

NORTHEASTERN STATE UNIVERSITY

Student Organization Handbook

2025-2026



STUDENT AFFAIRS MISSION STATEMENT

FOUNDED ON THE RICH EDUCATIONAL HERITAGE OF THE CHEROKEE NATION, THE CAMPUSES OF NORTHEASTERN STATE UNIVERSITY PROVIDE ITS DIVERSE COMMUNITIES WITH LIFELONG LEARNING THROUGH A BROAD ARRAY OF UNDERGRADUATE, GRADUATE, AND PROFESSIONAL DOCTORAL DEGREE PROGRAMS. WITH HIGH EXPECTATIONS FOR STUDENT SUCCESS, THE UNIVERSITY PROVIDES QUALITY TEACHING, CHALLENGING CURRICULA, RESEARCH AND SCHOLARLY ACTIVITIES, IMMERSIVE LEARNING OPPORTUNITIES, AND SERVICE TO LOCAL AND PROFESSIONAL COMMUNITIES. THE INSTITUTION'S DEDICATED FACULTY AND STAFF OFFER A SERVICE-ORIENTED, SUPPORTIVE LEARNING ENVIRONMENT WHERE STUDENTS PREPARE TO ACHIEVE PROFESSIONAL AND PERSONAL SUCCESS IN A MULTICULTURAL AND GLOBAL SOCIETY.

DEPARTMENT OF STUDENT ENGAGEMENT

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ALL STUDENT ORGANIZATIONS MUST FOLLOW AND ABIDE BY RULES SET FORTH IN THE STUDENT CODE OF CONDUCT. THE STUDENT CODE OF CONDUCT OVERRIDES CONTENT IN THE STUDENT ORG HANDBOOK IF THERE ARE DISCREPANCIES.

TABLE OF CONTENTS

<u>Resources Available for Registered Student Organizations</u>	2
<u>New Organization Registration Process</u>	2
<u>Temporary Interest Group Information</u>	3
<u>Transitioning an Existing Organization</u>	3
<u>Advisor Roles and Expectations</u>	4
<u>Constitution and Bylaws</u>	5
<u>Creating a Budget</u>	7
<u>Recruitment and Retaining Members</u>	8
<u>Officer Transitions</u>	9
<u>Student Organization Trainings</u>	10
<u>Hosting an Event</u>	11
<u>Requesting Meeting/Event Space on Campus</u>	14
<u>Catering</u>	15
<u>Uploading Events to HawkLife</u>	15
<u>Showing Films</u>	15
<u>Advertising Policy</u>	14
<u>Spirit Rock</u>	15
<u>Tailgate Guidelines</u>	16
<u>Fundraising Policy</u>	16
<u>NSGA Funding</u>	16
<u>Solicitation</u>	17
<u>Raffle Policy</u>	17
<u>On-Campus Bank Accounts</u>	17
<u>Cash App/ Venmo</u>	17
<u>Requisitioning Checks for Performers and Routing Contracts</u>	18
<u>Regalia for Graduation</u>	18
<u>Student Org.NSUOK Email</u>	19-20
<u>Travel Policy</u>	21-22
<u>Discrimination Policy</u>	23
<u>Anti-hazing Policy</u>	24-25
<u>Alcohol Policy</u>	25
<u>Violations</u>	25-29

LETTER FROM STUDENT ENGAGEMENT

Congratulations on taking the steps to get involved on campus! Being involved on campus will not only help you be engaged in student life, it will also help you in your future careers. You will make connections through student involvement that will last a lifetime. You will also learn skills that will help you succeed. This is true for you whether you are joining an existing organization, becoming a leader of an organization, or starting a new organization. We are excited to have you participate and be engaged!

One of the things that I hear from students is that they love the family feel of our campus! When you are involved on campus, you are a huge part in creating that family feel! This makes students want to be here and to be part of your organization which helps all of us. At NSU, we want you to be engaged in campus life. It is the Office of Student Engagement's goal to help you succeed as a student and then as a professional after you graduate. We want our campus to offer a variety of opportunities for involvement in organizations and leadership growth. If you have not joined an organization, we are glad that you decided to do so. It is never too late to start being involved on campus.

If you have any questions, please reach out to me or anyone on the Student Engagement and Transitions team to help you get started!

Come gather with us!

Dr. Kendra Hagyard

DIRECTOR OF STUDENT
ENGAGEMENT AND TRANSITIONS



RESOURCES AVAILABLE FOR REGISTERED STUDENT ORGANIZATIONS

- The use of university name, logo, and symbols for marketing events.
- Opportunity for approval of marketing to post on campus for organization-sponsored events
- Use of free graphic design services
- Graphic design services are located in The Department of Student Engagement (B120)
 - Stop by Monday-Friday 8am-5pm to meet with our Graphic Design Student Worker
- Opportunity to request funding from Northeastern Student Government Association (NSGA)
 - NSGA is located in the basement of the University Center (B140)
- Opportunity to utilize on-campus bank accounts
- Utilize university meeting rooms and other facilities through Auxiliary Services
 - Auxiliary Services is located on the third floor of the University Center
 - **Failure to be a registered student organization will result in not being able to book a location as an organization.**

NEW ORGANIZATION REGISTRATION PROCESS

Prior to submitting information for the new organization via HawkLife the organization must meet the following criteria:

- Have at least one current, full-time NSU faculty or staff member represent the organization as the Advisor.
 - A graduate assistant supported by a full-time faculty or staff member may also serve as the advisor.
- Have current NSU students (in good standing with the university) to serve as the leadership and membership of the organization. *Good standing is within the guidelines set by the institution**
 - At a minimum an organization must have each of the following:
 - President
 - Vice President
 - Treasurer
 - Secretary
 - One active member, no leadership
- Have a constitution/bylaws prepared and ready for submission.
 - The organization's stated purpose must not be subversive to the United States of America, the State of Oklahoma, or Northeastern State University.
- The organization's purpose must be unique. No group will be recognized that serves a duplicated function as any organization already approved at NSU.
- The organization must comply with the nondiscrimination policy set forth by Title IX.

