



East Central University Office of Campus Involvement

Administration Building, Rm. 150 ◦ Ada, OK 74820 ◦ Office: (580) 559-5207

Starting a New Student Club or Organization

I hereby petition the Office of Campus Involvement at East Central University for permission to start the following organization:

(Please PRINT clearly)

1. Proposed Name of Club or Organization: _____

Contact Person: _____ Date of Application _____

Cell Phone: (____) _____ - _____ E-mail: _____

2. Advisor Information (Each organization must have a minimum of one advisor)

The advisor(s) must be a full-time faculty/ staff member of East Central University

Name of advisor: _____

Department: _____ Campus Phone: _____

Organization Category: *Choose 1 category that best describes your organization*

- | | | |
|--|---|-----------------------------------|
| <input type="checkbox"/> Academic/Pre-Professional | <input type="checkbox"/> Cultural/International | <input type="checkbox"/> Honorary |
| <input type="checkbox"/> Religious/Faith | <input type="checkbox"/> Special Interest/Service | <input type="checkbox"/> |
| <input type="checkbox"/> Sports/Competitive | | |

- Competitive: groups that provide opportunities for participation in recreational and/or competitive activities

3. Purpose of Organization

Describe clearly and specifically the purpose or objective of your organization to ensure continuity from year to year?

What are the goals?

What do we do?

Do we have a special service project? What is it?

What benefits do we offer the members?

4. Meeting Schedule:

- Weekly Bi-Weekly Monthly

Day: _____ Time: _____ Meeting Place/ Location: _____

5. When will officers for your organization be elected each year? _____

6. Qualifications for Membership (e.g. G.P.A.): _____

7. Is the organization affiliated with a regional or national organization? No Yes

8. Does your organization have a website? If so, what is the URL? _____

9. Financial Statement:

A benefit associated with status as a recognized student organization at ECU is the ability to store and access organizational funds through the University Controller's office accounting system, managed by the Controller's office. All organizational funds housed with the University must comply with ECU policies and procedures. Additionally, all funds allocated by the University entities must be housed in a University account.

Please indicate the nature of your organization's financial arrangements:

- A East Central University Account (already established: # _____)
 A new East Central University Account (The University Controller's office will establish account once organization is approved)

10. Establish a Constitution and By-Laws: Submit with Application Packet to the Office for Campus Involvement and the Student Government Association for review. Samples are available online.

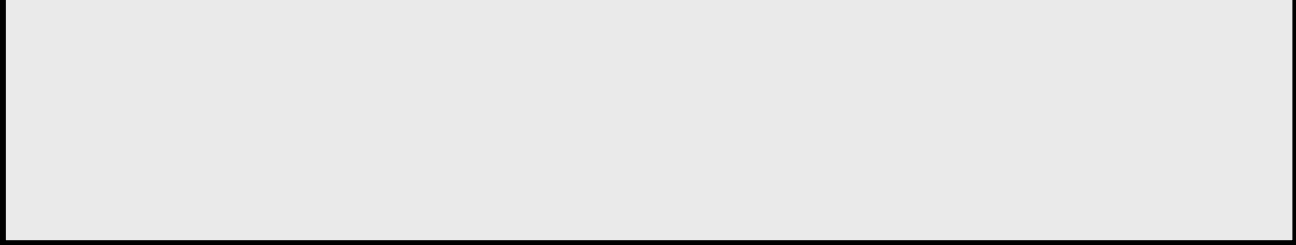
Thank you for completing the form! Please take a moment to review your information to ensure all of the details are accurate and complete.

PLEASE SUBMIT THIS APPLICATION TO: The Office of Campus Involvement,
Administrative Building, Rm. 150

APPROVAL (for office use only) _____

DATE RECEIVED: _____ RECEIVED BY: _____

- Completed Starting a New Student Club or Organization Application Packet
 Leader/President in good standing: Yes No
 Student Organization Agreement & Verification Form Copy of Constitution and By-laws
 Hazing & Non-Discrimination Policy Faculty and Staff Advisor Annual Agreement



PLEASE READ THE INFORMATION BELOW COMPLETELY BEFORE SIGNING

The organization listed requests recognition as a student organization at East Central University. If approved, the organization will be given three (3) academic months of Provisional Acknowledgement.

