The
DUKE
FIELD GUIDE to
STUDENT ORGANIZATIONS
2017- 2018 EDITION
QUICK REFERENCE

Starting A Student Org

BEGIN HERE IF YOU ARE INTERESTED IN STARTING A NEW STUDENT ORGANIZATION.

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Policies

AN INTRODUCTION TO THE MOST COMMON STUDENT ORGANIZATION POLICIES.

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Dear Duke Student Leaders,

UCAE Student Involvement would like to welcome you to the 2017-2018 academic year. Your involvement in student organizations plays a positive role in your college experience and in the greater Duke community. We are here to help you and your organizations maximize your potential by building character, engaging in collaboration, and promoting campus, local, and global citizenship. The 2017-2018 Student Organization Handbook provides the foundation to collaborate and work toward these goals together. It will provide your organization with the tools and resources to navigate your way through the fast-paced and ever-changing nature of Duke University.

STOP AND REFLECT:
• WHAT IS YOUR REASON FOR STARTING A NEW ORGANIZATION OR LEADING AN ORGANIZATION?
• WHAT NEED WILL YOUR ORGANIZATION FILL ON CAMPUS?
• HOW CAN YOU IMPLEMENT THE INTERESTS PROJECTED IN YOUR GROUP INTO OTHER AREAS OF YOUR LIFE?
• HOW CAN YOU INSPIRE OTHERS TO SHARE OWNERSHIP IN YOUR VISION?

University Center Activities and Events
UCAE strives to offer the Duke community and external customers help with event planning and campus programming needs. Our team provides a unique array of services available to Duke community members and campus visitors.

The UCAE Administrative Suite - Bryan Center 036

Monday-Friday from 9:00am - 5:00pm with the exception of university holidays and closings.

Phone: (919) 684-4741 Fax: (919) 660-1719

FB: University Center Activities & Events (UCAE) at Duke
IG: DukeUCAE
TW: @DukeUCAE
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STARTING A NEW STUDENT ORGANIZATION

LOOKING TO START A NEW GROUP AT DUKE?

Visit the DSG website for more information on how to start a new group
dukestudentgovernment.org/new-groups
There are many benefits to being a recognized student organization on campus.

Tangible benefits include:
- Space reservations on campus
- On-campus financial accounts
- Ability to apply for funding
- Legitimacy on campus
- Access to all services provided by UCAE
- Use of Duke name and trademarks

Intangible benefits include:
- Meet and interact with people with the same interests
- Learn from organizations with different missions through collaboration
- Promote campus-wide and global citizenship by taking part in something bigger than yourself
- Understand yourself by reflecting on your leadership style and role within an organization
1. **FORMULATE A CLEAR UNIQUE PURPOSE FOR YOUR GROUP**

   Check online at dukegroups.com to make sure a similar group does not already exist.

2. **DECIDE IF YOU WISH TO BECOME RECOGNIZED OR CHARTERED**

   Neither status is better than the other; they simply provide for different needs. Recognized groups are more common.

   **Recognized:** Most groups apply for this status. With it, you will have access to the programming fund, but not the annual budget. You may be selective in membership and charge dues if you wish.

   **Chartered:** This status has access to the annual budget and the programming fund. The annual budget funds capital expenditures, which are items that are kept by your group over time, as well as group-only events such as retreats or private conferences. Examples of capital expenditures include costumes and long-term supplies. You should ONLY apply to be chartered if you have an explicit need for capital expenditures.

3. **WRITE A CONSTITUTION**

   Your Constitution must have the following components:

   - Official group name
   - The group’s recognition source
   - The group’s mission or purpose statement
   - The group’s requirements for membership
   - The roles and responsibilities of group officers
   - The requirements for voting on group issues
   - The structure and timing for officer elections
   - The requirements for amending the Constitution
   - A list of amendment dates and other important certifications or milestones for the group
   - **DSG non-discrimination statement, found at:** law.duke.edu/career/nondiscrimination

PLEASE VISIT
DUKESTUDENTGOVERNMENT.ORG/NEW-GROUPS
FOR MORE INFORMATION
MEET WITH LAUNCH

Visit dukelaunch.org to learn more and set up a meeting. You must be approved by Launch in order to apply to SOFC. You can meet with Launch at any time during the process if assistance is needed in earlier parts (e.g. drafting your constitution).

APPLY TO SOFC

Once all of the previous steps are finished, you are ready to apply to SOFC for status. Please visit the SOFC website at: dukestudentgovernment.org/new-groups for full details on how to apply. After you apply, you will be asked to come to one of SOFC’s Tuesday meetings for a brief presentation.

STUDENT ORGANIZATION FINANCE COMMITTEE

The SOFC is a committee of up to 17 undergraduate students elected by the Duke Student Government Senate to allocate the student fund to recognized and chartered student groups.

The main duties of the SOFC are:

• Oversee the Programming Fund, which is open to all recognized and chartered groups
• Run the Annual Budget Process, through which money is allocated to chartered groups for the upcoming year
• Review and recommend emerging student groups for recognized and chartered status

Full information and resources for existing groups and students wishing to start new groups can be found online at: dukestudentgovernment.org/new-groups
TO STAY COMPLIANT WITH UNIVERSITY POLICIES, THE PRESIDENT AND TREASURER OF EACH STUDENT ORGANIZATION MUST COMPLETE THE STUDENT ORGANIZATION TRAINING EACH ACADEMIC YEAR.

