



**STUDENT
ORGANIZATION
RESOURCE
GUIDELINES**



Table of Contents

| | |
|--|----|
| <i>Guidelines For Student Activities</i> | 3 |
| <i>Student Organization Advisor</i> | 6 |
| <i>Sample Constitution for Student Organizations</i> | 7 |
| <i>Leading Your Group</i> | 10 |
| <i>Student Organization Recognition</i> | 11 |
| <i>Leading an Effective Meeting</i> | 12 |
| <i>Motivation</i> | 14 |
| <i>The Art of Delegation</i> | 15 |
| <i>Team Building</i> | 17 |
| <i>Advertising</i> | 18 |
| <i>Required Steps For Chartering New Campus Organizations at SWOSU</i> | 19 |
| <i>SWOSU Liability Release Form</i> | 21 |

Guidelines For Student Activities

The following information has been compiled to assist organizations in becoming familiar with University policies as they apply to organization activities and to inform groups of services available to them. The forms referred to may be obtained from the office of the Dean of Student Services.

1. APPROVAL FOR STUDENT ORGANIZATION ACTIVITY

It is necessary to obtain approval to hold meetings and activities on campus.

- Fill in all of the information on the top section of the application of student organization activity (green sheet) including your advisor's signature.
- Check date and room availability with the appropriate office (A-F in Green Sheet) and get the signature of the individual who books the facility.
- Take the completed application to STF 214 to be signed by the Coordinator of Student Activities.
- The Dean of Students office will return a copy to the advisor.

2. TO MAINTAIN RECOGNIZED STATUS (ANNUALLY)

Each organization president is required to submit the following materials to the office of the Dean of Students by the third week in September of each academic year and at any other time during the year (such as when officers are elected) when information becomes outdated:

- A list of officers of the organization with current telephone numbers and signature of the president.
- Number of active members.
- Name and signature of the current advisor.

(See Blue Sheet)

3. RESERVATION OF FACILITIES

To reserve classroom facilities, use the web calendar. Instructions are on the back side of the "Green Sheet"; to reserve the Student Center facilities, contact the Director of the Student center; to reserve the Fine Arts Auditorium, contact the Director of the Fine Arts Center; to reserve a room in Pharmacy/ Pharmacy Annex get approval from the Assistant Dean of Pharmacy; to reserve a room in the Physical Education Building, contact the Chair of HPER.

4. POSTING POLICY

Posting of flyers, handbills and signs and the placing of displays in campus buildings is limited to approved campus organizations. These must be approved by the Dean of Students before posting and must be stamped and dated prior to duplication.

1. Must have “Approved by Student Services” stamped on each flyer.
2. Must have name of sponsoring organization on flyer.
3. Flyers may be approved for a maximum of 2 weeks.
4. Flyers must be posted on bulletin boards.
5. Maximum size 8-1/2 X 11 inches.
6. The Student Union is a free speech zone, flyers can be posted without approval.
7. Copy of each flyer will be filed in the Dean of Student’s office.
8. Flyers must fall within the guidelines outlined in the Student Handbook.
9. Flyers must be approved by the Dean of Students in room 214 STF prior to making multiple copies.
10. Flyers are to be removed after the event by the sponsoring organizations.

5. DANCES / ACTIVITIES REQUIREING SECURITY

Any activity which may need the assistance of the Department of Campus Police should request that assistance at least a week prior to the event, Phone the Department of Campus Police and speak with the Chief: there is no charge for this service. Dances held on campus must have security assistance. Events held on week-nights within the Student Center must conclude by no later than midnight.

6. ALCOHOL ON CAMPUS

The use of alcohol is forbidden on campus as well as at campus events sponsored by recognized student organizations. Publicity encouraging the use or abuse of alcohol at events is prohibited.

7. USE OF CAMPUS GROUNDS

If your organization is planning an activity outside on campus grounds, check with the office of the Dean of Students and the Physical Plant for information, permission, and assistance.

