

STUDENT ORGANIZATIONS POLICIES AND PROCEDURES

The University understands that student and faculty organizations and activities are vital to the educational process and encourages all campus-affiliated groups to make full use of University facilities when their meetings are part of their University work, or a logical outgrowth thereof. For policies, procedures, and helpful information related to such organizations contact the Director of Student Activities.

The University also encourages participation by the community in its programs and activities. To the extent that space is available and subject to reasonable charges and procedures for reservations, the University welcomes organizations to campus for their meetings when their work is compatible with or supplementary to this educational outreach of differing ideas and issues. The University further recognizes the benefits of an orderly process of inquiry and discussion of differing ideas and issues. Contact the Student Development Office for additional information.

RE-REGISTRATION PROCESS

After an organization has gone through the recognition process, it must re-register with the Student Activities Office at the beginning of the fall semester. Organizations should submit an update form in the spring semester.

Steps for Re-registration:

1. Complete an organization registration form and send it back to the Student Activities Office. A completed form must also include a current membership roster with student ID's.
2. Deadline for filing registration forms is three weeks from the first day of classes. Failure to meet this deadline is cause for probation; failure to comply within two semesters is cause for suspension. Fines up to \$150 per violation may also be assessed.
3. A current list of officers names, addresses and phone numbers must be on file in the Office of Student Activities.
4. Any changes of officers or advisor should be reported in written form to the Student Activities Office within 10 days of the change(s). The same is true of all constitutional changes, which are subject to approval by SSC.
5. A written statement from your campus advisor must be submitted each fall indicating that your organization's funds have been reviewed and are in good order.

Recognition and Continuation as a Student Organization

The Office of Student Activities has been developed for the purpose of providing opportunities for student involvement and participation through student organizations, student activities and campus programming. Students are encouraged to become involved in all aspects of campus life.

University recognized organizations will be afforded the following privileges: to use campus facilities, to set up an on-campus account, access to a mailbox specifically for your organization, to participate in the Student Government Association, to have the opportunity to participate

in university activities and the ability to use “Cameron University” as part of the organization name (organizations not recognized may not use “Cameron University” as part of the organization name). University recognition in no way implies that Cameron University condones or supports any or all activities of a recognized organization. In order for an organization to be recognized on campus, the following procedures must be followed:

RECOGNITION PROCESS

Prior to making application to receive university recognition, the group must meet the following criteria:

1. Organizations must have at least one faculty or staff advisor who is a current member of the faculty or professional staff at Cameron University.
2. Members must be currently enrolled students (full-time or part-time) in good standing with the University.
3. Organizations should maintain a membership of at least seven (7) qualified individuals.
4. Officers of each organization are to have a cumulative G.P.A. of 2.00, and not be on any sort of academic or disciplinary sanction, nor have any type of enrollment hold. Organization officers are defined as President, Vice President, Secretary, and Treasurer.
5. Organizations are to operate under a constitution approved by the University, a copy of which must be kept on file in the Student Activities Office.
6. The organization’s stated purpose must not be subversive to the United States of America, the State of Oklahoma, or Cameron University.
7. The organization must comply with the nondiscrimination policy set forth by Title IX.
8. No group will be recognized that serves a similar function as the SGA, PAC, Residence Hall Association, IFC, or PHC.
9. No group will be recognized if their primary function is to serve as a subservient support group or auxiliary branch of another organization.

After the group has been formed and meets the above criteria, the group should adhere to the following steps to achieve university recognition:

1. At least one executive officer and the advisor meet with the Director of Student Activities to review the constitution and any bylaws of the organization.
2. After reviews and recommendations, the Director refers the constitution to the Student Services Committee (SSC) for review.
3. SSC reviews the constitution and bylaws and meets with the group representative and the advisor.
4. After the meeting, SSC decides whether to recommend the organization for recognition or to send recommendations back to the group for improvements. If SSC sends the constitution back to the group, it may then repeat the process.
5. The recommendation of SSC is forwarded to the Dean of Student Services for final approval.

When a new organization receives recognition from the Dean of Student Services, it is placed on a one semester probationary period. During this probationary period, the organization, the officers, or responsible leaders must meet with the Director of Student Activities at least once for a progress review.

Organizations Established by the University

All organizations established by the University are considered charter organizations and will be exempt from the criteria for recognition as determined by the University administration (RLA, SGA, PAC, Greek Council, etc.).

Points Considered by the Student Services Committee

The committee will review the constitution of the petitioning organization and talk to the organization's representative and advisor. The SSC will base its recommendation on:

- The structure and content of the constitution and bylaws.
- Purpose of the group, as to being beneficial to the University community.
- How well the group meets the criteria of recognition.
- Whether or not the organization's purpose is already being adequately accomplished by another campus entity.

