



Policies & Procedures

2025-2026

Office of Student Activities

SGA Vice President: Anne AshLee Greene

Graduate Assistant: Grace Newby

E-mail: sagrad@campbell.edu

Director of Student Activities: Dr. Karen Parkes

E-mail: klparkes@campbell.edu

The Inter-Organizational Council (IOC) Policies & Procedures provides a reference for Campbell University's clubs and organizations. The document is created to enhance communication between campus organizations and the Office of Student Activities. Clubs and organizations are an important part of Campbell University. Students are encouraged to be involved in campus organizations and to charter new organizations to further develop the campus community.

CAMPUS ORGANIZATIONS

<i>Chartering Clubs and Organizations.....</i>	<i>3</i>
<i>Requirements for Campus Organizations.....</i>	<i>4-5</i>
<i>Maintaining an Active and Approved Status.....</i>	<i>6</i>
<i>Annual Status Update</i>	
<i>Approved Status</i>	
<i>Probationary Status</i>	
<i>The Role of an Advisor.....</i>	<i>7</i>
<i>Rationale Requirements Responsibilities</i>	
<i>IOC Tier System.....</i>	<i>8</i>

POLICIES AND PROCEDURES FOR CAMPUS ORGANIZATIONS

<i>Procedures and Guidelines for the Approving of Events.....</i>	<i>9</i>
<i>Policies for University Sponsored Trips.....</i>	<i>10</i>
<i>Business Office Policies.....</i>	<i>11</i>
<i>Fundraising Policies.....</i>	<i>12</i>
<i>Procedures for Contracting.....</i>	<i>13</i>
<i>Requisitions for Services and Supplies.....</i>	<i>14-15</i>
<i>University Requisitions</i>	
<i>Food Service Requisitions</i>	
<i>Travel Authorization and University Vehicles</i>	
<i>Guidelines for Posting Information.....</i>	<i>16</i>
<i>Use of Campus Bulletin Boards.....</i>	<i>17</i>

FORMS AND SCHEDULING FACILITIES

<i>Facility Guidelines</i>	<i>18</i>
<i>Application for Charter.....</i>	<i>19</i>

CHARTERING CLUBS AND ORGANIZATIONS

All campus organizations must meet certain requirements to assemble on campus and to be eligible for other privileges granted to approved clubs and organizations. New organizations receive initial approval through the Student Life Committee by completing the following requirements:

1. A charter application and sample constitution is located on the Club & Orgs page, under the Student Activities page which is located in the Life at Campbell tag on the Campbell website.
2. Student organizations must be open to membership for all enrolled students of Campbell University. Student clubs under IOC must be primarily for undergraduate students, and must have leadership made up of only undergraduate students. The graduate schools manage clubs that are primarily for graduate students.
3. A full-time faculty or staff member serving as advisor is required for each organization on campus. The advisor's name must appear on the charter application.
4. Submit the completed application and a copy of the constitution or bylaws of the proposed organization to the Director of Student Activities.
5. The Director of Student Activities will refer the charter application and constitution or bylaws to the Student Life Committee for approval. Approval of clubs and organizations will be based on their statement of purpose, adherence to Campbell University's code of honor, and proper submission of necessary documents. New clubs must also not duplicate the role or purpose of an existing club. Once all documentation has been submitted, approval or denial of a club will take place within 60 business days in an academic year.
6. After approval by the Student Life Committee, the club will meet with the Director of Student Activities. Immediately following this meeting, you will need to create a new club account on CU INvolved.
7. The general requirements of campus organizations at Campbell University must be observed by the organization to maintain an approved status.
8. Students may not be compensated financially by outside organizations for chartering, leading, or participating in IOC clubs. Violations of this policy may result in the immediate suspension and removal of the club charter.

REQUIREMENTS OF CAMPUS ORGANIZATIONS

All campus organizations must meet certain requirements to assemble on campus and to be eligible for other privileges granted to approved clubs and organizations. All mandatory IOC meetings are on the dates below which are Tuesdays at 4:00pm in the Student Union Theater, unless otherwise noted. A representative from each club must be present to maintain their club's status.

2025 FALL IOC MEETINGS

August 24 – IOC Retreat

September 30, 2025

October 28, 2025

November 18, 2025

SPRING SEMESTER

TBD

SPECIAL DATES

All clubs and organizations need to be represented on the following dates.