FOR MORE INFORMATION ABOUT STUDENT ORG TRAINING, VISIT:

STUDENTAFFAIRS.DUKE.EDU/UCAE/STUDENT-INVOLVEMENT/STUDENT-ORGANIZATION-SUPPORT/STUDENT-ORGANIZATION-TRAINING-AND-REGISTRATION

DUKEGROUPS

DukeGroups allows organizations to:

• Register events
• Store important documents (Constitutions, rosters, minutes, etc.)
• Advertise events (both public and private)
• Manage and contact membership and group Listservs
• Register for Student Activities Fairs, training sessions, and other UCAE-sponsored opportunities
• Manage service hours
• Run elections
• Make payment requests

DukeGroups allows students to:

• Match with organizations using the Interest Matcher feature
• Find information about any recognized student organization
• Create an Involvement Record
• Manage and track involvement
• RSVP to events
WANT TO CREATE A WEBSITE?

Maintaining an updated and accurate website is a great way to keep current and prospective members informed on your organization’s goals, purpose, and events. There are two options for starting your organization’s website:

**Office of Information Technology**
Visit sites.duke.edu and request a site. You will need to log in with your NetID. The site will walk you through the steps, including choosing your desired template.

- **Advantages**: IT-supported, little to no design work required, doesn’t cost your organization money
- **Disadvantages**: limited number of templates to choose from

**Office of Trademark Licensing**
- **trademarklicensing.duke.edu**
Contact the Office of Trademark Licensing at (919) 684-2065. They will assist you in purchasing hosting and a domain name. It will then be up to you to design your website.

- **Advantages**: More creative freedom
- **Disadvantages**: Requires knowledge of web design, requires more design work, and will incur costs to your organization
PROGRAM FUNDING

For more information please visit: dukestudentgovernment.org/programming

All recognized and chartered groups are eligible for the programming fund. This fund is allocated at SOFC’s weekly meetings throughout the entire school year. To be eligible to receive programming funds, your event must adhere to the following guidelines:

• Undergraduates must be the primary target for your event.
• The event must be open to all undergraduate students.
• Your event normally must be held on-campus. Exceptions are made when it is not possible to hold your event on campus.
• Events that promote a specific politician or political party are ineligible for funding.
• It must be possible for undergraduate students to enjoy your event for free. SOFC will only fund free components of your event.

SOFC will NOT fund the following items with the programming fund:

• Events that are not free for and open to all undergraduates
• Events that are off campus (unless there is strong evidence why the event cannot be on campus)
• Events that include a contract that has not been negotiated through the UCAE Business and Finance Office (or another University department)
• General body meetings
• T-Shirts
• Alcohol
• Decorations
• Giveaways (prizes, party favors, etc.)

Assuming your event meets the guidelines, visit the SOFC website at: dukestudentgovernment.org/programming and follow the instructions to fill out a programming application.
OTHER TYPES OF STUDENT ORGANIZATIONS

STOP AND REFLECT:
• What made you want to join your organization?
• How are you selecting membership? Are you engaging others that are different from you?

HOUSE COUNCILS
House Councils provide leadership opportunities for residents interested in improving the quality of life on campus in addition to planning programs that meet needs of their respective communities. There are four types of House Councils within Housing & Residence Life: Independent Houses, Greek, Selective Living Groups, and Administrative Houses.

GRADUATE AND PROFESSIONAL STUDENT COUNCIL
The Graduate and Professional Student Council of Duke University is the umbrella student government organization for Duke’s nine graduate and professional schools. Their purpose is to:
• Represent and advocate on behalf of graduate and professional students at Duke University
• Serve as a liaison among the student governments of the graduate and professional schools of the university
• Serve as a liaison between graduate and professional students and the University Administration
• Nominate graduate and professional student representatives to University committees
• Program events of interest to the graduate and professional student community and financially support the programming of graduate and professional student groups

DEPARTMENTAL
Departmental organizations, such as Launch, are not recognized by SOFC, the Office of Fraternity and Sorority Life, GPSC, or HRL. These organizations are housed within a specific department at Duke. Departmental organizations have the same benefits as all other recognized organizations except for the ability to apply for funding. Funding and accounts must be housed in the sponsoring department. The sponsoring department is solely responsible for the student organization’s activity and presence on campus.

FRATERNITIES AND SORORITIES
The Duke Greek community offers undergraduates a fraternal experience that complements the mission of the University. In partnership with faculty, staff, alumni, families, and (inter)national organizations, Fraternity and Sorority Life challenges and educates students in the areas of leadership, cultural awareness, personal and group development, scholarship, and civic responsibility. Fraternities and sororities at Duke are comprised of groups of individuals with various interests. They are bonded together by common goals and aspirations. These bonds are strengthened by honor, friendship, truth, knowledge, and character. Greek membership carries with it many benefits including leadership opportunities, academic support, emphasis on service, and a bond of brotherhood or sisterhood.
STUDENT ORGANIZATION POLICIES

STUDENT ORGANIZATION POLICIES ARE SUBJECT TO CHANGE AND MAY BE UPDATED AT ANY TIME
**COMMON POLICIES**

- **Approved Caterers**
  The Approved Caterers list can be found online at: studentaffairs.duke.edu/ucae

- **Chalking**
  Chalking is prohibited on any surface, including, but not limited to, sidewalks, archways, and benches.

