

**ELIZABETH CITY STATE UNIVERSITY**  
**Clubs and Organizations Policy**

**Preamble**

The purpose of this policy is to support new and established student clubs and organizations by providing information on policies and procedures of Elizabeth City State University by which they are governed. This policy should be used by organizational officers and advisors as guidelines.

Student Clubs and Organizations should not assume that they might rightfully engage in any activity that is not specifically restricted by University regulations. If there is any doubt or clarification needed as to the appropriateness of the activity, the organization or club should contact the Director of Student Activities in advance.

**1. Starting a Club or Organization**

a.

500.3.2.1

Adopted: 06/14/05

Amended: 06/07/11

Amended: 06/11/19

Amended: 02/08/21

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h.

- d. All clubs/organizations must register by first Friday of August semester. Failure to do so will result in the club/organization being inactive until the next registration period opens.
- e. It is mandatory for at least one (1) representative from your club/organization to be present at all Clubs and Organizations sessions.

### **3. Officers**

- a. Based on individual organizational constitutions officers will have a variety of responsibilities. Although the responsibilities are uniquely tailored to fit each organization, general guidelines for duties do exist. For example, the President should conduct meetings and oversee general operations of the club; Vice President should act in this capacity in the absence of the President; the Secretary records the business of the organization; and the Treasure keeps track of financial matters.
  - i. The president should conduct meetings and oversee general operations of the club.
  - ii.

be expected to cosign a money request unless he or she has evidence of the validity of the supporting documents.

- xiii. Organizations should recognize that an advisor should not be committed to any type of obligation unless he or she agrees to the commitment.
- xiv. Minutes of meetings as well as other materials from the organization should be submitted to the advisors, as these materials are made available to the members.
- xv. An organization should be aware that the advisors are providing services without compensation.
- xvi. Although advisors do not expect special recognition, they would like to know their services are appreciated.
- xvii. The organization should be willing to discuss any dissatisfaction it may have with the advisors. Every effort should be made to resolve this. The advisor should feel free to discuss his/her dissatisfaction. If these cannot be resolved, the Office of Engagement can be asked to mediate.

b. It is also the responsibility

- v. Advisors should give attention to interaction within the group, be available for complaints from members about the group, and serve as negotiator if necessary.
- vi. Advisors should inform the group if they are not receiving notices of the meetings, minutes, or materials.
- vii. An advisor should explain his/her dissatisfaction with anything the group is doing or proposing to do. How the advisor handles this depends on the situation, he or she should be sensitive to opportunities that may help the organization become more productive and effective. In some cases, it is better to discuss the concerns with the officers. In others, it may be necessary



and limited public forums, as areas on campus where individuals may engage in spontaneous, expressive activity. Students, faculty and invited groups/individuals are permitted to assemble and engage in spontaneous expressive activity within the designated public forum as long as such activity is lawful and does not materially and substantially disrupt the functioning of the institution.

i.