After Meeting the Criteria Listed Above:

- The information can be submitted via HawkLife

- [New Organization Registration](#)
- Upon approval, the organization will be notified through HawkLife and have access to utilize the resources available to recognized student organizations.

TRANSITIONING AN EXISTING ORGANIZATION

To re-register an existing organization:

- An email will be sent to the primary contact listed for the organization notifying when registration begins.
- To ensure that the organization may maintain access to campus resources the following information will need to be reviewed and updated if applicable:
 - Addition of any new members to the roster
 - Current list and contact information for the mandatory leadership positions (President, Vice President, Secretary, and Treasurer, etc. with email addresses)
 - Updated faculty/staff advisor and primary contact
 - Constitution and bylaws (reviewing the constitution and bylaws to ensure the organization is still working under the documents provided on HawkLife)
- If there are no additions or updates that are needed for the organization, the organization must still re-register to continue to utilize resources for recognized student organizations.
- Any student groups that have failed to transition/reregister their student organization by July 16, 2025 will be removed and lose the benefits of a registered student organization.

ADVISOR ROLES AND EXPECTATIONS

- Be fully aware of the purpose and activities of the group through regular attendance at group meetings and individual consultation with the organization leaders.
- Act as a reference for general information regarding Northeastern State University policies and procedures.
- Provide information relevant to the organization's mission, vision, activities, and goals.
- Provide resources and information in regards to necessary changes to the organization's mission or bylaws and that they are resubmitted (via HawkLife) to the Office of Student Engagement. Provide advice and guidance in the planning and implementation of the organization's activities.
 - Be aware of all events planned by the organization to ensure proper guidelines are being met and that they are approved by Student Engagement and Auxiliary Services (if applicable)
- Assist in the financial planning and budgeting of the organization.
- Have an understanding of the Student Org Handbook and the ability to access a digital copy of the handbook for reference.
 - A digital copy of the handbook can be found on HawkLife as well as [here](#)
 - [The Student handbook](#)
 - [Student Conduct and Development](#)

The role of the advisor makes a significant impact on the student organization they advise as well as its members and their co-curricular growth. We appreciate you taking your time to work with our students to further their growth. The Office of Student Engagement is always available as a resource for all advisors.

While we recognize that all organizations and advisors are different and apply different approaches, we ask all advisor to hold themselves and their teams to shared expectations:

- Be an active member and user of HawkLife with the following provisions:
 - Have advisor status for any organization they advise
 - Check-in and monitor page accuracy as well as events being advertised.
 - If you are interested in learning more about the HawkLife platform or have any administrator questions, please contact the office of Student Engagement.

CONSTITUTION AND BYLAWS

What is a constitution?

A constitution contains the fundamental principles that outline the purpose, structure, and limits of an organization. The constitution provides a foundation upon which an organization operates.

Guidelines/Template for Writing a Constitution

Article I: Name

State the name of the organization. For example, "The name of this organization shall be (insert name of the organization here)."

Article II: Purpose and Goals

Provide a general statement about the purpose and goals of the organization. Any affiliations with other groups such as chapters of the national organizations should be listed here.

Article III: Membership

Provide a general statement about membership eligibility, standards, and requirements. For example, "Membership shall be open to all students at Northeastern State University." The membership selection process, types of membership, and procedures for disciplining and/or removal of members should be stated in this article if not already appearing in the bylaws. Recognized student organizations are required to be nondiscriminatory in membership unless otherwise permitted by federal law. Student Organization constitutions should not contain any discriminatory language or provisions.

Article IV: Officers

List the titles of officers to be established, qualifications, the method, time, and process for the selection, and term of office for each position. The duties, responsibilities, of each officer, and the procedures for removing officers and filling vacancies should be outlined in this article if not already appearing in the bylaws. The responsibilities and term of office for the organization's official university advisor(s) can also be listed in this article.

Article V: Finances

Provide a statement about the manner in which the finances of the organization will be handled. Detailed financial procedures including the amount and collection procedures for dues, if any should be listed in this article.

Article VI: Amendments and Ratification

This article should explain how the constitutional amendments may be made, as well as the procedure for adopting the constitution and any further amendments. At a minimum, the constitution must be voted on and approved by the general membership of the organization. To be valid, the constitution must be signed by at least the organization's president and advisor.

What are Bylaws?

Bylaws are secondary principles that govern the internal affairs of an organization. Bylaws are used to expand on the articles of the constitution. They describe in greater detail the procedures and steps the organization will follow in order to conduct business effectively and efficiently.

Content within Bylaws

If bylaws are utilized to further explain information outlined in the organization's constitution, the bylaws must not contradict the provisions in the constitution. If the organization does not include bylaws, the information may be added to the appropriate articles of the constitution. Topics typically found in Bylaws:

- Further explaining the information outlined in the constitution regarding membership, financial and amendment procedures, and officers.

Additional Topics found in Bylaws:

- Committees: Explaining the formation and responsibilities of any committees formed within the organization.
- Meetings: Outline of how and when meetings will take place. Explain any attendance policy, quorum (number of members needed present to transact business), and parliamentary rules of order. A great way to make sure that you are staying on track is to utilize Robert's Rules of Order. Robert's Rules of Order can be found below:

<https://www.boardeffect.com/blog/roberts-rules-of-order-cheat-sheet/>

CREATING A BUDGET

Decide what your organizational priorities are for the year.