- **Contracts**
  Students can never sign contracts on behalf of their student organizations. All student event contracts should be submitted to UCAE Front Desk staff for review and signature.

- **Event Registration**
  If you have an event taking place that meets any of the following criteria, your event must be registered at least 4 weeks prior to the event date:
  - Estimated attendance of 100+
  - Alcohol present
  - Outdoor amplified sound
  - Guest Speaker
  - Political campaign events featuring political candidate for office and/or voter registration drives
  - Contracts involved and/or paid performer
  - Off-campus attendees and participants (includes minors)
  - Charging admission
  - Outdoor recreation events (5Ks, races, field days, etc.)

- **Event Security**
  The Duke University Police Department provides police and security services for special events, for more information please visit: police.duke.edu/services/events/index.php

- **Events with Alcohol**
  For ALL events involving alcohol, there must be one Party Monitor for every 25 expected attendees. Party Monitors must have completed one training each academic year. When planning an event, names of Party Monitors must be submitted with the Space Request, Program Notification Form, and through Dukegroups.com.

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**MORE POLICIES AVAILABLE ONLINE**

Detailed descriptions and additional policies are available on the UCAE website at: studentaffairs.duke.edu/ucae

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**FREQUENTLY ASKED ABOUT**

This is a list of the most frequently asked about student organization policies. Detailed descriptions of each policy are available on the UCAE website. This list is also not comprehensive and policies can change throughout the year as student organization needs change. Student organizations are expected to follow all University, UCAE, and DCS policies and should regularly check the student organization policy section of the UCAE website for updates.

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**THE DUKE COMMUNITY STANDARD**

studentaffairs.duke.edu/conduct/about-us/duke-community-standard
First Week of Classes and Student Events
During the fall semester first week of classes, student organizations are not allowed to host events with alcohol. Section parties are also not permitted. Duke University is committed to providing a fun and alcohol free welcome week to all first year and returning students. To this end, students and organizations are encouraged to participate in First Big Week programming.

Gambling & Raffles
According to the current Duke University Information and Regulations Bulletin, it is against North Carolina state law and Duke University policy to gamble. A person/organization is guilty of gambling if he/she/it operates, plays, or bets at any game of chance at which any money, property, or other thing of value is bet. The current version of the NC state law can be found in Section 3.(e) of the North Carolina State Lottery Act.

Gifts, Prizes, and Awards
Approval must be obtained from UCAE prior to the purchase of:
• Any gift, prize, or award for a Duke University employee, student, or friend including monetary awards and non-monetary items;
• Donations to not-for-profit organizations from events sponsored by student organizations.
It is strongly suggested that the value of any gift, prize, or award be kept under $100 due to tax purposes. The recipient of the gift, prize, or award must complete the prize winner form, which must then be signed by a UCAE member.

International Travel
Whether part of a class or an organized student group activity, if travel abroad 1) uses University funds; 2) is sponsored by a University group and/or 3) is to earn credit for a Duke degree, then the trip is governed by the Duke University International Travel Policy [hyperlink to: http://global.duke.edu/admin/travelpolicy/index.php]. Duke maintains its own Restricted Regions List which reflect areas of the world that are restricted by the University whether due to safety concerns or Federal Sanctions. Students wishing to travel to an area on this list must first petition for a waiver of the University’s restriction. All undergraduates traveling abroad must register their travel plans in the Duke Registry. Student travelers should also print/carry the Duke-ISOS membership card found at global.duke.edu/admin/ISOS_Card.pdf

Off-Campus Bank Accounts
Departments, student groups and organizations, or individual employees or faculty may not establish bank accounts using either the name or tax identification number of Duke University or the Duke University Health System. Individuals with knowledge of, or reason to believe, that an unrecorded bank account has been established with the name or tax identification number of either entity should immediately report this information to Resource Administration or Treasury and Cash Management.

Off-Campus Events
All student organizations coordinating or participating in field trips or sponsoring an off-campus event must have participants complete the Duke University Participation Agreement.

Organization Status Renewal
Student Organizations must renew their status annually. For more information please visit: studentaffairs.duke.edu/ucae/student-involvement/student-organization-support/student-organization-training-and-registration

Outdoor Amplified Sound
Duke University restricts the times when outdoor amplified sound is permitted. Times vary depending on event location and day of the week. Events may not have amplified sound during restricted hours.

Pickets, Protests, & Demonstrations
Duke University respects the right of all members of the academic community to explore and to discuss questions which interest them, to express opinions publicly and privately, and to join together to demonstrate their concern by orderly means. For a full description of this policy, please visit: studentaffairs.duke.edu/conduct/z-policies/pickets-protests-and-demonstrations

Plaza Use
The Plaza is a student-centric space on west campus. If you would like to use the Plaza please review the Plaza Use Policy found at: studentaffairs.duke.edu/ucae/student-organizations/resources/policies-student-organizations/plaza-use-policy

THE DUKE COMMUNITY STANDARD
studentaffairs.duke.edu/conduct/about-us/duke-community-standard
HAZING

Hazing is a serious infraction of university regulations. The potential for hazing typically arises as part of a student’s introduction to or initiation in an organization (fraternity, sorority, athletic team, or other group) in which there is often a perceived or real power differential between members of the organization and new members.

