

GUIDE FOR ORGANIZATION PRESIDENTS

Compiled by the
Department of Campus Life
Oklahoma State University
211 Student Union – 744-5488

The following information is provided to assist organization presidents in becoming familiar with University policies as they apply to student organizations and to inform groups of services available to them. More information on any area of interest can be obtained by contacting the Department of Campus Life. Most of the forms referred to are available from Campus Life. In addition to the information listed below we also encourage you to visit the [Campus Life Resource Page](#), which has forms and resources available to you and your members.

1. **ACTIVITY REGULATIONS**

The “Rights and Responsibilities” contains a great deal of useful information for you and your group. University policies that relate to organizational activities appear throughout the “Student Rights and Responsibilities.” Should you have questions or need clarification of any of the regulations, please come to the Campus Life Office (211 Student Union).

<https://studentconduct.okstate.edu/studentorganizations>

2. **ACTIVITY PERMITS**

In order for a group to display posters, distribute literature, sell items and other like activities, it is necessary to obtain a permit from the Department of Campus Life. It is also necessary to get permission for activities that will take place on campus grounds. If you are in doubt as to whether or not you need a permit for an activity, contact the Department of Campus Life.

3. **POSTING POLICY**

The posting of signs, handbills, and flyers and the placing of displays in buildings at Oklahoma State University will be limited to recognized and registered groups and official units of the University.

POSTING IN STUDENT UNION AND CLASSROOM BUILDINGS

In order to obtain authorization for posting or displays, a representative of the sponsoring group(s) or unit must bring all material to be posted to the Campus Life Center for an authorization permit. Upon completion of the permit, the representative will be permitted to stamp each poster with a stamp available in the Campus Life Center. Once this is done, the group’s representative will be given a listing of approved posting areas in the Student Union and the classroom buildings, or in designated areas.

REGULATIONS:

- A. Posters and flyers must not exceed 400 square inches in size. Signs exceeding this limitation must receive special permission from the Director of Campus Life.
- B. The name of the sponsoring group or unit must appear on each flyer, sign, and display. The organization name spelled out is preferred, but Greek letters, acronyms, and logos will be accepted if these clearly identify the sponsor. In the case of symbols or initials that are not clear, the group will spell out the entire name of the group.
- C. Publicity encouraging the abuse of alcohol at events sponsored by registered or recognized student organizations is prohibited. Guidelines for advertising events at which alcoholic beverages are present are available in the Campus Life Center.
- D. All posters are to be removed by the sponsoring group or unit following the advertised event. Signs without a registered stamp or those remaining up beyond the expiration date will be removed. Failure to remove signs or posting in an unauthorized place may result in the individual or group being billed for the sign’s removal.
- E. Signs are not to be posted on walls (interior or exterior), trees or shrubs, trashcans, elevators, etc. Only bulletin boards are approved for posting. Any signs posted in unapproved areas will be removed. Only one poster per event is permitted on each bulletin board.
- F. The painting of sidewalks, buildings, etc., is not permitted.
- G. Lawn signs for campus elections will be stamped as registered in the same manner as those to be posted and must conform to the SGA Election Board posting rules. The Director of Campus Life may approve lawn signs for special events of an all campus interest on the day(s) of the event.

4. **DISTRIBUTION OF PRINTED MATERIAL**

Distribution of printed matter on campus is limited to certain areas. All publication must clearly identify the sponsoring organization and copies must be filed with the Department of Campus Life before a permit will be issued.

5. **SALES AND SOLICITATION**

Organizations who wish to raise money through sales or solicitation should check with the Department of Campus Life before finalizing plans for such activity. Keep in mind that University regulation prohibits the sale of any article that conflicts with Student Union business and that the Oklahoma law prohibits raffles.

6. **UPDATING OFFICER MATERIALS**

All student organizations must submit each fall, or at the time of elections a current listing of officers via CampusLink to Campus Life in order to retain status as a recognized or registered group. Updates are required to ensure correct contact information is available. In addition, groups with OSU accounts must submit an up-to-date "Signature Authorization Card" available in the Campus Life office. The officer and advisor information on the Signature Authorization Card must match the information submitted on CampusLink or the card will not be forwarded to University Accounting. **Failure to provide up-dated information on CampusLink may result in the organization being declared inactive by the Student Government Association.** Training on the use of CampusLink is available each semester. Please contact Campus Life at 744-5486 to arrange a session for your officers.

