

XI. Conduct, Rights, and Obligations of

Student Organizations

Oklahoma State University has adopted policies and procedures governing student organizations. These policies and procedures are available in the Office of Campus Life or on-line at <http://studentconduct.okstate.edu/code>.

As individual students are asked to uphold certain expectations, organizations and their officers are under obligation to the University and larger community to maintain high standards of ethics and conduct. This includes proper maintenance of financial records and sponsorship of *50 Oklahoma State University* events and activities that uphold the standards of the University. Any activities that encourage the improper conduct of student members which violate the prohibitions contained within the Student Code of Conduct may cause the charter of the organization to come under judicial review by the Committee on Student Organizations or the appropriate administrative judicial board.

A. Benefits Afforded Student Organizations:

1. Benefits available to both registered and recognized organizations are:
 - a. The opportunity to use designated University facilities for regularly scheduled meetings, usually at no cost.
 - b. The opportunity to use the student notices section in the Daily O'Collegian.
 - c. The opportunity to use the bulletin boards on campus, with the proper registration.

d. The opportunity to use the non-postage campus mail service for the distribution of materials pertaining to the business of the organization.

e. The opportunity to use the name of the University to show affiliation.

f. The opportunity to request co-sponsorship from the Student Government Association, as designated by the Student Government Association bylaws.

2. Recognized groups shall be awarded this additional privilege:

The opportunity to request the allocation of student fees designated to Activity Fee Allocation Process through the process designated in the bylaws of the Student Government Association and the Graduate and Professional Student Government Association.

B. Obligations of Student Organizations:

1. Required Information: Each student organization is required to submit the following information to the Office of Campus Life by no later than the first Friday of October of each fall semester or when new officers are elected. Changes during the school year need to be reported promptly.

a. The name, address, and telephone number of each officer.

b. Name of the organization's faculty advisor.

c. Time and place of regularly scheduled meetings.

d. The purpose of the organization.

2. Advisors: Each registered or recognized organization must have an advisor who is a full-time faculty or staff member. Policies regarding

advisors for social sororities and fraternities are governed under separate policy statements as required by the Office of Fraternity and Sorority Affairs [(See Section XII (D) (4)]. Other exceptions to this rule *Student Code of Conduct 51*

may be granted by the Office of Campus Life with the concurrence of the Committee on Student Organizations. Advisors responsibilities include:

- a. Attending group meetings.
- b. Assisting in program and project development.
- c. Serving as a resource to the organization with regard to University policy and procedures.
- d. Advising the organization on financial matters.

3. Financial Obligation: All funds of recognized organizations must be kept on deposit with the University if obtained in any of the following ways:

- a. Funds collected by the University on behalf of the organization.
- b. Funds allocated by the University to the organization, including the Activity Fees Allocation Committee (AFAC) process.

Funds of those groups on deposit with the University may not be used to purchase alcohol or beer. Likewise student organizations are prohibited from using mandatory fees, dues, or assessments paid by members of the group to buy alcohol or beer.

4. Meetings: It is the responsibility of the student organization to schedule its meetings in accordance with the policies of the University,

Campus Life, and the building being scheduled. Only registered or recognized student groups may schedule, sponsor or hold activities using University facilities, property, or buildings unless a special exception has been made by the Director of Campus Life.

5. Use of Facilities and Grounds

a. Facilities - Student organizations are encouraged to use facilities in the Student Union. Room reservations may be made through the Student Union Meeting and Conferences Services office; however, if space is not available, special interest and service organizations expecting to use other campus facilities should secure clearance through the Office of Campus Life and see the following people for room reservations in their areas:

- Classroom: Classroom Scheduling Technician in the Registrar's Office.
- Gallagher-Iba Arena and Boone Pickens Stadium: Coordinator of Facilities, Athletics Department
- Bennett Memorial Chapel: Director of Campus Life.
- Colvin Physical Education and Recreation facilities: Assistant Director for Facilities, Campus Recreation
- Seretean Center Concert Hall: Seretean Building Manager.
- Residence Halls: Residence Area Manager.

