

Student Organization Rights and Responsibilities Handbook

**DEPARTMENT OF
LEADERSHIP AND
CAMPUS LIFE**

2015-2016

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Introduction

Oklahoma State University is committed to creating and maintaining a productive living and learning community that fosters the intellectual, personal, cultural and ethical development of its students. Self-discipline and respecting the rights of others are essential to the educational process and to good citizenship. In attending OSU, students agree to observe standards consistent with our academic community.

Cowboy Community Standards

OSU students aspire to follow and promote these behavioral standards:

- **Citizenship:** Be civically responsible and engaged to improve our campus and community;
- **Academics:** Respect Oklahoma State University's commitment to academic integrity and uphold the values of honesty and responsibility that preserve our academic community;
- **Responsibility:** Accept responsibility for your learning, personal behavior and future success, appropriately challenging others to do the same;
- **Diversity:** Behave in a manner that recognizes and respects individual differences, supporting both pluralism and inclusiveness;
- **Safety:** Do no harm and help maintain campus safety and welfare by immediately reporting unusual or dangerous behavior to the OSU Police, the Office of Student Conduct, the Behavior Consultation Team or other appropriate official.

Six Pillars of Success

OSU has identified six critical competencies of a successful college experience, career and life. Oklahoma State University encourages students to maximize their opportunities for growth while in college both in and out of the classroom. Below is a brief description of each Pillar:

Academic Excellence: Education is an unending process of developing intellectual capacities which can be used and enjoyed for a lifetime. At OSU, students will not only learn the content of their chosen field of study, but also have the opportunity to master the tools of scholarship and the skills that support them, such as learning how to study, time management, discovery, research and rational debate.

Leadership: At OSU, students will lay the foundation for life as ethical and informed leaders in their professions and communities. Preparation for ethical leadership in an increasingly complex, global society requires cultural competence, problem-solving, communication and teamwork skills, and creativity. OSU boasts scores of developmental leadership opportunities including seminars, speakers, involvement in teams, clubs and organizations, student employment and for-credit leadership coursework.

Service and Civic Engagement: Service-learning and civic engagement compliment in-class learning and can make a difference in our lives and the lives of our community. Whether through individual volunteerism, student organization service or political action, OSU encourages students to make a positive impact on the people and causes they care about.

Finding Your Purpose: At OSU, we can help you discover your purpose and passions. Your success will be greatly enhanced by selecting a major (primary area of study) and minor, (secondary area of study), consistent with your interests and abilities. This discovery can be enhanced by the use of interest inventories, exposure to work through part-time employment, volunteer work, service-learning and civic engagement and participation in, academically related clubs and organizations, and other experiences.

Broadening Your Horizons: The university experience allows students to learn about and appreciate various elements of diversity in the world community. Developing cultural competency through interaction with diverse people, gaining new perspectives by exploring art and culture, and learning about varied world views through study abroad experiences are all paths to understanding how to live and work in a diverse society.

Wellness: Wellness includes all aspects of our lives: psychological, spiritual, financial and physical health. Students are encouraged to learn and practice habits that will maximize one's wellness potential. Programs and services are available on campus to help you.

Relationship of Student Organizations to the University

Recognition of or registration of an organization does not mean that the University supports or adheres to the views held or position taken by registered or recognized student groups. Responsibility for any action which violates federal, state, or local laws, or University regulations is assumed by the individual groups, their officers and members.

Rights and Obligations of Student Organizations

Oklahoma State University has adopted policies and procedures governing student organizations. These policies and procedures are available in the Department of Leadership and Campus Life and can be accessed at <http://campuslife.okstate.edu/student-organization-resources>.

As individual students are asked to uphold certain expectations, organizations and their officers are under obligation to the University and larger community to maintain high standards of ethics and conduct. This includes proper maintenance of financial records and sponsorship of events and activities that uphold the standards of the University. Any activities that violate the prohibitions contained within the Student Organization Code of Conduct may cause the charter of the organization to come under review by the Committee on Student Organizations or the appropriate administrative conduct review.

Benefits Afforded Student Organizations:

Benefits available to both registered and recognized organizations are:

The opportunity to use designated University facilities for regularly scheduled meetings, usually at no cost.

The opportunity to use the student notices section in the *Daily O'Collegian*.

The opportunity to use the bulletin boards on campus, with the proper registration.

The opportunity to use the non-postage campus mail service for the distribution of materials pertaining to the business of the organization.

The opportunity to use the name of the University to show affiliation.

The opportunity to request co-sponsorship from the Student Government Association, as designated by the Student Government Association bylaws.

Access to Student Activity Fees (Allocation Process):

Recognized groups have the opportunity to request the allocation of student fees designated to Activity Fee Allocation Process (Group I) through the procedures designated in the bylaws of the Student Government Association and the Graduate and Professional Student Government Association.

Obligations of Student Organizations:

Providing Required Information: Each student organization is required to submit the following information to the Department of Leadership and Campus Life by no later than the first Friday of October of each fall semester or when new officers are elected. Changes during the school year need to be reported promptly. Groups who do not update their information within 60 days of the posted last election date will be “frozen” and all privileges suspended. Should 90 days pass without updated information the group’s ability to seek funds will also be revoked.

- The name, address, and telephone number of each officer.
- Name of the organization's faculty or staff advisor.
- Time and place of regularly scheduled meetings.
- The purpose of the organization.

Having an Advisor: Each registered or recognized organization must have an advisor who is a full-time faculty or staff member. Policies regarding advisors for social sororities and fraternities are governed under separate policy statements as required by the Office of Fraternity and Sorority Affairs. Other exceptions to this rule may be granted by the Department of Leadership and Campus Life with the concurrence of the Committee on Student Organizations. Advisors responsibilities include:

- Attending group meetings.
- Assisting in program and project development.
- Serving as a resource to the organization with regard to University policy and procedures.
- Advising the organization on financial matters.

Managing Financial Obligations: All funds of recognized organizations must be kept on deposit with the University if obtained in any of the following ways:

- Funds collected by the University on behalf of the organization.
- Funds allocated by the University to the organization, including the Activity Fees Allocation Committee (AFAP and Group I) process.
- Student Organization Treasurer Training - Required

Funds of those groups on deposit with the University may not be used to purchase alcohol or beer. Likewise student organizations are prohibited from using mandatory fees, dues, or assessments paid by members of the group to buy alcohol or beer.

Scheduling Meetings: It is the responsibility of the student organization to schedule its meetings in accordance with the policies of the University, Leadership and Campus Life, and the building being scheduled. Only registered or recognized student groups may schedule, sponsor or hold activities using University facilities, property, or buildings unless a special exception has been made by the Director of Leadership and Campus Life .

Faculty and Staff Representatives at Functions: It is desirable for student groups holding functions to host faculty and staff representatives at their activities. The institutional representatives may be the faculty advisor and guest.

