking for Perfect Pirate Parties rates when ordering.
Student Activities & Organizations

Bowling And Billiards
Student organizations may make arrangements to use the bowling and billiards areas for organization events. This provides an excellent opportunity for a mixer, membership appreciation, or as a new member recruitment tool for your organization. Special organization rates will apply. Contact the Associate Director for Operations (328-5663) for more information.

Computer Lab
Mendenhall Student Center is home to a computer lab that allows students access to over forty computers, both PCs and Macs. The computer lab is located on the ground floor (basement level).

East Carolina University Policy for Recognized Student Organizations

All student organizations are required to register with the Student Activities and Organizations Office each year. Registration of each student organization results in several privileges afforded to the group. These include an on-campus mailbox in Room 114, Mendenhall Student Center, which can be used as a permanent mailing address; the ability to reserve campus facilities; to request funding from the Student Government Association, Graduate and Professional Student Senate, or Fine Arts Funding Board; and to use the University name. Failure to register may result in loss of organization privileges.

- Currently registered East Carolina University students must comprise at least seventy-five percent of all organization memberships. Faculty, staff, and community members may participate in organizations as associate members, but should not be granted voting rights or be eligible to hold office.
- Registration is a charter to exist, and only registered organizations may be granted permission to hold meetings or sponsor events on University property and/or facilities.
- Registration in no way implies University endorsement, sponsorship, or approval of an organization’s activities or events.
- In order to register, a student organization must provide the following information to the Student Activities and Organizations Office via the appropriate form on OrgSync by the designated due date each year:
  - Name of registering organization, as listed in its constitution and by-laws.
  - Website Address (if one exists).
  - Name, ECU email address, phone number, and Banner ID of all officers for the upcoming academic year
  - Number of active members (It is strongly encouraged that organizations maintain a minimum of 10 active members at all times).
  - Faculty or staff Advisor name, ECU email address, campus phone number, and campus department name. The organization must have an ECU faculty or staff Advisor. Off-campus Advisors and graduate students are not permitted.
  - Organization Classification
  - Information regarding organization’s meeting frequency, location, and time
  - Selection Process
  - Any assessment information deemed necessary by Student Activities and
Student Activities & Organizations

- To complete the registration process, an organization must have an updated Constitution on file with the Student Activities and Organizations Office.

- If, after two academic years, an organization has failed to register their organization, the organization will be disabled and will no longer be recognized by the office of Student Activities and Organizations.

- To be eligible for any officer position of leadership or responsibility in any registered student organization, publication, media, or activity on campus a student must
  1. Be currently enrolled in at least six academic credits at East Carolina University
  2. Be in good social and academic standing with the University
  3. Maintain a 2.5 cumulative GPA

East Carolina University Policy for Recognizing New Student Organizations

1. Students interested in creating a new student organization must submit the registration form during the first scheduled full week of the semester (M-F). This form can be found through our website, www.ecu.edu/sao/studentorganizations, by clicking on “start an org.” The link to the form will be at the bottom of the page.

2. Interested groups must have a full-time faculty or staff member to serve as Advisor upon applying for recognition. Off-campus advisors or graduate students are not permitted. Additionally, each group must have at least 10 interested student members.

3. Once a group has entered the recognition process, they must attend the Creating a New Organization Workshop Series:
   - General Organizational Information
   - Constitution Development
   - Funding and Reserving Space
   - Hazing and Risk Management
   Each group must have at least one representative at each workshop. Upon an organization’s absence from a new organization workshop, they will be removed from the recognition process.

4. Before a group is fully recognized, they may hold up to three information sessions on campus. These meetings may be reserved by the Assistant Director for Student Organizations. Organizations must communicate to the Assistant Director the desired dates, times, and special needs for the interest meetings before they may be reserved.
5. During the Creating a New Organization Workshop Series, students will develop a constitution for their organization. This constitution must be approved by the Assistant Director for Student Organizations. Individual constitution reviews will be scheduled, during the third workshop, for a time that is mutually convenient for both parties. Any organization that falls under a larger national organization must submit the constitution for that national organization in addition to their chapter by-laws.

6. Upon completion of the Creating a New Organization Workshop Series and constitution review appointment, the student organization must be approved by the Assistant Director for Student Organizations and the Associate Vice Chancellor of Student Involvement and Leadership. If approved, the organization representative(s) and faculty/staff advisor will be notified of their approval status via email from the Assistant Director for Student Organizations.

7. If any questions remain regarding the validity and/or purpose of a student organization, said organization will be asked to give a brief presentation to a review committee composed of staff members and students. The review committee will make a recommendation for approval, recommendation with reservations, recommendation with conditions, or recommendation for denial. Upon consideration of the review committee, the student organization must be approved by the Assistant Director for Student Organizations and the Associate Vice Chancellor of Student Involvement and Leadership. After their decision has been made, interest groups will be notified of their approval or denial status.

8. Students dissatisfied with the outcome of the approval process will have two weeks to amend their organization information based on feedback from administrators, and may resubmit it for consideration within those two weeks.

Student Organization Constitution Template

The constitution of an organization lays the fundamental groundwork that will support the organization in its initial stages and for years to come. It is a living document, and will change through the years based on new group stages, goals, and processes. However, when constructing this document, it is imperative to be intentional in developing a document that will be applicable beyond the current year.

The following sample is provided for you as a framework as you begin to construct your constitution. Items in **Bold** print are required clauses that must be included in all ECU student organization constitutions. Items in *italics* are tips for what should be included in each section. Items in standard print outline what each section should address, but not specifically what your policies should be. Use this document as an example; change the policies that are outlined so that they meet the needs of your organization.
The following sections must be included in your constitution:

Article I: Name- Should include any affiliations, nicknames, Greek letters, etc.

