Table of Contents

Overview of Student Activities and Organizations ........................................... 2
  Core Competencies ......................................................................................... 2
What is a Student Organization ................................................................. 2
Organization Management ............................................................................... 3
  Student Government Association .............................................................. 3
  Graduate and Professional Senate ............................................................. 3
  Fine Arts Funding Board ............................................................................ 3
Benefits of Registration .................................................................................. 4
  Marketing ........................................................................................................ 4
Organization Registration Process .............................................................. 4
  Officer Requirements ..................................................................................... 4
  Advisor Requirements .................................................................................. 4
Advisors ............................................................................................................ 5
  Locating An Advisor ..................................................................................... 5
  Setting Expectations ...................................................................................... 5
Creating A New Organization ........................................................................ 6
  Step By Step Guide ....................................................................................... 6
Equal Opportunity Statement ......................................................................... 7
Hazing Policy ................................................................................................... 7
Using OrgSync .................................................................................................. 8
  Updating your profile .................................................................................... 8
Finance 101 ...................................................................................................... 9
  Basic Financial Procedures ......................................................................... 9
  OrgSync Budget Tools ................................................................................. 10
    PayPal ......................................................................................................... 10
    Collecting Dues .......................................................................................... 10
Fundraising ...................................................................................................... 11
  Prohibited Sale Items ................................................................................... 11
Meeting and Event Planning .......................................................................... 12
  Reserving Space ............................................................................................ 12
  Room Set-Up ................................................................................................ 12
  Catering ......................................................................................................... 13
  Ticketing ........................................................................................................ 13
  Major Event Policy ....................................................................................... 14
  Noise Policy .................................................................................................. 14
  Posting Guidelines ....................................................................................... 15
Organizational Management Tips ................................................................. 16
  Goal Setting ................................................................................................. 16
  Meeting Management .................................................................................. 16
  Minutes and Records .................................................................................... 16
  Member Recruitment ..................................................................................... 17
  Member Retention ........................................................................................ 17
  Delegation ...................................................................................................... 17
  Elections ........................................................................................................ 17
  Officer Transition ......................................................................................... 17
Student Activities & Student Organizations

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.

The Student Organization Center strives to embed the following competencies in our work with student organizations and they help to help illustrate the skills gained through involvement.

Core Competencies (adapted from the NACA Competency Guide)
I. Meaningful Interpersonal Relationships
II. Social Responsibility
III. Multicultural Competency
IV. Effective Communication
V. Collaboration

What is a Student Organization?

A student organization is defined as a group of students currently enrolled at East Carolina University who unite to promote a common interest. Student Organizations must register with the University and update their registration each year with the Student Organization Center. By registering your student organization you gain a variety of benefits from East Carolina University. However, East Carolina University recognizes the vital contributions that student organizations make to the quality of life on a university campus, but registration of the student organization by East Carolina University is not to be interpreted as an endorsement or approval of the purpose and/or activities of any organization.

Student Organizations at East Carolina University may currently fall under three jurisdictions – Fine Arts Funding Board, Student Government Association, and the Graduate and Professional Student Senate.
Organization Management

Student Government Association
The Student Government Association (SGA) is the primary resource for challenges and concerns of the undergraduate student body at East Carolina University. Along with their function as the “voice of the student body” they also allocate funds to undergraduate registered student organizations through the SGA appropriations process. All registered student organizations are eligible.

Graduate and Professional Student Senate
The Graduate and Professional Student Senate (GPSS) represent graduate students of East Carolina University and is their primary voice for challenges or concerns on campus. This group also allocates funds to graduate focused registered student organizations. Please contact GPSS for more information on receiving funding.

Fine Arts Funding Board
The Fine Arts Funding Board supports our guilds, clubs, and organizations functioning in the School of Art and Design. These groups have their own funding policies to purchase art supplies, bring in workshops, and attend conferences. They serve as the liaisons between the Student Organization Center, Student Government Association, GPSS, and East Carolina University.

Benefits Granted to Registered Student Organizations

Student organizations in “good standing” receive many benefits at East Carolina University. To be considered in “good standing,” groups must:

- Register the student organization with Student Organization Center and meet all re-registration deadlines.
- Maintain a roster of currently enrolled East Carolina University student members and officers in OrgSync.
- Each organization is required to have a minimum of 10 current student members.
- Attend the Student Organization Workshop Carousel in the Fall.