1. What are your organizational goals?
 - a. Where do you want the bulk of your money going? Prioritize your events.
 - b. Look at what you spent last year
2. Review what your sources of income are.
 - a. Membership dues
 - b. Donations
 - c. Fundraising
3. Review last year's budget, where did the organization lose money, and what was successful?
 - a. How will you increase your successes?
 - b. How much "risk" does the organization have within its budget?
4. Do your homework
 - a. Obtain quotes on potential costs- shop around
 - b. Do not always overestimate- get real numbers
5. To ensure the safety of funds, always provide monthly updates and have more than one member/officer approve expenditures
6. Keep accurate records
 - a. Budgeted costs
 - b. Actual costs
 - c. Any unanticipated expenses

Major Components of a Budget

Income:

Dues Breakdown of each event cost

Fundraisers

Food

Donations

Rentals

Expenses:

Operational costs (administrative costs)

Publicity

Office Supplies

Equipment

Marketing for Organizations

Professional Development (Conferences)

Copying/Printing

Registration Fees

Business Cards

Travel

Programming/Entertainment (special events)

Lodge

Food

Resources (books, subscriptions, etc.)

RECRUITMENT AND RETAINING MEMBERS

New members are the legacy of every organization. They bring new ideas, increase the organization's personal power, foster organizational growth, prevent member burn out, and take over leadership roles when you leave. People join organizations for many reasons. They want to get involved, meet people and make new friends, develop skills and have fun. Groups need new members because they bring new ideas and talents, in addition to replacing old members. It is vital that an organization has a well-conceived and executed recruitment and retention plan. Recruitment and Retention is the responsibility of every member of your organization! The following suggestions will help make your organization's recruitment efforts more successful:

Know and Understand Your Organization: It is important that both the leadership and the membership know what the organization's goals and objectives are.

- What is the purpose of your organization?
- Where do you plan for the organization to be in six months? A year?
- What direction is your organization taking?
- What type of members do you need to help the group succeed?
- Who would you like to have join?

Set Recruitment Goals: Now that you know the type of people you are interested in recruiting; the next step is to set some recruitment goals. How many new members can your organization reasonably assimilate into the group? Will you allow people to join at any time or only during a pre-designated recruitment period? Will you hold a mass meeting or is membership by invitation only?

Get Everyone Involved: Have your current members identifying people they know who might want to get involved. Personally, invite them to attend a meeting. Word-of-mouth is the best and least expensive type of publicity you can use.

- Talk about your group. Tell people what you have to offer them. Ask them about themselves – and really listen.
- Sell your organization and the benefits of membership.

OFFICER TRANSITIONS

One of the challenges with running a student organization is the rapid coming and going of group members. Maybe you have realized that you have had to give up some activities as you take on more responsibilities and/or harder coursework. You may feel as though you were thrown in to your current position and wish you would have been given more guidance on how to lead your organization. This is why it is essential to have a smooth officer transition, that way the organization does not have to start from scratch each year. Here are some basic steps to follow to have a successful transition.

Maintain a Transition Binder: Begin keeping all important things you have learned as well as any business of your organization well organized as soon as you begin your new position. This not only provides the new officer with a solid baseline to start but will also help you do a better job by keeping yourself organized. At the time of transition, the binder also serves as a tool for you to effectively reflect on your experiences and better prepare for future leadership roles.

The binder should include:

- The mission of the organization
- Goals of the organization, these should be updated as things change or are accomplished.
- A copy of the most current constitution and bylaws
- Detailed officer descriptions
- Committee descriptions
- Financial records
- Social Media Usernames and Passwords
- Contact information for your advisor and the Student Engagement Office

Have One-on-One Training Time: Meet up with your replacement as soon as possible so that you may communicate to them in more detail the advice outlined in the transition binder. This will be a good chance for the new officer to ask questions of a peer who can guide the new officer on a path to a positive and successful experience.

Plan an Officer Retreat or Orientation: Set aside a time when the advisor and leadership team can meet this should be outside of a normally scheduled meeting. Some topics to discuss would be:

- get to know one another better
- create goals and expectations
- understand the specific duties of their new position.

An off-campus retreat is a great way to do this as it provides the officers with a chance to disconnect from the distractions of campus and reflect on their vision for the organization; however, we understand that this is not feasible by all student groups due to expenses and other logistics.

Develop Clear Goals for the Year: Develop your own personal goals of what you plan to achieve during your term. Some of these personal goals may include expanding leadership skills. The point of any successful student leadership role in their organization is a transferable skill. These are things that can be used in real-life scenarios after you graduate. Remember that this position is a learning opportunity, but you are only going to get out of it what you put into it. Also, each officer should look at the job description and create SMART goals for the year in the specific role. [SMART Goals Worksheet](#)

STUDENT ORG TRAININGS

Student Organization leaders are offered the opportunity to expand on transferable skills. The Office of Student Engagement will host monthly trainings that will allow student leaders to walk away with life skills they can utilize after college. Trainings will be offered in-person on the Tahlequah and Broken Arrow campuses. It is required that each student organization send at least one representative from their organization and encouraged others to attend each month. Attendance will be taken. **All student organization trainings are mandatory, and if a student organization is not going to be in attendance at a training, a make-up training must be held with the Office of Student Engagement. Please reach out to the Office of Student Engagement if your organization misses a training.**

By attending Student Organization Training, Student Leaders will be able to:

- Motivate and empower others in their group
- Utilizes others' gifts and talents effectively in their organizations
- Recognize the value of reflecting on experiences to apply learning in the future.
- Collaborate with other group leaders to advance individual student organization and ultimately the student body as a whole.
- Acknowledge own identities in order to appreciate other identities and gain exposure and understanding to identities different from their own.