Pre-finals and Finals Week Policy:

- Student organizations organizing, sponsoring, scheduling, or holding activities are responsible for complying with the University's Pre-finals and Finals Week policy. During pre-finals week no student or campus organization may hold meetings, banquets, receptions, or may sponsor or participate in any activity, program, or related function that requires student participation. Any exception to this policy must have prior approval from the Department Head, the Director of Leadership and Campus Life, and the Provost and Senior Vice President.
- Final examinations are scheduled at the end of each semester and are preceded by pre-finals week which shall begin seven days prior to the first day of finals. During pre-finals week, all normal class activities may continue; however, no assignment, test, or examination accounting for more than 5 percent of the course grade may be given; and no activity or field trip may be scheduled that conflicts with another class. This excludes make-up and laboratory examinations and independent student courses.

Advertising your Student Organization

Poster and Posting Regulations: Registered or recognized student organizations are allowed to post signs, handbills, or fliers in designated areas in buildings and residence halls at Oklahoma State University. All materials to be posted must be registered and approved by the Department of Leadership and Campus Life and, where appropriate, the Office of

Residential Life. Others wishing to post materials may inquire at the Department of Leadership and Campus Life.

- Procedures: To register and approve materials for posting, a member of the group must fill out an authorization permit in the Department of Leadership and Campus Life. Upon completion of the permit the member will be allowed to stamp each poster or sign with a registration stamp. Any materials posted without this registration will be removed. Detailed regulations for posting materials are available in the Department of Leadership and Campus Life.

Painting, Chalking and Lawn Signs

- The painting or other defacing of sidewalks is not allowed.
- Chalking is permitted on campus sidewalks; however, a permit is required. Chalking regulations and permits are available in the Campus Life Office and can be found online at <http://campuslife.okstate.edu/permits>.
- Lawn signs must be registered and approved by the Director of Leadership and Campus Life for special events of an all-campus nature. Lawn signs for campus elections must be stamped as registered in the same manner as those posted and must conform to the regulations of the Student Government Association (SGA) Election Agency.
- The posting of signs in the residence halls is governed by differing policies. Contact the Office of Residential Life.

Campus Space Utilization

Student organizations are encouraged to use facilities in the Student Union. Room reservations may be made through the Student Union Meeting and Conferences Services office and online at <https://campuslink.okstate.edu>. Student organizations may secure clearance for other campus facilities through the departments listed below:

- Classrooms: Classroom Scheduling Technician in the Registrar's Office.
- Gallagher-Iba Arena and Boone Pickens Stadium: Coordinator of Facilities, Athletics Department
- Bennett Memorial Chapel: Manager, Meeting Conference Services

- Colvin Physical Education and Recreation facilities (Wellness Department): Assistant Director for Facilities, Campus Recreation
- Seretean Center Concert Hall: Seretean Building Manager.
- Residence Halls: Assistant Directors.

Recognized and registered groups may schedule University facilities through the offices responsible for reservation of a facility. All groups will be expected to comply with the following statements:

- Facilities will be scheduled through the office responsible for scheduling the facility.
- The purpose of the activity is consistent with the stated purposes of the organization.
- The organization will comply with the facilities utilization policies of the scheduled areas.

Student Union Meeting and Conference Services may deny these requests for the following reasons only:

- The venue is already reserved for another event;
- The activity will attract a crowd larger than the venue can safely contain;
- The activity will disrupt another event being held at a neighboring venue;
- The activity is a clear and present threat to public safety, according to the OSU Police Department; or
- The activity will substantially disrupt university operations (including classes). During an event, the organization is responsible for preserving and maintaining the grounds it reserved. If it causes any damage to those grounds, it and its officers shall assume financial responsibility.

Use of facilities and campus grounds by **entities not affiliated** with the University – If a student organization or campus department wishes to reserve spaces in the Student Union or on University grounds scheduled through Student Union Meeting and Conference Services for use by an entity not affiliated with the University, the organization or department must:

- Present a letter signed by the President of the student organization or head of the campus department indicating that the group or department is sponsoring the outside entity and that the organization

or department recognizes and agrees that it will be held responsible for any violations of University policy or damage caused by the entity; and

- An officer of the sponsoring student organization or staff member of the department must complete all paperwork required to secure the reservation.

The University reserves the right to refuse granting permission for an outside entity to use campus grounds or reserve rooms in the Student Union through sponsorship by a student organization or campus department for the following reasons only:

- Outside entity has been “sponsored” by student organizations or campus departments 4 times during the preceding 12 months;
- The activity has been deemed unsafe by the Department of Leadership and Campus Life/Student Union Meeting and Conference Services in consultation with the Department of Environmental Health and Safety;
- The outside entity has not complied with the regulations regarding reservation of space or “sponsorship” by a student organization or campus department;
- The venue is already reserved for another event;
- The activity will attract a crowd larger than the venue can safely contain;
- The activity will disrupt another event being held at a neighboring venue;
- The activity is a clear and present threat to public safety, according to the OSU Police Department;
- The activity will substantially disrupt university operations (including classes); or
- The sponsoring student organization or campus department has not complied with the reservation policies available at the offices of Student Union Meeting and Conference Services and online at <https://campuslink.okstate.edu>.

Student Union Meeting and Conference Services and the OSU Police Department must not consider the content or viewpoint of the student group’s expression or the possible reaction to that expression when deciding whether to approve its request to reserve campus facilities. Nor may Student Union Meeting and Conference Services, the OSU Police Department, or any other OSU personnel impose restrictions on a student group due to the content or viewpoint of its expression or the possible reaction to that expression. In the event that other

persons react violently to a student organization's event, Student Union Meeting and Conference Services and the OSU Police Department shall take all available steps to ensure public safety while allowing the student organization's event to continue.

Student Organization Governance

All student organizations are governed by rules developed by one of six administratively designated University units, each of which is separate and distinct from the others. These are the Student Government Association (all registered and some recognized organizations), Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, Panhellenic Council, and Residence Halls Association. The Residence Halls Association, the Interfraternity Council, the Multicultural Greek Council, the National Pan-Hellenic Council, the Panhellenic Council, and the Off-Campus Student Association (OCSA) will be held responsible to maintain appropriate conduct by the University administrative units assigned to oversee their activities. The OCSA is supervised by the Department of Leadership and Campus Life. All sororities and fraternities are supervised by the Office of Fraternity & Sorority Affairs.

Committee on Student Organizations

The Committee on Student Organizations (CSO) is both a standing committee of the Student Government Association Senate and a standing University committee.

Composition: The membership of the CSO is composed of the Director of Leadership and Campus Life or designee (acting as a non-voting permanent secretary), two members of Graduate and Professional Student Government Association (GPSGA), two administrative staff members, three faculty members, five student senators and one student-at-large. One of the senators will serve as chairperson.