Registered student organizations are eligible to:

- Reserve meeting/event space on campus.
- Request funding through their appropriate board for travel, programs, and events.
- Participate in all Involvement Fairs
- Request free marketing design services by experienced graphic designers.
- Advertise programs and events on the digital signage located throughout campus and movie previews.
- Receive discounted printing services including banners, flyers, and handbills.
- Request an @ecu.edu email address for your organization and a campus mailbox.
- Student Organization Consultations to assist with organization challenges and for advice.
- Participate in leadership opportunities specifically for student organization members and officers.

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 organization is responsible for any printing.
Organization Registration

The Student Organization Center registers student organizations each academic year. In order to be a registered student organization the officers must provide the following information on OrgSync:

- Official Name of the Organization as listed in the constitution and promoted on campus
- Name, ECU email address, and Banner ID of all officers for the upcoming registration year.
- Number of active members
- Roster of current East Carolina University student members and officers
- Official constitution, ratified by the organization, and approved by the Student Organization Center.
- Full Time Faculty or Staff advisor name, ECU email address, phone number, and department they work for.

Organizations are required to re-register each year through OrgSync and provide:

- Provide updated contact information for executive board members.
- Roster of current East Carolina University student members.
- Any updates, addendums, or edits to the constitutions that has been approved by the organization.

Failure to register your organization will result in a loss of privileges and cancellation of any space reservations, funding allocated, marketing design work, and any other activities in process. If, after two academic years, an organization has failed to register the organization will be disabled and must restart the new organization process.

Officer Requirements

East Carolina University requires that for any officer position of leadership or responsibility in any registered student organization on campus a student must:

- Be currently enrolled in at least six (6) academic credits at East Carolina University.
- Be in good disciplinary and academic standing with the University.
- Maintain a minimum of a 2.5 cumulative GPA.

Advisor Requirements

East Carolina University requires that every student organization have a faculty or staff advisor working for East Carolina University. The advisor cannot be a graduate student, teaching assistant, undergraduate student, external individual, or working with an entity affiliated with East Carolina University.
Advisors

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. 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. 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. 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. Take the time to find someone who is genuinely interested in helping your group.

Mutually Setting the Advisor Expectations

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 list of expectations in your constitution. Remember that each organization will have a different relationship with their advisor.

Common Expectations Of An Advisor

- 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.
- Comply with University, municipality, state, and national laws and policies.
Creating a New Organization

Similar to the registration process new organizations seeking registration with East Carolina University must provide:

- Official Name of the Organization as listed in the constitution and promoted on campus
  - Organizations are not permitted to use East Carolina, ECU, or Pirates to begin their official organization name.
  - Ex. ECU Dance Association is not permitted; however, Dance Association at ECU is permitted.
- Name, ECU email address, and Banner ID of all officers for the upcoming registration year.
- Number of active members. Minimum of 10 current student members are required.
- Roster of current East Carolina University student members and officers.
- Official constitution, ratified by the organization, and approved by the Student Organization Center.
- Full Time Faculty or Staff advisor name, ECU email address, phone number, and department they work for.

These requirements will be met by attending the new organization registration workshops held by the Student Organization Center. These workshops will last approximately 2 hours and attendance at all workshops is required for registration.

Step by Step Guide to Registering an Organization

1. Students interested in creating a new student organization must submit the registration form on OrgSync. The form can be found under Student Activities and Organization and selecting forms.
2. Interested groups must have a full-time faculty or staff member to serve as an Advisor upon applying for registration. Off campus advisors or graduate students are not permitted.
3. Once a group has entered the registration process they must attend all the workshops offered. These workshops include:
   a. General Organization Policies and Constitution Development
   b. Funding, Space Reservation, and Hazing Policies.
4. Each group must have at least one representative at every workshop. Failure to attend will cancel your registration request.
5. During the registration process student organizations may host up to three information sessions to promote their organization. These may be reserved by the Student Organization Center after the group provides the specific dates, times, and needs the group has for the meeting.
6. Upon completion of the workshops and creating an OrgSync profile for your organization the Director for Student Activities will review all registration requests.
7. If any questions remain regarding the validity and/or purpose of a student organization, the organization in question will be required to provide a presentation to a review committee of staff members and students. The review committee will then make a recommendation for approval or denial.

Student dissatisfied with the approval decision will have up to two weeks to amend their organization information for review.
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.

Hazing Policy Regarding Student Organizations

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.

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.

At East Carolina, the sanctions for hazing include, but are not limited to:

- **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.
OrgSync

OrgSync is a set of powerful tools that all organizations have access to through their individual Organization Portal. OrgSync has allowed us to streamline our processes to make it easier on our organizations and create an easy access point for students to find out about your organization to get involved!

