



OSU-TULSA
STUDENT LIFE

New Student Organization Registration Packet

The enclosed materials are to be used by students wishing to organize a recognized or registered student organization on the OSU-Tulsa campus. These materials should be completed in full and returned to the Student Life office, North Hall 103. Once all application materials have been submitted and reviewed, representatives from the student organization will meet with the Coordinator of Student Life to discuss the goals and plans of the organization.

Checklist for Registration

- ❑ Application for Student Organization. This form must be submitted to Student Life each fall semester. Information needed to complete this form includes:
 - Students to fill the positions of President, Vice-President, Treasurer and Secretary. After each election or at the time of any officer changes, you must notify Student Life of the update.
 - Advisor (this may be a staff or faculty member).
 - Names of 5 OSU-Tulsa students who have committed to being charter members of the organization.
 - Basic organization structure and guidelines, including meeting days and times, eligibility requirements and organization purpose.
- ❑ Signature Authorization Form. All student organizations are required to keep their funds in the university banking system. The signatures on this form authorize usage of the funds. Student Life will set up new accounts when all required materials have been submitted.
- ❑ Affirmation of Compliance. This is a statement that the organization meets the University's guidelines regarding non-discrimination.

Upon approval of these documents, the organization will have two months to draft a Constitution and By-Laws to be submitted to the Student Life office for approval. There is a sample Constitution and By-Laws in the Student Organization Manual, which will be provided to the President of the organization upon submission of the above documents.

- ❑ Constitution and Bylaws. The constitution should contain the broad explanations of the organization's operations, such as the name of the organization and its purpose, officers and their duties, definition of quorum, etc. By-laws are the specific items which may be subject to change, such as amount of dues, place and times of meetings, etc.



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Application for NEW Student Organization

Name of Organization _____ Date _____

National or State Affiliation _____

Main Campus Affiliation _____

Meeting Information Day _____ Time _____ Location _____

Purpose of Organization: _____

Eligibility Requirements for Members: _____

Officer Terms: Semester _____ Year _____ Month Elections will be held _____

Officers:	Name	E-Mail	Student ID #	Phone #
President	_____			

VP	_____			
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Secretary	_____			
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Treasurer	_____			
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Advisor	Name	E-Mail	Department	Phone #

Advisors should be aware that their involvement with an organization is not generally associated with an employee's normal work responsibilities. Therefore, we feel it is important that the employee's supervisor be aware of the employee's intention to serve as advisor. The advisor should speak to their supervisor regarding accepting an advisor role prior to signing this application. Thank you.

Members

1. _____

2. _____

3. _____

4. _____

5. _____



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Affirmation of Compliance

I, _____, as the President
(name)
of _____, so hereby affirm to
(name of organization)

Oklahoma State University that the organization represented by my signature does comply with the policy on membership in student organizations adopted by the Committee on Student Organizations and the University's policy on Equal Educational Opportunity.

In furtherance of its educational objectives and programs, Oklahoma State University extends recognition to a wide variety of student organizations in accordance with policies and procedures cited in the Student Handbook.

It is the position of Oklahoma State University that registered and recognized student organizations may not exclude students from membership on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation or status as a veteran in any of its policies, practices or procedures.

All registered and recognized student organizations shall affirm to the University that their membership selection policies and procedures are in compliance with this policy. In the case of regional, national or internationally affiliated groups, Oklahoma State University chapters must affirm to the University that membership selection policies and procedures of the parent organization do not require the chapter to exclude any student from membership on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation or status as a veteran.

Signature

Date



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**OSU-Tulsa Student Organization
Signature Authorization Form**

Organization _____

Oklahoma State University is authorized to recognize the signatures executed here with as authorization for withdrawal of funds or transactions of any other business of the student organization specified above.

<u>Officer</u>	<u>Name</u>	<u>Signature</u>	<u>Date</u>	<u>Phone</u>
President	_____	_____	_____	_____
Treasurer	_____	_____	_____	_____
Secretary	_____	_____	_____	_____
Advisor	_____	_____	_____	_____

Coordinator, Student Life

Date