

New Student Organizations Registration Process Overview

The University of North Carolina at Chapel Hill

Carolina Union, Student Life and Leadership

Agenda

- Function of New Organizations on Campus
- Application Timeline
- Registration Form Overview
- What to Expect Post-Approval
- Questions/Wrap-Up





Function of New Organizations on Campus

- New organizations bring a fresh perspective, ideas, and values to the Carolina Community.
- New RSOs (Registered Student Organizations) should not duplicate the purpose of existing organizations that are already established.

Application Timeline



10/1-10/31: Submit registration materials

- New Organizations Registration Form
- Online Officer Orientations (Pres + Treas)
- Advisor Agreement Form
- Constitution
- Affiliation documentation (if needed)

*If submitted on 10/31, you will have 1 week from the time we send a registration status update email to complete the process if requirements are missing.

Application Timeline

***Keep In Mind:**

- Forms will be reviewed in the order that they are received up to the deadline
- We cannot confirm how long it will take us to review your form after you've submitted
- We approve the supplemental forms (OOO + AA) **AFTER** we receive your new organizations registration form, but go ahead and submit them so they are there when we look for them

How to Access the Form

- Log into Heel Life with Onyen and password
- Access ‘Organizations’ tab on left navigation bar
- Click on ‘Register an Organization’
- Scroll down to blue ‘Register a New Organization’ button

Registration Form Overview



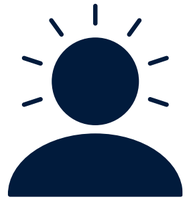
Organization Information



Research Component



Affiliation



Officer, Advisor, and Membership Information



Constitution Document

More info at go.unc.edu/studentorgs

Start an Organization

Affiliation Documentation Requirements

- Affiliation documents are required for ALL (inter)nationally affiliated organizations. This includes state or regional orgs, too.
- Your affiliation letter must state that the national organization has non-profit status and acknowledges that UNC-CH will have a student organization affiliated with it.
- The affiliation letter can be an email or on letterhead from the national organization that states this information.

Constitution Document Requirements

- Statement 1: UNC-CH Students
- Statement 2: Non-Discrimination Policy
- Statement 3: Removal of an Officer or Member
  - **Note that this statement needs to be copy and pasted as well as an explanation of what will happen in those 7 days before removing an officer or member from your organization (ex: Day 1 email notified, Day 3 Hearing, Day 5 final notification of removal, Day 7 Removal)**
- Statement 4: Advisor Statement
- Statement 5: GPA / Good Standing Statement
- Statement 6: 2/3 Vote to of active membership to amend constitution

Organization Logos

- On the application form you will have the option to upload a picture
- This does not have to be a logo
- If you do have a logo, it must comply with University branding guidelines: https://identity.unc.edu/student-organizations/
- Communications and Creative Services (CCS) in the Union can review your logo for you
  - No fee to review, just if they work on it/create one for you
  - Request form found at https://go.unc.edu/LogoReview



What To Expect Post-Approval

New Heel Life page will be approved

New Orgs Leadership Launch requirement

- November 17th , 6-7pm
- December 1st , 10-11am
- Must attend **ONE** session

Access to reserving spaces

- 25Live Training & Quiz on Canvas

Eligible to apply for Undergraduate Senate funding in next cycle once approved

Questions?



Thank You

Contact Us:

studentorgs@unc.edu