



**East Central University**  
**Student Government Association**  
**Student Clubs & Organizations Handbook**

*Revised*

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## STUDENT GOVERNMENT ASSOCIATION CLUBS AND ORGANIZATION HANDBOOK

### INTRODUCTION

Student Clubs & Organizations play a key role at East Central University. It is the role of the Student Government Association to support students’ academic success by promoting and providing impactful opportunities that will help build an inclusive community and further student development.

East Central University encourages students to gather and form community and collaboration through student organizations. Students involved in campus clubs & organization will feel more connected to their peers, campus, and university as whole.

The purpose of this handbook is to provide the policies and guidelines relevant to East Central University clubs & organizations. These guidelines will help new groups organize, prepare Advisors, help existing organizations refresh their understanding, and provide answers to frequently asked questions.

### Article I. STUDENT ACTIVITIES AND ORGANIZATIONS

#### Section 1. Student Group Benefits

Becoming recognized as a student club or organization allows students the privilege and opportunity to apply for the following:

- A. Reserve campus facilities.
- B. Request funding from Student Government Association.
- C. Participate in annual campus events.
- D. Participate in student clubs & organization fairs. (Fall & Spring)
- E. Post marketing materials of organization activities.

Section 2. Types of Clubs/organizations

Student Government Association classifies student clubs/organizations as such:

- A. Academic/Pre-Professional
- B. Campus Departmental/Leadership
- C. Student Government Association Departmental
- D. Hobby/Leisure/Special Interest
- E. Sports/Athletic Groups
- F. Spiritual/Faith-Based
- G. Campus Media & Publications
- H. Cultural/International/Ethnic
- I. Greek Organizations
- J. Political/Advocacy
- K. Performing Arts
- L. Public Service/Philanthropy

Section 3. Definitions

- A. **Academic/Pre-Professional.** Groups that revolve around a specific area of study or field. They function to grow students through discussion, development training, and off-campus activities based upon set field.
- B. **Campus Departmental/Leadership.** Club/organization that receives no funds from Student Government Association but is rather run and funded by school/college department.
- C. **Student Government Association Departmental.** Similar to school departmental club/organization. Funded by Student Government Association.
- D. **Hobby/Leisure/Special Interest.** Groups guided by students with a shared interest, hobby, or activity. Informal activities with a purpose to build friendship and community.
- E. **Sports/Athletic Groups.** Groups which focus on sports activities such as intercollegiate competitions, and other campus sports. The primary purpose is to create opportunities for students to be active.
- F. **Spiritual/Faith-Based.** Groups guided or motivated around religious practice, learning, and service. They function to encourage the practice or education of a religion and support the religious identity development of students.

- G. **Campus Media & Publications.** Groups which focus on publishing a campus blog, ads, student group newsletter, podcast or more. The organization's goal is to broaden opportunities for students who would like to advance their knowledge in the media industry.
- H. **Cultural/International/Ethnic.** Organizations dedicated to spreading awareness, understanding, and appreciation of a particular culture. They serve to support and unite members of a cultural identity while helping the community to understand common misconceptions associated with that culture.
- I. **Greek Organizations.** Local chapters of broader national chapters with exclusive groups joined around common goals and interests.
- J. **Political/Advocacy.** Organizations affiliated with local and/or national political bodies. Their primary activities and membership center on interest in one or more social issues or concerns.
- K. **Performing Arts.** Organizations with a primary focus on contemporary arts including but not limited to dance, drama, and musical performance. The purpose of the group is to build community and expand art onto campus.
- L. **Public Service/Philanthropy.** Organizations which focus on betterment of the community through projects and acts of service. The goal of the organization is to create opportunities for students to make an impact on campus and the wider area.

Section 4. Responsibilities of Student Clubs/organizations

It is the responsibility of each student club and organization to create an environment of community, development, and opportunity. This means group engagement throughout campus activities. Including but is not limited to:

- A. Hosting campuswide events at least once per semester.
- B. Attend and table during the Mall Crawl and Spring Organization Fair.
- C. Attend one sporting event and one performing art event per year.
- D. Participate in at least one community service project per year.
- E. Attend the Student and Leadership Development Training that occurs once per year prior to the fall semester.
- F. Submit annual renewal form in April, prior to the Fall semester. The form must include membership fees which are a minimum of \$1 per member. Membership fees will be submitted into the organizations' bursar account.
- G. Attend ECCON (Club and Organization Networking) meetings;

H. Participate in Homecoming Week.

## Article II. GOVERNING POLICIES AND PROCEDURES

### Section 1. Local, State, and Federal Laws

All student clubs/organizations are to abide by all state and federal laws.