7. **AFFIRMATION OF COMPLIANCE**

Each group must file with the Department of Campus Life a signed "Affirmation of Compliance", which is a statement that the group does not discriminate in accordance with OSU's policy statement on nondiscrimination. Copies of the statement are available in the Campus Life office or under the student organization resources tab on our website at campuslife.okstate.edu.

8. **MAILBOXES**

The Department of Campus Life has a limited number of mailboxes available to groups wishing to receive mail through this office. Organizations may contract for boxes with the stipulation that mail be picked up at least once a week. This provides groups with a central, permanent place to receive mail and is our means to direct communication with groups.

9. **MASTER CALENDER OF EVENTS**

All student organizations are encouraged to place their activities on the CampusLink bulletin board and to check it when planning major activities of campus – wide interest. Events listed on CampusLink may also be included in the University calendar.

10. **TRIP INSURANCE**

The Department of Campus Life offers trip insurance for sale to campus groups planning trips. Forms for purchasing insurance and information concerning coverage are available in the Campus Life Office. The form and the premium must be turned in before the trip begins in order for coverage to be effective.

11. **ACTIVITY FEE ALLOCATIONS**

Recognized student organizations at OSU who are current on their required information to Campus Life, may be eligible for a student fee appropriation through the Activity Fee Allocation Process. Should your group desire to apply you must meet the following requirements: 1) The President and/or Treasurer of Recognized organizations applying for Activity Fee Allocations are required to attend a Treasurer's Workshop scheduled in the fall semester or the online training module available through the Campus Life website campuslife.okstate.edu under the Student Organization Resources tab. 2) Have current, accurate contact information in their CampusLink profile for the group. 3) Have an account with the University that is not in deficit.

12. TREASURER'S MANUAL

This is a manual compiled to assist organization treasurers in setting up organization books and explains the procedures for making deposits and withdrawals. Copies are available to all organization treasurers and can be obtained from the Department of Campus Life under the Student Organization Resources tab at campuslife.okstate.edu

13. LEADERSHIP TRAINING

The Department of Campus Life offers assistance to student groups in leadership training and program development. If your organization is interested, we will personally assist your group through individual contact, a group presentation, or a weekend retreat. It is necessary that you schedule any such activity at least 4 weeks in advance. Contact Leadership Development at 405-744-5490 for more information.

14. CONSTITUTIONAL/NAME CHANGES

If your organization wishes to change its name or make any other constitutional changes, the approval of the Committee on Student Organizations must be obtained. Forms to request such changes are available under the Student Organization Resources tab at campuslife.okstate.edu.

15. MEETING ROOMS

Recognized and registered organizations may reserve rooms in the Student Union and classroom buildings for meetings. To reserve space in the Student Union, contact the Student Union Meeting and Conference Services office, 405-744-5232. For classroom reservations, contact the Registrar's Office, 405-744-6885 or online <https://astra.okstate.edu/AstraProd7/Portal/GuestPortal.aspx>.

Recognized and registered student organizations may use Bennett Memorial Chapel for functions appropriate to the Chapel setting. Reservations may be made by contacting the Student Union Meeting and Conference Services at 405-744-5232. There will be a nominal fee for student organizations to use the Chapel.

Reservations for the Seretean Center, Wes Watkins Center and the ConocoPhillips Alumni Center can be made by contacting the Building Manager of the respective facility at the numbers below: Seretean Center 744-6137; Wes Watkins Center 744-5356; ConocoPhillips Alumni Center 744-1548. **Note that all three of these centers charge for use of facilities.**

Reservations for any campus facility should be made as far in advance as possible.

16. USE OF CAMPUS GROUNDS

If your organization is planning an activity on the campus grounds, a permit must be obtained from Student Union Meeting and Conference Services, 179 Student Union. You must state the exact and complete purpose for using the campus grounds on the permit. No vehicles are permitted on the lawns. Tents and lawn signs must be approved for placement by the Physical Plant and Campus Life.