Appointment to Membership: The staff members shall be appointed by the President of the University from recommendation(s) submitted by the Vice President for Student Affairs. The GPSGA members shall be appointed by the President of GPSGA. The faculty members shall be appointed by the President of the University from recommendation(s) by the Faculty Council. The student-at-large shall be appointed by the President of the Student Government Association and shall not be a member of the Senate. The senators shall be appointed by the Senate Chair as he/she assigns members of the Senate to their respective committees. The committee chairperson shall be elected from the Senate members by the entire membership of the Committee on Student Organizations near the end of every semester.

Terms of Service: The period of service for the faculty, administrative staff, and appointed student member of the committee will be two years, with alternating dates of expiration. The five senators and two GPSGA members shall be appointed or reappointed each semester.

Responsibilities of the Committee on Student Organizations:

- The Committee on Student Organizations (CSO) shall recommend issuance or denial of registered or recognized status to student organizations that request University designation. The CSO shall also make recommendations for other changes in organizational status. CSO has adopted guidelines for registration that are available at the Department of Leadership and Campus Life. CSO recommendations are made to the Student Government Association Senate for action for those organizations whose members are primarily undergraduate students. For organizations whose members are primarily graduate students, the CSO will make recommendations to the Graduate and Professional Student Government Association for its review and recommendations. The recommendations from the CSO and SGA or recommendations from CSO and GPSGA will be sent to the Director of the Campus Life for final approval. If no action has been taken by CSO, SGA or GPSGA within a six week period (to include only the regular academic semesters), the Director of Leadership and Campus Life may take action. Any subsequent appeals are to be made through the Office of the Vice President for Student Affairs.
- The CSO will approve or deny any constitutional revisions or name changes recommended or made by any student organization.
- The CSO shall serve as a hearing panel for considering complaints against student groups. The CSO can also take corrective action against student groups when necessary.
- The CSO shall serve in an advisory capacity for the Director of Leadership and Campus Life in policy matters related to student organizations and their activities.
- CSO shall make public through the Student Government Association Senate all decisions concerning registration, recognition, and any other status changes made in any student organizations.

Status of Student Organizations and Changes of Status:

Recognized Groups: Recognized groups are those which have a purpose related directly to the academic mission of the University as demonstrated through their affiliation with a larger University organization. Currently recognized student organizations include the Student Government Association, the college student councils, the Interfraternity, the Multicultural, Greek, the National Pan-Hellenic Council, and the Panhellenic Councils and their associated members, Residence Hall Association and components thereof, Graduate and Professional Student Government Association, International Student Organization, Off Campus Student Association, the Student Union Activities Board, and the Sports Club Council and components thereof. Recognized status is also given to organizations which primarily recognize student scholarship or leadership.

Registered Organizations: Registered organizations are those with student membership but whose activities do not meet the standards for recognized status.

Forming New Organizations: A group of students who desire to form a new student organization may schedule up to three meetings for organizational purposes prior to requesting recognized or registered status.

Changes in Status from Registered to Recognized: To request a change in status from registered group to a recognized group or to become registered, a student group must comply with the following procedures:

Documents that must be filed with the Department of Leadership and Campus Life are:

- The name of the organization.
- The purpose of the organization.
- The names, addresses and phone numbers of the current officers and advisor(s).
- A copy of its constitution and by-laws.
- A list of its charter members.
- A disclosure statement of the source of financial support.
- A current "Affirmation of Compliance" statement found at <http://campuslife.okstate.edu/chartering-packet-new-student-organizations>.
- If the organization is seeking recognized status, a current "Intent to Sponsor" form signed by the President or Advisor of a college student council should be filed. Organizations not affiliated with a particular college may seek sponsorship from the appropriate governing body

(i.e., International Student Organization, Sports Club Council, Living Group Council, Campus Life or other non-academic University department).

- Clubs organized for the primary purpose of participating in various sports not affiliated with the Athletic Department should file the Sports Club Council Sponsorship form with their initial packet and may be granted recognized status at initial approval by CSO and Student Government Association.
- Graduate and professional organizations who complete the GPSGA Sponsorship form and submit it with their initial application may be granted recognized status at initial approval by the Committee on Student Organizations and the Graduate and Professional Student Government Association.

Change of Status Hearing: After the required information is submitted to the Department of Leadership and Campus Life, the president or a representative of the organization is required to appear before the Committee on Student Organizations to justify registering or recognizing the organization.

Membership: Membership in any student organization is limited to students only. Only students that are fully matriculated at OSU-Stillwater and meet organizational eligibility requirements are allowed to join Greek letter organizations who are members of the Interfraternity Council, National Pan-Hellenic Council, Pan-Hellenic Council or Multicultural Greek Council. University faculty or non-faculty staff employees may be associate or honorary members in student organizations. Persons not affiliated with the University may also become honorary or associate members of student organizations if authorized by the Office of the Vice President for Student Affairs.

Requirements for Holding Office: To be eligible for office within a student organization, an undergraduate student must maintain a 2.0 grade point average and be enrolled in a full course of study (12 hours) at Oklahoma State University at Stillwater or Northern Oklahoma College at Stillwater. A graduate/professional student must be in good academic standing and be enrolled in a full course of study. Students who are on academic probation or conduct probation are not eligible to serve as officers at Oklahoma State University. Regular checks will be conducted to verify that students desiring to serve as officers are not on academic or conduct probation. Each individual group may set higher standards if it so chooses or may authorize part-time students to hold office if granted permission to do so by the Office of the Vice President for Student Affairs. Notwithstanding the above, where the University has authorized a particular student to be considered a full-time

student even though the student is enrolled in less than the normal full course load (such as in the case where a student with a learning disability has been granted a reasonable accommodation), such authorization shall also permit the student to be eligible for office within a student organization. Such student must meet all other requirements for the position in question.

Non-discrimination: The organization must not unlawfully discriminate on the basis of race, color, national origin, sex, sexual orientation, age, religion, disability, or status as a veteran.

Review of Status or Denial of Requested Status:

Causes for Change or Revocation of Status: The Committee on Student Organizations (CSO) has the right either on their own or at the request of any individual or interested University agency to review the status of any student organization. A student organization may have their status reduced to “inactive” or their status revoked by the Committee on Student Organizations as a disciplinary action. Some of the reasons may include:

- Failure of the group to maintain current records in the Department of Leadership and Campus Life.
- Failure to plan and implement a program of activities.
- Failure to hold any meeting for a period of one year.
- Failure to maintain an adequate system of financial accountability.
- Failure to comply with its constitution and by-laws.
- Violation(s) of University rules and regulations or municipal, state or federal laws as determined by Student Conduct.

Procedures Prior to Status Review: Prior to any disciplinary action which might adversely affect the status of a group, the Committee on Student Organizations routinely will inform the group of its situation and will give that organization the opportunity to correct the problem, if possible. Any decision made to discipline, revoke or reduce the status of any group will only be done after an appropriate and fair hearing by the Committee on Student Organizations. Procedures of the CSO will be established by the CSO, be in writing and available upon request in the Department of Leadership and Campus Life, and will incorporate due process principles. Any disciplinary action or reduction or revocation of status shall be reported to the Student Government Association Senate, the Director of Leadership and Campus Life and the Director of the Student Union.