8. ASSISTANCE WITH PUBLICITY

When planning major events of campus-wide interest, the Public Relations & Marketing office (HAB 205) will be happy to assist. They will place a message on the electronic board, include the event on the master calendar for the campus, and assist with media coverage when appropriate. The student Government Association (SGA House on College and Broadway) will place information on the marquee on the northwest corner of the Student Center for major campus events.

9. UNIVERSITY ACCOUNTS FOR ACTIVITIES

It is recommended that student organizations establish a University numbered account on campus through the Business Office; these are referred to as agency accounts. This allows your organization to receive a monthly report of your funds. Organizations receiving funding from the Student Activities Allocation Committee must have established this type of account.

10. FUND RAISING

Developing a successful fund raising strategy allows student organizations to cover operating expenses, complete projects and programs, and create a reserve or cushion for the future. Many fund raising activities require prior University approval, particularly for sales and solicitation activity. State law prohibits some activities, such as lotteries and raffles. You should clear your fund raising request by completing a green sheet with the office of the Dean of Students as a first step. Fundraisers conducted in the Student Center must also have approval from Food Service. All sales and transactions must be conducted by currently enrolled students of the organizations or the advisor. If students from the organizations are not involved in the sale, the sale must cease. Don't be swayed by an offer from a business giving your group 10% of the gross sales; half of that will be lost in taxes.

11. FOOD AND BEVERAGE NEEDS

The Student Center Food Service can supply student organizations with a variety of foods and beverages for any event. For more information, contact the Student Center (774-3783), lower level. A bill will be sent to your organization after the event. All events held in the Student Center must use Auxiliary Services for food needs. Events held in the Conference Center are not required to use Auxiliary Services.

Student Organization Advisor

1. Sponsors:

- Sponsors are group consultants – a faculty member or staff chosen by the group to help guide it toward its objectives.
- To be chosen by a group is regarded as an honor and privilege. In return, the individual in accepting the sponsorship has certain obligations and responsibilities to the group.

2. Responsibilities of the sponsor:

- Attend meetings of the group;
- Help the organization define objectives and goals;
- Serve as a resource person providing, when necessary, information on parliamentary rules, university requirements and regulations and traditions;
- Make recommendations and provide feedback for the organization;
- Approve social events and money-raising events of the organization. Approve purchases and see that no debts are incurred;
- Attend social functions of the organization or to arrange for other faculty/staff members to be present when they cannot;
- Provide guidance when conflicts arise;
- Represent SWOSU and the State of Oklahoma in dealing with the organization.

3. Responsibilities of the organization to the sponsor:

- Keep in touch with sponsors and keep them informed;
- Cooperate with them;
- Become informed of campus policies and the Student Code of Conduct and follow their guidelines;
- Regard sponsors and their spouse or guest as friends when they attend social functions – introduce yourself and your guests.

4. Selecting a sponsor or co-sponsor:

Usually, members of the organization are aware of faculty/staff that have shown an interest in the organization and would be willing to serve as a sponsor, if asked. If they accept, notify the office of the Vice President for Student Services with the name or the change in name of sponsors and ask them to send a brief letter of acceptance for the sponsor's role.

Sample Constitution for Student Organizations

Article I

Name of Organization: The name of this organization shall be...

Article II

Purpose: The purpose of this organization shall be to...

(Comment: This article should provide a concise statement of the purpose and/or objectives of the organization.)

Article III

Officers:

Section 1. The officers of this organization shall be...

(Comment: Normally, an organization will have a president, vice-president(s), secretary, and treasurer. Other titles, however, may be more appropriate for your organization.)

Section 2. The qualifications for officers in this organization shall be...

(Comment: To be an officer in a student organization, a member should be in good standing in the organization, a full-time student at Southwestern Oklahoma State University and have at least a 2.0 grade point average. The minimum grade point average may be established at a higher level if that is more appropriate.)

Section 3. The duties of the officers shall be...

(Comment: This section should specifically enumerate each office of the organization and the duties of the office.)