As leader/President of the organization, I agree to ensure compliance with the following:

- 1.** The stated purposes of the organization are consistent with the educational mission of the University and the organization is non-profit.
- 2.** At the time of election or appointment and during term of office must have/maintain a cumulative GPA of 2.5 or higher. (Students in their first semester of enrollment at ECU are exempt from this requirement).
- 3.** Membership in the organization will not be denied on the basis of race, religion, sex (except as permitted by law), age, physical disability or sexual orientation.
- 4.** The rights to vote and hold office are restricted to matriculated, currently registered students of the University.
- 5.** The officers have been elected or appointed as outlined in the organization's constitution.
- 6.** All activities will be carried out in accordance with the organization's constitution which is on file with the Office of Campus Involvement.
- 7.** All amendments to the constitution will be submitted to the Office of Campus Involvement
- 8.** If the organization is affiliated with a national, state or regional organization, the current campus officers affirm compliance with the constitution or bylaws of the parent organization.
- 9.** No member of the organization shall engage in any way in hazing (i.e. commit any act that causes or is likely to cause bodily danger, physical or mental harm or personal degradation to any member of the University community).
- 10.** All organization is required to abide by all local, state, and federal laws as well as the East Central University Student Code of Conduct policies.

ALL RULES AND REGULATIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE



The Office of Campus Involvement Student Organization Agreement & Verification

We certify that the information we have provided on this form is complete and accurate. We agree to keep all organizational records current and abide by all policies in the Student Organization Handbook. We also agree to update our forms if changes occur and file such changes with the Office for Campus Involvement. Student Organizations are required to abide by all local, state, and federal laws as well as East Central University Student Code of Conduct policies.

As currently registered ECU students, we, the entire officer constituency representative have read the Club & Organization policy and fully understand its contents. We agree to abide by these policies and understand that failure to comply with these requirements or abuse of the privileges of chartered status will result in the suspension or revocation of our charter for the remainder of the Academic year.

The term of office for the persons listed below is valid through the academic year unless the Office of Campus Involvement are informed in writing of any changes / elections. Signatures indicate assumption of responsibility for compliance with statements above and the conditions of recognition listed. All officers who have signed below have read and understand those statements including full liability for all actions of the organization. The persons listed below are empowered by the members of the organization to reserve facilities and initiate program requests on behalf of the organization and to commit the organization and the organization's resources through the period of time indicated by the term of office above.

President/Representative Contact Information (All members and officers must be ECU students):

1. President _____ Signature: _____
Student ID: _____ Phone # _____ E-mail _____

As president or primary representative of this organization, I assume full responsibility to see that all members are aware of and abide by regulations pertaining to chartered student organizations and to see that this organization functions according to its approved constitution. The Office of Campus Involvement have my permission to publish the above information in its directory on its website. In addition, I recognize my obligation to be this organization's representative to the East Central University community and to receive official communications and make the contents known to the entire organization.

I have read, understand, and agree to the above.

President/Primary Officer (Printed Name):

Signature: _____

Date: _____

Signature of Organization Advisor

Advisor Print Name

Date



The Office of Campus Involvement Student Club & Organization

*** DISCLAIMER ***

Information contained on this form will be used to update the Student Organization Directory, the, the university website, and other informational documents regarding East Central University. Directory information listed below of officers and advisors will be released to the campus community and general public unless notified, in writing, of the contrary at the time of application.

This information will be made available to students inquiring about the organization.