Appeal of Change of Status: Any group subject to reduction of status as disciplinary action may appeal that decision to the Student Government Association

Supreme Court by filing a request with the Chief Justice within ten school days following the action of the CSO. The Student Government Association Supreme Court may or may not render a judgment on the adequacy of due process or the sanctions imposed. If the decision-making process is judged inadequate, the case will return to the CSO for a new hearing. The Student Government Association Supreme Court also has the authority to (1) reduce, (2) sustain, or (3) dismiss the action taken by the CSO. The actions of the Student Government Association Supreme Court will be reported to the Student Government Association President, the Director of Leadership and Campus Life and the Director of the Student Union.

Review by the Vice President for Student Affairs: Acting in behalf of the University, the Vice President for Student Affairs may (in rare situations) find it necessary to implement temporary restrictions or limitations upon student organizations until the Committee on Student Organizations can meet and address the concern.

Criteria to become a Student Organization: The mere request to be a recognized or registered student organization does not assure that an official status will be granted by the CSO. A few of the criteria upon which the members of the CSO will evaluate each application are:

- The proposed student organization must not duplicate the specific purpose(s) of an existing organization.
- There must be an indication of sufficient student interest as evidenced by the number of charter members.
- The purpose and structure of the organization must be in accord with approved policies and the rules and regulations, which govern such matters at Oklahoma State University.
- A group may be organized for the secondary purpose of instruction, but it cannot be organized for the primary instruction of an art or skills.
- The organization must be under the supervision and control of the officers and members as reflected in the submitted constitution.
- The honesty and conduct of the proposed organization's members during the application process. Compliance with the ethical standards for student organizations specified in the Student Code of Conduct is required during the application process. Submitting false representations of any kind to the CSO or violation of the ethical standards will be grounds for denial of status with a proviso that the proposed student organization shall not be permitted to reapply for status for up to, but not exceeding, 32 weeks during a regular academic term.

Loss of Status: Any recognized or registered student organization or fraternal organization that has lost University or national recognition may not engage in any University event or activity. This includes but is not limited to the use of the University name, nickname, ritual, mascot, organization letters, or recruitment activities. Recognized, registered, or fraternal organizations are not permitted to co-host or co-sponsor any type of event with an organization, which has lost their status.

Student Organization Code of Conduct:

Oklahoma State University is proud of the role recognized and registered student organizations play on our campus and in our community, and recognizes and respects the autonomy of student organizations. OSU is committed to supporting student organizations, and notes that recognition is contingent upon accepting the rights and responsibilities outlined in this Code of Conduct. All student organizations are expected to act consistently with the values of the university, as well as applicable federal, state and local laws and this Code of Conduct. Student organizations may also be subject to additional governing policies through their constitutions, governing councils and national organization guidelines.

Definitions

Advisor: A person who has agreed to assist a complainant or respondent during the University Conduct process. The Advisor may be a person of the organization's choosing, including an Oklahoma State University faculty or staff member, an Oklahoma State University student, a parent, a friend, or an attorney.

Complainant: An individual or student organization who files a disciplinary complaint; the University can file a complaint.

Day: University working day, not including Saturday, Sunday, or University holidays. Time deadlines may be extended during breaks and University holidays.

Organization: A number of persons who are associated with each other. This includes organizations that are registered and/or recognized by Oklahoma State University.

Respondent: Any student organization that is alleged to have violated the Student Organization Code of Conduct.

Sanction: A disciplinary correction or penalty which is imposed on student organizations that are found responsible for violating the Student Organization Code of Conduct. Sanctions are designed to be educational measures that hold organizations accountable for their behavior.

Title IX: A part of the 1972 Federal Education Act that states that no one shall be denied the benefits of any educational program or activity because of sex. Title IX is not just about sports. It also prohibits sexual harassment, gender-based discrimination, and sexual violence.

University premises: Any buildings or grounds owned, leased, operated, controlled or supervised by the University. Organizations are advised that this includes properties that are not a part of the main university campus. Examples of these areas include, but are not limited to, Camp Redlands and Lake Carl Blackwell.

University-sponsored activity: Any activity on University premises or at an off-campus location that is directly initiated or supervised by the University or a University recognized group or organization. This can include fraternity and sorority organizations, study abroad experiences, and sporting events. In addition, University-operated transit, such as riding on THE BUS or THE BOB, is included in this activity even if the behavior occurs off of University premises.

a. Prohibited Conduct

1. Health and Safety: Student organizations shall not foster, promote, or participate in activities that unreasonably threaten the safety or well-being of their members, other people, or animals on or off campus including:

- a. Physical Violence:** Student organizations shall not engage in physical violence of any kind against any person(s). This includes fighting; assault; battery; use of a knife, gun, or other weapon; physical abuse; restraining and/or transporting someone against her/his will; or acting in a manner that threatens or endangers the physical health or safety of any person or causes reasonable apprehension of such harm.
- b. Fire Safety:** Student organizations shall not engage in misuse or unauthorized use of firefighting, fire sprinkling systems and other safety equipment or warning devices, or fail to evacuate when a fire alarm is activated.
- c. Harassment, Threats, and Bullying:** Student organizations shall not engage in subjectively and objectively offensive verbal abuse, threats, intimidation, harassment, coercion, bullying or other conduct that threatens or endangers the mental or physical health/safety of any person or that causes reasonable apprehension of such harm that is persistent, severe, or pervasive.
- d. Gender Discrimination:** Student organizations shall not violate, support or condone behavior prohibited by Title IX including:
 - sexual harassment
 - sexual misconduct
 - dating violence
 - domestic violence
 - stalking

Definitions, examples and additional information may be found in the University Student Code of Conduct. Sexual misconduct is often associated with alcohol or other drug use and poorly supervised social gatherings involving underage students. OSU students are encouraged to intervene (sometimes referred to as bystander intervention) when a student(s) may be at risk. More information can be found at <http://1is2many.okstate.edu>.