### Section 2. Policies and Procedures of East Central University

For purposes of this policy, student organizations include the campus student body organization and any university student clubs and student organizations that have been officially recognized by East Central University (the "University" or "ECU"). These clubs are under the administration of Vice President of Student Development and the Coordinator of Student Leadership. Clubs/organizations may not operate independently of the University.

All student organizations are to abide by the University's policies and procedures.

Policies and procedures can be found in the Student Handbook & Code of Conduct.

### Section 3. Non-Discrimination

East Central University Clubs & Organizations shall not discriminate based on race, color, religion, gender, gender identity, sexuality, age, national origin, ancestry, disability, marital status, or sexual orientation in any of its activities or operations, except as may be exempted by law.

### Section 4. Disciplinary Procedures

A. The Vice President for Student Development or designee may place a student organization on disciplinary suspension for violations of university policies by the student organization or its leaders or members. A student organization placed on suspension loses all privileges reserved for active student organizations.

B. Student organizations placed on disciplinary suspension may regain active status in the following way:

- a. Meet all the requirements set by the Vice President for Student Development or designee. Greek organizations must also meet the requirements set by the proper governing body.
- b. Discuss the aims and goals of the organization with the Coordinator of Student Organizations & Greek Life.

- c. Review the former constitution, revise, update or approve the constitution and submit it to the Office of Campus Involvement.
  - d. Complete an advisor agreement listing at least one (1) full-time faculty or staff member. More advisors may be added from on and off-campus.
  - e. When all the required information has been received and approved, the Vice President for Student Development will send a letter of official University recognition to the officers and advisors of the organization.
- C. Student organizations that have been placed on disciplinary suspension by the Vice President for Student Development or their designee may reserve campus facilities for informational meetings only during the last semester of their suspension. The Vice President for Student Development or their designee must approve the scheduling of rooms and publicizing of informational meetings by inactive student organizations.
- D. Student organizations placed under disciplinary suspension are limited to one (1) on-campus informational meeting per semester. An informational meeting is defined as a gathering where the purpose of the organization is the only topic of discussion. No memberships or bid cards may be completed at these meetings. All informational meetings held by Greek organizations must abide by the rules set forth by the proper governing body.

Section 5. Academic Probation

Failure to keep a minimum GPA requirement may result in a loss of all privileges, subject to a hearing with the Student Government Association. The Student Government Association strongly encourages clubs/organizations to apply a short-term disaffiliation to members that fall below 1.7 for more than one semester.

If any member falls below the minimum GPA requirement, either that of the chapter's bylaws or The Office of Student Leadership Development and Activities, the following policy will be enforced:

- A. Minimum GPA requirement by The Office of Campus Leadership development and Activities (2.5 for officers, 1.7 for members).
- B. Added restrictions/policies may be mandated by each organization.
- C. Clubs/organizations that have higher academic standards than those listed in the Clubs/organizations handbook will run according to their own constitution and

bylaws. These policies listed in this handbook only apply to the minimum expectation.

The member:

- A. Will be placed on academic probation through The Office of Student Leadership Development and Activities.
- B. Cannot hold any executive leadership roles if below a 2.5 GPA.
- C. Will not be able to participate in any ECU specified competition that The Office of Student Leadership Development and Activities oversees.
- D. Will not be eligible for homecoming candidacy.
- E. Will not be eligible for homecoming competitive events.

Section 6. Privileges Within University System

Privileges are given to recognized student Clubs & Organizations that are in good standing with The Office of Campus Involvement and the University:

- A. Use the ECU name and symbols under the guidance of East Central University Identity Standards. <https://www.ecok.edu/policies-and-handbooks/identity-standards>
- A. Request to use University facilities under terms and conditions comparable to other non-instructional University programs.
- B. Collect and deposit membership dues and gifts under the guidance of university officials.
- C. Post marketing materials of their club or organization event, abiding by university posting policy.

Section 7. Alcoholic Beverages

In keeping with university policy, the use or possession of drinks that have alcoholic content is not allowed at any University on-campus event. All student organizations that wish to hold an off-campus event where alcohol will be served must send a representative to an alcohol management training session each academic year.

East Central University's alcohol policy can be found on page 31 of the Student Handbook & Code of Conduct.

[Student Handbook & Code](#)

Section 8. Oklahoma Law against Hazing

East Central University has a commitment to be free from hazing and follow all Oklahoma laws on hazing as outlined. East Central University's hazing policy can be found in the Student Handbook & Code of Conduct beginning on pg. 28.

