

## Requirements of Registration

# What is required of my organization during the registration process?

Each year in order to remain a registered organization with the university the organization needs to complete three steps in the process before the assigned registration period deadline. It is good practice to keep in mind the annual registration date to alleviate any issues.

## There are three steps in the re-registration process:

### Step 1) Complete and submit the online Registration Form and complete any necessary edits by communicated deadline

- The assigned Heel Life Coordinator for the organization will review and communicate any necessary edits. Once the steps are completed, the form will be approved.

### Step 2) Officer Orientation Sessions

- Both the president and the treasurer must attend (one person can receive credit for multiple organizations)

### Step 3) Student Organization Advisor must complete the online Advisor Agreement Form by registration deadline

- The advisor form can be found on the Office of Student Life and Leadership Heel Life page. The form must be submitted using the advisor's personal ONYEN and password.

Questions or are you unsure if this applies to your org? Contact: [studentlife@unc.edu](mailto:studentlife@unc.edu).

## How to access the online registration form:

### The student who is the primary contact of the organization should complete the registration form by navigating to Heel Life.

- Select the "Log In" icon at the top right corner of the page.
- Use your ONYEN and ONYEN password to log in.
- Select the "Organizations" link along the top toolbar.
- Click the 'Registration' button on the left side of the page.
- Type the name of the organization in the top search bar to find the organization.
- Click on your organization's name to begin the re-registration form.
- Complete the form and click submit.

## What information will I need to provide on this form?

## 1. Requirements of Registration

- This will include stipulations of your group composition, adherence to university, state & federal policies, and advisor prerequisites.
  - Find the requirements of a student organization advisor [here](#).

## 2. Affiliations

- Any association with campus offices, departments, national, or international organizations.

## 3. Contact and Organizational Information

- Primary Contact: PID Number, Phone Number, Mailing Address (or student organization mailing address)
- Treasurer: Name, Email, Phone Number
- Advisor: Name, Email, ?PID Number
- Organization: Composition (undergraduate, graduate, both), Election Date, Membership Count

## 4. Organization Constitution and Bylaws

- As an organization that has previously been registered by the University, you should already have a constitution and bylaws. Please make sure that you upload the most current version of your constitution and bylaws during the annual registration process. If you have questions about the format, a sample outline and info on how to get more help may be downloaded the bottom of this page.

## 5. General Information

- Official Name
- Acronym / Nickname
- Organization Description Summary
- External Organization Links
- Contact Information & Address

## 6. Organization Logo / Picture

- If you would like to have a logo designed for your organization, contact Carolina Union [Communications & Creative Services](#).

## Registration Term Agreements

**On the registration form the organization must agree to the terms detailed below in order to remain registered with the university:**

1. The majority of your organization's membership must be currently registered students of The University of North Carolina at Chapel Hill.
2. New registered student organizations are required to have a minimum of ten (10) members who are currently registered students of The University of North Carolina at Chapel Hill. These members must be listed as part of the organization roster step found in the registration application.
3. All major officers, including the primary contact of your organization, must be full-time, registered students of The University of North Carolina at Chapel Hill.
4. One major officer of the organization must agree to serve as the primary contact of the organization. This individual completes the registration of the organization (found at [heellife.unc.edu](http://heellife.unc.edu)), after which this individual will be responsible for making sure the organization is in compliance with University policies.

5. The organization will comply with University policies, including University policies on non-discrimination. The University does not discriminate in offering access to its educational programs and activities on the basis of age, color, creed, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status. To be eligible for registration with the University -- and the privileges that accompany registration -- a student co-curricular organization must abide by the following: Membership and participation in the organization must be open to all students without regard to age, color, creed, disability, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX. Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her age, color, creed, disability, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status, or, unless exempt under Title IX, gender. See <http://policies.unc.edu/policies/student-org-dondiscrim/>.
6. The organization must comply with applicable federal, state, and local laws and with University policies, including but not limited to laws and policies related to hazing and alcoholic beverages.
7. In support of the University's policies on non-discrimination and commitment to equal opportunity, the organization must ensure that meetings and activities are conducted in physically accessible locations, all printed materials are in an accessible format including the organization's website, and that other forms of communications (e.g., sign language interpreters) are provided. Contact Accessibility Resources & Service for assistance in planning: Suite 2126 SASB North, 962-8300, [accessibility@unc.edu](mailto:accessibility@unc.edu).
8. Your organization must have an advisor who is a full-time faculty member or staff member of UNC-Chapel Hill, UNC Hospitals, or an affiliated department; an emeritus UNC-Chapel Hill faculty or staff member; retiree with affiliate status; or a campus minister.
9. Your organization may be required to affiliate with certain external organizations or University offices or departments such as a professional school or an academic department, Campus Recreation, or the Office of Fraternity and Sorority Life and Community Involvement. Contact those offices for further information prior to submitting an application.
10. While the organization is not required to be organized or registered as a non-profit entity with either the state or federal government, its committees or subgroups, officers, and members, shall adhere to the governing principals for non-profit, tax-exempt organizations, and shall only conduct activities that support the organization itself, The University of North Carolina at Chapel Hill, or other entities that are exempt from federal and state income tax. The organization may not conduct activities that support individual or commercial gain.
11. Registration may be withdrawn or denied should it be determined that any of the information submitted on the application is false; the majority of the organization's members are not registered UNC-Chapel Hill students; all major officers of the organization are not full-time, registered UNC-Chapel Hill students; the organization has no advisor; the organization fails to remain in good financial standing with the University; the organization fails to maintain minimum standards of conduct as set forth by the

Office of Student Life & Leadership; the organization fails to comply with University policies, including University policies on non-discrimination; or if the organization fails to comply with applicable federal, state, or local laws. Registration status also may be changed by sanctions imposed by student or Greek judicial procedures.

12. The president and treasurer of the organization must complete the steps listed above and attend a Student Organization Officer Orientation Session during the appropriate registration period.

**Source URL:** <https://carolinaunion.unc.edu/departments/student-life-leadership/student-organizations/registration/requirements-registration>