Article II: Purpose- This outlines what your organization is all about. This will be used in various publications to let interested students know what your organization does.

Article III: Membership- States membership requirements, benefits and responsibilities of membership, and the role of Associate members as applicable. The non-discrimination policy must be included.

Article IV: Officers- Outlines the selection process, as well as qualification for officers. Academic Requirements for officers must be included; requirements may be more stringent, but not less. Tell specific officer titles and responsibilities.

Article V: Advisor- Outlines the selection process, as well as specific responsibilities held by the advisor. The Advisor Clause must be included.

Article VI: Meetings- Outline how they will be called and how often they will occur, but not specific days that they will be held. State attendance policy if you have one.

Article VII: Finances- Tell how members will be informed of the group’s financial situation. Outline any dues that members will have to pay.

Article VIII: Committees- Outline how they will be formed, as well as what committees will be standing.

Article IX: Hazing- The Non-Hazing statement must be included.

Article X: Amendments- Tell how amendments may be made to this constitution.

Article XI: Ratification- This outlines how and when a constitution is accepted and adopted by the organization. Student Activities and Organizations Submission statement must be included.

As you work to develop this document, include the input of executive board members, general body members, and your advisor. Also, please utilize the staff of Student Activities and Organizations in Mendenhall Student Center Room 114.
Constitution

(type the name of your organization)

Founded: year your organization was founded

Article I - Name of Organization

The official name of this organization shall be ______________. Include all nicknames, acronyms, and Greek Letters. Identify if any affiliations with national, regional, etc. groups and specify what the relationship is between the local group and the other groups.

Article II - Purpose of Organization

Section 1. The purpose of this organization is to ___________________ for __________________ by ______________________________________________________
____________________________________________________________________________.

Article III - Membership

Section 1. Membership in this organization is open to all ECU students and will not be restricted on the basis of race, color, creed, national origin, religion, gender, age, sexual orientation, disability, or veteran status.

For those organizations that select members on the basis of a commitment to a set of beliefs (e.g. religious and political organizations) the following clause may be used:

Section 1: Membership in this organization is limited to those students who, upon individual inquiry, affirm that they support this group’s goals and agree with its beliefs, so long as no student is excluded from membership based on his or her age, race, color, national origin, disability, religious status or historic religious affiliation, military veteran status, sexual orientation, or, unless exempt under Title IX, gender.

Section 2. Students in good standing with the University (2.0 cumulative G.P.A.) are eligible for membership after attending or participating in an organization event/meeting. As a member, one is required to attend organization meetings regularly, pay dues if required, and actively support organization projects. Membership will be revoked by ½ vote of officers plus ¾ vote from the general membership if actions are deemed inappropriate by the membership.

Section 3. Faculty or Staff members may participate in organizations as associate or guest members. Associate members may participate in meetings and events, but may not hold voting rights or be considered for office. It is not required that your organization accept associate members; however, if you choose to allow them, the above policy is required. It is also required that organizations are comprised of no more than 25% associate or guest members.
Article IV - Officers

Section 1. Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run-off election will be held within the top two candidates that received the most votes. Members interested in becoming an officer must meet the following academic requirement: **2.5 cumulative G.P.A., and enrollment in at least 6 credit hours at East Carolina University.** No officer may hold more than one office at a time.

Section 2. The officers shall be elected by ballot to serve for one year until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected. A member may only hold an office for two consecutive terms.

Section 3. All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall appoint such committees that are needed to carry out organization goals. The officers and individual duties shall be:

A. President
   - Preside over all meetings
   - Prepare the agenda for each meeting
   - Call on members to speak
   - Act as a mediator when necessary
   - Make the final decision in the case of a tie vote
   - Represent the organization on campus
   - Ensure that the organization is operating in conformity with the standards set forth by East Carolina University and Student Activities and Organizations
   - Cosign organization checks with Treasurer
   - Maintain communication with organization adviser

B. Vice-president
   - Preside over meetings in the absence of the President
   - Preside over all committee heads
   - Schedule meetings/events with appropriate University offices
   - Coordinate organization promotion and publicity of events

C. Secretary
   - Maintain an accurate record of all organization meetings and post for members
   - Notify members of the place and time of upcoming meetings
   - Maintain accurate records of meeting attendance
   - Maintain membership and alumni directory
   - Correspond when necessary with University administration and other recognized organizations
D. Treasurer
- Maintain accurate record of organization transactions
- Collect dues if required
- Develop organization budget and present to membership for ¾ vote
- Cosign organization checks with President
- Arrange fundraising opportunities for the organization
- Solicit additional funding if needed from the Student Government Association in conjunction with the President

Section 5. Officers may be removed from office by ½ vote of the other officers and ¾ of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges. In the event of an officer vacancy, a special election will be held at the next meeting to fill the open position.

Article V - Advisor
The advisor shall be a full time faculty or staff member at East Carolina University. The advisor will assume those responsibilities as outlined in this constitution (Do not include the name of your current advisor here). The advisor will be selected by a ½ vote of the Executive Committee and then presented to the general membership for a ¾ vote. Advisors not fulfilling responsibilities or abiding by the organization’s purpose may be removed from the position by a ½ vote of the Executive Committee. Responsibilities of the advisor are as follows:
- Attend at least one meeting each month
- Attend on campus events sponsored by the organization

Article VI – Meetings

Section 1. The organization shall hold regular (weekly) meetings during the academic term except when holidays, examination periods or other events make meeting impractical. Organization meeting day/time will be determined in the beginning of each semester by a ¾ vote of the general membership.