HOSTING AN EVENT

Tahlequah Campus
conferences@nsuok.edu
918-444-2500

Muskogee Campus
nsumuskogee@nsuok.edu
918-444-5011

Broken Arrow
baevents@nsuok.edu
918-444-6121

Many student organizations plan activities, projects, or fundraisers. You must do the following things in order for the events to occur. The student org advisor should be made aware of all events and be in attendance. A sample [Event Planning and strategy guide](#).

All events hosted on campus must be registered and approved. To register your event, you must do so on HawkLife.

Requesting Meeting/Event Space on Campus

Recognized student organizations have the opportunity to utilize meeting/event space on campus. A meeting/event space can be reserved online through Auxiliary Services. This online form must be completed at least seven days before the event is scheduled to occur. Student organizations that are not registered on HawkLife will not be able to reserve spaces on campus.

In order to enter an event on HawkLife, you must complete the request in [Ad Astra](#) for the space.

Catering

Sodexo has chosen many desirable options to create an extensive menu selection. Menus can also be customized for your event. From a quaint coffee break to a delectable plated dinner, Sodexo is comfortable serving groups of 40 to 400.

Contact one of our Catering Managers on the Tahlequah campus today for more information at sodex001@nsuok.edu or 918-444-2550.

Uploading Events to HawkLife

No events will be approved unless they are uploaded as an event on HawkLife. In order to request a space on campus, you must fill out the event registration form and work through the above-mentioned steps found on that form by indicating Space Reservation under Activity/ Event Needs.

If your event is denied by a member of Auxiliary Services, please remove the event from Presence.

Showing Films

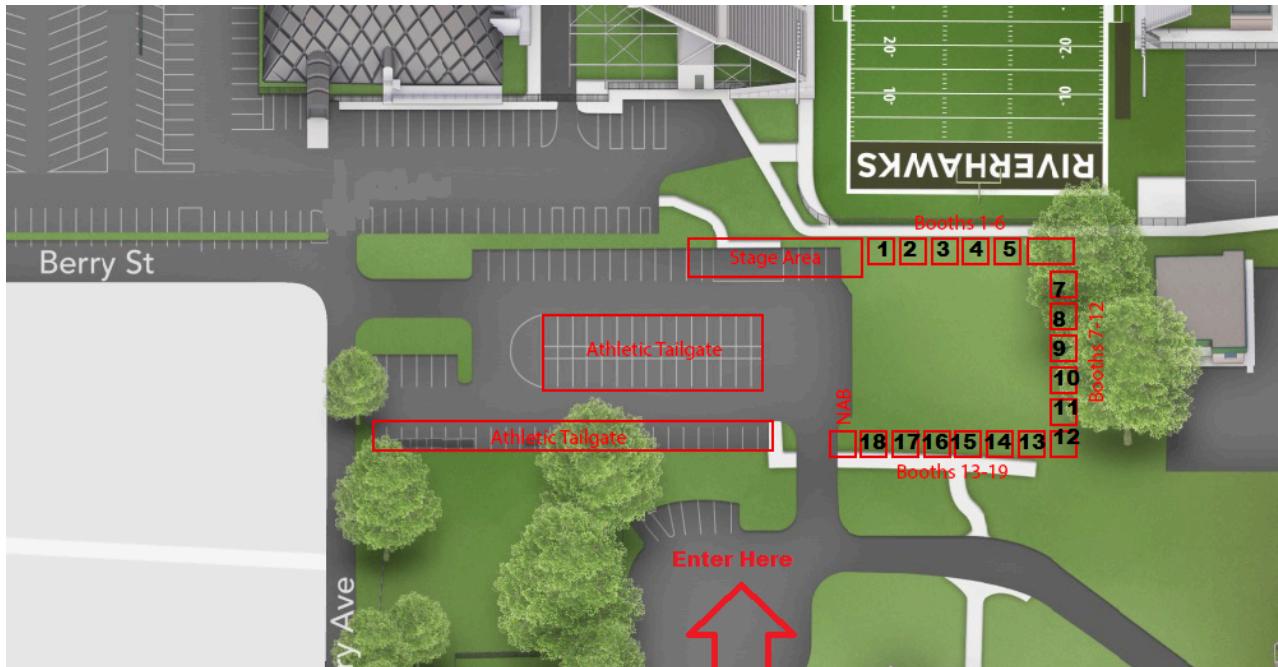
An organization planning to show a film will need to provide proof that the "rights" to show the film have been obtained. Ownership or rental of a movie does not entitle the owner or renter to show the film. Licenses to show films can be purchased from several different companies. Please see the Office of Student Engagement for a list of film distributors and for more information. Consider activating subtitles/closed captioning to make your event more accessible.

Tailgate Guidelines

Student organizations or groups that set up a location at football tailgates will be required to follow the rules and guidelines stated below.