Section 4. The elections of this organization...

(Comment: This section shall include all relevant information about elections: when and how often elections will be held (annually or semi-annually, time of the year, etc.). Also included shall be the terms of office and the method whereby vacancies will be filled)

Section 5. Faculty Advisor...

(Comment: This section should stipulate such information as to how the faculty advisor is to be selected, the length of time a faculty advisor is to serve and the area from which a faculty advisor is to be selected, if such is appropriate. Also included should be the duties of the faculty advisor, such as meeting with and advising the organization, signing vouchers and other duties as are appropriate for the group. The faculty advisor must be a full-time faculty or staff member at SWOSU and must have the approval of his department and the dean.)

Section 6. Other organization officers and committee members...

(Comment: This section should include any other material which relates to other officers and/or committee chairpersons, such as their responsibilities, method of selection and term of office.)

Article IV

Quorum: A quorum for this organization shall be...

(Comment: Usually, a quorum will be established as a percentage of the total membership although this is not a necessity. An organization should consider a method whereby a sufficient number of members are present at meetings to conduct business while not allowing the group to be run by a small number of individuals.)

Article V

Membership:

(Comment: This article should delineate those persons who would be eligible for membership, such as grade point average, major subject or field of interest, experience or skill and other requirements. Southwestern Oklahoma State University does not permit the exclusion of membership to any person on the basis of race, creed, color, national origin or sex. Some organizations utilize the term "in good standing" to indicate membership status. If such is the case, it's necessary to define what constitutes a member being in "good standing" with the organization. Organizations which find it necessary to cite procedures for the removal of any member or official should exercise great care in drafting such procedures to ensure that the member's right to due process and appeal are protected.)

Article VI

Dues:

(Comment: This article should include the details as to the amount of dues, how and when these shall be paid, and delinquencies, penalties for nonpayment,

reinstatement procedures and method to expend moneys. No organization is required to charge dues. The amount of dues may be included in the by-laws rather than in this section if desired.)

Article VII

By-laws: A by-law may be passed at any regular business meeting of the organization by a majority vote of those in attendance provided a quorum is present.

(Comment: If a group has the need to draft by-laws and these are not adopted at the same time as is the constitution, provision for such should be included in the constitution. Generally speaking, by-laws are the details of an organization that are not defined and specified by the constitution.)

Leading Your Group

No doubt your peers selected you as their leader for many reasons – your past success at completing group tasks, ability to persuade effectively, sound judgment, enthusiasm and commitment to group goals and ability to make people feel good about themselves when you work with them. These skills will definitely be very valuable to you in your leadership role.

However, when you accepted the position of president you agreed to a very subtle change in your responsibility to the group –you are now responsible for seeing that the work gets done, not for doing it yourself. That may not sound like much of a change, but it is. As president, you can no longer afford the luxury of involving yourself in every activity, as you may have done in the past. Trying to do so can cause problems for you and your group, and you may even find that the behavior that earned you the respect of your peers when you were co-workers will not earn you their support now that you are their president. More than one organization president has resigned in frustration at not being able to cope with this change in responsibility.

So—if a leader isn't supposed to do the work, what is a leader supposed to do? Well, leaders inspire. That's tougher than it sounds. In organizations, leadership is recognized as the process of inspiring individual contributions toward a common goal. As your group's leader, you are in the unique position of having access to information and resources necessary to see THE BIG PICTURE. This makes it easier for you to plan work in ways that will keep the group headed toward achievement of its goals. Specifically, you may find yourself:

- Supervising officers in delegated tasks;
- Maintaining reward systems for members;
- Giving personal feedback to members;
- Educating or training workers;
- Developing next year's leaders;
- Assessing the moods of group members;
- Facilitating a group working toward its goals;
- Identifying work that needs to be done; and
- Delegating responsibilities.