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Recognized and registered groups may schedule University facilities through the offices responsible for reservation of a facility. All groups will be expected to comply with the following statements:

1. Facilities will be scheduled through the office responsible for scheduling the facility.

2. The purpose of the activity is consistent with the stated purposes of the organization.

3. The organization will comply with the facilities utilization policies of the scheduled areas.

b. Campus University Grounds - All outdoor activities of Student Organizations on the OSU Stillwater Campus shall be scheduled and approved through the Office of Campus Life. The only exception shall be for academic (classes) and intramural sports. Location assignments shall be made with the appropriate department head, or in the case of the residence halls groups, the Residence Halls program office. In all cases, consideration should be given to the public safety, welfare, health, and non-interference with University academic endeavors. Each group is responsible for the preservation and the maintenance of the grounds assigned. In the event damage occurs, financial responsibility will be assumed by the group and its officers.

c. Use of facilities and campus grounds by entities not affiliated with the University - In the event a student organization or campus department wishes to reserve spaces in the Student Union or on University grounds scheduled through the Department of Campus Life for use by an entity not affiliated with the University, the organization or department must comply with the following rules:

1. Present a letter signed by the President and Advisor of the student organization or head of the campus department

indicating that the group or department is "sponsoring" the outside entity, that the organization or department recognizes and agrees that they will be held responsible for any violations of University policy or damage caused by the entity; and

2. An officer of the sponsoring student organization or staff member of the department must complete all permits and paperwork required to secure the reservation.

d. The University reserves the right to refuse granting permission for an outside entity to use campus grounds or reserve rooms in the Student Union through sponsorship by a student organization or campus department for reasons including, but not limited to:

1. Outside entity has been "sponsored" by student organizations or campus departments 4 times during the preceding 12 months;

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2. The activity has been deemed unsafe by the Department of Campus Life in consultation with the Department of Environmental Health and Safety;

3. The sponsoring student organization or campus department has not complied with regulations regarding the reservation;

4. The outside entity has not complied with the regulations regarding reservation of space or "sponsorship" by a student organization or campus department.

6. Pre-Finals and Finals Week Policy:

a. Student organizations organizing, sponsoring, scheduling, or holding activities are responsible for complying with the

University's Pre-Finals and Finals Week policy. During prefinals week no student or campus organization may hold meetings, banquets, receptions, or may sponsor or participate in any activity, program, or related function which requires student participation. Any exception to this policy must have prior approval from the Department Head, the Director of Campus Life, and the Provost and Senior Vice President.

b. Final examinations are scheduled at the end of each semester and are preceded by prefinals week which shall begin seven days prior to the first day of finals. During prefinals week, all normal class activities may continue; however, no assignment, test, or examination accounting for more than 5% of the course grade may be given; and no activity or field trip may be scheduled that conflicts with another class. This excludes makeup and laboratory examinations and independent student courses.

7. Faculty and Staff Representatives at Functions

It is desirable for student groups holding functions to host faculty and staff representatives at their activities. The institutional representatives may be the faculty advisor and guest.

8. Poster and Posting Regulations: Registered or recognized student organizations are allowed to post signs, handbills, or fliers in designated areas in buildings and residence halls at Oklahoma State University. All materials to be posted must be registered and approved by the Office of Campus Life and, where appropriate, the Office of Residential Life.

Others wishing to post materials may inquire at the Office of Campus Life.

a. Procedures: To register and approve materials for posting, a member of the group must fill out an authorization permit in the Office of Campus Life. Upon completion of the permit the member will be allowed to stamp each poster or sign with a

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registration stamp. Any materials posted without this registration will be removed. Detailed regulations for posting materials are available in the Office of Campus Life.

9. The painting or other defacing of sidewalks is not allowed.

10. Chalking is permitted on campus sidewalks; however, a permit is required. Chalking regulations and permits are available in the Campus Life Office.

11. Lawn signs must be registered and approved by the Director of Campus Life for special events of an all-campus nature. Lawn signs for campus elections must be stamped as registered in the same manner as those posted and must conform to the regulations of the Student Government Association (SGA) Election Agency.

12. The posting of signs in the residence halls is governed by differing policies. Contact the Office of Residential Life or the Area Manager for the residence hall.

C. Student Organization Misconduct:

All student organizations are governed by rules developed by one of six administratively designated University judicial systems, each of which is

separate and distinct from the others. These are the Student Government Association (all registered and some recognized organizations), Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, Panhellenic Council, and Residence Halls Association. In most non-living group situations cases would be investigated by the Committee on Student Organizations to determine just cause for disciplinary action. The Residence Halls Association, the Interfraternity Council, the Multicultural Greek Council, the National Pan-Hellenic Council, the Panhellenic Council, and the Off-Campus Student Association (OCSA) will be held responsible to maintain appropriate conduct by the University administrative units assigned to oversee their activities. The OCSA is supervised by the Department of Campus Life. All sororities and fraternities are supervised by the Office of Fraternity and Sorority Affairs. Discipline cases involving any Greek group will be processed jointly by the Office of Fraternity and Sorority Affairs and Student Conduct Education and Administration. In cases where suspension or expulsion of a fraternity or sorority is a possibility, the case will be referred directly to the Student Conduct Committee for a Level Three hearing.