[Student Handbook & Code](#)

### Article III. **MARKETING**

#### Section 1. University Trademarks and Logos

Clubs/organizations represent East Central University both on and off campus. In order to maintain the strong ECU brand, student groups must follow guidelines for university name, logo, color, and font. Consistent branding and logo usage promotes ECU's image to other students, faculty, and external groups.

For more specific information please click the link below.

[Identity Standards](#)

#### Section 2. Copyright Guidelines

Student organizations may not reproduce copyrighted materials for sale or distribution without permission from the copyright holder.

#### Section 3. Publicity Posting

Clubs/organizations are encouraged to post and share marketing materials related to their events through flyers, posters, social media posts/stories, and other art. Before any material can be posted and shared, it must be turned in to the Director of Marketing of the Student Government Association for approval.

Once a club or organization receives approval, they may post the items adhering to the following guidelines:

- A. Posters, signs, and flyers can only be placed on supplied general information bulletin boards located throughout campus.
- B. No adhesive of any kind can be used on glass, doors, painted columns, bulletin boards, or walls.
- C. The size of posters or signs cannot exceed 18" x 24".
- D. All publicity materials must be removed by the sponsor within 48 hours following the event.
- E. Placing flyers or leaflets on vehicles parked on campus is prohibited.

- F. Posting flyers in unapproved locations within residence halls is prohibited (such as under doors within halls)
- a. Bill S. Cole University Center: Contact Robert Hayes within the Bill S. Cole University Center Information Desk. This role handles approving all materials distributed or displayed inside/near the Bill S. Cole University Center. Items without proper approval will be removed and discarded.
  - b. Other Facilities: Some buildings have specific guidelines for posting materials. For more information about specific buildings please contact:
    - a) All Athletic Facilities: Matt Cole
    - b) Faust Hall & Horace Mann: TBD
    - c) Hallie Brown Fine Arts Center: Alexandra Aguirre
    - d) Chickasaw Business & Conference Center: Jill Ballard
    - e) Lanoy Education Building: TBD
    - f) Linscheid Library: TBD
    - g) Science Hall: TBD
    - h) Physical & Environmental Science Center: TBD
  - c. External Posting
    - A. All external advertisements (i.e., sidewalk chalk, banners, signs, flyers, etc.) must also be approved by the Student Government Association and by the Office of Communications & Marketing.
    - B. Sidewalk Chalk: Non-soluble chalk is not allowed. The use of markers, paints, oil-based products, glow-in-the-dark or spray chalk is prohibited. Chalking must take place only on university owned property, and only on sidewalks.
      - a. Chalking is prohibited on all vertical surfaces, buildings, walls, benches, picnic tables, signs, poles, newsstands, columns, bus stops, mailboxes, light poles, and trees.
      - b. Chalking must be on a horizontal surface not covered by an overhang. It must be done in open areas that can be directly washed by rain. Chalking must be kept at least 25 feet away from any entry to any building. Chalking must contain the name of the organization sponsoring it. University administration reserves the right to clean and remove any chalking which does not follow stated guidelines.

- c. Flyers, posters, or other media may not be posted/taped on sidewalks.
- d. Social Media Posting
  - a) Social media accounts are an easy and affordable way to market your club and organization to the campus. We encourage all clubs/organizations to create a social media account and include a role in their officer structure designed specifically for social media marketing.
  - b) Social media accounts may not discriminate against any student or act in an inappropriate manner. Doing so will lead to the account being removed.
  - c) New social media accounts must keep log in information in a secure location as well as supplying the information to the club/organization advisor and Student Government Association.

#### Article IV. REGISTRATION ORGANIZATION PROCESS

##### Section 1. New Organization Process

The Office for Campus Involvement encourages students to participate in organizations in order to further develop their leadership skills.

The information below outlines the steps for an organization to be recognized by the Office for Campus Involvement.

All elements of this process must be completed before any group can be recognized as an official club or organization.

There are several things to consider before embarking on the recognition process:

- A. Student(s) must review the available recognized student clubs & organizations on campus and their mission statement prior to attempting to start a new club or organization. No new organization will be accepted if it has a purpose similar to another established club or organization on campus.
- B. Does the proposed organization have durability, i.e., is there a reasonable potential that the organization can attract new members on a yearly basis so that it can remain practical after the initial members graduate from East Central University? If not, you may want to find ways to pursue your interests that do not involve creating a new club/organization. Please stop by The Office of Campus Involvement to discuss your options.

- C. Is the membership willing to actively participate in the ECU student club/organization community and develop programs and events that foster relationships with the entire ECU campus and the surrounding community?