Advisor Qualifications

An advisor should be at least a three-quarter faculty or professional staff member of Cameron University. Graduate teaching assistants with a teaching load of six or more hours may qualify on a temporary basis. An individual may serve as advisor to no more than two organizations.

Role of Advisor:

Advisors play an important role in the extracurricular experience, for it is their guidance and participation in the organization that assists and encourages the students to become involved and to gain valuable experience in how to function in an organizational environment.

The University sees the advisor as serving a pertinent function to preserve the existence of the organization, including the following:

1. Advising the organization on university policy, including educating the members and assisting them in their work within the University structure.
2. Providing direction and planning for managing the organizational budget, e.g. approving all expenditures. [Refer to the section entitled Statement of Financial Responsibility of Student Organizations in this manual.]
3. Assist with planning and implementation of organizational programs and the use of university facilities for those programs.
4. Attend meetings and activities involving the organization.
5. Assisting the organization in annually setting realistic goals and objectives, and then keeping the group focused on these.

There are other functions of the advisor that include providing continuity, facilitating growth, and serving as a teacher that are equally important. If any assistance is needed, please contact the Director of Student Activities at 581-2217.

VIOLATIONS OF POLICIES

If a University Recognized Organization (URO) violates university regulations or policy, the University has the responsibility of disciplining that organization. The Director of Student Activities is responsible for monitoring the compliance of student organizations with univer-

sity regulations and policies. Complaints about a URO should be forwarded to the Office of Student Activities for consideration and action.

When a complaint or a report of a violation of a university regulation or policy is received by the Director of Student Activities, it shall be treated in the following manner:

1. The Director of Student Activities shall investigate the validity of the violation.
2. If the violation did occur, the Director of Student Activities will recommend to the Dean of Student Services that appropriate disciplinary action be taken against the offending University Recognized Organization.
3. If the offending URO chooses to appeal the decision of the Director of Student Activities, the Dean of Student Services shall convene the Student Services Committee to review the decision.

The Student Services Committee shall issue its report and recommendations to the Dean of Student Services. The Dean of Student Services shall have the authority to decide the action to be taken against the offending URO.

Disciplinary Actions

1. Probation: A URO can be placed on probation for a specified period of time without the withdrawal of privileges granted to university organizations.
2. Probation and withholding of university granted privileges: A URO placed on probation may be restricted from use of university facilities and/or all other privileges afforded a University Recognized Organization.
3. Withdrawal of Recognition: A URO may have its recognition withdrawn for a specified period of time.
4. Any sanction noted in the Code of Student Conduct.

The disciplinary action taken against a University Recognized Organization does not exempt disciplinary action from being taken against individual members of the organization who were responsible for the violations of regulations and policies. Correspondingly, the disciplining of individuals does not preclude disciplining of the organization for actions taken for and by the organization and its members.

Social Fraternities and Sororities that are members of the IFC or PHA will fall within that body's jurisdiction. The above may be used only in the appeal process for those groups. However, upon petition by the Director of Student Activities, the Dean of Student Services can review the case and assess sanctions rather than the IFC or PHA. (Social Greek Organizations with national affiliation must be members of the IFC or PHA.)

The University Calendar is maintained in the Student Development Office. The calendar has information of scheduled activities and events taking place at the University. Facility Reservations will be accepted only with signatures from school deans or department heads and student organization advisors.

During the period April 15 - June 1, the annual, recurring events will receive "priority" in being placed on the Master Calendar and in the reserving of campus facilities. Noncampus groups may not receive confirmation for University facilities until after August 1. If a conflict in scheduling occurs, rescheduling will be resolved in consultation with the groups involved.

Scheduling Activities

1. All activities of any recognized student organization whether on or off campus must be registered in the Student Development Office.
2. Activity/Facility Reservation Forms are available in the Student Development Office (N. Shepler 314) and must be submitted ten (10) business days before the scheduled event for it to be officially processed for formal approval.
3. For convenience of the organization, completion of this form accomplishes official registration and reservation of facilities and inclusion on the Master Calendar.
4. Please note that the registration of an event requires the signature of the faculty advisor.
5. The deadline for registering a social event will be ten (10) class days prior to the event, except for those activities approved as alcohol beverage functions and/or requiring the services of a police officer. Those functions must be registered fifteen business days (15) prior to the event.
6. Certain social events will often require a police officer. At such times the sponsoring group will be charged, which is normally time-and-a-half the officer's regular pay (for overtime).
7. Cancellation of functions and facilities is equally important and should always be made through the Student Development Office (X-2209). Failure to notify this office by 3:00 p.m. the day before the event may result in disciplinary action.
8. The Director of Student Activities will provide information to student organizations regarding duties and responsibilities of advisors.

