



NORTHEASTERN STATE UNIVERSITY

STUDENT ORG

HANDBOOK

2021

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 CURRICULUM, 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.

STUDENT AFFAIRS SERVICES PROVIDED

STUDENT AFFAIRS IS COMPRISED OF COMMITTED PROFESSIONALS POSSESSING THE KNOWLEDGE AND SKILLS NECESSARY TO CONTRIBUTE TO A QUALITY CO-CURRICULAR STUDENT EXPERIENCE. WE ENCOURAGE THE DEVELOPMENT OF SELF-AUTHORSHIP AND COMMUNITY ENGAGEMENT THROUGH THE PROMOTION OF LIFELONG LEARNING, POSITIVE RELATIONSHIPS, DIVERSITY, AND A LASTING COMMITMENT TO NORTHEASTERN STATE UNIVERSITY.

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LETTER FROM STUDENT ENGAGEMENT

Greetings!

Congratulations on taking the first step to get involved on campus! Whether you are joining an existing organization, becoming a leader within the organization, or paving the way and creating a new organization, I am glad you are here!

Getting involved on campus makes a huge impact on your college experience. Not only does your activity outside the classroom help prepare you for the future workplace. The relationships it provides you are critical to your success. By getting involved, you are not only stimulating your own experience but the campus community as a whole. NSU thrives when our students are engaged in the things they are passionate about, and it is the Office of Student Engagement's goal to give you the space to create what YOU want to see and do on campus. I want our campus to be a thriving community with diverse interests and opportunities for leadership growth and development and I believe right, where you are, is the perfect place to start.

Please know that you can always reach out to me or anyone on our team to help get you started! You belong here.

Haley Stiles

ASSOCIATE DIRECTOR OF
STUDENT ENGAGEMENT



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 (B01)
 - [Graphic Design Request Form](#)
- Opportunity to request funding from Northeastern Student Government Association (NSGA)
 - NSGA is located in the basement of the University Center (B02)
- Opportunity to utilize on-campus bank accounts
- Utilize university meeting rooms and other facilities
 - Auxiliary Services is located on the third floor of the University Center

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.
 - At a minimum an organization must have each of the following:
 - President
 - Vice President
 - Treasurer
- 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](#)

- The organization will be reviewed and evaluated on:
 - The structure and content of the constitution and bylaws.
 - The purpose of the group, as to be beneficial to the university community.
 - If the organization's purpose is already being adequately accomplished by another recognized student organization.
- Upon approval, the organization will be notified through HawkLife and have access to utilize the resources available to recognized student organizations.

RE-REGISTERING AN EXISTING ORGANIZATION

To re-register an existing organization:

- An email will be sent to the primary contact of 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, and Treasurer)
 - 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.
- If changes need to be made outside of the annual re-registration process, please email the Coordinator of Student Engagement.

ADVISOR ROLES AND EXPECTATIONS

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 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 organizations 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](#)
- 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.

ROBERT'S RULES OF ORDER

What is Parliamentary Procedure?

Parliamentary procedure is a set of rules for conducting meetings. It allows for everyone to be heard and to make decisions without confusion. Today, Robert's Rules of Order, Newly Revised is the basic handbook of operation for most clubs, organizations, and other groups. Robert's Rules can be found in most libraries and online.

The degree of order needed at a meeting is dependent upon the size and purpose of the group. The following are some basics of Robert's Rules of Order, which may be helpful for groups that need a degree of normality in conducting business.

Motions

A motion is a proposal that the entire membership take action or a stand on an issue.

Individual members can:

1. Call to order.
2. Move a motion.
3. Second a motion.
4. Debate motions.
5. Vote on motions.

Basic Types of Motions

- Main Motions introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.

- Subsidiary Motions change or affect how a main motion is handled and are voted on before a main motion.
- Privileged Motions bring up urgent items about special or important matters unrelated to pending business.
- Incidental Motions provide a means of questioning procedure concerning other motions and have priority.

Presenting Motions

1. Obtaining the floor

- a. Wait until the last speaker has finished.
- b. Rise and address the Chairman by saying, "Chairman, or President."
- c. Wait until the Chairman recognizes you.

2. Make Your Motion

- a. Speak in a clear and concise manner.
- b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
- c. Avoid personalities and stay on your subject.

3. Wait for Someone to Second Your Motion

4. Another member will second your motion or the Chairman will call for a second.

5. If there is no second to your motion it is lost.

6. The Chairman States Your Motion

- a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
- b. The membership then either debates your motion, or may move directly to a vote.
- c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.

7. Expanding on Your Motion

- a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
- b. The mover is always allowed to speak first.
- c. All comments and debate must be directed to the chairman.
- d. Keep to the time limit for speaking that has been established.
- e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.

