

Student Organizations Committee Operating Rules

Adopted: November 21, 2002

Article I. Purpose and Objectives

To formulate policy affecting existing student organizations regarding re-registration procedures.

To formulate, review, and approve policies governing student organizations.

To approve or reject student organization constitutions.

Article II. Members

The committee has both student and faculty members. Student members are appointed by SGA for one-year renewable terms. Faculty members are appointed by the Chancellor for three-year terms.

A Chairperson will be elected each year by majority vote and will begin his/her term with the first meeting of the fall semester. The Chairperson will be elected by a majority vote. The position of Chairperson is only open to voting members of the committee. The Assistant Director for Campus Activities and Involvement will fulfill the role of Convener and will work with the Chairperson to prepare for all meetings. The Chairperson shall attend and preside over all meetings. He/She shall also sign all official documents of the SOC.

The Convener shall call meetings and arrange to notify members of the committee with a minimum of four days advance notice. He/She shall also maintain all minutes and official documents and keep accurate files in the Campus Activities & Involvement Center.

The Chairperson may be removed from office by a two-thirds majority vote of the SOC for nonfulfillment of duties. In the event that the Chairperson leaves or is removed before completing the term of service, a replacement will be elected by the voting members to serve to the end of the term.

Article III. Procedures

1. Role of the Campus Activities & Involvement Center

As the Campus Activities & Involvement Center (CAIC) Office works with student organizations daily it will serve as the primary liaison between student organizations and the SOC.

- A. Quorum shall be defined as a simple majority of the voting members of the SOC (50% plus one member).
- B. CAIC will provide guidance and suggestions for policies to govern the student organizations and present them to SOC for approval.
- C. CAIC will serve to approve student organizations' web sites, but will present them before the SOC if any element of the web site's content seems controversial or is in conflict with the policies of UNCW.
- D. CAIC will advise new student organizations regarding constitution writing and revisions, and once the constitution is ready will provide copies for the SOC one week prior to the meeting at which it is to be discussed.

- E. CAIC will serve to plan meetings. They will inform committee members the meeting time and location at least ten days prior to date of the meeting. CAIC will arrange for SOC to meet at least twice a semester.
- F. CAIC will invite non-voting participants such as the Sport Clubs Coordinator and the Coordinator for Fraternity and Sorority Life to provide broader perspective within SOC discussion.
- G. CAIC will convey the vote of the SOC to the organization in question and follow-up with a new organization whose constitutions are approved pending revision.

2. Voting

- A. Only members of SOC have voting privileges. Ex-Officio members and CAIC staff may attend and participate in discussion, but may not vote.
- B. Members may vote at the meeting, or when unable to attend the meeting, may vote via an email sent to CAIC (activities@uncw.edu). Emailed votes and comments should be sent prior to the start of the meeting, early enough for a CAIC staff member to review them so that these opinions can be added to the discussion at the meeting.
- C. Review of constitutions can occur, when appropriate and advised by CAIC, via email as opposed to in-person. Electronic voting on constitutions, or other business, is acceptable, when appropriate, to expedite the review process. Any member may call for a formal meeting if he or she deems an in-person discussion is necessary prior to a vote.
- D. Concerns received by CAIC after the starting time of the meeting may still be conveyed to the organization in question but the vote will not be considered in the tally.
- E. CAIC will tally SOC votes. Majority (50%+1) rules.

3. Appeals Procedures

- A. If a group's constitution has been denied it has one month to inform CAIC of its decision to appeal and turn in a fully revised version of its constitution to the Campus Activities & Involvement Center. The CAIC staff person will then inform SOC and schedule a meeting to review the appeal.
- B. The organization with the appeal should write a letter to the SOC to accompany the new draft of the constitution which explains the changes they have made in their constitution.

4. Open Meetings

- A. The SOC shall conduct its meetings as dictated under the North Carolina Open Meetings Law.