The benefits of OrgSync are wide ranging and we encourage you to view our basic and advanced sessions on using OrgSync. The features include:

- Streamlining the organization process for registration, funding, space requests, and more!
- Centralizing the communication between the Org Center and your Organization
- Organizing online resources to help you be successful
- Providing a calendar of events to promote your events and also to keep your members informed
- Creating forms for your organization and storing files for future years
- Treasurer capabilities including collecting dues, tracking expenses, and requesting funding.

To create an account on OrgSync:

1. Log into your OrgSync account using your Pirate ID and Password through Pirate Port or on www.orgsync.com and select the East Carolina University community.
2. Click My Memberships to open the Get Involved! portal and find helpful OrgSync resources.
3. View upcoming events by selecting Calendar and filter by interest.
4. Browse Organizations by name, category, or keyword and find those that interest you.
5. Select Service Opportunities to engage and collaborate with the local community.

Updating Your Organization Profile

All Recognized Student Organizations at ECU are required to keep their OrgSync as up to date as possible. Updates may be made by:

1. Go into your organization’s portal
2. In top right corner select settings and click “organization settings”
3. Select “update profile” in the green box at the top of the list
4. Update any information that has changed (i.e. officer information, total active members, etc.)
5. Click “Next” at the bottom of each page when that information has been updated
6. At the last page, click “Finish” to submit

Any organization that fails to create and renew their OrgSync page will NOT be considered registered and therefore will not receive any privileges associated with registration.
Finance 101

This section is set up to help guide your fund management. Sessions on organizational budget management, personal finance, and requesting funding from the university will be provided throughout the year to enhance your experience, build your skill set, and help you through any challenges your organization may be facing.

Basic 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.
  - Complete an online SS4 form at the IRS website. This is necessary to receive a tax ID that is needed to open up a group/business account. Temple University does not provide its own tax ID number for student organizations. Choose "View additional types" and then "School Organization." You are responsible for completing all necessary IRS paperwork year to year to stay in good standing.
- 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.
Using OrgSync to Track Your Budget

OrgSync offers a variety of features to help your organization manage your budget in one convenient location. From tracking your budget, collecting dues, setting up an online store, or keeping up with invoices and checks OrgSync makes it easy to keep everything in one location from year to year.

Integration with PayPal

1. In your OrgSync portal, hover over ‘More’ along your portal toolbar and select the Treasury option.
2. Click Manage Payments.
3. Click Payment Gateway Setup.
4. This will default to the PayPal option. Enter your PayPal email address in the textbox provided at the bottom of this page.
5. Click Update.

After you've added your PayPal account in OrgSync, you can begin using the integration by adding payment elements to forms, issuing invoices, and more. These items will link directly to the PayPal account that you've established.

Collecting Dues

The ‘Dues’ module keeps the balance that each portal member owes for membership. You can either use the “simple” version which allows you to manually track payments or the full version of dues which will allow you to process all dues payments through OrgSync. The second option eliminates people carrying cash around, having to deposit money, or taking checks instead of credit cards. All dues are easily paid and transferred to your bank account through PayPal.

To access the ‘Dues’ module, click on ‘Treasury’ along your portal’s top menu bar and select it from the list. On the resulting page, your personal dues are listed first. If your portal has a payment gateway established, you will be provided the option to ‘Pay Now’ after clicking the expand arrows next to your name.

If a user makes a payment toward their dues, you can mark this under the ‘Invoices for Dues’ tab found at the top of the page. Locate the invoice that corresponds to the dues the user would like to pay and click the ‘Close’ button. On the resulting page, enter a note (if desired) and the amount paid. If the amount is paid in full, it will be marked as such under the user’s details.

To issue a new invoice for dues, hover over ‘Treasury’ along your portal’s left-hand toolbar and select ‘Invoices.’ Next, click ‘Create Invoice’ in the top right of the page. When issuing the invoice, make sure to mark the checkbox labeled ‘This invoice is for Dues.’

At this time, the ‘Dues’ module cannot be reset. You must close each invoice to set balances back to zero.
Fundraising

Fundraising events and activities are designed to increase the visibility of student organizations and encourage individuals to make financial contributions. Student organizations are encouraged to raise additional funds through fundraising. The policies that govern a student organization’s handling of donations are established by East Carolina University and enforced by the Student Organization Center. All fundraising activities must be approved by the Student Organization Center. It is a quick and easy form on OrgSync to begin the process.

General Guidelines

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.

2. Vendors not operating under a formal contract with East Carolina University are prohibited from conducting solicitations on campus. This includes any partnerships with Student Organization. Businesses seeking to solicit on campus with a Student Organization must contact the Student Organization Center for more information.

3. 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.

4. 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.