**Steps to Gaining Official Recognition:**

- A. New student organizations must provide an electronic copy of their constitution and bylaws for approval by the Student Government Association and Office of Campus Involvement.
- B. Find an Advisor who is a full-time East Central University employee.
- C. The proposed club or organization must complete and submit the New Student Club/Organization Application.
- D. New student organizations must create two financial accounts, one with the Bursars Office and the other with the ECU Foundation.
- E. New student organizations must provide a roster.
- F. The following documentation must accompany the New Student Organization Application packet:
  - a. Proposed Name of student Club or Organization
  - b. Purpose Statement
  - c. Organizational Profile
  - d. Student Organization Agreement
  - e. Student Organization Advisor Agreement Disclaimer
  - f. Annual Advisor Agreement
  - g. Advisors Statement of Responsibility
  - h. Anti-Hazing Agreement Statement
  - i. The Proposed Organization must create and submit a Constitution and Bylaws
- G. It is the responsibility of the student organization to create a constitution with an electronic copy to be kept on file at The Office of Campus Involvement.
- H. Once the proposed organization has submitted the New Student Organization Application packet and Constitution as well as met with the Office of Campus Involvement, a decision will be made to approve or deny the club or organization.
  - a. The Student Government Association must provide reasoning for rejecting a student group's application for recognition.
  - b. Student groups whose applications for recognition are not approved by the Office of Campus Involvement have the opportunity to appeal to the Vice President for Student Development.

Contact The Office of Campus Involvement for any questions: (580) 559-5207 or email micaall1@ecok.edu to schedule an appointment.

## Section 2. Re-Activation Registration

All student Clubs & Organizations are required to renew once a year with The Office of Campus Involvement.

- A. Registration Deadlines: The Student Club/Organization Annual Renewal Packet must be submitted no later than the end of the spring semester of each year if clubs/organizations are interested in being recognized for the upcoming year.
- B. All student organizations will provide a roster no later than September 15<sup>th</sup>. The roster must have a minimum of five active members. The roster will be resubmitted to reflect membership changes no later than November 15<sup>th</sup> of each year. Rosters will be provided for the spring semester no later than February 15<sup>th</sup> and resubmitted to reflect membership changes no later than April 15<sup>th</sup>. 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 undergraduates among their membership which will safeguard the longevity of the club.
  - a. Exceptions to this policy will be considered on a case-by-case basis.
  - b. Due to federal legislation and privacy concerns, rosters are not public records. They are protected by FERPA and do not fall under the Freedom of Information Act.
  - c. 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.
  - d. Only the Coordinator of Student Leadership Development Activities 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.
- C. Student organizations must participate in both the annual Mall Crawl and the Spring Student Organization Fair. It is required that they participate in both events. The Mall Crawl is held during Welcome Week and is used to create a positive campus atmosphere and to display ECU's thriving campus life. Organizations may use the Mall Crawl and Spring Student Organization Fair as a time to recruit new members or as a time to advertise their organization's purpose and mission.

- D. Faculty advisors must participate in one training course per academic year. This training will be held in person.
- E. A revised Constitution and Bylaws must accompany the Annual Renewal Application Packet. It is the responsibility of the student organization to create a constitution with an electronic copy to be kept on file at The Office of Campus Involvement.
- F. If an organization fails to register by the deadline, their student organization privileges will be suspended for the rest of the semester, until the registration process is completed.
- G. Each student organization must have an advisor. An advisor is defined as being an East Central University full-time employee.

Steps to Gaining Official Recognition:

- A. New student organizations are required to provide a typed copy of their constitution and bylaws for approval by the Office of Campus Involvement.
- B. Find a qualified Advisor.
- C. The proposed club or organization must complete and submit the New Student Club/Organization Application Packet.
- D. New student organizations must obtain a Campus Bursars Account and ECU Foundation Account.
- E. New student organizations must provide a roster.

Sections 3. Constitutional and Bylaw Review

All East Central University clubs/organizations must follow all guidelines set in place by the East Central University Student Government Constitution & Bylaws.

Sections 4. Memberships and Leadership Eligibility

- A. There are no membership restrictions based on race, religion, nationality, gender, disability, sexual orientation, gender identity or political conviction, except as may be exempted by law.
- B. To be a member of a recognized student club or organization at East Central University, a student must be a currently registered student at East Central University, enrolled on a full-time or part-time basis.

Sections 5. ECCON

ECCON is East Central University Club and Organization Networking. Every Club or Organization President must attend the monthly ECCON meeting. These meetings will be held on the first school day of each month. If presidents cannot attend, they may send an officer as a substitute.

Sections 6.     **Financial Integrity**

It is the responsibility of every leader, member, or advisor to report any instance of financial dishonesty within an East Central University club or organization.