- e. **Weapons:** When it is not the purpose of the organization, or part of a nationally recognized ritual of a recognized fraternity or sorority and, unless utilizing a third party vendor (e.g., shooting range); no student organization shall possess or use firearms, explosives (including firecrackers), weapons or dangerous chemicals in the course of any student organization activity. This includes, but is not limited to, BB guns, paintball guns, knives, swords, handguns, shotguns and rifles. No student organization shall possess, use or store any weapons on university property or university approved housing, including fraternity and sorority housing.
2. **Hazing:** Student organizations may not engage in any action or activity that causes or is likely to cause physical or mental discomfort or distress, that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in an organization. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this Code of Conduct. State law classifies hazing as a crime, Title 21 Oklahoma Statutes Section 1190.
3. **Financial Obligations:** Student organizations may not use University funds in ways that are inconsistent with university guidelines as defined by University Accounting or their respective governing council or committee. This includes the inappropriate use of University Purchase Cards (P-cards). Student organizations' faculty and staff Advisors must comply with University employee reimbursement regulations.
4. **Adherence to Governing Policies:** Student organizations must adhere to their constitutions as well as their respective governing bodies including registered and recognized student organization policies, fraternity and sorority constitutions and policies, FIPG risk management policies, and policies related to recognized student housing organizations.
5. **Interference with University Business:** Student organizations may not engage in intentional interference that impedes or disrupts the business of the University. This includes unauthorized entry into, or use of, any University building, facility, vehicle, equipment room, area or University approved housing. This also includes violations of policies related to information technology, which may be found at <http://it.okstate.edu/policies>.
6. **Interference with Conduct Process:** Student organizations may not interfere with conduct procedures or outcomes, including but not limited to: falsification, distortion or misrepresentation of information during any part of a hearing process; knowingly initiating a complaint without good cause; harassment or intimidation of any member of a hearing panel, witness(es), or University personnel before, during or after a proceeding; and failure to comply with the sanction(s) imposed on the student organization.

7. **Retaliation:** Student organizations may not retaliate against a person who, acting in good faith, brings a complaint forward or against an individual or organization who has participated in an investigation or conduct process. For more information, see Board of Regents for the Oklahoma Agricultural and Mechanical Colleges Policy Manual, 3.11 Non-Retaliation, <http://regents.okstate.edu/policy-manual/non-retaliation>.
8. **Alcohol:** Student organizations that serve or permit possession of alcoholic beverages at student organization functions, on or off campus, must comply with any and all applicable local, state, and federal laws. This includes serving or allowing minors access to alcohol or providing alcohol to an inebriated individual. Organizations that choose to host social events with alcohol must fully comply with the third party vendor guidelines or with Bring Your Own Beverage (BYOB) guidelines. Third party guidelines and Bring Your Own Beverage guidelines are provided elsewhere in this handbook.
9. **Drugs:** Student organizations must not possess, use, share, sell or otherwise distribute illegal drugs on or off campus.
10. **False Representation and Forgery:** Student organization officers or members of student organizations that knowingly give false representation(s) to the University in any form, written or verbal is prohibited. Forgery or unauthorized use of University documents or records is also prohibited.
11. **Property Damage and Theft:** Student organizations shall not engage in defacing, damaging or destroying property, theft, attempted theft or unauthorized possession of property belonging to the University, other individuals, or student organizations on University property, at University approved housing or facilities on or near campus.
12. **Disorderly Conduct:** Student organizations shall not behave in a disorderly, lewd or indecent manner, or breach the peace on University property or at University or organization-sponsored activities. Student organizations shall not participate in or host parties or large gatherings, or make excessive noise that disturbs the peace of campus residences or off-campus neighborhoods.
13. **Gambling:** Student organizations shall not engage in gambling for money or other things of value on campus or at University-sponsored or student organization activities.
14. **Academic Misconduct:** Student organizations shall not engage in cheating or alteration of academic materials, records or other academic misconduct.
15. **Attempts and Complicity:** Student organizations shall not attempt to, or encourage organization members to, commit acts prohibited by this code. Apathy or acquiescence in the presence of prohibited conduct may constitute a violation of this policy.

b. Disciplinary Process

A registered or recognized student organization and/or its members collectively or individually (when acting as part of the organization), may be held responsible for violations of the Student Code of Conduct and, when appropriate, be subjected to disciplinary action. When a student organization is accused of committing a violation of this Code of Conduct, University policy (including but not limited to any violation of published University policies and procedures) or local, state or federal laws, a complaint may be filed with the Office of Student Conduct Education and Administration. Upon receipt of such a complaint, the Office of Student Conduct Education and Administration shall conduct an investigation and meet with the organization to determine if a hearing will be held regarding the complaint. In cases where student health or safety is reasonably believed to be significantly jeopardized, the Vice President for Student Affairs, in consultation with the President of the University, may order an **interim suspension** of the activities and operations of a student organization for a brief, designated period of time to allow a thorough investigation and opportunity for hearing.

1. The Office of Student Conduct Education and Administration may, after completion of the investigation, choose to refer the case to the organization's appropriate governing body for adjudication. This option shall be applicable to violations determined by the Office of Student Conduct Education and Administration to be minor in nature.
2. If it is determined that the alleged violation(s) are by individual(s) but not collectively by the organization, the case will be retained by the Office of Student Conduct Education and Administration for individual adjudication. An organizational activity is any activity which reasonable observers would associate with the organization as a whole rather than the acts of some individuals who happen to be members of an organization. Factors which may be considered in determining whether the organization is responsible include, but are not limited to:
 - a. Was the organization involved in the planning, organization or preparation of the activity?
 - b. Was the activity advertised or publicized via posters or various forms of social media? Were texts, tweets or emails sent out using standard organization contact lists?
 - c. Was some form of admission qualification process used?
 - d. Who participated?
 - e. Was alcohol provided? Who purchased the alcohol? Did the money come from individuals or an organization account? How was it transported to the activity?
 - f. What did or do meeting minutes reflect?
 - g. Was the venue associated with the organization in some way?
 - h. How was the guest list or security handled?
3. Rights Provided to Student Organizations:
 - a. A written notice of the alleged violation(s);

- b. An explanation of the conduct process upon request;
 - c. Have no violation assumed;
 - d. Be accompanied by an Advisor during the conduct process;
 - e. Be present during the entire proceeding, except during deliberation;
 - f. The respondent and complainant will receive a written notification of the outcome of the hearing.
4. Alleged violations of University regulations where neither suspension nor expulsion are a possibility are normally resolved through an administrative meeting between the Office of Student Conduct Education and Administration and the respondent's representatives to resolve the case. For allegations which could result in suspension or expulsion, that are complex, sensitive, require a number of witnesses or involve an alleged victim may be referred to a hearing. If during the administrative meeting it is determined further development of the facts is warranted and would be aided by a more formal hearing, the conduct officer may refer the case for a hearing, in which case, the conduct officer will not make any findings.
- **Notice of Meeting.** The President or highest-ranking officer of the student organization shall be notified in writing by the Office of Student Conduct Education and Administration, of the date, time, and place of the meeting at least five (5) days before the hearing. The notice shall also include a statement of the allegations of policy violation(s) and information regarding the student organization's rights in the hearing.
 - **Representation.** The organization should be represented by one student member, preferably the president of the organization.
 - **Administrative Meeting.** At the administrative meeting the organization's student representative and the conduct officer will discuss the alleged violations.
 - **Outcome.** The conduct officer(s) will deliberate whether it is "more likely than not" that a violation(s) of the Student Organization Code of Conduct did or did not occur as alleged. A decision and sanctions, if applicable, will be communicated to the organization in writing.
 - **Review of Outcome.** Within five (5) days the student organization may request that the Vice President for Student Affairs, in consultation with the President of the University, review the outcome of the administrative meeting.
5. If an organization is accused of a severe policy or risk management violation (including but not limited to hazing, fighting, physical violence, or violation involving alcohol or illegal drugs) where suspension or revocation of the organization's recognition is a

possible outcome, the adjudication for the organization will be processed in a hearing. The following procedures apply for hearings involving a student organization:

- I. Selection of Hearing Panel.** The Hearing Panel will be selected by the Office of Student Conduct Education and Administration and consist of three (3) members; one (1) to be selected from the available panel of faculty/staff members, one (1) to be selected from the available panel of students and one (1) to be a faculty/staff adviser of a similar student organization. A chairperson will be selected from within the Hearing Panel.
- II. Notice of Hearing.** The President or highest-ranking officer of the student organization shall be notified in writing by the Office of Student Conduct Education and Administration of the date, time, and place of the hearing at least five (5) days before the hearing. The notice shall also include a statement of the alleged policy violation(s) and information regarding the student organization's rights in the hearing.
- III. Witnesses.** The representative officer of the accused student organization, the complainant, and the Office of Student Conduct Education and Administration may invite persons who have information relevant to the accusation to provide information at the hearing; however, the Chair of the Hearing Panel may limit the number of witnesses to avoid repetition and cumulative testimony. The names of witnesses must be provided to the Office of Student Conduct Education and Administration a minimum of twenty-four (24) hours before the hearing. Each party shall be responsible for insuring the presence of her/his witnesses at the hearing and shall be prohibited from submitting a written statement in lieu of personal testimony, unless otherwise permitted by the Hearing Panel to do so as a result of extenuating circumstances. Witnesses invited by either party shall be present only while they are providing information.
- IV. Student Organization Assistance.** The officer of the student organization may be accompanied and assisted at the hearing by an adviser of the organization's choice. The student organization must provide the name of the adviser to the Office of Student Conduct Education and Administration at least twenty-four (24) hours before the hearing. The adviser may participate directly to the same extent as the representative officer could. Such direct participation is a privilege which, if abused, may be withdrawn by the Chair of the Hearing Panel. If the privilege is withdrawn, the adviser may continue to advise the representative officer. Failure of an Advisor to act in accordance with hearing procedure may result in him/her being barred from the hearing.]
- V. Conduct of the Hearing.** The hearing shall be conducted in an informal manner and without reference to rules applicable to a court of law concerning the examination of witnesses and admissibility of evidence, but with a view toward providing the Hearing Panel with a complete understanding of the facts involved. The University investigation report shall be presented to the Hearing Panel first. Irrelevant,

immaterial, and unduly repetitious information may be excluded as determined by the Chair. The hearing and the deliberations of the Hearing Panel shall be private. The hearing will be audio recorded. The recordings are property of the University. Others will not be allowed to make a recording of any type. The University is not responsible for equipment malfunctions. Requests to review audio recordings may be made to Student Conduct Education and Administration. If the organization representative elects not to appear for the hearing, the hearing will be held in her/his absence. Failure to appear will be noted without prejudice. Findings will be based on information presented at the hearing. The order of presentation at the hearing will be as follows:

- Purpose of the hearing provided by the Chair of the hearing panel.
- If relevant, the University investigator will present the investigation report and answer related questions in cases of sexual harassment, sexual misconduct, discrimination, or when the University has conducted an investigation.
- The complainant will present information and call witnesses. At the conclusion of each witness statement, the witness may be questioned by the hearing panel, and the respondent, either directly or indirectly.
- The respondent will present information and call witnesses. At the conclusion of each witness statement, the witness may be questioned by the hearing panel and the complainant either directly or indirectly.
- The complainant may make a closing statement.
- The respondent may make a closing statement.
- All parties are dismissed for hearing panel deliberation.

f. Additional Rules. Procedural rules not inconsistent with these procedures may be established by the Hearing Panel from time to time to fulfill its functions in an orderly manner. A copy of such procedural rules will be provided to the student organization along with the notice of hearing.

g. Hearing Outcome. The hearing panel will deliberate and, by majority vote, determine whether it is "more likely than not" that a violation(s) alleged did or did not occur as alleged. The panel may find that the information presented was not sufficient to establish that a finding of responsibility for a violation(s) of the Student Organization Code of Conduct and dismiss the case. The panel may find that the information presented was sufficient to affirm the allegations and impose a sanction(s) appropriate with the violation(s).
The outcome will be communicated in writing to the student organization within two (2) days of the hearing outcome.

c. Organizational Sanctions

The following disciplinary sanctions may be imposed upon student organizations when they have been found responsible for violating of the Student Organization Code of Conduct. All sanctions may be imposed individually or in combination. Disciplinary sanctions are imposed for the purpose of holding student organizations accountable for

their actions and the actions of their guest(s), whether on campus or at any organizational activity. Failure to satisfactorily complete a sanction may result in more severe sanctions. While organizations have pending sanctions, they are not to be considered in good standing with the University.

1. **Written warning** is an official written notice that the student organization has violated University policies and that more severe conduct action will result should the student organization be involved in other violations.
2. **Restitution** is compensation for the damage caused to the University, University approved housing, facilities on or near campus or any person's property on campus. This is not a fine but rather a repayment for labor costs and/or value of property destroyed, damaged, consumed, or stolen.
3. **Educational and Behavioral Change Requirements** are assigned as an opportunity for personal development and can include but are not limited to a written plan for reconstruction of the organization, class/workshop attendance, educational projects, and service learning experiences.
4. **Restriction of Privileges:** Restrictions placed upon a student organization which limits University privileges for a specified period of time. These restrictions may include, but are not limited to, the University prohibiting the organization from:
 - a. Representing the University in any capacity.
 - b. Receiving awards or recognitions from the University.
 - c. Maintaining an office or other assigned space on University property.
 - d. Receiving or retaining University funds.
 - e. Participating in intramural sports.
 - f. Being a sponsor, co-sponsor and/or participant in any social event or other activity (often referred to as social probation).
 - g. Sponsoring speaker(s) or guest(s) on campus.
 - h. Using University vehicles.
 - i. Using University facilities.
 - j. Advertising on campus for organizational activities.
 - k. Soliciting and/or selling any items on campus
5. **Suspension of Organizational Recognition:** The denial of privileges of a registered or recognized organization for a designated period of time, which will be no less than one semester. Any organization whose recognition is suspended must:
 - a. Cease all organizational activities.
 - b. Vacate any appointed or elected office with that organization's governing body for the duration of the period of suspension.
 - c. Surrender balances of all organizational funds granted by Student Government.
 - d. Vacate office or housing space assigned by the University from the date of the notice of suspension. Space vacated due to suspension may be reassigned to

other eligible University organizations. In the case of housing, individual members will be reassigned provided space is available. There will be no University Housing contract cancellations.