Section 2. Additional meetings may be called by the President or by the Executive Board. At least three days’ notice shall be given to membership.

Section 3. Attendance at organization meetings is expected. If a member must miss a meeting, correspondence with the secretary is expected. A quorum shall consist of fifty percent of the membership plus one, which must include at least one officer (a quorum is the number of people that must be present in order to conduct business for the organization). Robert’s Rules of Order (newly revised) shall govern all meetings.
Article VII - Finances

Section 1. The organization may establish reasonable dues that must be paid by all members. The amount of the dues will be determined in the beginning of the academic year by the Executive Committee and presented to the general membership for a ¾ vote. Dues must be paid by (enter week in semester).

Section 2. The treasurer will be required to update members of the status of the budget at the beginning of each semester. This should include a summary of expenditures and credits during the past semester.

Article VIII - Committees
Special committees shall be appointed by the President at a given time as the Executive Board sees necessary. The Vice-President shall oversee and support committee heads. List committees that will always be standing, such as an event committee, finance committee, recognition committee, outreach, etc.

Article IX - Hazing

“Name of organization”, in keeping with ECU’s expectations for a positive academic and social environment, unconditionally opposes hazing. No individual member of our group or the group itself may engage in or plan any activity that may be defined as hazing.

“Name of organization” opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule to its members or potential members. In addition, no individual or recognized organization may by physical or mental stress or by subtle or covert technique, impair, make captive, or destroy an individuals’ freedom of thought and choice.

According to N.C. Gen. Stat. § 14-35, it is unlawful for any student in attendance at any university, college, or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section hazing is defined as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." Any violation of this section shall constitute a Class 2 misdemeanor. Any violation of this section shall constitute a Class 2 misdemeanor.

It is hereby incorporated as part of this constitution and will serve as a guide for action by the university and “Name of Organization” if there is an instance of hazing by this organization or any of the members of this organization. It will be the duty of the officers of “Name of Organization” to educate the membership of this policy.
Article X – Amendments
Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of 2/3 of the general membership is necessary.

Article XI – Ratification
This constitution shall become effective upon approval by a ¾ vote of the membership. Ratified constitutions must be submitted to Student Activities and Organizations within 10 days for final approval.

Advisors
East Carolina University policy requires that all student organizations have a full-time faculty or staff member serve as the organization Advisor (off-campus Advisors and graduate students are not permitted). The Advisor can provide valuable expertise, experience, campus and community connections, and continuity for an organization. Behind almost every successful student organization is a strong and knowledgeable Advisor.

Locating An Advisor
Perhaps the most difficult yet most important step in building a positive relationship with an Advisor takes place right at the start -- locating the right individual for the job. When looking for an Advisor, determine if there is a related academic department and approach a faculty member in that department. Consider the faculty and staff with whom you interact and feel comfortable. It is important to find someone with the available time and energy to devote to the organization. If the person you approach cannot fill the position, ask him/her to suggest individuals who might be interested. He/She may provide valuable contacts. As many faculty and staff members are already advising several organizations, don't be discouraged if you are turned down by the first few individuals you approach.

Avoiding A Common Mistake
In an effort to expedite this process, some organizations fall into a common trap. These organizations approach a faculty or staff member with the promise that the Advisor will not be expected to do anything other than provide an occasional signature. This presents the obvious problem that the Advisor will not be available to assist the group, based on the agreed upon expectations. Not only will this deny the assistance which is valuable to the group, it does little for the Advisor either, and it will most likely lead to discouragement and frustration by both parties. Take the time to find someone who is genuinely interested in helping your group.
Sealing The Deal
Once you have found a faculty or staff member who is willing to assist you, both parties should decide upon a mutually agreeable list of expectations of both the organization and the Advisor. Discuss expectations, roles, and goals. Negotiate differences. Spend some time together to get to know one another. Ask questions. Develop a written list, and make sure that both parties agree to the items listed and have a copy of the list. Include the list of expectations in your constitution. You may even wish to sign the list as a contract between the organization and the Advisor. Remember that each organization will have a different relationship with their advisor.

Common Expectations Of An Advisor
- Supervise the training and transition of officers to ensure continuing success.
- Assist officers in general operations when necessary.
- Function as a liaison between the students and the University.
- Help the organization prepare a yearly budget.
- Review the organization finances with the Treasurer.
- Attend at least one meeting per month.
- Ensure that the organization meets University requirements (yearly registration, etc).
- Be familiar with organization policies, procedures, and activities.
Provide advice when called upon or when the situation warrants.

Common Expectations Of The Organization
- Realize that the Advisor has a life outside of the organization and respect his/her time accordingly.
- Keep the Advisor informed of all organization functions, activities, and/or problems.
- Provide the Advisor with regular minutes.
- Respond promptly to Advisor inquiries and requests.
- Respect decisions of the Advisor made in the interest of the organization or University.
- Comply with University, municipality, state, and national laws and policies.
- Understand that the Advisor, too, will make mistakes and will have individual personality and a professional style.

Organization leaders should have new advisors complete the Advisor Confirmation Form and return it to Student Activities and Organizations.

Assistance For Advisors
Once verified, Advisors will begin to receive regular communication regarding organization updates and deadlines. Also, advisor luncheons are hosted each semester as an opportunity for advisors to interact with SAO staff. New advisors are encouraged to contact Student Activities and Organizations for additional assistance.
A useful instrument for sharing expectations and clearly identifying an advisor’s role is the Advisor’s Contract. Even if you don’t choose to put your agreement into contract form, record your expectations for future leaders of the organization. This contract is not mandatory but is highly encouraged.