Suspension of Recognition

Reasons for Suspension:

1. Failing to meet any one of the nine (9) criteria required for recognition at anytime.
2. Group found in violation of the Code of Student Conduct or university policy.
3. Failure to complete all steps for re-registration for one academic year.
[Organization is placed on probation if it fails to re-register for a semester. The organization must take appropriate steps necessary to be placed back in good standing by the Director of Student Activities prior to the end of the second semester.]
4. Failure to show a reasonable amount of activity in promoting the ends and purposes specified in the organization's constitution; e.g., evidenced by meetings and other activities. All recognized organizations are required to submit a written activity report to the Director upon his/her request.
5. An organization may voluntarily relinquish its recognition at any time by delivering to the Director of Student Activities a written notice signed by the remaining officers and advisor, stating that they are disbanding and explaining why.

If suspended, the organization immediately loses its privilege of being a university organization. All accounts of the suspended organization will be placed on hold. After one calendar year of inactivity, all organizational funds will be moved into the Student Activities account and may be expended.

A group may reapply for recognition by following the recognition process required of any student organization. If an organization is suspended by the Director of Student Activities, the members may appeal to the Dean of Student Services.

STATEMENT OF FINANCIAL RESPONSIBILITY

The University expects each student organization to be fiscally responsible. All organizations should practice sound management procedures to insure the fulfillment of this responsibility.

Each organization should anticipate its financial needs and plan ways to properly meet these needs. The officers and the advisor should establish a budget, and the commitments of the organization should never exceed the funds which it has available. Each organization must have all financial commitments approved by a majority of their group and receive the signature of their advisor prior to the commitments being made. University recognized organizations are encouraged to deposit their funds with the Cameron University Business Office.

GUIDELINES FOR OUTSIDE BANK ACCOUNTS

University and Regents policies do not prohibit student organizations from using bank accounts outside the University for the purpose of maintaining funds except those from student activities fees, which are state funds that must be maintained within the system.

Student organizations are not required to register outside bank accounts. Funds generated by student groups from dues, assessments, fund-raising events, or any other revenue-generating activity could be handled through an outside bank account or through a University account at the option of the advisor of the student group.

The Office of Student Activities strongly suggests that, in order to protect the student officers and the student organization advisor and to alleviate any problems that might arise in regard to withdrawals and deposits, the faculty or staff advisor of the student organization should be a co-signer for any disbursements made from this account.

FEDERAL TAX IDENTIFICATION NUMBER

Banks require student organizations to obtain a federal tax identification number prior to opening an outside bank account. For an SS-4 form (Application for Employer Identification Number) go to the Business Office or to any location where federal forms are available (i.e. public libraries).

When the account is on-campus, an organization must follow certain fundamental procedures of fiscal accountability required by all university accounts. These procedures include: 1) Issuance of a purchase order, based on an approved requisition with the advisor's signature, and the assurance that the goods or services have been received by the purchaser before payment is made from state monies. 2) Receiving competitive bids for items costing \$2,500 or more. 3) Prior Board of Regents approval of items costing \$75,000 or more. 4) Prior Board of Regents approval for Sole Source items costing \$2,500 or more. 5) Signed invoice denoting that the goods or services have been received prior to issuing payments.

Payments from off-campus accounts must be made by check, and at least two signatures are required (the signature of an advisor and the signature of a student officer). No one person, whether student officer or a faculty/staff advisor, should be able to withdraw money from an off-campus student organization account.

Bills should be paid promptly. Student organizations have a responsibility to settle their accounts when due. The financial aspects of all events sponsored by a recognized organization must have the approval of the respective organization's faculty advisor.

Student organizations should conduct a yearly review of their financial status and whenever there is a change of officers with their campus advisor. The Director of Student Activities is also available for assistance.

In the event of disbanding or inactivation of an organization, the primary responsibility of properly providing for the close out of the account and the disposition of remaining funds rests with the organization and not the University. This can be a problem for off-campus accounts if not done immediately. If an organization is suspended by the University a hold may be placed on an organization's account until disposition is determined by the University and the organization's representatives.

In the event of changing advisors, the Office of Student Activities is to be contacted first and it will contact the Business Office with the appropriate information. Failure to do so will delay processing of your purchase. *The University is not responsible for the payment of any debts or other obligations made by student organizations.