Street Fair – August 19, 2025

Homecoming Parade – October 18, 2025

Academic Club Fair – September 15, 2025

The Student Government Association of Campbell University recommends that every club and organization participate/organize at least one community service project per year, but it is NOT required.

General Requirements of Campus Organizations

1. A completed Event Form **MUST** be submitted to the Office of Student Activities for all events or meetings via CU Involved. **Event forms must be submitted at least two weeks prior to the event for full credit.** This is to allow for time to make reservations. If an Event Form is not submitted for an event or meeting, prior to the event or meeting, the club shall receive a written warning from the Student Activities office.
2. Clubs must re-register their organization with the Office of Student Activities every year. This will happen via CU Involved Transition Tool. Clubs must also have designated a primary contact and an advisor in the club page on CU Involved.
3. All organizations must have an advisor that is a full-time university faculty or staff member who must agree to attend the meetings and functions of the organization. Advisors can only advise up to two clubs at a time.
4. Organizations are required to deposit all funds at the Bursar's Office on the 2nd floor of the McLeod Admissions Building.
5. If a club is requesting for SGA to match their fundraising, funds will be dispersed upon presentation of a deposit slip to the Office of Student Activities.
6. Any changes to your organization, including the org's name and/or to the org's constitution must be submitted to the Office of Student Activities for review and approval.
7. All activities and functions of campus clubs and organizations are subject to the university's policies and procedures both on and off-campus. Failure to comply with any requirements may result in the loss of all privileges.
8. Promotion for organizational events must observe the guidelines for the use of bulletin boards and promotional literature as stated in the IOC Flyer Policy.
9. Organizations are expected to observe all guidelines for reservation of facilities as stated by the Office of Student Activities.
10. Officers of any organization must maintain a 2.0 GPA in order to hold office and may not be on disciplinary probation.
11. The office of Student Activities reserves the right to suspend or remove any student organization or cancel any club events for non-compliance with rules or CU policies, or for conduct that is not in the best interest of the university. Appeals of this decision may be heard by the Student Life committee.

MAINTAINING AN ACTIVE AND APPROVED STATUS

ANNUAL RE-REGISTRATION

Clubs and organizations are required to re-register annually on CU Involved, in order to maintain an active status. During this process the club must designate a primary contact and an advisor. Additionally, they may be asked to attach a copy of their constitution and upload a club image. The clubs must complete the transition process on CU Involved before they can meet or host events on campus.

APPROVED STATUS

The rights and privileges of campus organizations are only granted to those that have been approved by the University. The Student Life Committee is the governing body which approves charters, places organizations on probationary status, and revokes charters. In order to be approved by the Student Life Committee, an organization must be supportive of the mission of the University, have an approved advisor, and comply with all of the general requirements for clubs and organizations. An approved status is required for membership in the Inter-Organizational Council and qualifies the organization for funds from the Student Government Association. Approval by the University enables the organization to publicize its activities on the Campbell Online Calendar, CU Involved, and on campus. An organization that has an approved status may use campus facilities, vehicles, and various campus services such as Facilities Management and Aramark Dining Services as permitted under each of these entities policies.

PROBATIONARY STATUS

Probationary status is assigned to all new organizations during the first semester as an approved organization on campus. This status is also given to any organization that fails to meet the Tier 3 requirements for maintaining an active status and before being placed in the dissolved status. Organizations placed on probation continue to have all the rights and privileges afforded on active status. However, it also means that the organization's approved status is tentative. If the club remains on probationary status for two consecutive semesters and no longer meets at least the Tier 3 status for those two semesters, then it will be dissolved. If an active club receives a disciplinary action, the next offense will result in a meeting of the Student Life Committee to address the issue. Serious violations of the policies & procedures may result in the **immediate** disciplinary action by the Student Life Committee.

DISSOLVED STATUS

If a club or organization remains on probationary status for two consecutive semesters and no longer meets at least the Tier 3 status during that time, then it will be dissolved. That means that their charter will be revoked, and they will no longer be recognized as an official club on campus. Clubs that have been moved to the dissolved status will have all funds in their account returned to the SGA IOC fund. Inactive clubs wishing to regain an active status must reapply through the chartering process.

THE ROLE OF AN ADVISOR

RATIONALE

A significant portion of a student's time is spent in experiences outside the classroom. On-campus clubs and organizations provide a structured format to enhance the total learning experience of students by providing them with opportunities to supplement their academic studies and to achieve vocational, leadership, and developmental skills. Participating advisors of these groups provide valuable guidance and assistance in the learning process. The advisors also provide a formal link with the university administration by interpreting its mission, policies, and procedures.