- 6. Revocation of Organizational Recognition:** Permanently excludes the organization from the University without any recourse to reapply for recognition. Any organization whose recognition is permanently revoked must:
 - a. Cease all organizational activities.
 - b. Vacate any appointed or elected office.
 - c. Surrender balances of all organizational funds granted by the Student Government Association.
 - d. Vacate office or housing space assigned by the University from the date of the notice of dismissal. Space vacated due to dismissal may be reassigned to other eligible University organizations. In the case of housing, individual members will be reassigned provided space is available. There will be no University Housing contract cancellations.

d. Appeal Process

1. Decisions by the Hearing Panel may be appealed to the President of the University or her/his designee, who shall consult with the Vice President for Student Affairs.
2. The student organization has five (5) days from receipt of the original decision in which to submit an appeal in writing.
3. The organization may appeal based only on the following grounds:
 - a. The hearing was not conducted in conformity with prescribed procedures and substantial prejudice resulted.
 - b. The evidence presented at the Hearing does not support the finding that was made.
 - c. The sanction is not appropriate for the violation(s).
4. The appellate review will be based on the information and materials in the hearing file; the findings and decision of the Hearing Panel; the student organization's written request for an appellate review; and the record of the hearing.
5. An appeal may be resolved in one of the following ways:
 - a. The original decision may be upheld.
 - b. Modified sanctions, either greater or lesser, may be imposed.
 - c. The case may be remanded back for a new hearing.
6. The appellate decision shall be final and will not be subject to any further appeal or reconsideration.

Student Organization Alcohol Policy

No alcoholic beverages may be purchased through or with organization funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.

Open parties, meaning those with unrestricted access by non-members of the organization, without specific invitation, where alcohol is present, are prohibited.

No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).

When alcohol is present at an organization event, non-alcoholic beverages and food must be provided to all guests.

When alcohol is present the organization must provide transportation to and from the event.

When alcohol is present the organization must have sober monitors present and address risk management concerns. There shall be one monitor for every twenty-five guests.

When alcohol is present the organization must stop serving alcohol during the last 45 minutes of the event.

The possession, sale or use of any illegal drugs or controlled substances on campus or during and organization event is strictly prohibited.

No organization may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, an organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

No organization may co-sponsor, co-finance or attend or participate in an event at which alcohol is purchased by any of the host organizations.

No organization shall permit, tolerate, encourage or participate in drinking games.

Third Party Vendor Guidelines:

The vendor must:

Be properly licensed by the appropriate local and state authority. This might involve both a liquor license to sell on the premises where the function is to be held

Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidence by a properly completed certificate of insurance prepared by the insurance provider including off premise liquor liability coverage and non-owned and hired coverage, insure the student organization hiring the vendor.

Agree in writing to cash sales only, collected by the vendor, during the function.

Assume in writing all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:

- Checking identification card upon entry;
- Not serving minors;
- Not serving individuals who appear to be intoxicated;
- Maintaining absolute control of all alcoholic containers present;
- Collecting all remaining alcohol at the end of a function (no excess alcohol—opened or unopened—is to be given, sold or furnished to the organization);
- Removing all alcohol from the premises.

Bring Your Own Beverage Guidelines:

Individuals of legal drinking age may bring one six-pack of twelve-ounce beers OR one four-pack of wine coolers for personal consumption.

Individuals of legal drinking age that choose to bring an alcoholic beverage for personal use must drop off their beverages upon entering the event. Their beverages shall be clearly marked with their name.

When alcohol is dropped off to the assigned distributors the individual will be provided a punch card which is filled out by the assigned distributor and includes the individual's name, date of birth, type of alcohol, and quantity.

A trained event host shall assist in checking identifications to ensure those who brought alcohol are of legal drinking age.

Individuals that bring alcohol must receive and wear a non-adjustable wristband.

Alcohol must be contained in one central location and should only be accessed by assigned distributors. The alcohol should not be accessed by guests.

Distributors of the alcohol shall be of legal drinking age and sober during the entire event.

When individuals would like to consume one of the beverages they brought, they will need to visit the assigned distributor, show their wristband and provide their punch card. The assigned distributor should mark their punch card.

Only one beer or wine cooler may be acquired at a time.

Punch cards shall be collected when the individuals exists the event.

Left-over alcohol can be picked up the following day.

Freshman Housing Residency Requirement

On-Campus Housing

On campus housing information is available through the Housing and Residential Life website: www.reslife.okstate.edu. Due to the Board of Regents' freshman residency requirement, freshmen are required to live on campus. For a freshman to move off campus, the student must request and receive exemption from this policy by filing the Request for Exemption form with the Department of Housing and Residential Life in Iba Hall. The student will then be notified of the decision by letter from a Department of Housing and Residential Life official.

Fraternity and Sorority Housing

Fraternity and sorority housing information is available through individual chapter houses and is coordinated through the Office of Fraternity & Sorority Affairs: <http://gogreek.okstate.edu>. OSU Chapters exist provided they have a National Greek organization affiliation. Chapters are *recognized* OSU student organizations located on private property.

- a. Only students who are fully matriculated at OSU-Stillwater and meet organizational eligibility requirements are allowed to join Greek letter organizations that are members of the Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, or Panhellenic Council.
- b. Living in a Fraternity/Sorority House: Only students enrolled in classes at OSU-Stillwater who are members or new members of the chapter shall room or board in their respective fraternity or sorority house.
- c. Freshmen students depledging a fraternity or sorority are required to return to University housing (Housing and Residential Life) until such time as they have successfully completed 27 semester hours.
- d. Fraternity/Sorority Resident House Directors: Each fraternity or sorority that operates a house is required to have a resident house director who shall live in the house. Each house director is to be employed by the chapter or its House Corporation and is to be reviewed and endorsed by the Office of Fraternity & Sorority Affairs.
- e. Each fraternity or sorority is responsible for selecting their own advisor. Advisors may be selected from non-University individuals but these individuals must be registered in the Office of the Manager of Fraternity & Sorority Affairs. Registration

consists of: (1) the advisor's name; (2) address; (3) telephone number; and (4) e-mail address.

f. Incorporated general sororities and fraternities are exempt from the financial deposit requirements of the University.

g. The Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, Panhellenic Council, with their staff advisor, will determine the need to expand the fraternity and sorority community. At that time, those fraternities and sororities who are interested in colonizing at OSU will be invited to submit proposals to the Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, Panhellenic Council and their staff advisor. The appropriate council will review the applications and then make a recommendation to the Vice President for Student Affairs, through the Director of Leadership and Campus Life , requesting that the selected inter/national organization be allowed to colonize at Oklahoma State University.

Off-Campus Housing

Off campus housing is not certified by the University. The Off-Campus Student Association does publish an off-campus housing guide that lists apartments, tips, and rights and responsibilities for renters. They also have other useful materials. Visit their website at www.osuoffcampus.org.

Student Union Policies:

Please note the policies identified below that pertain specifically to the OSU Student Union. You will find them helpful in planning your student organization activities.