In the following sections of this manual we will continue to explore the responsibilities of leadership. We have included those things we feel will be most beneficial in helping you to become a successful leader, no matter how you define the term. We hope that you will read it, use it and grow with it. People have entrusted you with a responsibility, and we believe that you will meet it and deal with it wisely.

Student Organization Recognition

Any group of five or more students that wants to organize in order to pursue a common interest may start a student organization. To become a **recognized** student organization, a group must:

1. Discuss your ideas with the Coordinator of Student Activities or the Dean of Students.
2. Select an advisor. A letter from a full-time faculty or staff member that indicates that person's willingness to serve as advisor to the organization must accompany this application. (For organizations that need an advisor with special competencies, exceptions to the faculty/staff advisor can be made by the Dean of Students.)
3. Develop a constitution. A basic outline for the constitution is included in recognition materials. Two copies of the organization's constitution must accompany the application.
4. Elect and/or select officers. A list with names, addresses and phone numbers of the officers must accompany the application.
5. Submit details of initiation procedures. This applies only to those organizations that require a pledge period or an initiation procedure as a prerequisite to membership.

Final recognition of all student organizations is granted by the Student Government Association and notification is sent to the new organization. If you have questions about the recognition procedure, contact the Dean of Students (ext. 3767) or the Student Government Association (774-0615).

All recognized student organizations are eligible to use the same services and enjoy the same rights extended to any campus department or agency, and they are expected to operate within University policies and procedures.

Leading an Effective Meeting

Organization meetings are very important, for it is there that you, as chairperson, can generate enthusiasm—which will have a positive effect on motivation—or let apathy reign. Your group's success or failure may rest in the way its meetings are conducted. The following suggestions can help you structure your meeting so that they will be more effective. They are divided into two sections: General Meeting Rules and Developing the Agenda.

I. General Meeting Rules

- A. **Begin on time.** Do not reinforce latecomers by waiting for them.
- B. **Create a warm, friendly atmosphere** so members feel free to express themselves. (Refreshments are often good ice breakers).
- C. **Use visible and readable name tags** if members are not well acquainted with each other.
- D. To begin, **summarize briefly** the content and important accomplishments of the **last meeting. State goals for the present meeting.** Be realistic.
- E. **Keep all members involved.** Do not carry on a long dialogue with one member. This is the quickest way, next to lecturing, to alienate the rest of the members.
- F. **If questions are asked, direct them back to the group.** Ask experienced or creative members to respond and seek input from new members. Do not be the focal point of the meeting. Instead, encourage interaction among the members.
- G. **Keep the meeting organized.** Do not let members drift to irrelevant topics, and do not be afraid to ask members to stop carrying on private conversations.
- H. **Limit time on topics** if they begin to consume a lot of time. You, as a chairperson, can state that you will allow three more minutes of discussion, and then you will call for a vote.
- I. **Use a blackboard** on which to write comments and ideas of members (or take notes). This legitimizes their comments and stimulates further thought. People enjoy seeing their comments in print.
- J. **Make members feel that they are solving the problem at hand.** You serve as guide, but let the group decide which direction to take at a “fork in the road.”
- K. **Delegate responsibilities.**
- L. **Keep your meetings short—a maximum of 60 minutes!** Members are more willing to attend if they know when the meeting will be over. So it's important to keep within the 60 minute allotment.
- M. In closing the meeting, **summarize important decisions** and make sure all assignments are clear. **Ask for agenda items for next time, and set date, time, and place of the next meeting.**

II. Developing the Agenda

Agendas should be distributed prior to or at the beginning of meetings. Agendas serve as meeting reminders and give members a little advance notice to collect their thoughts and materials for the meeting. Members also will realize that they will be called upon from week to week to verbally update their assigned areas. This should encourage each member to attend every meeting.

When developing the agenda, include:

- Items from members,
- Items from the last meeting, and
- Items from officers.

It is your responsibility to analyze and place the items in sequence.