REQUIREMENTS

Each club and organization on campus must have an advisor to be approved by the university. Advisors must be a full-time employee of the university, at least 21 years of age, and not on leave of absence from the university during any portion of the term. Advisors cannot advise more than two clubs or organizations. Current advisors with more than two clubs or organizations, as of August 2023, may continue to advise their clubs and organizations.

RESPONSIBILITIES

1. Understand the history and purpose of the organization or group.
2. Provide information on the university policies, regulations and procedures to the members of the clubs and organizations.
3. Be aware of the organization's activities through the attendance of meetings, events, and through regular contact with leaders.
4. Oversee the financial management of the organization making sure all transactions are handled promptly and correctly.
5. Offer guidance to leaders in providing organizational continuity through efficient record keeping and other means of effective organizational management.
6. Assist leaders in planning, setting goals, and managing conflict.
7. Maintain a balance between providing guidance and allowing the autonomy of student leaders.
8. Attending meetings and functions of the organization.
9. Meet with the student leaders on a regular basis.
10. Attend off campus trips that the organization plans. You may find another F/S to attend if you are unable to attend.
11. Comply with all mandates for approved clubs and organizations.
12. Join CU Involved as the club advisor.

IOC TIER SYSTEM

Clubs and organizations will be placed in different Tiers based on their club participation during the previous semester. Determining a club's tier standing will be established by the Director of Student Activities and the current Graduate Assistant. Tier status will be determined based on the requirements below. After Tiers have been determined, funding from SGA may be distributed based on clubs' tiers. Clubs on probation will have a chance to be reevaluated at the end of the current semester and qualify for a higher tier at the end of the semester. New clubs will be eligible for funding the semester following their establishment.



The Submission Process

Step 1: Ensure that your student org is registered on CU Involved & up to date.

Step 2: Familiarize your self with the Tier System and set a goal for your org.

Step 3: Log onto CU Involved and register your events

Step 4: If you meet Tier 1 requirements, apply for Club of the Year

Requirements

	Tier 3	Tier 2	Tier 1
Attend IOC Retreat	Required for all		
Participate in Street Fair	Required for all		
Attend IOC Meetings	1	2	3
Host any events as an organization	1	2	4
Co-Host event with another organization		1	2
Participate in Service as an organization			1
Participate in the Homecoming Parade			1

Incentives

	\$100	\$200	\$300
SGA Funds			
Additional SGA Funds		✓	✓
Invitation to an exclusive EOY Party			✓
Eligible to apply for Club of the Year			✓

PROCEDURES AND GUIDELINES FOR APPROVING EVENTS

An Event Form must be submitted and approved in CU Involved for any activities scheduled on or off campus. This form should be submitted to cover all fund-raising events, group sponsored activities, academic meetings, regularly scheduled meetings, and service project activities scheduled on or off campus. All activities and events must be approved through the Office of Student Activities. The Event should be registered at least two weeks prior to the event or meeting. Facility guidelines must be followed for all activities cleared by the Student Activities Office. The Student Activities Office reserves the right to deny any future activity if facility guidelines are not followed. Equipment that is damaged during the event must be replaced at the expense of the organization. Procedures and guidelines are as follows:

1. An event form must be submitted at least two weeks prior to any event. If an activity meets any of the following criteria the club president or representative must meet with the Director of Student Activities to discuss the event:
 - a. Events held off-campus or involving travel.
 - b. Events that require any contractual arrangements with off-campus persons or businesses, these events need four weeks' notice for contracts to be reviewed.
 - c. Events that charge admission or collect money in other ways for fundraising or other purposes.
 - d. Events that involve off-campus visitors, performers, speakers, or groups.
2. Promotion for organizational events must observe the guidelines for the use of bulletin boards and promotional literature as stated in the IOC Flyer Policy.
3. All events requiring a contractual arrangement for facilities, services, or products, must have the contract reviewed BEFORE it is signed by a representative of Campbell University. Do not sign any contracts on Campbell University's behalf.
4. Organizations are expected to observe all guidelines for reservation of facilities as is stated by the Office of Student Activities.
5. If a club wishes to show a movie for an event, they must pay for the licensing rights. Please speak with the Director of Student Activities if you do wish to do so. The cost for this is between \$400-\$1000 per showing.
6. All student organizations, student groups, and student clubs wishing to schedule speakers from outside Campbell University must obtain written approval 30 days before the event from the group's advisor and Campbell University Student Life via CU Involved.