They can be found online at <http://meetings.okstate.edu/guidelines> and through the hyperlinks below:

**Use of OSU Student Union Public Space
Reservation Procedures
Student Union Reservation Guidelines**

**Use and Scheduling of the Public Spaces of the
OSU Center for Student Services**

**Student Union Solicitation Policy and Procedures
Guidelines on Dances, Social and Public Events**

**Student Union Building and Public Service Area Hours Policy
Guidelines for the Use of Bennett Memorial Chapel**

Department of Leadership and Campus Life - <https://campuslife.okstate.edu>

With more than 500 student organizations on the OSU campus, the Department of Leadership and Campus Life plays a key role in the lives of OSU students! In Leadership and Campus Life, leaders are born and real-world experience is gained. The Leadership and Campus Life area, located on the second floor of the Student Union, is always a hive of activity.

- Arts, Culture and Entertainment - 405-744-7332 - <https://alliedarts.okstate.edu>
- Campus Life (Front Desk) - 405-744-5488 - <https://campuslife.okstate.edu>
- Center for Ethical Leadership - 405-744-2129 - <https://leadership.okstate.edu>
 - Leadership Clearing House
- Fraternity and Sorority Affairs - 405-744-5490 - <https://gogreek.okstate.edu>
- International Students and Scholars - 405-744-5459 - <https://iss.okstate.edu>
- Non-Traditional Students - 405-744-5484 - <https://campuslife.okstate.edu/non-traditional-student-services>
- Off-Campus Student Association - 405-744-7283 - www.osuoffcampus.org/ocsa
- Parent and Family Relations - 405-744-5406 - <https://parents.okstate.edu>
- Student Union Activities Board - 405-744-5213 - <https://suab.okstate.edu>
- Service-Learning, Volunteer Center- 405-744-5145 - <https://campuslife.okstate.edu>

Other Resources:

Campuslink - organizing your Campus Life - <https://campuslink.okstate.edu>

Finding your place at OSU is easy with Campuslink, OSU's student organization, leadership development, volunteer service and curriculum database. Simply log on to explore all of the organizations on campus, check out upcoming events and activities, or even start your own student group! (Quick Link to many resources can be found by clicking on the Home page and selecting "Campus Links" drop down menu.)

Carnegie Community Engagement - As OSU is a Carnegie designated honored institution noted for exceptional service and volunteerism, all student organizations are expected to record their service hours on Campuslink at <https://campuslink.okstate.edu>.

Facilities Management - <https://fm.okstate.edu> and <https://workorder.okstate.edu/Customer>

Facilities Management takes care of all the maintenance and repairs for General University facilities. Routine maintenance and repairs are preplanned, prioritized, and scheduled by need. All non-routine work requested is preapproved by FM following University standards.

News and Information (Public Information Office) – <https://news.okstate.edu>

Office of the Registrar Room Reservations - registrar.okstate.edu/Room-Reservations

General University classrooms are rooms reserved and administered by the Registrar's Office for shared academic use. Their primary purpose is for housing university courses. They are also available for use by approved departments, staff and faculty for academic events (ex: review sessions, seminars, guest speakers, etc.) and student organizations for non-profit organizational meetings.

Student Government Association – <https://sga.okstate.edu>

OSU Student Government Association strives to serve the students of Oklahoma State University. It is our goal to make YOUR voice heard on this campus. SGA partners with faculty, staff, and the Board of Regents to insure that Oklahoma State University is in a process of constant improvement. Our goal is to provide funding and implement changes to better our campus, community, and most importantly the students' way of life.

SGA allocates funds to clubs and organizations for events that can be enjoyed by the entire student body. We also design programs to better our campus, community, and most importantly students' way of life. We encourage you to seek involvement in SGA through one of our numerous committees or representing a constituency in Senate.

Student Union Meeting & Conference Services - meetings.okstate.edu/guidelines

Student Union Meeting and Conference Services is a wonderful resource for assisting you with your event planning needs, including space allocation, audio-visual needs, and catering. With more than 20 venues, the Student Union offers many flexible options for conferences, meetings, and events. Whether you are looking for a large, elegant ballroom or a cozy meeting room, the Student Union has space that is sure to suit your needs.

Student Union Marketing Resources

Recognized student organizations also have the opportunity to take advantage of the services of a graphic designer who is designated to assist student organizations. Click here <http://campuslife.okstate.edu/campus-life-graphic-design#overlay-context=student-organization-resources> to learn more about Campus Life graphic design services.

Risk Management - The Department of Risk Management works to mitigate and manage risks on campus. Their website at <http://rpm.okstate.edu/risk-management> has frequently asked questions, forms, and video information on health and safety. The Department of Risk Management can also provide safety training for your student

organization's members as well as provide information on Emergency Management. For more information contact Mike Bale at 405-744-8899 or mike.bale@okstate.edu.

- Student Organization Transportation Request <http://rpm.okstate.edu/risk-management/forms>
- [Trip Insurance](#)

Student Affairs

Student Affairs serves as an advocate and administrative conduit for all students. The Division of Student Affairs provides essential student services (housing, medical care, food service) as well as programs and services to support our *Six Pillars of Student Success*: academic excellence, leadership development, service and civic engagement, finding purpose, broadening horizons, and wellness.

Student Affairs Speakers Bureau - The Speaker's Bureau offers a listing of dozens of presentations and seminars available for your student organization or living group meetings. A variety of topics on issues from the practical to the philosophical are available. To browse the catalogue of topics and request a speaker from this free service, see <https://restore-studentaffairs.okstate.edu/speakers-and-topics>.

Behavioral Consultation Team - <http://bct.okstate.edu> - The Behavioral Consultation Team (BCT) is a specially trained group of professional staff members from several university departments with mental health, student development, law enforcement, academic, administrative and legal expertise. The team investigates and evaluates threats and other concerning behavior, implements strategies for managing individuals that may pose a threat of harm. The team's goal is to work with all parties involved to effect a safe campus environment.

General Phone Numbers

Bursar – 405-744-5993 – bursar.okstate.edu

Campus Operator – 405-744-5000

Career Services – 405-744-5253 - hireosugrads.com

Department of Wellness-Colvin Recreational Center - 405-744-5510 wellness.okstate.edu

Office of Multicultural Affairs – 405-744-5481 – oma.okstate.edu

Registrar’s Office – 405-744-6876 - okstate.edu/registrar

Residential Life – 405-744-5592 – reslife.okstate.edu

Risk Management – 405-744-8899 – <http://rpm.okstate.edu>

Scholarships and Financial Aid – 405-744-6604 – financialaid.okstate.edu

Stillwater Medical Center – 405-372-1480 – stillwater-medical.org

Student Conduct Office – 405-744-5470 – studentconduct.okstate.edu

Student Disability Services – 405-744-7116 – sds.okstate.edu

University Counseling Services – 405-744-5472 - okstate.edu/ucs

University Health Services – 405-744-7665 – uhs.okstate.edu

OSU Police and Public Safety – 405-744-6523 – osupd.okstate.edu

For more campus phone numbers consult the online directory at:

<https://app.it.okstate.edu/directory/>