Section 7.     **Maintaining Recognition**

Recognized Clubs & Organizations are required to fulfill the following requirements annually to maintain recognition:

- A. President or representative attends all monthly ECCON Meetings.
- B. Provide a roster each semester. If needed, an exception to this policy will be considered on a case-by-case basis.
- C. Activity Request Forms are submitted for each on campus event sponsored by the organization (outside of general club/organization meetings).
- D. Be in accordance with this Student Club and Organization Handbook and Student Code of Conduct
- E. Student Organizations must participate in the annual Mall Crawl and the Spring Organization Fair.
- F. Faculty advisors must participate in one training course per academic year. The training will be held in person.

**Article V.     ADVISORS**

Every registered student organization on campus must have an advisor who is an East Central University employee. Clubs/organizations that register with East Central University must secure a faculty, staff member or other approved person who will function as a liaison between the University and their organization.

The following are a few of the benefits you may receive from being an advisor for a student group:

- A. Helping students learn and develop new skills.
- B. Watching a group come together, sharing common interests, working on common goals, understanding differences.

- C. Developing personal relationships with students.
- D. Furthering personal interests or goals by choosing to work with a group that reflects your interests.
- E. Sharing knowledge with others; and
- F. Building campus spirit.

Section 1. Advisor Registration

In the Office of Campus Involvement, we believe that each club/organization is student led and that the role of registering an advisor should come from the students. This means that the club/organization should host a meeting to elect the ECU employee or approved individual as the advisor. Clubs/organizations will need to fill out the Advisor application and list the requirements for their advisor, which should also be discussed with the potential advisor before submitting. Clubs must have an official ECU advisor before they are recognized as an ECU club/organization.

1. Clubs/organizations invite an ECU employee or approved individual to advisor their club/organizations for the academic year.
2. Club/organizations fill out the Advisor application form with the potential advisor.
3. Club and Orgs submit the application to the Student Government Association which is shared with the Office of Campus Involvement.

Section 2. Advisor Responsibilities

The responsibilities of student organization advisors are:

- A. To serve as a resource person and to offer guidance, assistance, advice, and encouragement to the organization.
- B. To help the organization:
  - a. Determine the goals and objectives for the year.
  - b. Develop adequate funds to finance proposed programs.
  - c. Follow University policies and procedures.
  - d. Keep adequate organization records for present and future use.
  - e. Supervise the finances of the organization.
  - f. Attend all meetings and social activities of the group or ensure that other qualified individuals are present.

- g. Become familiar with the constitution and bylaws of the organization and encourage the officers to review and update the information periodically.
- h. Encourage all members to participate and fulfill their obligations.
- i. Assist officers in evaluating their meetings and programs during the year.
- j. Aid in the facilitation of risk management training and observance during organizational operations and activities.
- k. Attend Advisor training once a year.

Section 3. Removal of Advisor

Removal of an Advisor by the Student Club/Organization:

Student Clubs/Organizations may have the right to remove an advisor from their role with the group. Should a student organization believe it is in the best interest of the organization to remove an advisor; the following steps should be taken:

- A. Student organization leadership meets with the advisor to address and explain any concerns regarding the advisor's role in the organization.
- B. Student organization leadership and advisor agree on a specified period for the concerns to be properly addressed.
- C. If concerns are not addressed adequately, then the group must submit a request to remove the advisor to The Office of Campus Involvement. Formal requests must include reasons and justifications for the removal.
- D. Only after approval from The Office of Campus Involvement may an organization inform an advisor that he or she has been removed from his or her responsibilities and/or affiliation with the organization.

Removal of an Advisor by the Office of Campus Involvement:

The Office of Campus Involvement reserves the right to remove an advisor from his or her role with a student organization should this be seen as necessary. Grounds for removal of an advisor include but may not be limited to:

- A. Behavior that violates University policy and/or procedure.
- B. Direct knowledge of hazing incidents and/or failure to report such incidents.
- C. Direct knowledge of, advocacy for, and/or participation in illegal activities and/or behavior.
- D. Behavior resulting in unreasonable and/or unnecessary risk for students.

**Article VI. STUDENT GOVERNMENT DISBURSEMENTS**

Section 1. Student Government Funds

The Student Government Association will organize the allocation of funds to requesting clubs and organizations. Clubs/organizations will be categorized into one of three levels of organization; levels will be based on total active members.

Certain conditions must be met before a student group is eligible to apply for funds.

- A. Must have submitted annual renewal form and yearly event calendar. Events that are expected to need Student Government funding will be set during the summer leadership development training event hosted in early August.
- B. Submit list of active members along with renewal form. Clubs/organizations will be expected to submit an updated list each semester to maintain their status.
- C. Submit updated status of club or organization financial accounts.