Hazing defined. Hazing is defined as any action taken or situation created, whether on or off university premises, that is harmful or potentially harmful to an individual’s physical, emotional, or psychological well-being, regardless of an individual’s willingness to participate or its bearing on his/her membership status. Such activities and situations include, but are not limited to:

Level I Violations
- marching in line
- road trips
- wearing apparel which is conspicuous and not normally in good taste, and/or inappropriate for the time of year
- calisthenics
- line-ups
- pledge/signature books
- periods of silence
- standing for a length of time
- personal servitude
- activities that would not normally construe hazing but because of time, place, or manner make them inappropriate

Level II Violations
- sleep deprivation or interruption of consecutive sleep hours
- expected or forced consumption of food, drink (including alcohol), or other substance
- acts of humiliation or degradation (including streaking or wearing degrading or humiliating apparel)
- restrictions on eating or bathing
- acts that disrupt academic instruction or learning of others
- interruption or interference of academic commitments

Level III Violations
- branding
- paddling in any form
- compromising (sexual) situations

Both individuals and groups may be held accountable under this policy. The action of even one member of a group may result in both individual and group responsibility.

The following questions can help individuals/groups assess the appropriateness of an activity:

- Does the activity promote and conform to the ideals, values, and mission of both the university and organization?
- Is it an activity that all members (current and initiates) engage in together?
- Would the group’s advisor, the national headquarters of a fraternity/sorority, and/or other university officials approve of the activity?
- Will this activity increase new members’ respect for the group and all members of the group?
- Is the activity free of mental anguish or physical discomfort?
- Does the activity have inherent value in and of itself?
- [Adapted from the Fraternity Executive Association, the North American Interfraternity Conference, Inc., and Washington University.]

Any individual or group found responsible for hazing will be subject to sanctions outlined in the disciplinary process, including, but not limited to: disciplinary probation, social suspension, suspension of charter, restrictions on member recruitment and/or group activity, removal of the individual from the group, loss of housing privileges, suspension, and/or expulsion. Sanctioning will increase with the level of violation and any previous hazing violations. (Levels of violation listed above are guidelines only and may change given particular circumstances of a violation.) Students should also be aware that hazing is a misdemeanor under North Carolina state law.

Acts or potential acts of hazing may be reported to the Office of Student Conduct (919-684-6938) or Duke Police (911 or 919-684-2444). In addition, concerns may be reported confidentially via voicemail to the university’s Hazing Hotline at 919-684-5766. Maintaining the confidentiality of the source is possible, but may limit the extent of action that can be taken.

North Carolina state law on hazing (N.C.G.S.§ 14-35):
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.
Sponsored Corporate Solicitation
Solicitation is defined by the act of interceding into a Duke community member’s space in order to request information or communicate information about products, services, or events that are not related to Duke University or its educational mission.

Recognized student organizations may bring off-campus entities to campus to their student organization events. The following conditions apply:

- The off-campus entity’s purpose must align directly with the listed mission of the recognized student organization.
- The solicitation activity must be noted during the Event Registration process prior to engaging Duke community members.
- A member of the recognized student organization must remain with the off-campus entity’s representatives for the duration of their time on university property.
- Representatives from the off-campus entity must abide by all local, state, and federal laws as well as university policies, including the Duke University Land Use Policy.
- The sponsoring student organization will be held responsible and accountable for off-campus representatives’ behavior and actions while on university property.

View more information at studentaffairs.duke.edu/ucae

Student Organizations External Fundraising
Approved, registered student groups may, at times, engage in various forms of off-campus fundraising. Off-campus fundraising will require prior approval from the University Center Activities and Events (UCAE). Each potential funding source (or targeted donor) must be approved by UCAE in conjunction with University Development.

Read the full policy at https://studentaffairs.duke.edu/ucae/student-organizations/resources/policies/student-organizations/student-organization-external

Student Organization Mail
UCAE allows student organizations to receive mail as long as the responsible party follows the proper guidelines.

Review all guidelines at https://studentaffairs.duke.edu/ucae/student-organizations/resources/policies/student-organizations/student-organization-mail-policy

Student Use of Personal Vehicles
If you drive your own car on organizational business, your own insurance policy (or parent’s, depending on who owns/insures the vehicle) serves as the coverage for third party liability and physical damage to your vehicle. The University’s insurance policies do not extend to provide protection. This is a potentially large responsibility; if you are not comfortable with it, consider making other transportation arrangements.

Please see the section on transportation for suggestions on rental car companies and car services at https://studentaffairs.duke.edu/ucae/finance/forms#transportation

Study Break and Events During Exams
Student groups are not allowed to host events after the last day of classes each semester. This ensures a commitment to our academic partners as we support a quiet and studious environment during exams. However groups may host a Study Break. Study Breaks are intended to provide an alternative to events, but not pose a significant distraction to campus.