Sample Advisor Contract

The members of ______(organization)____ request ______(name)_______ to serve as Advisor of the organization for a period not to exceed _____(how long)____ beginning with ___(semester)______.

Duties, responsibilities, and expectations of the position are as follows:
(List responsibilities and expectations of the Advisor)

Duties and responsibilities may be reconsidered at the request of the Advisor, president, or majority vote of the membership in a regular meeting.

Duties, responsibilities, and expectations of the organization’s leadership and membership are as follows:
(List responsibilities and expectations of the organization)

President’s/Chairperson's:
Signature______________________          Date:________________
Student Activities & Organizations

Central Reservations Office

One of the benefits of being a registered student organization is the ability to reserve meeting space on campus.

Office Hours: M-F 8:00 am – 5:00 pm
Office Location: Mendenhall Student Center 8A
Telephone: (252) 328-4731
Fax: (252) 328-4785

General guidelines for reserving meeting space:

- Register your organization to be officially recognized by the University through Student Activities and Organizations
- View available space on Webviewer at events.ecu.edu/msc
- Complete an Online Reservation Form at events.ecu.edu/msc -- Request a Reservation
- If event is approved and room, date and time are available, an email confirmation is sent to the student organization’s contact person. If the requested date and time are not available, the student organization contact person will be notified.
- The student contact person will need to check the accuracy of the confirmation and may contact the Central Reservations Office if they have any questions.
- If your group is charging admission or any other fee at an event, please let us know at the time you make your reservation. You may need to talk with someone about your ticket sales and we may need to schedule security.
- Please be aware your request is not confirmed until you receive a confirmation. Spaces are subject to availability
- Do not sign any contracts or publicize your event until CRO has confirmed your event date with an emailed confirmation

**The Central Reservations Office reserves the right to change your room reservation with immediate notification to the contact person.**

Room Set-Up Information

- Groups may not hang anything on doors, walls, windows, or from ceilings. You may decorate tables only.
- If candles will be used, please indicate on Event Request form for consideration of approval.
- Room set-ups and diagrams are required at time of event request.
- Groups must clean up and leave the facility 15 minutes before the facility closes.
- Small conference rooms (i.e., Rooms 212, 221, 233, 241, 242, 243, 247, 248, 14, and 15) have a standard set up that cannot be changed. For assistance in a particular room (i.e. opening room, technical and set up concerns) please visit the Welcome Center.
Food and Drink Policies
- **Mendenhall is ARAMARK exclusive.**
- You may have pre-packaged items such as bagged chips, pretzels, boxed cookies, and soft drinks.
- For catering needs, please contact ARAMARK Catering at 328-4756.

Parking Questions/Concerns
Parking questions should be directed to Parking and Transportation at 328-6294. For shuttle service, please contact ECU Transit at 328-4724.

Other places to call for meeting space:

- Allied Health 252-744-1100
- Brody Building 252-744-1010
- Teleconference at Brody 252-816-2422
- Christenbury Gym 252-328-6000
- Greenville Convention Center 252-321-7671
- Greenville Centre 252-328-9550
- Jenkins Art Building 252-328-6665
- Joyner Library 252-328-6514
- Ledonia Wright Cultural Center 252-328-1681
- McGinnis Theatre 252-328-1192
- School of Music 252-328-6851
- Science & Technology-First Floor Atrium 252-328-9604
- Minges, Ficklen, Williams Arena 252-328-4517
- Willis Building 252-328-6650 ext: 243
- Murphy Center 252-328-4517

Outdoor Space on Campus [www.ecu.edu/sao/studentorganizations](http://www.ecu.edu/sao/studentorganizations)
Central Ticket Office

The Central Ticket Office, located in the main lobby of Mendenhall Student Center, is available to assist student organizations with ticket sales for any ticketed events your organization sponsors. CTO hours are Monday-Friday, 9:00am-6:00pm; Saturday, 1:00pm-5:00pm, and one hour prior to curtain time until intermission on performance days.

You may call the CTO manager to schedule an appointment to discuss your event. The following information is needed before tickets can be placed on sale:

- Name of event
- Date(s) and time(s) of event
- Location of event
- Sponsor of event
- Approximate length of show
- Brief description of event, including synopsis of plot, specific musical works, biographical information on artist(s), etc.
- Date tickets go on sale
- Other locations where tickets will be sold
- Ticket prices and, if discounts are to be offered, specifics about the discount (i.e. two tickets per student ID, etc.)

The cost to your organization for the CTO to sell your tickets is as follows:

- Three percent will be charged for any credit card sales.
- All receipts for ticket sales will be deposited into the university account. After the event, a box office reconciliation will be completed by the CTO manager and signed by the organization’s Advisor. A check for ticket sales revenue minus commissions will be obtained for your organization.

When setting ticket prices, please consider the following:

- Will you offer discounts to ECU students, staff, faculty, or youth (high school age and younger)? If so, how many discounted tickets will be allowed per person?
- Will you offer group rates?
- Will your advance prices be lower than the price for door sales? This provides an incentive for purchasing early and alleviates long lines on the night of the show.
- The CTO manager will be happy to discuss these options with you to assist in setting the simplest pricing structure possible that will still meet the needs of your organization. The CTO may be contacted by calling 252-ECU-4788 or toll-free, 1-800-ECU-ARTS (TTY: 252-ECU-4736).
Guidelines for Student Organization Fundraising Activities

General Rules and Regulations

1. Student Clubs and Organizations may conduct solicitations to their members as deemed necessary and appropriate by their membership. Student Clubs and Organizations may conduct solicitations to non-members by obtaining advance permission from Student Activities and Organizations, and, if applicable, from the person responsible for the location where the solicitation is to be held at least two weeks in advance of the sale. Requests for Sales and Solicitations may be submitted at http://eastcarolina.orgsync.com/Forms.

