



OSU-TULSA
STUDENT LIFE

Student Organization Renewal Packet

The attached forms are to be completed by the officers of student organizations seeking recognition for a new school year. These materials should be completed in full and returned to the Student Life office, North Hall 103 or emailed to tulsa.campuslife@okstate.edu. When all application materials have been submitted and reviewed, the organization will be allocated its funds for the semester.

Checklist for Renewal

- ❑ Application for Student Organization. It **is** necessary to list the names of 5 members.
- ❑ 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.
- ❑ Affirmation of Compliance. This is a statement that the organization meets the University's guidelines regarding non-discrimination.
- ❑ Constitution and Bylaws. If you have made changes to your constitution and/or by-laws, please submit an updated copy.

Purchasing Process

Please complete Student Organization Request Form. ***Prior to making a purchase, this form must be completed and submitted to Student Life at least one week prior to when the item(s) are needed. Failure to submit a purchase request in a timely manner may result in the item(s) not being purchased.*** The form will be reviewed to ensure that the purchase falls within the guidelines of all OSU purchasing policies.

- ❑ All expenditures must be approved by the membership of the organization by a majority vote at a club meeting. The vote must be documented in your meeting minutes.
- ❑ Please submit the Student Organization Request Form to Student Life **AT LEAST one week prior to when the item(s) will need to be purchased.** The advisor and officer signatures must be on the actual form submitted – no duplicated signatures will be accepted.
- ❑ After the Purchase Request Form has been approved, the officers and/or advisor will be notified of the purchasing procedure for that particular item or service.



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Student Organization Renewal Form

Name of Organization _____ Date _____

National or State Affiliation: _____

Main Campus Affiliation: _____

Meeting Information Day: _____ Time: _____ Building/Room: _____

Purpose of Organization: _____

Eligibility Requirements: _____

Officer Terms ☐ Each Semester ☐ Yearly Month Elections
will be held: _____

<u>Officers</u>	<u>Name</u>	<u>E-mail</u>	<u>Telephone Number</u>
President	_____	_____	_____
Vice President	_____	_____	_____
Treasurer	_____	_____	_____
Secretary	_____	_____	_____
Advisor	_____	_____	_____

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.



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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	_____	_____	_____	_____
Vice President	_____	_____	_____	_____
Treasurer	_____	_____	_____	_____
Secretary	_____	_____	_____	_____
Advisor	_____	_____	_____	_____

Names of **five (5)** additional members to be considered active and eligible to receive funding:

_____	_____
_____	_____

Coordinator, Student Life

Date



TULSA

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