A study break will comply with all of the following:

- The activity must be open only to group members
- The activity must last no longer than 2 hours
- The activity must not include any criteria that would trigger event registration
- The activity cannot be ticketed

Ticket Sales Tax
North Carolina sales tax of 7.5% will be charged on admission to entertainment activities in Durham County (effective rate is 6.75% in Carteret County). Entertainment activities are defined as any: live performance or event, motion picture or film, sporting event, museum, cultural site, garden, exhibit, show, guided tour, or any admission expense to view or watch an event for entertainment purposes. Amenities, such as parking, access to services, or food, when included in the cost of a ticket are not taxable. A Duke event may be exempt from sales tax when attendance is limited to a closed group and education is the primary purpose of the event.
Trademark & Licensing
The Office of Trademark Licensing provides information, guidelines, and procedures related to the use of Duke’s trademarks, in a manner that protects the integrity of the institution’s trademarks and ensures such trademarks are used in an appropriate manner. All purchases from outside vendors must be done so with approved Duke University vendors, this includes any promotional item that is paid for with any Duke funds.

View more information at trademarklicensing.duke.edu/
TrademarkLicensingPolicySO.html

Voter Registration
Duke University understands the importance of voter registration, and will allow affiliated student organizations to table and encourage Duke community members to register. In order for the campus community to maintain its safety and educational procedures, the following rules must be followed:

1. All student organizations wanting to table for voter registration must submit an application through DukeGroups.com. Link to application can be found at the bottom of the page.

2. Student Organization members tabling must stay within 5 feet of their assigned space, and must not walk up to Duke Community members, but encourage individuals to come to them.

3. Student Organizations must abide by all local, state, and federal laws as well as university policies.

4. Student Organizations are allowed to invite Third Party organizations (i.e. Vote for America, America Votes, Project Vote) to aid them in the registration of Duke Community Members, however:
   a. The sponsoring student organization will be held responsible and accountable for off-campus representatives’ behavior and actions while on University property.
   b. Representatives from the off-campus entity must abide by all local, State, and federal laws as well as University policies, including those stated in the Duke Sponsored Corporate Solicitation Form.

5. Students must abide by the Duke Government Relations Campus Political Activity and Engagement with Federal Officials Policy that can be found at https://federalrelations.duke.edu/policies/campus-political-activity-and-engagement-with-federal-officials/

For more information about Voter Registration please visit the North Carolina State Board of Elections Website at www.ncsbe.gov/ncsbe/registering-to-vote

Policies are subject to change and may be updated. If you have specific questions that are not covered in this guide please contact a member of the UCAE: Student Involvement Team
STUDENT ORGANIZATION ACCOUNTABILITY

STUDENT GROUPS ADD SIGNIFICANT VALUE TO THE UNIVERSITY COMMUNITY AND THE OVERALL DUKE STUDENT EXPERIENCE. AS PRODUCTIVE COMMUNITY MEMBERS, STUDENT GROUP MEMBERS ARE REQUIRED TO ABIDE BY ALL APPROPRIATE POLICIES AND PROCEDURES. THIS OUTLINE IS PROVIDED TO CREATE A TRANSPARENT, COMMON FOUNDATION AND CONSISTENT ACCOUNTABILITY PROCESS. THERE ARE THREE LEVELS OF STUDENT GROUP ACCOUNTABILITY, EACH WITH CORRESPONDING MINIMUM ACTION. EACH LEVEL PROVIDES THE ABILITY TO CONNECT WITH UCAE STUDENT INVOLVEMENT TO PROACTIVELY SUPPORT THE GROUP AND LIMIT FURTHER INAPPROPRIATE ACTIONS.

STOP AND REFLECT

How has your group’s policy infraction affected others, including general body members and the larger university community?
How do your actions reflect on yourself as an individual, in addition to your organization?
How does your group hold individual members accountable?
What long-lasting impact will your student organization have on the Duke Community?
LEVEL 1

WARNING
First and/or Minor Infraction
Formal e-mail to group president, treasurer, and advisor which will include:
• An overview of the infraction and restatement of expectations
• A list of appropriate support services, programs, and resources

Notification of warning may be shared with appropriate Duke staff as necessary.

Further violations may result in an escalation to a higher level.

LEVEL 2

AT RISK
Continued and/or Moderate Infraction
Formal e-mail to group president, treasurer, and advisor which will include:
• An overview of the infraction and restatement of expectations
• A list of appropriate support services, programs, and resources

The group will be added to the At Risk Organizations List, which is shared with the Division of Student Affairs staff and campus partners.

Organizations are removed from the At Risk List after new presidents and treasurers are appointed/elected, and incoming leadership and advisor have completed an action plan.

Meeting with UCAE Student Involvement Team, Advisor, President, and Treasurer to discuss an action plan for preventing future issues as necessary.

All organization members required to completed online training.

Further violations may result in an escalation to a higher level.

LEVEL 3

FROZEN
Flagrant and/or continued failure to adhere to policy/procedure that results in an increased risk for students, organization, and university
Continued and/or Severe Infraction
Actions from previous levels, plus:

The group will be added to the Frozen Organizations List, which is shared with the Division of Student Affairs staff and campus partners.

Organizations are removed from the Frozen Organizations List and placed on the At-Risk Organizations List after a minimum of one month and compliance with all expectations discussed at the required meeting with UCAE Student Involvement.