- In the event of inclement weather, Student Engagement staff members will notify a text chain of representatives for each scheduled student organization.
- Organizations/groups are able to set up at any approved location up to 3 hours before the scheduled game time.
- There will be a Student Affairs representative that will be monitoring where organizations/groups are set up through the tailgate.
 - Any Registered Student Organization interested in tailgating must fill out the NAB Tailgating Form to sign up for the games you plan to attend and assign space for your group.
 - Each tailgate spot is a 10x10 with a walkway between.
 - You may register per game or for all home games
 - These spots are first come first serve.
 - The deadline to register for a place at tailgate and tables is Thursday at 5 pm before Saturday Game and Tuesday by 5 pm for Thursday Night game
 - Tailgating Map attached
 - Organizations may start setting up Three hours prior to kick-off (times listed below) and must conclude by the end of the 1st quarter of the game.
- Each Registered Student Organization will be required to request their own resources (chairs, tables, etc.) through the registration form or bring their own.
 - If using Auxiliary Services equipment, there will be a check in table located at the NAB Tailgate Tent, students that reserved the resources will need to show their NSU ID and sign that they are using the equipment throughout the tailgate.
 - At the end of the first quarter, all resources reserved will need to be checked back in at the same location.
 - Organizations/groups are not required to use the resources provided by Auxiliary Services, personal tables, chairs, etc. however any damage or missing items will be at the expense of the organization that checked out the equipment.
- Alcohol is prohibited throughout the entirety of the tailgate. NSU is a dry campus meaning no alcohol is allowed on NSU campus (including the tailgating location). A Student Affairs representative will be monitoring the tailgate to enforce this rule. If they witness the presence of alcohol at your organization/group's location, you will be asked to leave the tailgate and will be reported to student conduct.

- Additionally, students must abide by all the rules and guidelines set forth in the NSU student handbook, and follow all local, state, and federal laws while participating in the tailgate.
- Failure to comply with all rules set forth will result in immediate removal from the tailgate area, forfeit of tailgate reservation, and/or being sent to conduct.
- The most up to date Tailgate Guidelines can be [found here](#)



ADVERTISING POLICY

All Student Organizations have access to utilize the Graphic Designer located in the Office of Student Engagement. However, student orgs are encouraged to use platforms such as Canva to create their own marketing. [Canva](#) is a free website that allows users to create marketing specific to various social media platforms as well as poster, postcards, and more. Graphics can also include movement which can catch the eye of people looking at your social media. The University also has a [Graphic Standard Guide](#). On page 17, you can access the list of colors that are the university color scheme as well as fonts and combinations to avoid.

The following advertising policy applies to all advertising and promotional items. This policy also applies to all events and activities organized or sponsored by university departments or recognized student organizations.

- Any poster or flyer that is posted anywhere on campus must be approved and stamped in the Department of Student Engagement (B01) or for Broken Arrow Organizations: Dean's Office Admin Bldg Suite 205 before posting. Posters that do not contain the approval stamp will be removed.
 - For approval, the flyer must include the name of the organization and contact information.
- The following advertising is not acceptable:
 - Advertising that contains references to availability, use, or selling of alcohol or tobacco.
 - Advertising which requires the reader to send money to obtain further information on the product/event.
 - Advertising that is deemed offensive. This includes but is not limited to advertisements that are derogatory to individuals or groups.
 - Any products or advertisements that violate university, city, state, or federal laws and regulations.
- The university reserves the right to remove any advertising that does not follow the university policy.

Expressing a policy of open distribution of written materials intended for noncommercial purposes, the university does not assume any obligations or responsibility for the content of the materials distributed. For organizations and individuals distributing materials, awareness of current laws regarding libel, defamation, obscenity, fair labor relations and other applicable laws is important.

To further your reach of Advertising, Student Organizations have the ability to contact Communications and Marketing to market on NSUTube, the marquee, request banners and backdrops. Their office is conveniently located in the Journalism building on the Tahlequah campus and in the Administrative Services building 3rd floor on the Broken Arrow campus.

Approved Locations for Posters on Tahlequah Campus

- Administration Building (1): Bulletin board located on the first floor
- Residence Halls (10): Posters must be taken to the main housing desk to be dispersed among residence halls.
- Webb Building (2): Additional approval is needed from the information desk.
- University Center (5): All academic buildings: Posters must be placed on the bulletin boards provided.
- Business and Technology Building (3): Additional approval is needed to post flyers, upon that approval flyers can be placed on the bulletin boards on the first, second, and third floors.
- [Academic Buildings Map](#)

For Posters on Broken Arrows Campus: Posters will be distributed by dean's office after approval.

Spirit Rock

Student organizations are able to request approval to paint the spirit rock to advertise their events. The rock is first come first serve and the application can be [found here](#). You must agree to paint the rock back to its original white color when your reservation is over. The Rock cannot be used for Greek Recruitment by individual Chapters but is allowed for Councils. Paint can be provided by the Office of Student Engagement.

Organizations are encouraged to raise funds (staying within the framework of transparent and responsible means) for various charities and causes that reflect the mission/values of the organization. Plans for fundraising should be discussed and approved by the organization's advisor.

Organizations may use university spaces and equipment to host fundraising events. For questions on reserving a space, refer to Requesting Meeting/Event Space on Campus. The money obtained from the fundraiser must be deposited into the organization's on-campus bank account within one business day. Funds raised by organizations through fundraisers may be utilized in a way that is consistent with the purpose of the organization.

NSGA Funding

The Northeastern Student Government Association mission is to support students and student organizations in any way that we can! The biggest way that we support student organizations is through funding. NSGA allocates over \$20,000 to student organizations every year.

As a leader of a student organization, you can apply for funds through our allocation request application that typically opens around the start of each school year. The organization must include a complete current budget with their application. The application is available on the HawkLife student portal.

Through this process, students can request funding for the purposes of:

- promoting the student organization
- entertainers/lecturers/speakers
- rental or purchase of space and equipment
- films
- hotels, travel, conferences and registration fees

Funds may not be used for food, decorations, gifts, paid wages, membership dues, tee-shirts, or giveaways.

To be eligible to receive funding, student organizations must meet the requirements laid out within the application. Once the application has been received, the NSGA fiscal committee will set up an interview with representatives of the student organization and recommend an amount be allocated. Finally, NSGA Senators will vote on the recommendation. A vote of passage will make the allocation final. NSGA asks that representatives are present when the vote of approval takes place.

