Fall 2022

Welcome and thank you for your interest in creating a new student organization at OSU-OKC!

Developing and formalizing a student organization allows you and your peers to utilize OSU-OKC services in order to manage your organization at the highest caliber. Benefits include: facilities at no cost, access to catering, along with various other things to enhance the campus environment for students attending OSU-OKC. A student organization is also a great way to build leadership skills and make a positive difference both on and off campus.

The OSU-OKC campus and Office of Student Engagement have expectations for your service to the student body. By having your organization associated with the university, you represent OSU-OKC to the student body and the community. Your student organization must participate within the rules and regulations of OSU-OKC, Student Engagement, and the Student Government Association.

In order to make this process easier for you, our student organizations have adopted a standard constitution which sets forth guidelines for your organization. However, the By-Laws are your opportunity to make your organization as unique as you would like! Attached are sample By-Laws for an organization. The sample includes an explanation of various articles and sections in the notes column.

Feel free to add or delete as much as you need to in order to achieve your organizational goals and objectives. Remember to refer back to your Constitution and the Student Government Constitution [(http://www.osuokc.edu/sga/constitution](http://www.osuokc.edu/sga/constitution.aspx)).

Once these forms are completed and returned to the Office of Student Engagement, you will be required to present your petition at a designated Student Government Association meeting, where the representatives will vote to approve or deny the acceptance of your student organization. Once approved by SGA, your organization must then be approved by the OSU-OKC Executive Council.

We look forward to seeing what great things you have in store and watching your organization grow and flourish!

If you have any questions or need any type of assistance, please do not hesitate to contact Coral Rewasewicz, Coordinator of Student Development, at 405-945-6976 or coralr@okstate.edu.

Office of Student Engagement

Student Center, 132C OSU-Oklahoma City

(405) 945-6796

**ADVISOR AGREEMENT FORM**

I agree to serve in the advisor role for:

Name of Organization:

As the organization advisor, I understand that my responsibilities and obligations are:

1. To serve as a resource and to offer guidance, assistance, advice, and encouragement to the organizational leaders and members.
2. To help the organization:
	1. Determine its goals and objectives for the year.
	2. Develop a plan to achieve the goals and objectives.
	3. Develop fundraising activities to finance programs proposed.
	4. Know and understand established University policies and procedures.
	5. Keep adequate organization records for present and future use.
3. To help students adhere to the University policies and procedures as outlined in the Student Organization Club Manual and the OSU-Oklahoma City Student Rights & Responsibilities that Govern Student Behavior ([http://www.osuokc.edu/rights/).](http://www.osuokc.edu/rights/%29)
4. To supervise the finances of the organization.
5. To attend all meetings and social activities of the club, travel with club on all trips, or to ensure that a qualified replacement is present.
6. To ensure the content of programs and other forms of entertainment reflect the educational goals of the University.
7. To become familiar with the constitution and by-laws of the organization and to encourage the officers to review and update the information periodically.
8. To encourage all members to participate and fulfill their obligations.
9. To assist officers in evaluating their meetings and programs during the year.

I AGREE TO ACCEPT THE DUTIES AND RESPONSIBLITIES ASSOCIATED WITH ADVISING AN OSU- OKLAHOMA CITY STUDENT ORGANIZATION.

Name: Campus Address: Extension:

Signature: Date:

Supervisor Signature: Date:



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**PETITION FOR FORMATION OR REACTIVATION
OF CLUB OR ORGANIZATION**

**Date**:

1. **Official Name**:
2. **Purpose/Mission**:
3. **Club Requirements for Membership**: (The University requires that all members be students currently enrolled in OSU-OKC academic programming.)
4. **Proposed Meeting Date(s) and Time(s):**
5. **List of Officer Positions and the Duties of each.**

*Please note that the list of officers must include a Student Government Association Representative*. (The SGA Representative may hold a dual position.) To be eligible to hold office, a student must be enrolled in at least six (6) credit hours, with a minimum cumulative grade point average (GPA) of 2.00.

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Office of Student Engagement

Student Center, 132C OSU-Oklahoma City

1. **Election Procedures**:
2. **Club Fees or Dues**: (It is recommended that dues not exceed $5-15/year. These dues must be deposited in your organization’s account through Business Services, SC 2nd Floor.)
3. **Members**: (Minimum of 10 student signatures): Include student email address.

1.

2.

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1. **Signature of Faculty or Staff Advisor and Alternative Advisor**:

Before signing, advisors should be aware of their responsibilities as outlined in the Student Organization Manual.