Loss of privileges including:
• Fund code frozen resulting in an inability to access funds
• Inability to reserve event spaces
• Inability to host events
• Organization hidden from directory search in DukeGroups
STOP AND REFLECT

Are you maximizing your relationship with your advisor as a resource?
How have you expressed the expectations that you have of your advisor?
What role does your advisor serve in your organization?
Duke University requires that all recognized student organizations have an advisor. An advisor must be a full-time employee of Duke University (with the exception of groups managed by the Office of Fraternity & Sorority Life who are able to have advisors external to the University). Student organizations are run and managed by the students themselves, but advisors play a key role in offering guidance and advice.

Role of the Advisor

• Consistently serve as a mentor to organization officers
• Assist in the University policy interpretation for the group
• Mediate internal conflict
• Provide expertise in a specific area of study
• Assist in connecting your group with campus resources
• Advocate for the group within the University, department, and community
• Act as the primary contact for University administration in times of crisis, discipline, or disorganization

Tips

Meet regularly (weekly, biweekly, monthly) to update each other on the progress and status of the organization.
Utilize UCAE for their support and resources.

Selecting an Advisor

Organizations may seek new advisors on a case-by-case basis. If the student organization is looking to find a staff or faculty member with similar interests to the organization, the corresponding department or functional area is a natural place to start. For assistance in this process please contact a member of the UCAE Student Involvement Team.

Liability

Advisors do have potential liability exposure, and should understand their obligations to actively and effectively provide advice and “legal duty of care” to the organization. To the extent advisors become the subject of claims or other liabilities as a result of their role, they are covered by the University’s liability insurance programs so long as the alleged acts giving rise to the claims/liabilities fall within the scope of their official duties.

STOP AND REFLECT

What factors should you consider in choosing an advisor?

What relationships can your advisor foster on campus to help your organization?

For more information please visit studentaffairs.duke.edu/ucae/student-organizations/student-organization-advisors
Funding Sources

There are many student organization funding sources at Duke. The two most commonly used are SOFC
dukestudentgovernment.org/sofc

and the

Cultural Engagement Fund
The Center for Multicultural Affairs administers the Cultural Engagement Fund each year. There are two opportunities for funding proposals; one in fall and one in spring.

Purpose
The Cultural Engagement Fund provides student organizations with financial resources to develop programs that promote any of the following: arts, co-curricular education, health and safety, multiculturalism and diversity, university/community service, and/or cross-cultural collaboration.

For more information regarding guidelines, application questions, reminders, etc, please visit studentaffairs.duke.edu/cma/cultural-engagement-fund

NEED FUNDING FOR YOUR GROUP?
Visit the SOFC website for more information on funding sources at Duke
dukestudentgovernment.org/sofc
The UCAE Business & Finance Office supports undergraduate student organizations (including Greek organizations), graduate student organizations, and house/selective living accounts. All financial transactions for each organization/account must be initiated through the UCAE Business & Finance Office. This office is available to answer financial questions and assist students in completing financial transactions.

Types of services provided:
- Assist in making payments via P-Card (credit card), Reimbursement Cash Advance, and Check
- Provide Fund Code balance and list of transactions
- Transfer funds between organizations or accounts
- Deposit cash and/or checks into Fund Code
- Many, many more!

Additional information, along with step-by-step instructions, can be found at studentaffairs.duke.edu/ucae/forms and studentaffairs.duke.edu/ucae/finance/student-organization-finance

Office Hours: Monday-Friday 9am-4:30pm
EVENT REGISTRATION

If your event meets any of the following criteria, the event must be registered in Duke Groups at least 4 weeks prior to the event date.

- Estimated attendance of 100+
- Alcohol present
- Outdoor amplified sound
- Political campaign event (featuring political candidate for office and/or voter registration drives)
- Contracts involved and/or paid performer or speaker
- Off campus attendees and participants (including minors)
- Charging admission
- Outdoor recreation events (5Ks, races, field days, etc.)

We encourage you to register your event as soon as you have an idea and have submitted a space request. This will give you access to the DukeGroups event planning tool, which is full of resources and suggestions to aid in the success of your event!

To register an event:
1. Log on to dukegroups.com
2. Click on the organization
3. Click “Manage Organization”
4. Click the menu icon (3 small bars) in the top left next to the Organization name
5. Click “Events” in the menu
6. Click “Create Event”
7. Follow the steps as it walks you through the form.

In order to see the “Create event” button, you need to be designated as an Event Planner on the roster. The president or treasurer can do this by going to Roster, then manage Roster, and clicking “Edit positions” next to your name.

WHY PLAN EVENTS?

Events are a great way to showcase student organizations. Consider the following questions when planning your event:

- Who is the target audience?
- When is the most appropriate time to hold this event?
- Where is the most appropriate venue to have this event?
- What are the major expenses? What are the minor expenses?
- What is our funding source?
- Who is helping plan the event? (securing the funds, advertising, content, etc.)
- What is the timeline from inception to execution? Be sure to include checkpoints!
- Does this event need to be registered in DukeGroups?
INFORMATION ABOUT VENUES ON CAMPUS CAN BE FOUND ON THE UCAE WEBSITE
STUDENTAFFAIRS.DUKE.EDU/UCAE/SPACE-RESERVATIONS

UCAE CONFERENCE AND EVENT SERVICES MANAGES VARIOUS UCAE FACILITIES
INCLUDING BUT NOT LIMITED TO THE BRODHEAD CENTER, BRYAN CENTER PLAZA, ABELE
QUAD, AND STUDENT LIFE CONFERENCE ROOM.