Remember, the greater the spirit, morale and interest of your group, the greater participation you will have from the members. So, **make your meeting fun!**

Motivation

For our purposes, let's accept that the word "motive" means "something that causes a person to act," and that "to motivate" means "to provide with a motive." It would follow, then, that motivating could be defined as providing someone with a reason to act. Easy to define, difficult to do, yet it is one of the most important jobs a group leader has.

Group leaders clarify those tasks important to the welfare of the organization and provide members with reasons for doing them. It's a difficult job sometimes; and **leaders should remember that while they are certainly among the most important sources of motivation in the organization, they are not the only sources.** They should not assume complete responsibility for motivating members. Members must want to act and must motivate themselves to some degree. A low level of motivation among group members does not necessarily reflect poor leadership.

Motivating team members can be one of the most difficult challenges a leader will encounter, so it's important for you to understand clearly what is expected of you in this regard.

First, people will do more readily those things they have strong reasons for doing. (Do they want it desperately? Do they feel that it is necessary? Do they feel that it is in their best interest?)

Second, if you are to be effective in inspiring or motivating others, you must understand what they want and need, and then clarify these in terms of the organizational goals. Then you must provide members with a strong enough incentive that they will **choose** to act.

Finally, remember that leadership is basically the process of inspiring others to work **willingly** toward a common goal.

- Match individual interests and skills to tasks that must be done.
- Train, encourage and support members.
- Provide the means for task implementation.
- Don't forget to delegate.

To some degree, leaders can measure their success by the number of people inspired to join the effort, for it is through joint effort that members will develop a feeling of belonging and a sense of pride in the organization and its accomplishments.

The Art of Delegation

What is Delegation?

Many management experts consider delegation to be one of the most important functions of a leader. However, the effective use of delegation is an art that takes some people years to learn.

Delegation has been defined as the act of giving someone else the authority to act on your behalf, with the understanding that the person to whom authority was delegated is responsible for the results and accountable to you.

- 1) As a leader you can delegate authority to a subordinate, but not responsibility. You must still see to it that the decisions are made and the work is done.
- 2) Once you have made the commitment to delegate authority, stick with it. A leader who is constantly switching from delegator to worker will only create confusion among workers.

How to delegate?

A leader cannot do everything, and attempting to will probably lead to failure in the position. In order to get the job done well, you have to delegate, and delegation involves trusting subordinates to do the jobs they were elected to do. Once you have developed this trust, the process of effective delegation can begin. It is a three-step process and it begins with you.

A. Step 1: Decide which things should and which things should not be delegated.

You should delegate:

- 1) Routine and inconsequential details;
- 2) Tasks and duties that others can handle as well as or better than you can; and
- 3) Projects and tasks that will lead to the development of team members by testing their abilities

You should NOT delegate:

- 1) Extremely important matters that may have serious consequences (i.e., emergency situations, exceptions to policy);
- 2) Appraisal of team members (you need to learn the strengths and weaknesses of each individual in your group);
- 3) Rewards or criticism of team members;
- 4) Jobs requiring your special status and position as a leader of the group.

B. Step 2: Grant authority. Once the task has been assigned, make sure that;

- 1) The objective of the job are clearly stated, preferably in terms of achievable results;
- 2) The person to whom you have delegated a task understands what kind of and how much authority they have;
- 3) The task is described in writing;
- 4) There is an agreement on money, person-power and materials needed;
- 5) The person to whom you have delegated a task knows exactly what is expected of them;

- 6) A target date is set for the completion of the task;
- 7) The person to whom you have delegated the task is allowed to do their own thinking (suggestions are fine, but final decisions are the responsibility of the person to whom the task was delegated); and
- 8) A system of communication is set up so that you can receive reports about progress made and problems

C: Step 3: Make the person to whom you delegated responsibility accountable to you. That person has a responsibility to you for completing the assigned task, even though you are ultimately responsible for the task. YOU define the consequences of success or failure.

To Whom Do You Delegate?

The key to successful delegation is to reduce your risk by delegating to the right person. Consider these factors as you look for the “right” person.