In cases where organizational behavior is believed to be against the best interest of the membership, the purpose of the organization, or the mission of the University, the Vice President for Student Affairs can

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suspend all organizational activities on an interim basis until such time that a final decision has been made on the pending allegation of

misconduct through a hearing process. When misconduct by a fraternity or sorority is believed to be detrimental to the well-being of students, the organization, or chapter property, the Vice President for Student Affairs is authorized to suspend that fraternity or sorority on an interim basis until the misconduct has been fully investigated and a decision has been made on the pending allegation of misconduct through a hearing process.

D. Code of Ethics for Student Organizations:

1. Relationship of Student Organizations to the University: Recognition of or registration of an organization does not mean that the University supports or adheres to the views held or position taken by registered or recognized student groups. Responsibility for any action which violates federal, state, or local laws, or University regulations is assumed by the individual groups, their officers and members.

2. Introduction of Code of Ethics: The extension of privileges by the University as detailed in this document requires recognized and registered student organizations to conduct their organizations and activities as responsible bodies in their relationships with their members, other students, the community and the University. Organizations and their members are subject to being governed and sanctioned by the same rules and regulations established for individual students. In addition to statutory obligations, this Code of Ethics has been established for the students by the students as a set of guidelines for all registered and recognized student organizations. Each registered or recognized student organization is encouraged to adopt and abide by

this Code of Ethics.

3. Specific Standards of Ethics:

a. Academic: In accordance with the larger mission of the University, the Code of Ethics encourages that a portion of an organization's activities reflect a conscious effort to enrich each member's academic development.

b. Character Development: The moral conduct and personal behavior of each member affects the organization's image. This makes it important for the individual to act at all times with selfrespect and integrity. University policy prohibits students from cheating, using alcohol on campus, providing fraudulent information, or in any way misrepresenting themselves in interactions with the campus or larger communities.

c. Community Relations: Supportive, communicative and positive relations with the community will result in mutual benefit. The impression made by an organization on the community reflects

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upon the University as a whole. All organizational members will conduct themselves so as to support a positive relationship with the community.

d. Financial Management: Members shall handle both institutional and private funds judiciously, recognizing the annual transfer of debt responsibility. Members shall not incur debts (either individually or in the name of the organization) which result in organizational disability.

e. Health and Safety: Members shall take basic precautionary measures to ensure individual and group safety. An appropriate program would encompass a concern for mental, emotional and physical well-being.

f. Leadership Development: The continuing existence of the organization requires a regular succession of effective leaders. An appropriate program would provide for the development of the members leadership skills for future positions of service and authority.

g. Legal Responsibility: Each organization's members have a responsibility to know and uphold all relevant federal, state, and local laws and University policies. Student organizations should be knowledgeable of and comply with the expectations set forth for individual students and student organizations in the Student Code of Conduct.

h. Multi-Cultural Sensitivity: Both the University community and the larger society are diverse with persons from differing ethnic and cultural backgrounds. Organizations are encouraged to recognize and respect the cultural heritage of others.

Compliance with the Oklahoma State University Equal Educational Opportunity Policy is required. Guidance regarding the interpretation and implementation of this policy is always available at the Office of the Vice President for Student Affairs, the Office of Campus Life, or the Office of the Associate Vice President for Institutional Diversity.

E. Committee on Student Organizations:

The Committee on Student Organizations (CSO) is both a standing committee of the Student Government Association Senate and a standing University committee.

1. Composition: The membership of the CSO is composed of the Director of Campus Life (acting as a non-voting permanent secretary), two members of Graduate and Professional Student Government Association (GPSGA), two administrative staff members, three faculty members, five student senators and one student-at-large. One of the senators will serve as chairperson.

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2. Appointment to Membership: The staff members shall be appointed by the President of the University from recommendation(s) submitted by the Vice President for Student Affairs. The GPSGA members shall be appointed by the President of GPSGA. The faculty members shall be appointed by the President of the University from recommendation(s) by the Faculty Council. The student-at-large shall be appointed by the President of the Student Government Association and shall not be a member of the Senate. The senators shall be appointed by the Senate Chair as he/she assigns members of the Senate to their respective committees. The committee chairperson shall be elected from the Senate members by the entire membership of the Committee on Student Organizations near the end of every semester.