**Official Name of
Organization** _____

**1. President/Primary
Officer** _____

Signature: _____ Permission to release information: Yes No

If yes, Print Name: _____ Phone # _____ E-mail

**2. Vice President
Officer** _____

Signature: _____ Permission to release information: Yes No

If yes, Print Name: _____ Phone # _____ E-mail

3. Treasurer _____

Signature: _____ Permission to release information: Yes No

If yes, Print Name: _____ Phone # _____ E-mail

4. Primary Faculty/Staff Advisor's

Signature: _____ Permission to release information: Yes No

If yes, Print Name: _____ Phone # _____ E-mail

5. Secondary Faculty/Staff Advisor's

Signature: _____ Permission to release information: Yes No

If yes, Print Name: _____ Phone # _____ E-mail



Office of Campus Involvement Student Club & Organization

Faculty and Staff Advisor Annual Agreement Form

When securing an advisor for an organization, the group must submit a copy of this form signed by the faculty or staff member who will be the group's advisor. Advisors must re-confirm their advisory capacity annually during student organization re-registration at the start of each fall semester.

Responsibilities: Student Organization Advisors perform two important roles. First, the advisor helps an organization fulfill its mission and achieve its objectives for the year. Through coaching student leaders, the advisor can help a student organization clarify its vision, set goals for the semester, and accomplish those goals. The advisor will have an excellent opportunity to help students develop their effectiveness in leadership and management.

Second, the advisor can help to prevent problematic or undesirable situations that may arise by bringing these to the attention of the Office of Campus Involvement. These situations typically fall into one of several areas:

Financial: While advisors have no legal responsibility for debt incurred by a student organization, advisors are often the first to become aware of financial problems. Debt incurred should always be a concern and should be brought to the attention of the Office of Campus Involvement.

Ineffective: Student organizations that don't meet regularly or do anything may need to be refocused or reorganized. Advisors can help intervene in these situations. The role the advisor plays within a group will vary depending upon the nature and history of the organization. Student publications may require more time and review work than a newly forming organization. Organizations that have large financial undertakings and high visibility may take more time than groups that only meet periodically for discussion purposes. The advisor's role is to serve as an advisor. When a special crisis arises in the life of an organization, the advisor should consult with the Office of Campus Involvement to determine the best course of action. Advisors should familiarize themselves with the guidelines for student organizations which is published on the Campus Involvement Website.

Name of Organization _____

Primary Advisor:

Print Name _____ Signature _____ Date _____

Secondary Advisor: _____
Print Name _____ Signature _____ Date _____



Office of Campus Involvement Student Club & Organization

Advisors Statement of Responsibility Form

I hereby agree to be advisor for this organization. I understand that I am responsible in ensuring that the organization operates in accordance with the aforementioned guidelines, the ECU Student Code of Conduct, local, state, and Federal laws, and with good judgment and ethical decision-making.

Name of Organization _____

Primary Advisor:

Print Name of Faculty/Staff Advisor

Phone # _____ E-mail _____

Faculty/Staff Advisor's Signature

Date

Permission to release information: Yes _____ No _____

Secondary Advisor:

Secondary Advisor Print Name

Secondary Advisor Signature

Date

Permission to release information: Yes _____ No _____



Student Club & Organization

Student Organization Recognition

Overview:

The student organization recognition process is designed to provide recognition and advertising to student organizations, allow for networking and communication between student organizations, student government, and ECU administration, and compliance with University regulations.

Recognition Process:

To be considered a recognized student organization, the Office of Campus Involvement must have a copy of the organization's constitution and contact information, a campus account registered with the University and the President, and a representative must attend 5 out of the 8 President's Club meeting held on the last Thursday of every month at 5:30 p.m. in the ESTEP (unless otherwise specified).

Why should my student organization be recognized?

Student groups not recognized by the Office of Campus Involvement are unable to reserve University rooms for meetings and events, are not allowed to participate as an organization in events like Homecoming or Orange Crush Week, and for all University purposes, do not exist as an organization on campus, receiving no advertising or promotion from the university.

Levels of recognition:

Recognized student organization - A recognized student organization has met all three requirements for recognition in the previous year (or has been approved to be a student organization by the Office of Campus Involvement).