Once the deadline for the allocation request has ended, if not all of the available funding has been allocated, then an Emergency Funding Request Application will be available to student organizations until funding runs out.

Funding Requests are taken on a first come, first serve basis so we encourage student organizations to complete the request application as soon as it becomes available.

Please read through the NSGA Bylaws to find a full list of policies regarding funding requests.

Solicitation

The office of Development works with area businesses and individuals to secure donations, sponsorships, etc. for the University. Student organizations may not approach businesses that are listed on the "Do Not Contact" list with a request for donations, sponsorships, services, etc. If your organization would like to solicit donations, please contact the NSU Foundation at (918)444-4207.

Raffle Policy

The Oklahoma Penal Code states that a raffle, a tactic by which tickets are sold to distribute prizes by chance to people, is illegal among ineligible organizations. All student organizations within NSU are ineligible and will not be allowed to sell raffle tickets to provide the opportunity to win prizes.

On Campus Bank Accounts

Financial planning for an organization should be developed around the concept of providing the proper funding necessary for obtaining the goals of the organization as a whole. The university can help student groups obtain access to on campus accounts, and therefore, this is the recommendation. Student Engagement and Student Affairs cannot assist in issues directly related to off campus accounts. To obtain an on campus bank Account, please fill out this [Account Form](#) and turn it into the Office of Student Engagement located in the basement of the University Center.

Cash App/Venmo

We discourage the use of Cash App/Venmo for Registered Student Organizations. This is not connected to a University account, so it is the sole responsibility with the person with the cash app/venmo. The Office of Student Engagement is not responsible for retrieving those funds if lost.

REQUISITIONING CHECKS FOR PERFORMERS & ROUTING CONTRACTS

If you are bringing in a performer or speaker, chances are they will send you an invoice and a contract. If this occurs, you must route the contract through Student Affairs in order for it to be approved. This process usually takes around a month to complete.

If the vendor or performer requires a check, you must meet with the Administrative Assistant in Student Engagement to complete the Check Request Procedures. Please note that no one can be paid via check until after their service or performance; however, the process to get a check can be started when you have all necessary paperwork.

REGALIA FOR GRADUATION

Members of certain student organizations have been approved to wear regalia to graduation. If you believe that your student organization has appropriate regalia to be approved, there is a process.

Each semester, an email is sent to department chairs and organization sponsors making them aware of the time period to submit a new regalia request. A sub-committee of the Commencement Committee reviews these new requests using the guidelines, and the Provost's office distributes the decision letters in time for students or organizations to order the appropriate regalia.

For the fall semester, the notice for submitting new requests is distributed the first week of September with a due date in October. Notifications are made in approximately two weeks to give organizations time to order approved stoles and cords. A similar process is followed in the spring with submissions in February and decisions in March.

- The Regalia Policy and regalia items listed on the [commencement webpage](#)
- The approval process form for Regalia can be found [here](#).

STUDENT ORG .NSUOK EMAIL

Availability

- All organizations, officially recognized by the university, qualify for an email account through this program.
- Application forms are available online. A form must be completed and approved by the Dean or the Administrator of the organization.
- An email account may be requested at any time during the year.
- Five working days are required after an application is submitted before the email account will be available.

About the Email Account

- An email account may be issued on either a temporary or permanent basis.
- Accounts are issued to colleges, departments, or organizations. They do not belong to individuals, and in that sense, are not portable.
- NSU and Information Technology Services assumes no responsibility for loss which may arise due to the use of the email account, regardless of the cause of the loss.

Reasonable Use

- The email account is offered as a service, it is not a right.
- If an email account is used for announcements, discretion should be used when selecting subject matter and wording.
- The password to an email account assigned to an organization will be issued to the Dean or Administrator of the organization.

- While email accounts are not published by Information Technology Services, there is no guarantee that an email address will not be widely known. The password must be protected.
- The password is required to retrieve and delete messages left in the inbox.
- There is not a facility which allows Information Technology Services to determine if an email account is being accessed by unauthorized persons, i.e., someone who knows the password but should not.
- If an organization loses official recognition by the university, the organization sponsor will be given a 24 hour notice and the email account will be deleted.
- Information Technology Services reserves the right to remove an email address from service if it is being used in an offensive or illegal manner as viewed under the NSU Acceptable Use Policy.

How it Works

1. Organizational email assignments are issued on a first come basis. Duplicates cannot be created. Assuming the requested email address is not already in use, it will then be assigned.
2. The requesting organization fills out the COLLEGE OR DEPARTMENT email POLICY AND ADMINISTRATION, request form. On this form, the department should provide the requested email address to be assigned (e.g. help@nsuok.edu). The characters to the right of the @ symbol remain constant (i.e., @nsuok.edu). The left side of the @ symbol is the user ID. Each organization is encouraged to choose a user ID that helps describe their organization.
3. Some suggestions for creating a username
 - Use dot, underscore, or dash for word separators
 - Mix upper and lower case to improve readability (the alias is actually case-insensitive)
 - Avoid using special characters such as @, angled brackets, pound signs, quotes, etc

STUDENT ORGANIZATION TRAVEL POLICY

- Currently, all out of state travel is prohibited until further notice. You can request access through a Memo to the University President. Once that is approved, you can travel out of state.
- For in-state travel, there are 3 separate documents that will need to be completed and turned in
 - Memo & Supporting Documents
 - Must be approved by the president
 - Should include a separate budget and pre-approval travel request
 - *Note: Your advisor can help you with each of these documents; please keep in mind a signed pre-approval travel request is required for each traveler*
 - Division of Student Affairs Travel Form
 - Participant Waiver and Hold Harmless Form
- Things to consider when planning to travel:
 - For any overnight trips, you **MUST** be accompanied by an advisor
 - Day travel (meaning no overnight stays) can be done as a group without an advisor when traveling less than 35 miles from campus
 - For trips more than 35 miles from campus, an advisor must be present
- For your convenience, I have included screenshots of the Travel Form and the Hold Harmless Form, so you know what they look like
- **Division of Student Affairs Travel Form**
 - Download the Travel Form (Excel Sheet) [here](#) (click on Travel Form xls)
 - Open the document and enable Editing along the top
 - Read Instructions (Tab 1)

NOTE: This is not the actual Travel Form – this is just what you should see, so you know what information you will need.