Club or Organization levels are listed as such:

- A. **CUB:** Clubs/organizations that have 10-15 total active members. These clubs/organizations may request up to \$100 per year for their events.
- B. **TIGER:** Clubs/organizations that have 15-25 total active members. These clubs/organizations may request up to \$200 per year for their events.
- C. **SHINING TIGER:** Clubs/organizations that have over 25 total active members. These clubs/organizations may request up to \$300 per year for their events.

Student Government Association reserves the right to deny funding in certain circumstances such as:

- A. Request for discretionary funds, non-specific miscellaneous expenses, emergency cash, petty cash, or non-specific maintenance requests.
- B. Events that will take place before a funding decision is made.
- C. Events whose sole purpose is to promote other events.
- D. If an event harbors little to no programmatic value.
- E. **Requests for events that take place within 14 days of the date on which the budget is submitted.**
- F. Budgets that are not complete and lack pertinent information relevant to the event.
- G. Events that take place in private residences.
- H. Circumstances that will cause budget strains on the Student Government Association.
- I. If an Advisor requests funds in place of a club/organization officer.

Section 2. Financial Requests

Before any club or organization can receive funds from Student Government Association, they must complete the following:

- A. Develop your event and create your budget:
  - a. Figure out your event needs, find a venue, then put together a detailed budget on the Funds Request form. We recommend collaborating with your advisor when building your budget.
- B. Submit your budget:
  - a. Budgets will need to be complete, itemized, and include all key information relating to the request. Including but not limited to, biographical information on speakers and performers, specific price quotes on all items requested, and when possible, confirmed locations for events. The final budget will be submitted to the Office of Campus Involvement and must be signed by the club/organization advisor.
- C. Receive your allocation:
  - a. Funds if approved will be deposited into club/organizations ECU Bursar account. The funds at that time will be fully available to use by the clubs/organizations.

### Section 3. Use of Funds

Students and clubs must use their student funding in a responsible and cost-efficient manner.

Examples of allowed spending include:

- A. Fundraising activities such as food sales, T-shirt sales and dances.
- B. Cultural events.
- C. Speakers and Performers.
- D. Food for club meetings and/or gatherings.
- E. Activities that promote the club such as wearing/selling t-shirts, and
- F. Supplies/Equipment.

## Article VII. STUDENT CLUBS AND ORGANIZATION FINANCE

### Section 1. Types of Accounts

East Central University clubs/organizations are required to maintain two financial accounts at any given time. The student groups must have an account with the ECU's Bursars office and an account with the ECU Foundation's office.

- A. ECU Bursar Account

- a. The President and Treasurer of each club will need to open the Bursar's account.
- b. There may be up to 4 people with authorization to access the club Bursar's account. For signatory purposes, the President and Treasurer may not be the same person.
- c. These officers must agree to personal monetary responsibility for liabilities arising from any violations during club activities (such as for disbursements not supported by appropriate receipts or inappropriate use of club funds).
- d. Funds from the Bursar Office may take some time following the group's request.

B. ECU Foundation Account

- a. The President and Treasurer of each club will need to open the clubs Foundation account.
- b. The advisor and the Coordinator of Student Leadership, Development, and Activities must have their names on the account.
- c. There may be up to 4 people with authorization to access the club's Foundation account.
- d. These officers must agree to responsibility for liabilities arising from any violations during club activities.
- e. Funds from the ECU Foundation will typically be received sooner than from the Bursars Office.
- f. Groups must use the Foundation account when fundraising.

Section 2. Methods of Payment for Outside Events

Student organizations are not allowed to collect electronic payments and donations via credit/debit card using third-party apps such as Cash App, Venmo, Zelle, etc.

Outside events are recommended to use Foundation Donations as their method of online payments.

**Steps to Foundation donations:**

- 1. **Comin soon...**

Section 3. Off-Campus Bank Accounts

Groups are not allowed to have outside bank accounts with private financial institutions. Discovery of such an account could result in the loss of eligible status and University funding. The one exception to this policy is Greek organizations.

Section 4. Purchasing Card (P-Cards)

Purchasing cards are key to a club/organization's success. It allows groups to purchase necessary items in a tax-free manner.

To qualify and use a purchasing card the groups must attend the provided training. Training will take place twice during the year, once during the summer training retreat and once in the spring. Only the individual who completes the training will be allowed to use the P-card.

Steps to using P-Card:

1. Receive an event form from the Office of Campus Involvement.
2. Receive a request of purchase form from the Purchasing office.
3. Submit a detailed list of the exact purchase and the estimated cost.
4. Have the advisor of the club/organization sign the request form.
5. Bring all the forms back to the Office of Campus Involvement to be approved and for copies to be made.
6. Receive the P-Card to make your purchase.
7. Save all receipts from the purchase and bring to the Office of Campus Involvement for copies to be made.
8. Take receipt to the purchasing office for final approval.