Inactive Status - A student organization receiving inactive status from the Office of Campus Involvement has not met the requirements for recognition during that academic year. Inactive student organizations must resubmit all required paperwork (application, constitution, etc.), attend two of the eight President's Club meetings, and meet with the Office of Campus Involvement once a semester. Once an organization has completed this process.

Revoked Status - A student organization receiving revoked status from the Office of Campus Involvement has remained on inactive status for up to two years. A student organization given a revoked status is no longer - in any way - affiliated with the university as a student organization.



OFFICE OF CAMPUS INVOLVEMENT STUDENT ORGANIZATION POLICIES

East Central University

1. Recognized Student Organizations

The policies for previously recognized student organizations include the following:

1. Student organizations must provide an annual renewal form to the Office of Campus Involvement at East Central University no later than September 15th of each year by 5:00 PM CST. Organizations that fail to provide this documentation will be assumed to have disassembled and will immediately be placed on inactive status.
2. All student organizations will provide a roster no later than September 15th of each year by 5:00 PM CST. The roster will be resubmitted to reflect membership changes no later than November 15th of each year. Rosters will be provided for the spring semester no later than February 15th by 5:00 p.m. CST and resubmitted to reflect membership changes no later than April 15th. This roster must include the names and student identification numbers of all members. The roster will be used to certify the viability of organizations on campus, as well as to ensure all organizations have underclassmen among their membership which will safeguard the longevity of the club.
 - ↯ Exceptions to this policy will be considered on a case by case basis.
 - ↯ Due to federal legislation and privacy concerns, rosters are not public record. They are protected by FERPA and do not fall under the Freedom of Information Act.
 - ↯ Any scholarship committee, Greek organization, awards committee, etc. wishing to verify a student's membership in a particular organization must contact that organization's faculty/staff advisor.
 - ↯ Only the Director of Student Organizations and Greek Life and the Purchasing Office will have access to the rosters. Due to the sensitive nature of information, student workers are not allowed access to club rosters.
3. Student organizations must participate in either the annual Block Party or the Spring Student Organization Fair. It is recommended they participate in both events. The Block Party is held during Welcome Week and is used to create a positive campus atmosphere and to showcase ECU's thriving campus life. Organizations may use the Block Party and/or Spring Student Organization Fair as a time to recruit new members or as a time to advertise about their organization's purpose and mission.
4. Faculty advisors must participate in one training per academic year; one training will be held per semester. This training will be held in person.
 - ↯ Risk Management
 - ↯ ECU Policies
 - ↯ Room Reservation/Forms

↘ How to advocate for your club

5. One representative for a student organization must attend 5 of the 8 president's club meetings a year. These meetings will be held the last Thursday of every month at 5:30 PM in the ESTEP (excluding May, June, July, December). Every organization is expected to attend the first meeting of every semester (August and January).
 - ↘ If no representative is able to attend, the President of the organization will alert the Director of Student Organizations and Greek Life by email on or before noon on the day of the meeting. This will allow the dissemination of information from the meeting.
 - ↪ Note: emailing the Director of Student Organizations and Greek Life is not a permanent alternative to the meetings. This option exists for the rare instance that a representative of the organization cannot attend the meeting. Clubs should make every effort to have someone present at the President's Club meeting.
6. Student organizations who fail to submit an annual renewal form, provide a roster, participate in the Block Party and/or Spring Student Organization Fair, or to attend 5 of the 8 president's club meetings per academic year will automatically be placed on inactive status.
7. Inactive Status – A student organization receiving inactive status from the Office of Campus Involvement has not met the requirements for recognition during that academic year. Inactive student organizations must resubmit all required paperwork (application, constitution, etc.), attend two of the eight President's Club meetings, and meet with the Office of Campus Involvement once a semester. Once an organization has completed this process.
8. Student organizations will be required to submit an Activity/Event approval form within 1 week of any activities held on campus. Undocumented activities will be canceled. This policy ensures all activities held on campus abide by East Central University policies and do not disrupt the educational environment.
9. Student organizations will be required to submit a Fundraising Request form within 1 week of any fundraiser held on campus. Undocumented fundraisers will be canceled. This policy ensures all fundraisers held on campus abide by East Central University policies and do not disrupt the educational environment.
 - ↘ Developing a successful fund raising strategy allows student organizations to cover operating expenses, complete projects and programs, and create a reserve or cushion for the future. Many fund raising activities require prior University approval, particularly for sale and solicitation activity. State law prohibits some activities, such as lotteries and raffles. All sales and transactions must be conducted by currently enrolled students of the organizations or the advisor. If students from the organizations are not involved in the sale, the sale must cease.