- General Travel Information Tab (2nd tab on Travel Form)
 - Read carefully
 - Fill out entire document
 - If you need assistance, contact your advisor
 - Once this tab is complete, move to the 3rd tab (Traveler Information)

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- Traveler Information (3rd Tab of Travel Form)
 - List the name, insurance (if applicable), and emergency contact info for each individual traveling
- After all required information is listed, save the document with your org name in the title (example: (Insert Student Organization Name Here) Student Travel Form)
- Email completed Travel Form **and** a map/directions to destination to travel@nsuok.edu and CC your advisor
- Print a copy of the Travel Form to take with you when traveling

- **Participant Waiver and Hold Harmless Form**
 - Please email your advisor for this form
 - This form should be signed and completed by each participant and returned to Student Engagement
 - It will take some time to get everything processed, so make sure you allow plenty of time to get everything prepared and submitted. Be sure to ask your advisor any questions and keep them updated throughout this process.

All of the forms listed above are linked on Hawklife under the Resources Tab

DISCRIMINATION POLICY

The Board of Regents of Oklahoma Colleges in Compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, Americans with Disabilities Act, and other federal laws and regulations do not discriminate on the basis of race, color, ethnicity, national origin, sex, age, religion, disability, political affiliation, gender identity, gender expression, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs, including extracurricular activities, at educational institutions receiving federal funds unless such programs and activities are specifically exempt from the law. Student Organizations are bound by university policies governing discrimination laws. Student groups and their associated leadership will be held responsible for ensuring that all members of the NSU community are treated fairly and without discrimination. Student organizations must prepare to make the accommodation of members, potential members, and guests in terms of gender, race, disability, etc.

Harassment of any kind should be reported to Student Affairs, 918-444-2120. Failure to report such information could result in various consequences for the organization or students aware of or involved in the situation. Anyone who is aware of the situation and does not report the information may in turn be liable for the harm that occurred.

A grievance procedure has been created to resolve complaints concerning these regulations. A [Complaint Form](#) can be filled out to submit to Student Affairs.

ANTI-HAZING POLICY

Northeastern State University does not tolerate acts of hazing by individuals or organization members. Hazing is any action taken or any situation created intentionally that causes embarrassment, harassment, or ridicule, and risks emotional and or physical harm to members of a group or team, whether new or not, regardless of the person's willingness to participate. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not considered a neutral act; they are violations of this rule. No student group or any person associated with any group sanctioned or authorized by the Northeastern State University shall engage or participate in hazing.

Northeastern State University follows Oklahoma Statutes – Title 21, Section 1190 – Hazing

The state of Oklahoma defines hazing as follows:

“Hazing” means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation, admission into, or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state.

a. “Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could affect the mental health or dignity of the individual.

b. “Endanger the physical health” shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage as defined in Section 506 of Title 37 of the Oklahoma Statutes, drug, controlled dangerous substance, or other substance, or any other forced physical activity, which could adversely affect the physical health or safety of the individual.

Student groups shall be assumed to be responsible for the actions of their members or associates for hazing violations. The University or prospective members may file a complaint of hazing against all parties as individuals and against the student groups. The University will strongly recommend the sanction of suspension for students and/or student groups found responsible through the student conduct process for hazing. Individuals and/or groups may be convicted by local and state authorities. Upon conviction, groups shall be guilty of a misdemeanor and may be punishable by a fine of not more than \$1,500 and the forfeit for a period of not less than one year of the rights and privileges of being an organization.

Any individual convicted of violating the provisions of hazing shall be guilty of a misdemeanor and may be punishable by imprisonment for not to exceed 90 days in the county jail, by the imposition of a fine not to exceed \$500, or by both such imprisonment and fine.

Hazing should be reported to Student Affairs immediately.

ALCOHOL POLICY

Northeastern State University complies with both the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. NSU recognizes that it is in the best interest of the University, its employees, and its students, to promote a healthy and productive environment.

We also believe that providing education and assistance about dangers of the use of illegal drugs and the abuse of alcohol. With this in mind, NSU strictly prohibits the illegal use, possession, producing, dispensing, distributing of illegal drugs, controlled substances, 3.2 beer or alcoholic beverages in the workplace, or its premises, university housing, or as a part of any university-sponsored activity.

Sanctions for violation of this policy include, but are not limited to, probation, suspension, expulsion, termination of employment, referral for prosecution and/or completion, at the individual's expense, of an appropriate rehabilitation program. All actions will be in accordance with NSU policy.

VIOLATION OF UNIVERSITY REGULATIONS AND POLICIES BY REGISTERED STUDENT ORGANIZATIONS

An organization and its members may be held collectively and/or individually responsible for violations of the Conduct Code for the actions of those associated with the organization, including guests and alumni of the organization.