2. Vendors not operating under a formal contract with East Carolina University are prohibited from conducting independent solicitations; however, a vendor who is not contracted with the University may solicit if it is sponsored by a University or Student Group, does not compete with an existing University-contracted vendor, and is in compliance with applicable North Carolina statutes and University policies and regulations. A University or Student group may sponsor a Non-University charitable organization by obtaining permission for the solicitation from Student Activities and Organizations, and, if applicable, from the person responsible for the building where the solicitation is to be held at least two weeks in advance of the sale. Requests for Sales and Solicitations may be submitted at http://eastcarolina.orgsync.com/Forms. Additionally, at least 50% of all profits received by the vendor must be returned to the hosting University or Student group unless waived by the sponsoring group. A representative of the hosting University or Student group must be present at all times while the guest vendor is on campus, and is responsible for ensuring that proposed activities comply with all federal, state, and local laws, rules, and regulations.

3. All solicitation must be conducted so that campus pedestrians and automobile traffic are unobstructed and members of the University community may proceed with their normal activities.

4. The East Carolina University name, marks, logos, and graphics are federally registered trademarks controlled by licensing agreement, and any use must be approved in advance by the designated university administrator. Information regarding the use of the university name or logs may be found online at www.ecu.edu/licensing or www.ecu.edu/cs-admin/univpubs/publications_resources.cfm. this includes any item sold or given away and/or any advertising promotion/representation that displays the University trademarks-or-associates with or represents the university. Requests for approval of the use of University name, marks, logos and graphics may be submitted at http://www.ecu.edu/mktg/logo_review.cfm. all items printed with the university name or logos must be printed using a university-approved licensed vendor.
Student Activities & Organizations

5. The following sales and solicitations are expressly prohibited on campus:
   - Sale of food products that conflict with dining services sales, as determined by the Director of Dining services or his/her designee
   - All activities in which participants must pay to be eligible to win a game of chance (i.e. card games of chance, raffles, etc.)
   - Sale of items which will pose a threat to the individual who made the purchase to their surrounding environment, including but not limited to guns and knives
   - Sale of items that conflict with existing University contracts, including but not limited to books, DVDs, and ECU apparel not purchased through the ECU Student Stores
   - Sale of items using University-copyrighted images without prior approval
   - Solicitation on University property surrounding all athletic facilities, including University-operated parking lots, before, during, or after East Carolina athletic contests
   - Activities at intersections on University grounds in which participants enter the street to solicit from passing vehicles

Other sales and solicitations may be considered by submitting a request to Student Activities and Organizations at http://eastcarolina.orgsync.com/Forms.

6. The sale or distribution of goods or services shall be limited to such places and times of operation that may be deemed appropriate by the University. For reservation guidelines contact the Central Reservations Office, located in Mendenhall Student Center.

7. It shall be the responsibility of the sponsoring organization to monitor, clean up, and remove all materials at the site of the solicitation when concluded.

8. If a solicitation event is to take place off campus utilizing public areas, the University or student group shall submit a solicitation permit request to the Greenville Police Department, explaining the nature and purpose of the project and where the monies will go.

9. State funds and Student fees may not be used to finance a fundraising event. University or student groups found to be in violation of this policy through either their own actions or the actions of their sponsored Non-University charitable organization or vendor will receive the following penalties
   - First offense: warning
   - Second offense: the group will lose its privilege of sponsoring an on-campus solicitation for four academic weeks.
   - Third offense: the group will lose its privilege of sponsoring an on-campus solicitation for the remainder of the academic year.
Guidelines for Student Organizations Entering into Contractual Relationships

To preserve the integrity of East Carolina University and its recognized Student Organizations, it is expected that any recognized organization that enters into a contractual relationship with an off-campus entity have that contract reviewed by the University Unions Contract Specialist.

General Rules and Regulations for events or services provided on campus:

1. The organization president must communicate with the Central Reservations Office to confirm that a space has been reserved for the contracted event or service.

2. It is expected that the sponsoring organization provide Student Activities and Organizations with a copy of the contract before signing it. This should be submitted at least three weeks prior to the event or exchange of service.

3. Student Activities and Organizations will submit the contract to be reviewed by the University Union Contract Specialist.

4. The organization president and advisor must meet with Student Activities and Organizations Assistant Director for Development and the University Union Contract Specialist. At this time, the contract specialist will review in detail items of concern within the contract with the President and Advisor.

5. The organization advisor must be able to confirm that the organization has sufficient funds to pay for the contracted goods or services before the event (i.e. an organization may not hold a fundraiser and expect to pay for the services provided with funds made during said fundraiser.)

6. If the contract is regarding an event or service to be provided on campus, it is expected that the Organization’s Faculty Advisor must be present at the event.