2. New Student Organizations

The policies to become a student organization will be as follows:

1. New student organizations that wish to obtain recognized status from the University will be required to submit an application to start a new student organization to the Office of Campus Involvement.
2. New student organizations are required to provide a typed copy of their constitution and bylaws for approval by the OCI.
3. New student organizations must obtain a Campus Account through the OCI and Office of Student Development.
4. New student organizations must provide a roster. The policies for this roster are the same as those outlined in part 2 of the Recognized Student Organization Policies. The club's roster will be submitted upon application to become an organization and, afterward, for all required dates listed in part 2.
 - ✎ New student organizations must have within their membership least 2 underclassmen to ensure the club will survive beyond 1 year.
5. New student organizations must have at least one full-time faculty or staff advisor for their organization. The faculty advisor must agree to all policies of the Office of Campus Involvement and Greek Life.
6. Once an organization is granted recognition by the OCI and Office of Student Development, they are required to abide by all policies for Recognized Student Organizations.

3. Benefits to Student Organizations

Student organizations will benefit in the following ways from their compliance with the East Central University Student Organization policies. Recognized student organizations will:

- ✎ Receive the exclusive benefit of reserving University rooms and facilities for meetings, fundraisers, events, and other activities free of charge
- ✎ Be given the privilege of participating in East Central University's Homecoming festivities and other campus wide events including but not limited to Orange Crush Week, Founder's Week, etc.
- ✎ Have the opportunity to receive monetary disbursements from the Student Government Association
- ✎ Be identified on the East Central University webpage as an official university recognized organization.

Elements of the required reporting (such as the roster, annual renewal form, etc.) allow the OCI to monitor the overall health of student organizations in order to ensure student life thrives and organization membership is remaining stable. In the event an organization is seen to be struggling in areas of membership and recruitment, the OCI will intervene by offering resources and support for said organization. Participation in the Block Party and/or Spring Student Organization

Fair will further assist student organizations in recruitment or advertising of their purpose and contribute to the overall positive atmosphere of student involvement and campus life at East Central University.

Through the training for Faculty/Staff Advisors, the OCI assists in transition years as well as improving mentorship opportunities for student leaders. Advisors will be better trained in student development, which will allow student organizations to be guided in a more efficient and consistent manner. This policy also warrants involvement from advisors, which prevents potential risk management issues (such as hazing or discrimination) or mismanagement of a student organization.

The submission of event and fundraiser approval forms allows student leaders to be more aware of the requirements for hosting an event on campus, which fosters an environment that encourages organizations to host activities and fundraisers, thus improving the overall quality of student life. Additionally, the policy protects the University by assuring any activities and events held on campus abide by all ECU policies and do not disturb the educational environment or violate the mission of East Central University.

About the President's Club:

The President's Club is a standing committee of the Student Government Association of ECU and organized by the SGA Vice President. These meetings are held monthly to provide an opportunity to disseminate information about events with student organizations as well as to inform student organizations about upcoming University activities. Further, this meeting allows for student leaders across campus to discuss issues facing their organization, collaborate with other organizations, and facilitate the growth and success of student organizations at ECU.

For more information:

Please feel free to stop by the Office of Campus Involvement in the Administration Building, room 150, Monday through Friday from 8:00-5:00 p.m. or email the Director of Student Organizations and Greek Life, Tenecia Miller at tenamil@ecok.edu or cab@ecok.edu.

Name of
Organization _____

President:

Signature

Primary Advisor:

Signature