EVENT PLANNING

Tabling
For more information on tabling please visit:
studentaffairs.duke.edu/ucae/student-organizations/
resources/policies-student-organizations/student-organization-tabling

Conference & Event Services
CES reserves facilities in the University Center spaces
including the Bryan Center, Brodhead Center, Flowers
Building, and rooms in the East Union, McClendon Tower,
and Keohane Atrium. We also offer event planners’ support
to assure the successful completion of your meeting or event.
You may view space availability and make requests online
at studentaffairs.duke.edu/ucae/space-reservations. Please
note that spaces should be reserved at least two weeks in
advance. Feel free to call (919)-660-1760 during normal
business hours (8:30am-4:30pm).
For more information please visit:
studentaffairs.duke.edu/ucae/space-reservations

Duke Facilities Management
fmd.duke.edu
Facilities Management provides support services for events
including set up of trash cans and recycling bins and post-
event cleanup. For more information, visit fmd.duke.edu or
contact David Bryant at david.bryant@duke.edu. Be sure
to thank them for their hard work in making your event a
success!

The Duke Innovative Design Agency (DIDA)
studentaffairs.duke.edu/ucae/programs/dida
The Duke Innovating Design Agency is a student-staffed
creative agency available to all officially recognized student
groups. DIDA offers a wide range of creative services with
a primary focus on graphic design. If you would like to work
with DIDA please visit their website to begin the project.
request process.

STUDENT GROUPS
WEekly NEWSLETTER

This newsletter is emailed
every Thursday to all student
organization leaders and
advisors. It contains information
about policy, events, training
opportunities, reminders, and
announcements. The newsletter
is a great way for your
organization to promote itself
to others, and for you to learn
about what other groups are
doing! To receive the newsletter,
make sure your roster is up to
date in Duke Groups.
To submit a blurb, visit:
bit.ly/117QRJb
LAUNCH

dukelaunch.org

The mission of LAUNCH, a student-led program supported by UCAE Student Life, is to enhance student involvement and leadership development at Duke University. The LAUNCH team provides web-based resources, individual and executive board appointments, new group planning, retreat planning assistance, and workshops to facilitate peer-to-peer development for the purpose of enhancing individuals and groups in the Duke community.

Services Provided by LAUNCH:
- Individual appointments: Assist students with finding involvement opportunities on campus.
- Executive board appointments: Assist student organization executive boards with identifying areas for improvement and developing/implementing solutions.
- New group appointments: Meet with individuals at any point in their new group creation timeline prior to their SOFC hearing.
- Workshops: Provide advanced education and training on specific topics relevant to students and organizations.
- Retreats: Help student organizations effectively plan retreats to maximize benefit for individuals attending and the organization as a whole.
- Online resources: Provide increased resources and make information available to students 24/7 via the LAUNCH website.

Topic Areas LAUNCH Specializes In:
- Budgeting/Finance: How to create and manage a budget, fundraising tips, maximizing your organization’s money.
- Transitioning: How to retain valuable information about an organization effectively pass along that information to new leaders and train and develop future leaders.
- Public Relations: How to craft an image for your organization, repair a damaged image, and recruit new members.
- Team Building/retention: How to keep members engaged, build group cohesion, and facilitate team building activities.
- Involvement: How to match interests with involvement opportunities and apply co-curricular involvement to post graduation goals.
THE SOURCE

The Source is the resource hub for student organizations within the UCAE office (036) in the Bryan Center, where you’ll find advertising materials, mailboxes, and meeting space. The UCAE Front Desk student staff, available 10am to 5pm Monday through Friday, can direct you to those resources, help you secure chairs & tables for tabling on campus, and answer questions about day-to-day processes and paperwork.

You can find these resources at The Source:
• Poster board
• Glue
• Tape
• Markers
• Cricuit
• Button maker
• Computer access
• Faxing
• Work or study areas
• Large tables for easy collaboration
• Conference room with A/V capabilities (ask the UCAE Front Desk student workers for reservation)

CORPORATE RISK MANAGEMENT
FINANCE.DUKE.EDU/INSURANCE/DEPTS/INDEX.PHP

CORPORATE RISK MANAGEMENT WORKS TO ENSURE THE SAFETY OF THE PEOPLE AND ASSETS OF DUKE UNIVERSITY, GUARDING THEM FROM RISK OF INJURY OR FINANCIAL LOSS. VISIT FINANCE.DUKE.EDU/INSURANCE/DEPTS/INDEX.PHP TO DOWNLOAD PARTICIPATION AGREEMENTS OR REQUEST A CERTIFICATE OF INSURANCE.
STUDENT ORGANIZATION LINE UP
Things You Can Do To Make The Line Up:
• Complete all mandatory requirements to be a registered student organization on time.
• Attend optional UCAE student organization trainings. (Examples: Retreat Workshop, New Group Workshop, Leadership Workshop, & Transitioning Workshop)
• Attend The Amazing Launch
• Set up an appointment with LAUNCH
• Have a table at the Activities Fair
• Register events on time in DukeGroups
• Submit contracts to UCAE on time
• Co-sponsor an event with another student organization or university department
• Have no disciplinary issues with SOFC, UCAE Business & Finance Office, Conference & Event Services, Student Conduct, etc.
• Maintain a positive account balance
• Advisor attendance at UCAE Student Life Programming initiatives
• Upload photo album from an event on DukeGroups
• Upload meeting minutes on DukeGroups

There are three categories of student group recognition:

Headliner
The category will recognize one outstanding student group on campus each month that has gone above and beyond the requirement of being a student group.