5. State funds and student fees may not be used to finance a fundraising event. As an example, SGA Appropriations cannot fund any fundraising activities.

6. 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 logos may be found online at www.ecu.edu/licensing, but you can also direct questions to our Student Organization Center marketing team for help with design and approval.

7. 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.

Expressly Prohibited Sale Items

The following sales and solicitations are expressly prohibited on campus:

- Sale of food products that conflict with dining services sales, as determined by Campus Dining.
- All activities in which participants must pay to be eligible to win a game of chance (i.e. raffles)
- 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, knives, and lighters.
- 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.
- 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 and/or soliciting from passing vehicles
Meeting and Event Planning

Proper planning is the key to any successful event and the staff in the Student Organization Center is committed to helping you as you plan your events.

Reserving Space

The Central Reservations Office – www.ecu.edu/cro - handles all space requests on campus. Registered student organizations can reserve all academic and non-academic space on campus through the Central Reservation Office.

Office Hours: M-F 8:00 am – 5:00 pm
Office Location: Mendenhall Student Center 8A
Telephone: (252) 328-4731
Email: CRO@ECU.edu

General guidelines for reserving meeting space:

1. A member of your organization must complete the 25Live training class to be put into the online reservation system to make requests.
2. 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.
3. 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.
4. Do not sign any contracts or publicize your event until CRO has confirmed your event date with an emailed confirmation.
5. 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.
6. Please be aware your request is not confirmed until you receive a confirmation. Spaces are subject to availability.
7. Parking questions should be directed to Parking and Transportation at 328-6294.
8. If shuttle service is needed please contact ECU Transit at 328-4724.

**CRO 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.
- Groups must clean up and leave the facility 15 minutes before the facility closes.
- Mendenhall Student Center is ARAMARK exclusive. No outside caterers or food may be brought in.
- You may have pre-packaged items such as bagged chips, pretzels, boxed cookies, and soft drinks.
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.

Other building may allow outside caterers to host your event. It is the hosts responsibility to confirm ARAMARK exclusive spaces with Central Reservations to ensure an outside caterer is allowed in the space.

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.. To discuss your event you may call the CTO manager to schedule an appointment.

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 (3%) will be charged for any credit card sales.
- Event sales tax and entertainment tax may apply to your event.
- 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, or faculty?
- 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.
Major Event Policy for Registered Student Organizations

Any student organization hosting/co-hosting a major student event, as defined by the Student Organization Major Event Policy, on or off campus shall be required to comply with the guidelines. Failure to comply with the provisions of these guidelines may result in sanctions for that student organization, including but not limited to event cancellation, financial repayment of damages, suspended use of campus facilities, and removal of the organization’s registered status.

A student organization event will be considered to be a major student organization event if it includes three of the following:

- Ending time is later than midnight
- Open to the public
- Amplified sound or music
- Anticipated attendance is greater than 500
- Sponsors includes nonaffiliated campus groups
- Includes contracted services

Please refer to the full policy available on OrgSync if you meet three of the above and complete the appropriate form. For questions please contact the Student Organization Center.

East Carolina University Noise Policy

East Carolina University has very specific noise ordinance, along with the City of Greenville, to ensure appropriate noise levels on campus during academic hours and throughout the evening.

Amplified sound is defined as any sound that is broadcast through electronically amplified equipment or sound that is electronically enhanced. This includes the use of any type of electrical sound equipment from large amplifiers to portable stereo systems. The Central Reservation Office will coordinate all approvals for amplified sound through the appropriate entities.

General policy is that amplified sound is allowed from 6:00 PM to Midnight in the following locations:

- Mendenhall Student Center brickyard area
- Mendenhall Student Center dining hall entrance area
- Todd Dining Hall entrance area

Other locations including Wright Plaza, Rivers, Joyner Library, the University Mall, etc. may have amplified sound through a full approval process due to their proximity to academic buildings.

Amplified sound is prohibited at Trustees Fountain at Wright Circle, Whichard side yard area, Fifth Street yard area (beside Spilman), and Fifth Street yard area (in front of Jenkins).

The University policy is aligned with the City of Greenville Noise Ordinance No. 05-108 and the full policy can be found at PRR 07.30.05 - http://www.ecu.edu/PRR/07/30/05
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.
  - 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.
  - 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.

- The size of a piece of posted material 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 bulletin board.

- Printed materials shall not be in any way attached to any tree, shrub, or wooden surface on campus, placed in or on any vehicle on campus, taped or in any way attached to any surface located inside or outside any building on campus other than an identified general use bulletin board.

- All printed material related to an event should be removed within 48 hours of the completion of the event. The maximum allowable time for any printed material to be displayed is fourteen calendar days.