For events or services provided off campus, sponsoring organizations are strongly encouraged to follow the same process as outlined above, in order to protect the interests of the organization and of the university.
Student Activities & Organizations

Posting Guidelines

On-campus organizations registered with Student Activities and Organizations, members of the student body, faculty, or departments of the university are allowed to post or distribute notices, ads, or announcements on campus, provided they adhere to the following guidelines:

- Printed materials for posting are limited to general use bulletin boards. These bulletin boards are clearly distinguishable from official bulletin boards and departmental bulletin boards. General use boards shall be used pursuant to the restrictions listed here. Any printed material regarding the promotion for sale and consumption of alcohol, tobacco, and illegal substances is prohibited. Advertising for commercial purposes by businesses, organizations, entities, and individuals not associated with the University is prohibited. Advertising in student publications such as The East Carolinian is encouraged.

- The size of a piece of posted material should not cover more than 25% of the size of the bulletin board and should be no larger than 18 inches by 25 inches. Posted material should not extend beyond the frame of the bulletin board. No more than one item for the same event or purpose may be placed on the same general use bulletin board.

- Printed materials shall not be nailed, tacked, stapled, or in any way attached to any tree, shrub, or wooden surface on campus such as bulletin board frames, doors, etc., placed in or an any vehicle on campus, taped or in any way attached to any painted, varnished, shellacked, or glass surface located inside or outside any building on campus, nailed, tacked, stapled, or in any way attached to any surface other than an identified general use bulletin board.

- All printed material related to an event should be removed within 72 hours of the completion of the event. The maximum allowable time for any printed material to be displayed is two weeks or fourteen calendar days. All printed materials posted on a general use bulletin board will be removed and discarded in the month following the end of each semester and at the end of the second summer term (i.e. December, May, and July) by Housekeeping Services, regardless of the date of posting.

- Posting information on sandwich-type boards or staked signs on campus is permitted only in the following areas with prior approval of the building/facility manager of the following facilities and/or locations: Student Recreation Center, Mendenhall Student Center, Wright Plaza, Bottom of College Hill, Athletic facilities, Science and Technology building, Rivers Plaza, entranceways to campus, and Dining facilities. These boards or signs cannot obstruct pedestrian or vehicular traffic, the view or sightline of any vehicle or pedestrian, or be placed within three feet of any sidewalk or roadway. All boards and signs may not be placed prior to the day of the event and must be removed immediately following the event.
Student Activities & Organizations

- Individual University buildings may have specific policies related to the posting of materials within that facility. Known policies exist for the following: University Residence Halls with approval from Campus Living, University Dining Facilities with approval from Campus Dining, Mendenhall Student Center with approval from the Mendenhall Operations Office, Athletic facilities with approval from the Athletic department, and Student Recreation Center with approval from the Student Recreation Center.

- Postings on emergency phones/equipment, or vehicles in parking lots, is prohibited.

- Markings on walkways, roadways, or any permanent structures on campus with chalk, paint, or any other material are prohibited.

- The University assumes no obligation or responsibility for the information posted on the general use bulletin boards or the activities of the organization, its members, individuals, or the program.

- Posting on University Bulletin Boards: Printed materials must support the mission of the student organization and comply with applicable laws, including but not limited to those concerning safety, defamation, and obscenity.

BANNERS

- A banner is defined as any items (flags, sheets, posters, etc.) that are larger than 40 inches on either side.

- Only registered student organizations or official university departments may hang banners.

- Banners may be displayed in the tree area on the end of the Mall closest to Wright Circle and the treed area at the bottom of College Hill Drive. A banner found hanging in any other location on campus will be removed.

- For safety reasons, banners may not hang over sidewalks or in any way inhibit pedestrian movement. Banners cannot be tied to bricks, cement blocks, wooden pieces, or other objects, nor can they alter or damage ECU property in any way. If a banner causes any damage, the organization shall be held responsible for the cost of repair or replacement. All banners must comply with the Americans with Disabilities Act (ADA) requirements.

- When hanging a banner, individuals may not drive a vehicle onto the sidewalk or grass.

- A banner request for MUST be submitted via OrgSync and approved before it can be hung. The requestor will receive an email once the request has been approved. Due to limited space, a banner can hang for no more than two (2) weeks prior to the event and must be removed within 24 hours following the event. Failure to comply with this policy will result in removal without notice.
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- Each organization is limited to hanging two (2) banners in a given location.

- The banner must support the mission of the organization or department and comply with the applicable laws, including, but not limited to those concerning safety, defamation, and obscenity and trademark or copyright regulations.

- The University assumes no liability for lost, stolen, or damaged banners.

Campus Living Posting Policy

There are three simple steps to follow to publicize your events in the Residence Halls.

1. Make your publicity. 11x17 is the maximum size. The residence halls get several flyers in any given week and posting is limited to our bulletin boards. **No black and white copies.** Residents overlook these. **Try color paper or color ink.** Do jazz it up! Try a cool border, fun clip art, and different fonts. Cut into geometric shapes or add some dimension with additional materials. Utilize your creativity! **Contact information.** Include a contact name/department and phone number on each flyer.

2. Count out and divide up the appropriate number of flyers for each hall. Numbers are listed on the next page. **Paper clip each packet together and label with the Hall name.**

3. Bring your flyers to the Jones Residence Hall, Suite 100. Attention: Mikki Moser In order to get approval before printing a large quantity, email your flyer to Mikki at moserm@ecu.edu. If approved, your flyers will be distributed to the residence hall Coordinators who will get them to their RAs. If you need flyers posted during Summer School, contact Mikki for numbers. This is the **ONLY** way to get something posted. Anything posted anywhere in or about the hall by a non-Housing staff member, will be removed regardless of the intent! We recommend submitting your flyers at least 8-10 business days prior to the event. **Please note:** flyers advertising events involving alcohol or including questionable material will not be posted.
SGA Funding Information

The Student Government Association is an important funding source for many student organizations at East Carolina University. However, specific University policies and SGA procedures must be followed in order to take advantage of this funding. The following has been excerpted from the Organizational Funding Packet available in the SGA Office, 101 Mendenhall Student Center, and on the SGA website at www.ecu.edu/sga:

Each year, the SGA Appropriations Committee establishes its own guidelines when it comes to funding, as approved by the SGA Treasurer and SGA Advisor. The committee must comply with federal and state laws, as well as university policies and guidelines.