POLICIES FOR UNIVERSITY SPONSORED TRIPS

Travel for university clubs and organizations sponsored events must adhere to university guidelines. All trips must be approved by the Office of Student Activities, and it is preferred that university vehicles are used. Vans and charter buses can be coordinated through the Office of Student Activities, but the club will need to have the funds available to pay for it. Policies for club off-campus trip are as follows:

1. An Event Form must be submitted and approved through the Office of Student Activities three weeks prior to the trip.
2. It is preferred that university vehicles be used for all travel off-campus. Personal vehicles are allowed to be used, but they must be insured, and the driver must be approved by the Office of Student Activities.
3. Drivers must have a valid license, at least 21 years old, and be listed as an insured approved driver by the university to drive a university van.
4. The club's advisor must accompany and supervise all activities during the university sponsored trip. If an advisor cannot attend the trip, they may find another F/S to attend in their place.
5. A University waiver form must be signed by all participating students. These will be provided by the Student Activities GA once the event is registered and approved on CU Involved.
6. A list of all participating students on the trip must be submitted to the Office of Student Activities prior to departure at sagrad@campbell.edu.

BUSINESS OFFICE POLICIES

All student organizations are required to maintain their club budget accounts in the Business Office of Campbell University. Each organization must have a treasurer elected to maintain the account throughout the year.

1. An account for the organization is set up with the Business Office when the club has been approved by the Student Life Committee. Organizations with accounts can check out a warrant book of non-negotiable agency fund warrants which are required for all purchases, payments, and reimbursements.
2. An account number (GL#) is assigned to each club or organization that must be written on all check requisitions, warrants, and provided with all deposits.
3. The advisor must certify that all purchases, payments, and reimbursements are valid. The advisor's signature must be on all documentation including warrants and receipts. Advisor approval must be received prior to purchase or requested services.
4. The necessary funds must be deposited in the organization's account before warrants, or requisitions will be honored.
5. The treasurer of the organization is responsible for maintaining the correct balance of the account and all external and internal expenditures.
6. For individuals who have spent their own money and need to be reimbursed, the receipt must be given to the treasurer and a copy to the advisor. A check will be cut for the individual for the amount purchased. Prior approval by the club's advisor is required.
7. All funds raised through special projects must be deposited into the club's account at the Bursar's Office prior to any expenditure external and internal.
8. The Business Office **will not** accept warrants for petty cash.
9. All club funds must be kept in a business office account. Clubs may not keep outside accounts or petty cash on hand.

FUNDRAISING POLICIES

Fundraising events are an opportunity to promote team effort and involvement of the total membership of the organization. It is an excellent way to encourage creative thinking and planning. The entire campus community can benefit from the activity through the promotion of the club or organization through actual participation in the event. The Office of Student Activities oversees all the fundraising events by creating policy and providing assistance.

1. All fundraising events must have a completed Event Form on CU Involved.
2. Non-university related groups, such as vendors or individuals, may not sell or solicit on campus.
3. Selling or soliciting in the residence halls requires written permission from the Director of Residence Life.
4. Fundraising events should not promote any products, activities, or services that are contrary to the policies and rules of the university.
5. Fundraising events that involve contracts with non-campus persons or groups must follow all university procedures for contracting.
6. All promotion for fundraising events must follow policies for posting information.
7. Raffles are not permitted for fundraising purposes.
8. Half of the total amount received from fundraisers, if requested, can be matched by SGA up to \$100.00/semester.
9. Additional funding may be requested from SGA through the Vice President of SGA and must be approved by the Director of Student Activities.

PROCEDURES FOR CONTRACTING

All contracts with non-campus personnel or groups for facilities, products or business services must be made by the Director of Student Activities, reviewed by the General Counsel Office, and signed by the VP of Business & CFO or President.