Advisors should also be aware that their involvement with an organization is not generally associated with an

employee’s normal work responsibilities. However, we feel it is important that the employee’s supervisor and vice- president are aware of the employee’s intention to serve as advisor. The advisor should request that his/her supervisor and appropriate vice-president sign the lines adjacent to their signature. Thank you.

Faculty or Staff Advisor

Advisor’s Supervisor

Advisor’s Vice President

**Please submit the completed form to the Office of Student Engagement**.

Date Approval – Director of Student Engagement

Date Approval – Vice President of Student Experience

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1. **OSU-OKC (*Student Organization Name)***

# Constitution

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# Article 1 Name

1. This organization shall be known as the Oklahoma State University-
2. Oklahoma City (*organization name*) and shall be referred to in this
3. document as (*organization name*).

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# 9 Article 2 Purpose/Mission Statement

10 \*Added by student organization.

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# Article 3 Officers and Executive Board

1. The Executive Board shall consist of (at a minimum) President, Vice-
2. President, Student Government Association Representative, and Secretary.
3. Additional officers may be appointed as presented by the organization and
4. stated in the attached by-laws.

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# Section 1 Election and Procedures

1. Every member shall have only one vote. They shall vote for the Executive
2. Board. The election must be approved by a two-thirds vote from the
3. members of the organization.

22

# Section 2 Eligibility of Officers

1. Officers of the organization must meet certain qualifications, as described
2. in the attached By-Laws, in order to be eligible for office.

26

# Section 3 Terms of Office

1. Every officer shall hold his/her position for two semesters. If certain duties
2. are not met, or if the actions of an officer conflict with the rules and
3. regulations set forth by the organization and Student Government
4. Association, impeachment proceedings may be held to remove that person
5. from office. Impeachment proceedings may be found in attached By-
6. Laws.

34

# Section 4 Impeachment

1. Grounds for impeachment of an officer include: failure to execute or
2. perform assigned duties and responsibilities; violation of university
3. regulations; violation of provisions of organization constitution or bylaws;
4. or conduct/behavior deemed offensive or unbecoming to a member of
5. (*organization name*).

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1. In the event an officer is removed from office, either through
2. impeachment or for any other reason, he/she shall be replaced with the
3. proper succeeding officer. Any new appointments must be approved by a
4. two-thirds (2/3) majority vote of present members at the next organization
5. general session.

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# Article 4 Voting

1. The Executive Board and members are permitted to vote. All members
2. with the exception of the President are entitled to one (1) vote. The
3. President may vote only in the case of a tie. The election must be
4. approved by a two-thirds (2/3) majority vote from the members of the
5. organization.

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# Article 5 Updating the Organization

1. Each organization is responsible for keeping the Coordinator of Student
2. Development apprised of any changes that occur to the organization’s
3. Executive Board each semester. The President is also responsible for
4. submitting any addition, deletion or editing of the attached By-Laws to the
5. office of Student Life to keep on file.

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# Article 6 Conduct

1. The Executive Board and all members of the organization are required to
2. conduct themselves as outlined in the Student Rights and Responsibilities-
3. Article 5 ([http://www.osuokc.edu/rights/),](http://www.osuokc.edu/rights/%29) and the Student Government
4. Association Constitution ([http://www.osuokc.edu/sga/constitution.aspx).](http://www.osuokc.edu/sga/constitution.aspx%29)
5. Violations may result in removal of office, membership, or inactivity of
6. student organization. All cases should be resolved at the lowest level
7. possible.

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By signing this agreement, this organization agrees to follow all rules set forth by this Constitution, accepting it as the organizational constitution. Each organization must function within the guidelines of the OSU-OKC Student Government Association, the Office of Student Engagement, and the Student Code of Conduct. Any additional by-laws must also follow those guidelines.

Organization President Date

Organization Advisor Date

1

2 **By-Laws of the OSU-OKC (*Student Org. Name*)**

3

4

1. **Article 1 Membership**
2. Anyone who is a student of OSU-OKC is eligible for membership.

**Comment [NA1]:** Do you want only certain students to be eligible? Certain degrees, academic goals, etc..

1. **Section 1 Qualifications**
2. Every member must attend at least three meetings a semester to remain a

**Comment [NA2]:** How many times must a member attend meetings? How many events do they need to participate in throughout the semester?

1. member. They must also participate in at least one club activity.

10

1. **Article 2 Eligibility of elected officers**
2. All elected officers must be students who maintain a 2.0 retention GPA or
3. higher. During their time of service they must be enrolled in at least six (6)
4. credit hours at OSU-OKC.

**Comment [NA3]:** Would you like for your officers to have a certain GPA, enrolled in a certain amount of hours, etc..? Keep in mind that a 2.0 retention GPA and enrollment in 6 credit hours is the minimum criteria as stated in the Constitution.