How Does Your Organization Become Eligible For Funding?
- Your group must register with Student Activities and Organizations.
- Any organization requesting funding must complete a funding packet via OrgSync; incomplete packets will not be considered.
- You must provide detailed back-up documentation to support your funding request.
- You must attend a SGA appropriations funding workshop.

Being Funded
A representative from the organization requesting funds must appear before the Appropriations Committee. Organization representatives will be notified of the Appropriations committee meeting by the SGA Treasurer. There will be a one-week turn around for packets to be considered. The Appropriations Committee will make a decision on funding, and will notify the organization representative of this decision within two days. This decision is pending the approval of University Officials. Funds will be available one week after the funding decision has been made. The entire organization will be held responsible for abiding by the funding guidelines regardless of which member of the organization signs the form. It is the responsibility of the
Student Activities & Organizations

SGA Funding Guidelines

- Some general items SGA may fund are travel, printing and binding, postage, contracted services, rental of ECU facilities and equipment use, fees associated with ECU events such as Barefoot on the Mall and Homecoming, food supplies needed for recruitment, and educational and office supplies needed for operational use.

- Some items SGA does NOT fund are purchases for resale, social events with no educational or service value, items of personal gain (trophies, plaques, gifts, t-shirts, stoles and cords for graduation, etc.), rental of non-university facilities, or technical equipment. This includes funding for events that are required by the school for graduation.

- SGA does not cover travel or costs for any faculty or staff member while they are serving as Advisors.

- SGA will not consider funding for per diem. This includes any food expenses and accommodations for invited guests, such as lodging or transportation for contracted services.

- SGA will not fund events that benefit a non-profit organization.

- Organization requesting money should first make full use of all money-producing opportunities such as fundraisers. The extent to which they do will be a consideration in funding.

- All organizations are required to disclose all other funding sources and any other information concerning finances if requested to do so by the Appropriations Committee.

- Travel funded by Student Government Association is not guaranteed to qualify for a University-excused absence. To request a University-excused absence, the advisor of the traveling organization should submit a request to the Executive Director of Student Involvement and Leadership prior to the trip.

- Appropriations will be made to groups based on need and/or services and programs offered.

- Funds allocated may be spent only for approved uses.

- There will be no reimbursements to students unless these are pre-approved. If you spend your own money without having the appropriate approvals, SGA is not responsible. Proper documentation is needed for reimbursement purposes.
Once your organization is funded, you must contact Student Activities and Organizations prior to any spending. You must provide the SAO with all necessary information a minimum of:

- Six full weeks in advance for all non-travel-related spending
- Six full weeks in advance for any Travel requests (hotel, registration, transportation, etc.).

Groups should dispense of all funds prior to the communicated deadline. Funds do not roll over across fiscal years – what isn’t spent reverts back to the general fund. SGA deadlines comply with the University’s set deadlines. All items must be ordered, received, invoiced, and reconciled by June, therefore each organization will be held accountable to follow this time frame. Any request received afterwards may be processed in the current fiscal year, but it will not be guaranteed.

For more information on organizational traveling and spending, please visit www.ecu.edu/sga or contact the Assistant Director for Student Organization Finances in Student Activities and Organizations.

Financial Procedures

Student Organizations are encouraged to establish off-campus bank accounts to manage their funds acquired through dues, donations, fundraisers, etc.

To establish a bank account,

- Students must contact the IRS for an Employer Identification Number (EIN). This may be done via www.irs.gov, or by calling 800-829-4933.

- Open the bank account in the name of the registered student organization. Individual members should never open an organization bank account under his/her personal name and social security number.

- Students must contact a bank of their choice. It is recommended that two students and one faculty/staff advisor be placed on the account.

- For banks that require a letter verifying University Recognition, students should contact the Student Activities and Organizations Office.
East Carolina University accepts no responsibility for off-campus bank accounts held by student organizations. Organizations are encouraged to have multiple representatives on each account to prevent fraudulent activity. Furthermore, organizations are encouraged to maintain detailed financial records; members should be briefed on the financial status of the organization on a regular basis.

In the event of fraudulent activity, organizations are encouraged to contact Student Legal Services for legal counsel, as well as the Office of Student Rights and Responsibilities. Organizations are also encouraged to notify the Student Activities and Organizations office. University officials may not take action in response to financial transgressions connected with an off-campus bank account.

**OrgSync**

All Recognized Student Organizations at ECU are required to register annually through [www.orgsync.com](http://www.orgsync.com). While this site is used for registration purposes, it also offers numerous services, including:

- Form submissions
- Website Creation
- Group Communication Resources
- Record service/participation hours for members
- Maintain organization funds

**To create an account on OrgSync:**

Visit [www.orgsync.com](http://www.orgsync.com). Click “Register” in the upper right-hand corner. Follow the instructions to create an account for yourself as an individual (not as an organization).