1. Consult the Office of Student Activities at least four weeks prior concerning the event, available facilities, the available budget, and the date.
2. Complete an Event form on CU Involved and submit the contract to the Office of Student Activities for review and approval.
3. All initial negotiations and initial contracts will be handled with the agent by the Office of Student Activities and General Counsel Office.
4. Do NOT sign any contracts on behalf of your club or Campbell University.
5. The contract will be forwarded to the General Counsel Office, Business Office, and the Vice President for Business for their review and signatures. This takes time, please allow four weeks.
6. After processing, the contract will be forwarded to the artist or agent from the Office of Student Activities.
7. The Director of Student Activities and Graduate Assistant will review all details of the contract with group organizing the event to be sure all contract requirements are fulfilled.

REQUISITIONS FOR SERVICES AND SUPPLIES

UNIVERSITY REQUISITION

The Campbell University Requisition for Services and Supplies can be used for the Bookstore and Aramark Dining Services. The request for internal requisitions should be submitted through the event form on CU Involved.

1. The graduate assistant at sagrad@campbell.edu will set-up a service requisition when it is received on the event registration form on CU Involved.
2. This request must be submitted to the GA 10-14 days prior to the date of supplies/ services needed.
3. For more complicated requests a conference with the department director should be planned and completed.
4. The GA keeps copies of all internal requisitions.
5. The club must have the funds available to pay for the cost associated with the requisition.

FOOD SERVICE REQUISITIONS

To arrange catering, special meals, banquets, or to provide refreshments the organization may requisition services from the Food Service Department in accordance with university policies.

1. All requests for Food Services must be submitted through the event form on CU Involved at least two weeks before the event.
2. Please contact the GA at sagrad@campbell.edu to set-up a catering request. Please include your catering needs in the e-mail.
3. For banquets and more complicated food services requests a conference with the Catering Director should be planned and completed.
4. Be specific and detailed in your requests including items such as ice, napkins and plates.

UNION TABLING

Clubs may request to table in the Student Union Great Hall. You must create an event on Creeksync for the tabling and the GA will make the necessary arrangements with the Union staff. Because these tables and space are limited, tables will be available to groups on a first come, first served basis.

FACILITIES MANAGEMENT SUPPLIES

If you need supplies such as tables, chairs, trash cans. etc., they must be requested on the event registration for on CU Involved. Once the request is received, the Office of Student Activities will submit a request for the supplies via SchoolDude to Facilities Management. Please provide a name and phone number for the org member in charge of the event for Facilities Management to contact for details. Facilities Management are limited in what they can provide, and if you request more than they have available, then supplies may have to be contracted with an outside vendor at the cost of the requesting org.

IT SUPPLIES

If you need supplies such as speakers, microphone, A/V support, etc., they must be requested on the event registration for on CU Involved. Once the request is received, the Office of Student Activities will submit a request for the supplies via IT Service Desk to IT. Please provide a name and phone number for the org member in charge of the event for IT to contact for details. IT are limited in what they can provide, and if you request more than they have available, then supplies may have to be contracted with an outside vendor at the cost of the requesting org.

FACILITY GUIDELINES

The following is a set of guidelines concerning the use of Campbell University spaces. Please note that your department or organization is responsible for following these guidelines. All institutional policies and facility guidelines must be followed. The Department of Student Activities reserves the right to deny a future reservation if guidelines are not followed. Any equipment that is damaged during the event must be replaced at the expense of the department or organization.

CLASSES AND OFFICES

All classes and offices that may be affected by the event must be contacted.

LIGHT AND SOUND INFORMATION

If your department or organization needs light, sound microphones, podiums, screens, or any additional equipment, it should be requested through the event form on CU Involved. The club must have the funds to pay for these expenses.

MAINTAINING THE FACILITY

Remove all trash into trashcans.

Put all the furniture back into place.

Clean all surfaces.

Remove all personal items brought into the facility.

All equipment must be cleaned and left as it was found.

Unless previous permission is given nothing may be removed from the facility.

FACILITIES MANAGEMENT SERVICES

If your department needs chairs, tables, risers, or anything removed from the facility contact the GA at: sagrad@campbell.edu they will submit the request via SchoolDude to Facilities Management.

PUBLIC SAFETY

Contact the GA at: sagrad@campbell.edu with any public safety information concerning the event that may have occurred during the event.

Campus Safety will unlock any necessary doors and turn on lights. If there is a public safety risk, the Office of Student Activities may cancel or postpone a club event without notice.

ALL INSTITUTIONAL POLICIES IN THE STUDENT HANDBOOK ARE AN IMPLICIT PART OF THIS AGREEMENT. FAILURE TO COMPLY WILL RESULT IN A LOSS OF PRIVILEGES.