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1. **Article 3 Officers**
2. The Executive Board shall consist of the President, Vice-President,
3. Secretary, and SGA Representative. Each Executive Board position shall
4. be elected as stated in the Organization Constitution, Article 3, Section 1.
5. The President may also appoint positions of Activities Coordinator and
6. Treasurer. The SGA Representative may also hold dual positions within

**Comment [NA4]:** Are the 4 mandatory officers sufficient enough? Do you need a Treasuer, Activities Coordinator, Sgt. At Arms? You can make as many or as few positions as you need!

1. the organization, i.e., President/SGA Representative.

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1. **Section 1 Duty of Officers**

**Comment [NA5]:** This is where you list out the duties of each officer. Each organization is going to be different, some may take on more responsibilities than others. Some officers roles may be absorbed by other officers!

1. **Item 1 Duties of President**
2. The President shall preside over all meetings. He/She may appoint an
3. Activities Coordinator, SGA Representative, and Treasurer.

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1. **Item 2 Duties of the Vice-President**
2. The Vice-President shall assume the duties of the President if a vacancy
3. occurs, or if the President is absent. He/She shall assist the President and
4. Secretary with their duties. As with all officers, the Vice-President is
5. expected to attend meetings regularly.

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1. **Item 3 Duties of the Secretary**
2. The Secretary shall prepare and post agendas of meetings. He/She shall
3. keep accurate minutes of meetings and maintain a copy of these minutes.
4. As with all officers, the Secretary is expected to attend meetings regularly.

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1. **Item 4 Duties of the SGA Representative**
2. The SGA Representative is to be selected by the President. This position
3. can also be held by an officer already in a current Executive position.
4. He/She shall attend every SGA meeting and report back to the
5. organization about any events, news, or activities. If the SGA
6. Representative cannot attend a particular SGA meeting, it is his/her
7. responsibility to appoint another officer to attend in his/her place. As with
8. all officers, the SGA Representative t is expected to attend meetings
9. regularly.

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1. **Item 5 Duties of the Activity Coordinator**
2. The Activities Coordinator shall assist the President in the development of
3. on and off campus activities. He/She shall prepare flyers and notifications
4. of upcoming events. He/She shall promote activities and encourage
5. participation in events. As with all officers, the Activities Coordinator is
6. expected to attend meetings regularly.

56

1. **Item 6 Duties of the Treasurer**
2. He/She shall record, track, and maintain the budget. He/She is also
3. responsible for making all purchases within the organization and keeping
4. all receipts for reporting purposes. As with all officers, the Treasurer is
5. expected to attend meetings regularly.

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1. **Article 4 Budget/Finance**
2. **Item 1 Dues**

**Comment [NA6]:** Does a student have to pay any money to join your organization? If so, this is where you would say how much and how often.

1. Dues may be established by the Executive Board on approval of a two-
2. thirds (2/3) majority vote of all eligible members present at a regularly
3. scheduled meeting. Any dues so established and approved shall not exceed
4. ten ($10.00) dollars per academic year.

**Comment [NA7]:** You may also want to denote what the dues will go towards, i.e., national conferences, educational field trips, etc..

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1. **Item 2 Collecting and Depositing**

**Comment [NA8]:** Describe who collects those dues and who is in charge of depositing them in your organizational account.

1. The Treasurer shall collect and deposit all contributions and keep an
2. account of the financial status. If the Treasurer is unable to perform his/her
3. duties, another officer shall be appointed by the President to perform the
4. duties of collecting and depositing.

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1. **Article 5 Meetings**

**Comment [NA9]:** How many times will your executive board meet? How many times will all of your member meet? You can meet as many or as few times as you would like, just list the amounts here.

1. The Executive Board shall meet, at a minimum, once per month. A
2. meeting of the regular membership shall be called, at a minimum, once per
3. month.

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1. **Article 5 Procedures and Authority**

**Comment [NA10]:** Do you have any particular structure to your meetings? Do you use Robert’s Rules of Order or do you have no structure. You get to decide!

1. The current edition of Robert’s Rules of Order shall govern all
2. proceedings.

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1. **Article 6 Amendments**

**Comment [NA11]:** How will you change any of the previous by-laws if there is ever a need to?

When do you vote on those changes?

1. These by-laws may be amended by a two-thirds (2/3) majority vote of all
2. eligible members present at a regularly scheduled meeting. Amendments
3. may be proposed by any member of the organization, and shall not be put
4. to a vote until the next regularly scheduled meeting.

**Article 7 Elections**

Organization must hold elections for officers at least once per academic year, if an officer position has a sudden opening, or as otherwise stated in their constitution.