**To join an organization:**

- Click Organizations in the top tab.
- Scroll down to “Add Organization”
- Find your organization and click “Join Now” beside that group

**To update your organization’s registration:**

- Go into your organization’s portal
- On the bottom left-hand side, click settings
- Update any information that has changed (i.e. officer information, total active members, etc.)
- Click “Next” at the bottom of each page when that information has been updated
- At the last page, click “Finish” to submit
If your organization does not already have an account, click “Register a New Organization” in the upper right-hand corner. If you need to request administrative access to your organization’s portal, email the Assistant Director for Student Organization Development.

Any organization that fails to create an OrgSync page will NOT be recognized by the Student Activities and Organizations Office, or receive any privileges associated with recognition until a page has been created.

Obtaining an Official ECU Email Address for your Organization

To obtain an official ECU email address for your organization (ex. ecuSA&O@ecu.edu), contact the Assistant Director of Organization Development. You will be asked to provide your organization’s name, the primary contact person for this email account, and your top three choices for your address (ex. 1. SA&O@ecu.edu, 2. ecuSA&O@ecu.edu, 3. studentactivitiesandorgs@ecu.edu). SAO staff will contact ITCS to set up your account for you; you will then receive a confirmation email when your account has been created.

Organization Conduct Procedures

Organizations accused of violating the Student Code of Conduct will be heard through the Office of Student Rights and Responsibilities. All procedures and potential sanctions will be followed as outlined by the Office of Student Rights and Responsibilities.

Organizations accused of violating other university policies may be heard through Student Involvement and Leadership. In the event of an organizational review, members of the organization in question will be allowed to state their case to a staff committee, consisting of Student Involvement and Leadership staff and other university personnel, determined to be relevant by the Associate Vice Chancellor for Student Involvement. Upon reviewing all available information, the review committee will collectively decide upon an appropriate sanction, and the organization will be notified of the sanction within two business days.
Student Activities & Organizations

Potential sanctions of a review within Student Involvement and Leadership may include, but will not be limited to:

- Written warning
- Probation, to range from one month to one academic year. Probationary status limits the rights of an organization, in ways that may include but will not be limited to:
  - Freezing all room reservations through the Central Reservations Office
  - Ineligibility to access student fee budgets, allocated by SGA, GPSS, or FAFB
  - Limiting or halting of organizational social functions
  - Inability to participate in university-sponsored functions, such as Homecoming or Barefoot on the Mall

- Probation may also include additional requirements or educational programs in order to retain active status as an organization.

- Suspension, for a period of up to two years. During this time, organizations will not be allowed to function on campus, and will be eligible to register again after the given suspension period. Additionally, organizations that are suspended for more than one year must apply for recognition as a new organization and adhere to the policies and guidelines for creating a new organization on campus.

Hazing Policy

N.C. Gen. Stat. § 14-35 states the following:

It is unlawful for any student in attendance at any university, college, or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section hazing is defined as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." Any violation of this section shall constitute a Class 2 misdemeanor. Any violation of this section shall constitute a Class 2 misdemeanor.

At East Carolina, the sanctions for hazing include:

* Persons - normally, not less than disciplinary probation for one academic year, nor more than permanent separation from ECU. In addition the individual(s) including officers of the chapter could face criminal charges.

* Organizations - not less than suspension of privileges for one academic year, nor more than indefinite disbanding of the organization.
Hazing is not permitted on ECU’s campus. This is in accordance with North Carolina law; the policies of East Carolina University. All acts of hazing by any organization, member, and/or alumni are specifically forbidden. Actions taken or situations created intentionally whether on or off campus, to produce mental, emotional, or physical discomfort, embarrassment, harassment, or ridicule may be considered hazing. Such activities and situations may include, but are not limited to:

- deprivation of sleep by others
- forced consumption of substances not intended for normal eating or drinking
- handcuffing or tying to a building or structure
- kidnapping a current member of one’s Organization
- participating in streaking or other activities while naked
- performing feats of strength of physical activity for excessive amounts of time
- performance of sexual acts
- Requiring or compelling activities creating unnecessary work, duties, or detention, or don’t allow adequate time for study
- receipt of a brand or tattoo;
- striking with an object such as a ball, baton, fist or paddle
- blindfolding during activities
- participation in drinking games
- performances of chores or tasks for others
- forced shaving of a part of one’s body
- forced participation in an activity against one’s will
- standing in line for excessive amounts of time
- stealing a particular item
- being stranded alone or with newcomers
- Depriving students of sufficient sleep (six consecutive hours per day is normally considered to be a minimum)
Equal Opportunity Statement Regarding Student Organizations

The University's commitment to equal opportunity for each member of its student body is unshakable. Over twenty years ago, the United States Supreme Court declared that racial discrimination in education violates deeply and widely accepted views of elementary justice, noting that discriminatory treatment exerts a pervasive influence on the entire educational process. Mindful of this principle and of our responsibility as a public institution of higher education serving all the people, East Carolina University does not discriminate in offering access to its educational programs and activities on the basis of age, race, color, creed, national origin, disability, religion,, military veteran status, political affiliation or sexual orientation. Accordingly, it is the policy of East Carolina University: To be eligible for official recognition from the university -- and the privileges that accompany official recognition -- a student co-curricular group must abide by the following:

1. Membership and participation in the group must be open to all students without regard to age, race, color, creed, national origin, disability, religion, religious status or historic religious affiliation, military veteran status, political affiliation or sexual orientation. Membership and participation in the group must also be open without regard to gender, unless exempt under Title IX.

2. Student groups that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the group to students who, upon individual inquiry, affirm that they support the group’s goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her age, race, color, national origin, disability, religious status or historic religious affiliation, military veteran status, sexual orientation, or, unless exempt under Title IX, gender. All fee sponsored programming shall be open to the entire University community. All students must further comply with all University policies and laws.