Up & Comers
This category will recognize several groups that have made an impact on campus.

Opening Acts
This category will recognize all the new student organizations that have been established in the current academic year.

The Student Organization Line Up is the recognition method used by UCAE Student Involvement to showcase student organizations at Duke.

For more information please visit studentaffairs.duke.edu/ucae/student-organizations/student-org-line
Duke University Commitment

provost.duke.edu/diversity-and-inclusion

“We live, learn, and work in a world that is increasingly diverse, and it’s our diversity that adds depth, richness, and excitement to the experience of being a part of the Duke community. As the demographic landscape continues to shift and expand on both a national and global level, so too will the opportunities to expand our individual and collective knowledge, understanding, and skills for working effectively with people who have different worldviews, perspectives, backgrounds, values, and experiences than our own. Creating a climate where everyone feels valued, respected, and included is more important than ever.”

- Office for Institutional Equity, Duke University

Non-discrimination and Harassment Policy

Duke University prohibits discrimination and harassment, and provides equal [membership] opportunity without regard to race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, sex, genetic information, or age.

STOP AND REFLECT:

• How are you making an effort to learn from those who are different from you?
• How are you making an effort to stand up for those who are marginalized?
• What is your personal commitment to diversity?
• Why is it important to collaborate with other groups?
Faculty and students benefit most by interacting creatively and productively with the widest range of individuals, ideas, and people. We seek to model and teach that the range of human differences in the classroom, in the hospital, and in our laboratories matters at Duke and in the world.”

- **Duke Pride Training**
  studentaffairs.duke.edu/csgd/training-resources/pridetraining or contact Angel Collie at angel.collie@duke.edu
- **Trans 101 Training**
  studentaffairs.duke.edu/csgd/training-resources/trans-101 or contact Angel Collie at angel.collie@duke.edu
- **Center For Sexual And Gender Diversity**
  studentaffairs.duke.edu/csgd
- **Center for Leadership Development and Social Action**
  studentaffairs.duke.edu/ucae/about-us/teams/leadership-development-and-social-action
- **Fraternity and Sorority Life**
  Visit studentaffairs.duke.edu/greek or email greek@duke.edu
- **CMA: Center for Multicultural Affairs**
  studentaffairs.duke.edu/cma
- **Mary Lou Williams Center for Black Culture**
  Visit studentaffairs.duke.edu/mlw or email mlw@studentaffairs.duke.edu for more information
- **Jewish Life at Duke**
  @JewishDukeU Email jewishlife@duke.edu or visit studentaffairs.duke.edu/jewishlife for more information
- **Muslim Life at Duke**
  Visit studentaffairs.duke.edu/muslimlife or DukeCML@duke.edu for more information
- **International House**
  Visit studentaffairs.duke.edu/ihouse or ihouse@duke.edu to learn more.
THANK YOU

WE WISH YOU A HAPPY AND SUCCESSFUL 2017-2018 ACADEMIC YEAR! AS ALWAYS, FEEL FREE TO CONTACT US IF YOU NEED ANYTHING!
Character
- How do you demonstrate acts of good leadership?
- Are you prepared to deal with the consequences when policies are broken?
- How do you make the “right” decision when it isn’t obvious?
- How are you being a good role model?
- What messages are your actions sending to new and prospective members of your group?
- How do your actions reflect on you as an individual, in addition to your organization?
- How does your group hold individual members accountable?
- How can you be an authentic leader?
- How are you making an effort to learn from those who are different from you?
- How are you making an effort to stand up for those who are marginalized?
- What is your personal commitment to diversity?

Collaboration
- How well does your student organization interact and collaborate with UCAE?
- How can you inspire others to share ownership in your vision?
- How are you selecting membership?
- Are you engaging others that are different from you?
- Are you maximizing your relationship with your advisor as a resource?
- How have you expressed expectations of your advisor?
- What role does your advisor serve in your organization?
- What factors should you consider in choosing an advisor?
- What relationships can your advisor foster on campus to help your organization?
- How do I communicate with those who do not share views similar to my own?
- What is the difference between working with others and working through others?
- Outside of annual retreats, what methods are utilized by your group to continually build your team throughout the year?
- How do your members know they’re making a difference?
- How do your members know they’re making a difference on campus?
- How will the division of tasks be determined?
- Why is recognition important for your organization?
- Have you said “thank you” to your team lately?
- Why is it important to collaborate with other groups?

Citizenship
- How do you advocate for yourself and your organization with civility?
- How does your student organization enrich student life on campus?
- What is your reason for starting a new organization?
- What need will your organization fill on campus?
- How has your group’s policy infraction affected others, including general body members and the larger university community?
- What long-lasting impact will your student organization have on the Duke community?
- Is the group’s funding being used for the good of the group and its purpose, or to serve individual wants?
- How does your event fulfill your organization’s mission?