RECEIPT OF CASH BY DEPARTMENTS/ORGANIZATIONS

In compliance with an audit recommendation, any department/ organization which receives cash monies for any reason for the university or the Cameron University Foundation, Inc., must give the payor a receipt.

Sequentially numbered receipt books are to be obtained at the cashier's counter located in the Administration Building. The \$15 charge will be handled by inter-departmental transfer. No other receipt books will be acceptable. These receipts must be kept in your department/office. If a receipt is voided for any reason, the receipt must be marked void and retained.

If you have any questions or need additional information, please do not hesitate to contact the comptroller at ext. 2215.

DEPOSIT OF UNIVERSITY AND FOUNDATION FUNDS

Any funds for the university received by any department/organization must be deposited the same day with the cashier. Any funds received for the foundation must be taken the same day to the Foundation Office.

Each department/organization is required to keep the paper forms on file in their office and to complete whenever funds of any kind (check, money order, cash, etc.) are received. (Contact the Business Office)

The appropriate form is to be completed in duplicate and brought to the cashier along with the funds being deposited for the university. The person depositing the funds and the cashier receiving the funds are each required to sign the form at the time of deposit. One copy of the form is left with the cashier along with the deposit and one copy will be for your records.

The same procedure is followed for any foundation funds with the exception that the foundation form and funds will be taken to the Foundation Office for signature. The funds and one copy of the form will be left in the Foundation Office. The second copy of the form will be for your records.

If you have any questions or need additional information, please contact the Business Office at ext. 2221.

FUNDRAISERS, TICKETS AND SALES TAXES

Cameron University was informed by the Oklahoma Tax Commission that sales taxes are to be collected by student organizations and university departments when selling any products and services.

The responsible group is to collect the taxes, complete the proper reports and forms and forward the funds to OTC. However, to help alleviate the complexity of these procedures Cameron requests that you turn in your tax collections to the Business Office, who will then complete the process for your organization.

This is the law, via the Oklahoma Tax Commission, (state statute Title 68, paragraph 1356.) It is also a violation of the Code of Student Conduct, as stated in the Student Handbook, to violate federal, state or local laws, in addition to University policies. Contact the Business Office if you need additional information.

CORPORATE OR BUSINESS CO-SPONSORSHIP OF ACTIVITIES

All corporate or business co-sponsorships of a university or student activity must contract with the University, the terms of which must be set by and approved by the Executive Council. This policy applies to sponsorship or cosponsorship only and shall not be interpreted to include paid advertising.

BAKE SALE POLICY

Only prepared food items can be sold in campus buildings. All food and beverages requiring heating or cooking are not allowed except in outdoor areas or in areas specifically designed to prepare food with prior permission. A limit of two tables can be requested for food sales. One bake sale per building is permitted (Two in Nance-Boyer). No canned or carbonated drinks are to be sold. Sponsoring organization is responsible for collection/payment of taxes. A Facility Request Form must be completed and indicate the items that will be sold

SOLICITATIONS

1. University buildings or campus spaces may not be used to raise money for any individual or organization.
2. Organizations intending to use the University's spaces to benefit an off-campus effort must be prepared to prove the tax-exempt status of the benefiting cause.
3. The Director of Student Development will establish uniform procedures relating to the location, duration and setup arrangements for such solicitation activities. Beware of your sales tax requirements

RAFFLES

By Cameron University policy, raffles are not allowed.

ORGANIZATION FUND REQUEST GUIDELINES**SGA Distribution Fund Guidelines**

1. The amount of distribution money for each school year varies. Contact the SGA office for the current year allocation. Money is available only to organizations recognized by Cameron University.
2. Each year, the Finance Committee of SGA may determine a maximum amount each group may receive for the year, and it is at the discretion of the Finance Committee to determine the amount awarded to the organization.
3. Organizations can only be reimbursed for events or activities that benefit members of the organization and/or Cameron University students.

The following are the steps required to gain funding through SGA:

1. The organization must have an active member serving as a SGA representative.
2. The organization must submit in writing a Funding Request Form (available in the SGA office), stating the reason(s) for the request and an estimated summary of expenses detailing how the money will be spent.
3. The SGA Treasurer will notify the organization of the committee's decision at the SGA meeting after the decision has been made and by a letter addressed to the person who completed out the Funding Request Form. The letter will contain the reason and justification for the Finance Committee's decision on the funding.
4. If the group is approved for the funding, the group will be responsible for collecting receipts for all expenses occurred. A copy of all receipts must be turned in to the SGA Treasurer. The total of the receipts must equal or exceed the amount requested by the group.
5. The money allocated will then be transferred out of the SGA account into the organization's on-campus account. No individual will be reimbursed; SGA money will only be used to reimburse recognized student organizations.