#### Section 5. Deposits

Student groups are encouraged to maintain an updated record of all deposits. Deposit slips/documentation must be signed by a group advisor and kept in a secure location. Records must be available for the Student Government Association Advisor and Treasurer to access for a monthly review of group funds.

### Article VIII. CAMPUS EVENTS AND ACTIVITIES

#### Section 1. On-Campus Events and Activities

East Central University and Student Government Association hope to cultivate an environment of fun, friendliness, and student involvement. As a part of this goal clubs/organizations are highly encouraged to plan and publicize events on campus. Groups can reserve campus facilities for their events. Planning and scheduling are required to allow equal opportunity for all clubs/organizations to reserve facilities. Listed are the event policies:

- A. Clubs/Organizations must complete and submit an to Student Government Association at least two weeks prior to the day of event. Advisors cannot submit an activity/event form in place of a club/organization officer.
- B. East Central University considers programs such as Homecoming Week, Howdy Fair, Founders Day, and Orange Crush Week as high priority events. Therefore, clubs/organizations who wish to hold events during the listed programs must receive prior approval from Student Government Association.
- C. Groups are allowed to host on-campus events during the final two weeks of the semester, however they cannot be required events, unless approved by Student Government Association.
  - a. Indoor/Outdoor events on Weekdays (Sunday-Thursday) must end by midnight.
  - b. Indoor/Outdoor events on Fridays or Saturdays must end by 2:00am.

Section 2. Off-Campus Events

Groups who plan to host a non-fundraising, off-campus event are required to receive campus approval through the submission of an event request form. These events must follow normal event policies.

If a group plans to book a venue which needs a contract, the contract must go through the university Purchasing Office before being approved for signature. The approval must be done at least two weeks before the event.

Section 3. Travel

Any group that wishes to travel using university vehicles must contact Robert Hayes at the University Center Information Desk for approval of university vehicles. The advisor or who will be driving the vehicle must meet all the requirements before being allowed to travel with students.

The advisor be approved for vehicle training, present at group event, and present in travel application.

[ECU Travel Request Form](#)

Section 4. University Vehicles

University rules for the use of university vehicles apply to clubs and organizations. This includes:

- A. The driver must be a school employee and have a valid Driver's License.
- B. Must be at least 21.

Any vehicle usage must be approved 3 weeks in advance. It should be noted that a vehicle request has the possibility of not being granted due to lack of availability.

Sections 6. Usage of Campus Facilities

If a club/organization wishes to rent a campus facility, please contact Robert Hayes at the University Information Center at 580-559-5741 or at [rhayes@ecok.edu](mailto:rhayes@ecok.edu).

Locations available for clubs/organizations.

- A. Foundation Hall.
- B. Ataloa Theatre
- C. Regents Room
- D. Chalmers Blackbox Theatre.
- E. Stanley P. Wagner Ballroom

Sections 7. Campus Calendar

Large events that are turned in during the Leadership Development Training prior to the school year will receive priority on the campus event planning.

Small scale events which will not require additional funding can be submitted to the university event calendar.

Sections 8. Food Services

Any on-campus event requiring food or beverage service must go through the on-site catering provider Chartwells Catering Services at East Central University. You must contact Chartwells at least two weeks before your event to give the company proper notice of planning. Due to a University contract, Chartwells must be first choice for providing university catering, unless the Chartwells express written consent for an outside service to be allowed.

Chartwells provides strong catering abilities, capable of providing a wide variety of food items including vegetarian and vegan.

There are certain deadlines required before the Chartwells can provide their services:

- A. Menus must be selected and finalized 10 business days or 2 weeks prior to the event.  
During this process, a rough estimate of the total number of attendees and the group account number must be submitted.

B. 5 days prior to the event you must guarantee the number of attendees or cancel food service.

To order catering, please contact the Chartwells directly at 580-332-1545 or email [Jeff.Winton@compass-usa.com](mailto:Jeff.Winton@compass-usa.com). Chartwells can help you with all food and linen needs for your event. There is a catering menu available, and they can customize your menu for your budget and needs.

## Article IX. FUNDRAISING

### Section 1. Tracking of Funds

Tracking funds is vital to a club and organization's financial longevity. A part of this is responsibly managing funds gained through fundraising activities. Groups are required to have a financial book to keep a record of funds, as well as receipts from depositing into Bursars or Foundation accounts. This book will be audited once a year by the Student Government Association and the Office of Campus Involvement.