3. Terms of Service: The period of service for the faculty, administrative staff, and appointed student member of the committee will be two years,

with alternating dates of expiration. The five senators and two GPSGA members shall be appointed or reappointed each semester.

4. Responsibilities of the Committee on Student Organizations:

- a. The Committee on Student Organizations (CSO) shall recommend issuance or denial of registered or recognized status to student organizations that request University designation. The CSO shall also make recommendations for other changes in organizational status. CSO has adopted guidelines for registration that are available at the Office of Campus Life. CSO recommendations are made to the Student Government Association Senate for action for those organizations whose members are primarily undergraduate students. For organizations whose members are primarily graduate students, the CSO will make recommendations to the Graduate and Professional Student Government Association for its review and recommendations. The recommendations from the CSO and SGA or recommendations from CSO and GPSGA will be sent to the Director of the Campus Life for final approval. If no action has been taken by CSO, SGA or GPSGA within a six week period (to include only the regular academic semesters), the Director of Campus Life may take action. Any subsequent appeals are to be made through the Office of the Vice President for Student Affairs.
- b. The CSO will approve or deny any constitutional revisions or name changes recommended or made by any student

organization.

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c. The CSO shall serve as a hearing panel for considering complaints against student groups. The CSO can also take corrective action against student groups when necessary.

d. The CSO shall serve in an advisory capacity for the Director of Campus Life in policy matters related to student organizations and their activities.

e. CSO shall make public through the Student Government Association Senate all decisions concerning registration, recognition, and any other status changes made in any student organizations.

F. Status of Student Organizations and Changes of Status:

1. Recognized Groups: Recognized groups are those which have a purpose related directly to the academic mission of the University as demonstrated through their affiliation with a larger University organization. Currently recognized student organizations include the college student councils, the Interfraternity, the Multicultural, Greek, the National Panhellenic, and the Panhellenic Councils and their associated members, Residence Hall Association and components thereof, Student Government Association, Graduate and Professional Student Government Association, International Student Organization, Off Campus Student Association, the Student Union Activities Board, and the Sports Club Council and components thereof. Recognized status is also given to organizations which primarily recognize student scholarship

or leadership.

2. Registered Organizations: Registered organizations are those with student membership but whose activities do not meet the standards for recognized status.

3. Forming New Organizations: A group of students who desire to form a new student organization may schedule up to three meetings for organizational purposes prior to requesting recognized or registered status.

4. Changes in Status from Registered to Recognized: To request a change in status from registered to recognized or to become registered, a student group must comply with the following procedures:

Documents that must be filed with the Office of Campus Life are:

- a. The name of the organization.
- b. The purpose of the organization.
- c. The names, addresses and phone numbers of the current officers and advisor(s).
- d. A copy of its constitution and by-laws.

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- e. A list of its charter members.
- f. A disclosure statement of the source of financial support.
- g. A current "Affirmation of Compliance" statement.
- h. If the organization is seeking recognized status, a current "Intent to Sponsor" form signed by the President or Advisor of a college student council should be filed. Organizations not affiliated with a particular college may seek sponsorship from the

appropriate governing body (i.e., International Student Organization, Sports Club Council, Living Group Council, Campus Life or other non-academic University department).

5. Change of Status Hearing: After the required information is submitted to the Office of Campus Life, the president or a representative of the organization is required to appear before the Committee on Student Organizations to justify registering or recognizing the organization.

6. Membership: Membership in any student organization is limited to students only and those students must meet the minimum standards as required in the Student Code of Conduct. Only students who are fully matriculated at OSU-Stillwater and meet organizational eligibility requirements are allowed to join Greek letter organizations who are members of the Interfraternity Council, National Pan-Hellenic Council, Pan-Hellenic Council or Multicultural Greek Council. University faculty or nonfaculty staff employees may be associate or honorary members in student organizations. Persons not affiliated with the University may also become honorary or associate members of student organizations if authorized by the Office of the Vice President for Student Affairs.