8. Putting the Question to the Membership

- a. The Chairman asks, "Are you ready to vote on the question?"
- b. If there is no more discussion, a vote is taken.
- c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper; this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

There is a Robert's Rules of Order book is available to be checked out in the Student Engagement Office (UC B01). [Roberts Rules Cheat Sheet](#)

<https://robertsrules.org/rulesintro.htm>

RECRUITMENT AND RETAINING MEMBERS

New members are the legacy of every organization. They bring new ideas, increase the organization's person 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 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. Personalize the message to each potential member and let them know how their talents, skills, and interests would help the organization and how the organization can help them achieve their goals.
- Set up a series of Informational Meetings.
- Set up an Informational Table in the UC or at other Organizational events throughout the year.

- Reach out to Faculty and Staff who encounter students interested in areas your organization reaches for example a student with a Spanish major may get benefit from joining the Spanish club.
- Ask each current member to bring a friend to your next meeting.

Design an Advertising Campaign Using Visual Elements: Recruitment campaigns need to have a visual element as well. Have those members with artistic talents work on your posters, flyers, banners, brochures, or utilize the graphic designer located in the Student Engagement Office. Be creative. Find new and inventive ways to engage individuals through your organization's social media.

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 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 these 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.

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

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.

One month early

- Determine a date & time for your event.
- Meet with your organization's advisor to discuss event plans.
- Research exact costs for items needed and contact the companies/vendors.
- Plan your activity and submit the event via the [Event Registration Form](#)
 - If you need space, please indicate it on this form and follow prompted states
- If you are using NSGA Funding to purchase items, schedule a meeting with the Administrative Assistant in Student Engagement.
- Turn in graphic request (if applicable)

Two weeks early

- Check with Student Engagement about order of supplies.
- Submit flyers to be approved if you have them printed in

Day of Event

- Check people in at events through Checkpoint, the app for Presence.
- Have a Day of show plan in the chance the host/planner is unable to be there day of.

After the event/activity:

- Confirm total number of attendees
- Deposit any funds raised at the event.
- Evaluate the event and determine if it was successful
- Send Thank you notes if applicable
- Confirm amount spent

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 or the events page on HawkLife. 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. Please download this copy of the [Student Organization Rental Agreement](#) for your records. This agreement is a part of the registration process on HawkLife.

Event Request Process During COVID-19

The following process will be used for planning all on-campus events:

- Review the [Guidelines for On-Campus Events \(during COVID-19\)](#) information and fill out the [NSU Campus Events Safety Plan](#)
- Submit event request via [this form](#) and upload [NSU Campus Events Safety Plan](#)
 - Any request without a completed NSU Campus Events Safety Plan will be automatically denied.
- Event planners will be notified if the event is approved, denied, or if additional information is needed.
- Event Planners are required to track and retain a record of all people who attend the event.
- Have printed copies of the "[Campus Events Participant Guide](#)" available to participants at your event.

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 Seth Clark or another 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.

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 to specific to various social media plat forms 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 orgs 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: Bulletin board located on the first floor
- Residence Halls: Posters must be taken to the main housing desk to be dispersed among residence halls.
- Webb Building: Additional approval is needed from the information desk.
- University Center: All academic buildings: Posters must be placed on the bulletin boards provided.
- Business and Technology Building: 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 deans office after approval.

FUNDRAISING POLICY

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
- lecturers
- speakers
- entertainers
- 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

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 Affairs located in the Administration Office.

Cash App/Venmo

We encourage all student organizations to utilize an on campus bank account. However student groups can not directly transfer funds from CashApp, Venmo, or other money transfer service to an on campus account. Student orgs are allowed to link these accounts to off-campus account.

Requisitioning Checks for performers and 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 Support Associate 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

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

If a registered student organization violates university regulations or policies, Student Affairs has the ability to discipline that organization. The Coordinator of Student Organizations is responsible for monitoring the compliance of student organizations with university regulations and policies. Any complaint or concern about an organization should be forwarded to the Coordinator of Student Organizations for consideration and action.

When a complaint or report of violation of university policy is received, it will be treated in the following manner:

- The Coordinator of Student Organizations may choose to investigate the validity of the potential violation(s).
 - If initiated, the organization investigation process will follow the Division of Student Affairs guidelines.
- A conduct conference will be scheduled to discuss the potential violation(s). Up to three representatives should be chosen to represent the organization during the conference. The organization will have until the day before the scheduled appointment to reschedule due to conflicts with classes or work.
 - During the conduct conference, a determination of responsibility will be made regarding the potential violation(s). When responsibility is present, sanctions will be given out as necessary.
- If the organization desires to appeal the decision made, they may do so by writing to the Vice President of Student Affairs.

Sanctions that can be taken against Registered Student Organizations

- Probation: An organization can be placed on probation for a specified period of time without the withdrawal of privileges granted to student organizations.
 - Probation with Restrictions: An organization may be placed on probation and restricted from the use of university facilities and/or all other university resources available for registered student organizations.
 - Suspension: An organization placed on suspension has its university recognition withdrawn for a specified period of time.
- The disciplinary action taken against a registered student 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 exclude disciplining the organization for actions taken for and by the organization and its members.