- The following guidelines may be utilized when determining individual vs. organizational responsibility (however, determination is not limited to these guidelines).
 - When individual members, in the name of the organization, represent themselves as members in the planning, organizing, or preparing of the event/activity.
 - When a venue is utilized that is associated with the organization
 - When electronic communication is sent out that a reasonable person would view as an organizational contact list

When the group completes a type of admission process such as recruitment, intake, guest lists, tickets, and/or selection process

When the organization's logos, markers, or other identifying information (identifiers) are used in advertising the activity/event or when displayed at the activity/event.

When the event/activity is supported using organizational funds or is compelled as a part of individual membership

Note: When group members participate in an event/activity, and a reasonable person would view the group as an organization, the organization may be held accountable.

When an organization is named as Respondent/Responding Party, the group's presiding officer and/or designee may participate in the conduct process as a representative of the group. The University allows organizations to have one representative present, plus an advisor, during the conduct process. An advisor may not be an individual who may be, accused as a result of the same incident. The advisor is limited to advising the student representative and may not present the case, question relevant parties, or make statements during proceedings. The mere presence of a university attorney does not indicate representation.

Sanctions that can be taken against Registered Student Organizations

One or more of the following sanctions may be imposed upon any student(s) or organization(s) found to have violated the Student Conduct Code. Sanctions include but may not be limited to:

Warning – A warning is a written reprimand indicating a violation of the Student Conduct Code has occurred. (RUSO Student Policy 4.4.5)

Conduct Review – Conduct Review is severe enough in nature to warrant the monitoring of behavior for a specified (consecutive) amount of time. Conduct review rises to the level of conduct probation; however, is slightly less due to mitigating circumstances. If there is a finding of responsibility for subsequent violations of the Student Conduct Code during this period of time, more severe sanctions may be administered. A student or organization on Conduct Review remains in good standing with the University.

- Conduct Probation – Conduct Probation is for a designated (consecutive) period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional policies during the probation period.
 - A student on Conduct Probation is not in good standing with the University. An individual not in good standing: (RUSO Student Policy 4.4.5)
 - a) may not officially represent the University in any University sponsored event,
 - b) may not hold any leadership position in any University recognized organization, and/or
 - c) may affect receipt of institutional scholarships and/or financial aid.
 - An organization on Conduct Probation is not in good standing with the University. An organization not in good standing may be restricted in their ability 48 to represent the university or receive benefits afforded to registered student organizations.
- Student Account Hold – A hold may be placed on a student's account as part of the outcome of a conduct conference. This may be done as a result of failure to complete additional sanctions or as a sanction on its own.
- Loss of Privileges – Loss of privileges is denial of specified benefits for a designated (consecutive) period of time. For organizations this includes being put on limited operations.
- Restitution – Restitution is the compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Educational Requirements – The imposing of educational sanctions includes, but is not limited to: letter of apology, presentation of a workshop, preparation of a research paper or project, community restitution, counseling, assessment, or evaluation. (RUSO Student Policy 4.4.5)
- Residence Hall Review- Residence Hall Review is notice to the resident that their behavior is unbecoming of a resident and NSU student. If the resident is found responsible for another Residence Life Policy violation, then previous conduct will be taken into consideration at the time of sanctioning.
 - Residence Hall Probation- Residence Hall probation serves as written notification that a behavior was unacceptable. In addition, the resident ineligible to hold an elected or appointed office in any affiliated residence hall organization, though involvement is encouraged. Future violations of the University or Residence Hall policies could likely result in removal from housing with penalties.

- Residence Hall Suspension – Residence Hall Suspension is the separation of the student from the residence halls for a designated (consecutive) period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- Residence Hall Expulsion – Residence Hall Expulsion is the permanent separation of the student from the residence halls.
- Residence Hall Transfer – Administrative room reassignment for a determined or indefinite period of time.
- University Suspension (Student) – University Suspension is the separation of the student from the University for a designated (consecutive) period of time, after which the student is eligible to return. Conditions for readmission may be specified. A suspension hold will be placed on the transcript during the period of suspension. (RUSO Student Policy 4.4.5)
- University Suspension (Organization) – University Suspension is the separation of the organization from the University for a designated (consecutive) period of time after which the organization may be able to return. Conditions for readmission may be specified.
- University Expulsion – University Expulsion is the permanent separation of the student from the University. When a student is expelled, a record of this action will be made a part of the student's permanent record. (RUSO Student Policy 4.4.5) 49
- Determination or Reduction of Grade(s) – Grade(s) for a specific course, assignment, paper, project, or other academic work, may be determined, or reduced should a student be found responsible for academic or other misconduct.
- Removal from Class(es) or Program(s) – May be permanent or for a designated (consecutive) period of time.
- Revocation of course credit – Credits awarded for a specific course or courses may be rescinded.
- Revocation of Admission and/or Degree – Admission to the university or its programs and/or degree(s) awarded by the University may be revoked for fraud, misrepresentation, or other violations of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation. (RUSO Student Policy 4.4.5)

Withholding Degree – The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

- Parental Notification – When students, who are under the age of 21, are found responsible for violating the Student Conduct Code, or local, state, and federal laws in regards to alcohol and/or controlled substances the University reserves the right to notify a parent or legal guardian.
- No Contact Order – Any and all communications between two or more parties may be imposed in order to establish and maintain the safety of the campus community and its individuals. This includes using third parties to facilitate communication.
- Deferred Residence Hall and/or University Suspension – University Suspensions and/or Residence Hall Suspensions may be deferred for a pre-determined period of time, however, the suspension may be automatically enforced for any subsequent violations of university policy and/or law. More than one of the sanctions listed above may be imposed for any single violation.

A full detail of the university conduct process including sanctions and appeals can be found the in the [Student Handbook](#).