### Section 2. Deposits

The depositing of money is vital to keeping funds in the group's financial accounts and avoiding the running out of funds. All cash funds that a group receives must be deposited into the group's Foundation account within 60 hours of receiving it. The group's advisor must sign all receipts to maintain double verification of deposits.

### Section 3. Tax Deductible Donations

All donations that are expected to be tax-deductible must go through the club/organizations Foundation account. An online portal will need to be set up from the club/organization.

#### Steps to setting up portal:

1. Coming soon.

### Section 4. Checks

Checks must be deposited within 7 days of being received. In addition to the group's financial records book, it is encouraged to have a check log for records of checks. Receipts of check deposits must be kept either in the check log or groups financial book.

### Sections 5. Donations and Sponsorships

Donations are encouraged to be recorded in a separate manner to avoid confusion. Since many entities will donate for tax deductible purposes, all groups must either provide documentation that donations are tax-deductible or inform donors that their donation is not deductible.

Sponsorship is an outside entity sponsoring funds to benefit a group for an event or activity. The sponsor will have the option to share or hide its identity/logo alongside the group. Funds from the sponsor must only be used for the purpose that the sponsor states.

Section 6. Raffles and Drawings

Due to Oklahoma Gaming laws, raffles are illegal when it is claimed that they are 50/50 odds. No one person can buy a ticket and claim that they may win. Raffle tickets when purchased must maintain a random distribution to not favor any one person.

**Article X. MANAGEMENT OF CLUBS/ORGANIZATIONS**

Section 1. Goals

All East Central University clubs/organizations must have clearly stated goals and objectives. Firm goals should be stated in the organization's constitution. There should also be yearly goals and objectives. These goals should be set in place by the club's officers and advisor.

Section 2. Minutes and Records

All East Central University clubs/organizations should keep minutes at each officer meeting. There should also be records kept of every official officer meeting. These should contain the meeting's date, minutes, and any decision made.

Section 3. Officers

To serve as an officer of a recognized student organization, a student must be currently enrolled at ECU, have a cumulative GPA of 2.5 and maintain a 2.5 each semester of participation. Students falling below the minimum GPA requirements for any given semester may not serve as an officer during the following semester (fall and spring, not summer) until GPA requirements are met.

The organization and organizational officers are responsible for upholding the rules and regulations of East Central University. This responsibility cannot be delegated to advisors, campus police, and/or others and applies to activities on and off East Central

University campus. Violations will be reviewed by the University and may result in, but not limited to, denial of facility usage, revoking of recognized organizational status, individual and/or group discipline.

Officers will be selected at the discretion of the organization and advisor.

Sections 4. Membership

All student organization members must be enrolled at ECU. Student Organizations that have constitutionally established city-wide, state-wide, or multiple university charters and have registered in such manner with the Office of Student Leadership Development shall be deemed acceptable under this policy.

Section 5. Meeting Spaces

All club/organization meetings and activities, which are held on-campus in the evening on Sunday through Thursday, must conclude no later than fifteen (15) minutes prior to the posted closing hours of the building in which the meeting or activity is being held or by 12:00 a.m. (midnight). Unless proper prior written authorization is acquired by the ECU Facility Coordinator, Office of Campus Involvement, or Student Government Association.

Section 6. Elections

If elections for officers are held by a club or organization, they must abide by the club's Constitution and Bylaws.

**Article XI. CO-SPONSORSHIPS**

Section 1. Organization and Club Partnerships

East Central University encourages clubs/organizations to work together when planning events for the student body. Co-sponsorships can help build the campus community, raise attendance, and utilize two or more groups' funds for more costly events.

Clubs/organizations that want to co-sponsor an event will need to fill out a co-sponsorship form. This will be used to confirm the transfer of funds and to keep a record of past co-sponsorships.

**Article XII. Free Speech**

Section 1. Free Speech

All students, faculty, and staff have the right to free speech. This is a fundamental right and is central to East Central University's mission. All students, faculty, and staff are free to express their views, individually or through a club or organization, on any topic, subject only to rules necessary to preserve equal rights of others.

### **Article XIII Safety and Security**

#### **Section 1. Safety and Security**

The safety and security of all students, faculty, and staff is of high importance to East Central University.

The East Central University Police Department provides uniformed, state-certified police officers for enforcement of local, state, and federal laws 24 hours per day. University Police Officers are available to students or employees needing access to buildings or residences after hours upon request and presentation of proper identification. Around-the-clock cars and foot patrol are maintained on campus property.

If an event is hosted off-campus involving the use of alcohol, it is required to have safety and security for the club/organization and will need to hire outside security.

**Last Updated:**