7. Requirements for Holding Office: To be eligible for office within a student organization, an undergraduate student must maintain a 2.0 grade point average and be enrolled in a full course of study (12 hours) at Oklahoma State University at Stillwater or Northern Oklahoma College at Stillwater. A graduate/professional student must be in good academic standing and be enrolled in a full course of study. Students who are on academic probation or conduct probation are not eligible to serve as

officers at Oklahoma State University. Regular checks will be conducted to verify that students desiring to serve as officers are not on academic or conduct probation. Each individual group may set higher standards if it so chooses or may authorize part-time students to hold office if granted permission to do so by the Office of the Vice President for Student Affairs. Notwithstanding the above, where the University has authorized a particular student to be considered a full-time student even though the student is enrolled in less than the normal full course load (such as in the case where a student with a learning disability has been granted a reasonable accommodation), such authorization shall also permit the *60 Oklahoma State University*

student to be eligible for office within a student organization. Such student must meet all other requirements for the position in question.

8. Non-Discrimination: The organization must not unlawfully discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran.

G. Review of Status or Denial of Requested Status:

1. Causes for Change or Revocation of Status: The Committee on Student Organizations (CSO) has the right either on their own or at the request of any individual or interested University agency to review the status of any student organization. A student organization may have their status reduced to “inactive” or their status revoked by the Committee on Student Organizations as a disciplinary action. Some of the reasons may include:

a. Failure of the group to maintain current records in the Office of

Campus Life.

- b. Failure to plan and implement a program of activities.
- c. Failure to hold any meeting for a period of one year.
- d. Failure to maintain an adequate system of financial accountability.
- e. Failure to comply with its constitution and by-laws.
- f. Violation(s) of University rules and regulations or municipal, state or federal laws.

2. Procedures Prior to Status Review: Prior to any disciplinary action which might adversely affect the status of a group, the Committee on Student Organizations normally will inform the group of its situation and normally will give that organization the opportunity to correct the problem, if possible. Any decision made to discipline, revoke or reduce the status of any group will only be done after an appropriate and fair hearing by the Committee on Student Organizations. Procedures of the CSO will be established by the CSO, be in writing and available upon request in the Office of Campus Life, and will incorporate due process principles. Any disciplinary action or reduction or revocation of status shall be reported to the Student Government Association Senate, the Director of Campus Life and the Director of the Student Union.

3. Appeal of Change of Status: Any group subject to reduction of status as disciplinary action may appeal that decision to the Student Government Association Supreme Court by filing a request with the Chief Justice within ten school days following the action of the CSO. The Student Government Association Supreme Court may or may not render

a judgment on the adequacy of due process or the sanctions imposed. If the decision making process is judged inadequate, the case will return to the CSO for a new hearing. The Student Government Association

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Supreme Court also has the authority to (1) reduce, (2) sustain, or (3) dismiss the disciplinary action taken by the CSO. The actions of the Student Government Association Supreme Court will be reported to the Student Government Association President, the Director of Campus Life and the Director of the Student Union.

4. Appeal to the Vice President for Student Affairs: Under extraordinary circumstances, the Vice President for Student Affairs or his/her designee can act to protect the interests of the University. If the normal procedures and processes pertaining to student organizations are determined by the Vice President or his/her designee to be inadequate for the situation or not appropriate at the time, they may take such actions including temporary denial of further activity, temporary suspension of the group's University privileges or similar sanctions. These actions may be imposed until the Committee on Student Organizations can address the situation through its hearing procedure.

5. Denial of Status to Student Organizations: The mere request to be a recognized or registered student organization does not assure that an official status will be granted by the CSO. A few of the criteria upon which the members of the CSO will evaluate each application are:

a. The proposed student organization must not duplicate the specific purpose(s) of an existing organization.

b. There must be an indication of sufficient student interest as evidenced by the number of charter members.

c. The purpose and structure of the organization must be in accord with approved policies and the rules and regulations which govern such matters at Oklahoma State University.

d. A group may be organized for the secondary purpose of instruction but it cannot be organized for the primary instruction of an art or skills.

e. The organization must be under the supervision and control of the officers and members as reflected in the submitted constitution.

f. The honesty and conduct of the proposed organization's members during the application process. Compliance with the ethical standards for student organizations specified in the Student Code of Conduct (Section XI (D)) is required during the application process. Submitting false representations of any kind to the CSO or violation of the ethical standards specified in Section XI (D) will be grounds for denial of status with a proviso that the proposed student organization shall not be permitted to reapply for status for up to, but not exceeding, 32 weeks during a regular academic term.

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6. Loss of Status: Any recognized or registered student organization or fraternal organization that has lost University or national recognition may not engage in any University event or activity. This includes but is not

limited to the use of the University name, nickname, ritual, mascot, organization letters, or recruitment activities. Recognized, registered, or fraternal organizations are not permitted to co-host or co-sponsor any type of event with an organization which has lost their status.