- 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:
  - Student Recreation Center, Mendenhall Student Center, Wright Plaza, Bottom of College Hill, entranceways to campus, and Dining facilities.

- 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.

- Individual University buildings may have specific policies related to the posting of materials.

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

- Marking on walkways, roadways, or any buildings on campus with chalk, or other material is prohibited.

Registered student organizations are also able to hang banners on campus in two locations provided they follow the appropriate guidelines:

- 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. Each organization is limited to hanging one (1) banner in a given location.

- Banners may be displayed in the tree area on the end of the Mall closest to Wright Circle and the tree 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. If a banner causes any damage, the organization shall be held responsible for the cost of repair or replacement.

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

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

There is a wide variety of challenges organizations face each year and to help guide through some of the more common ones we have provided a quick list of tips to keep your organization moving forward through those challenges.

Goal Setting

An organization without goals has no direction to move it forward. Members in a group without well-defined goals often have little commitment to the organization. By creating goals with your members you will have improved commitment from your members and may motivate them, and give them a sense of accomplishment.

- Goals help define an organization, and give direction.
- Goals can help motivate members by clarifying and communicating what the organization is striving for.
- Goals are time savers by helping members and leaders become aware of problems in time to develop solutions.
- Goals help the organization plan ahead and be prepared.
- Goals are a basis for recognizing accomplishments and realizing successes.

Meeting Management

Meetings are essential for proper communication between members of a student organization. Creating a meeting agenda, prioritizing tasks and managing time are important steps to successfully managing a meeting.

Be sure to:
- Determine a time that accommodates all the members of the organization, reserve a space to meet on campus and
- Give proper notice of the next meeting to all organization members. The president and members of the organization
- Be prepared with a report and a plan of action at each meeting, so that the organization can progress from meeting to meeting.

Minutes and Records

Accurate minutes and records are important to ensure continuity from year to year. Current members can refer to meeting minutes as a reminder of finished and unfinished business, what actions were taken, and what needs follow-up. They also provide future members with insight into past decisions and events. We recommend that you create yearly folders on OrgSync to store all of your meeting minutes. This allows for a central storage place to access them from year-to-year without loss due to officer transition.

Effective minutes should include:
- Type of meeting (executive, standing committee, etc.) date, time and place;
- Time of call to order;
- Approval and/or amendments to previous meeting minutes;
- List of those in attendance and those absent;
- Record of reports from standing and special committees;
- General matters;
- Record of proposals, resolutions, motions, seconding, a summary of the discussion, and a record of vote; and time of adjournment.
**Member Recruitment**

Recruiting new members is an important component of ensuring the long term success of a student organization. Successful recruiting is dependent on relationship-building and marketing. Promoting the group through social media platforms is a free, effective way to reach other students on campus. Registered student organizations are able to participate in Fall Get A Clue, Barefoot on the Mall, Market Days, and reserve space for interest meetings on campus.

**Member Retention**

Once members are in place, find ways to keep them engaged and motivated to contribute to the growth of the group. Build a sense of community among members by hosting social activities that allow them to connect with one another. Be transparent with members, so they are aware of the latest happenings and understand decision making in the organization. One of the most effective ways of keeping members engaged and motivated is by delegating tasks to them and rewarding them for their accomplishments. Be sure to recognize members at meetings and show gratitude for their contributions.

**Delegation**

Learning how to delegate as a student leader is integral to success of the organization. It is important to be able to envision goals for the organization and know how to work with the team members in taking steps towards accomplishing these goals. All members of the organization have their own unique talents and can contribute to the group in different ways. Leaders should try to identify their members’ special abilities and delegate tasks that they can accomplish. By delegating the tasks of the organization, leaders can be more efficient with their time and can focus their efforts on other important initiatives.

**Elections**

When planning the annual calendar, give thought to the election timeline for the organization’s leaders. Elections often occur during early April, to give sufficient time to transition the new leadership. Be aware of election procedures in the organization’s constitution, as many have detailed schedules of when to alert current membership on the election timeline process, and a listing of who is eligible to vote and participate.

**Officer Transition**

Leadership transition can be difficult, but if properly managed, organizations can have a seamless year-to-year transition. It’s never too early to anticipate change in leadership. Keep digital archives on OrgSync of documents, financial records, and events/meeting agendas for each e-board member from the beginning of each term that can serve as a resource for new leaders in the upcoming year. Think about successes and challenges the incoming leadership should be aware of. Share ideas or plans for retreats and end of the year activities. It is also important to use meetings, retreats and activities to train current members who may potentially assume leadership roles in the future.