- 1) Delegate a task to a member with similar responsibilities. For example, delegate the task of completing a payment order to the treasurer.
- 2) Delegate to the person with the most unused time.
- 3) Delegate to the person whose ability you wish to test.
- 4) Delegate to the lowest level at which performance capability exists. Individuals with the basis of a skill can enhance that skill by using it.

The greatest advantage of delegation is that it helps team members develop skills and commitment. With their added experience, they become more valuable to the organization and better able to handle more responsibility.

Team Building

It is important that organizations know how to work together. Teamwork does not happen by accident; it takes practice and deliberate effort. Team building is the process of improving the interactions among group members, so the organization as a whole functions more effectively. The major aim of team building is to improve the problem-solving abilities of team members. Successful team building efforts will reduce interpersonal roadblocks, improve group cohesiveness, nurture individual potential and promote support and trust among team members. The higher level of respect that group members gain for one another will help the group achieve its goal.

Team building can take the form of either work or play. What is important is that you can find a task, an activity or an event in which all members of the group can become involved. Since team building is done best early in the group's development, you might consider an intramural competition, a homecoming contest or some other competitive endeavor that will get group members pulling in the same direction. A retreat in the fall, to work on group goals or relationships, can have the same effect. In general, if your group's members enjoy being with each other, you are in a good position to encourage them to develop goals; as a group, that will further the purpose of your organization.

As a leader you are an integral part of the organization. Don't stand on the sidelines while your group is forming. Let members get to know you and understand your goals for the organization. Your role during the team building phase is similar to that of a host during a party: See that everyone feels welcome, and that they are all participating and having a good time!

While team building is essential to newly formed groups or an organization with a large number of new members, there are other times it can be effective as well. You might find it helpful to use team building techniques when:

- Members seem bored or irritable;
- Members appear to be going off in different directions or drifting away from the group;
- There is a great deal of conflict or "infighting";
- Members have been apart for a while, i.e., breaks, vacations, etc.;
- You want to take a break from the normal routine or boost team spirit.

Advertising

The more creative you can be, the more successful you will be.

A. Make sure all advertisements contain:

1. Time (a.m. /p.m.), date, day and location of event
2. Cost
3. Who's sponsoring
4. Any special information about your event

B. Be sure to follow the campus policy on posting

C. Types of publicity stunts you might consider:

1. Handbills
2. Teasers (i.e., little cards, one work ads)
3. Buttons
4. Footprints
5. Doorknob hangers
6. Writing on chalkboard
7. Bumper stickers
8. Jigsaw puzzles (build it piece by piece)
9. Bookmarks
10. Jean pocket patches

Required Steps For Chartering New Campus Organizations at SWOSU

1. Letter of proposal to the Dean of Students listing purposes and objectives of the new organization. A major consideration toward approved organizational membership shall be based upon proof that the proposed organization shall not in any way, at any time, create a substantial disruption of the education process.
2. A letter signed by a full-time Southwestern Oklahoma State University faculty or staff member agreeing to sponsor the proposed organization for one year according to the outlined purposes and objectives mentioned above. This letter should accompany the letter of proposal.
3. Consideration to the need and objectives of the proposed organization and evaluation as to repetition or conflict with organized groups already sanctioned on campus. Consideration is also based in part upon whether the proposed organization shows evidence of a lasting or continuing nature. This evaluation is conducted by the Office of the Dean of Students.
4. Letter from the Dean of Students to the organizers of proposed organization officially giving permission to conduct organizational meetings and writing of constitution and by laws governing the organization. This letter will normally be written within 10 days from receipt of request.
5. Proposed organizations are required to present their constitution and bylaws to the Dean of Students who will, in conjunction with the Student Senate, give consideration and approval. (Each developing organization must be chartered by the Student Senate according to its approved constitution.)
6. The Student Senate is responsible to present their constitution and bylaws to the Dean of Students of the approval of the constitution. The Dean of Students should likewise notify the proposed organization regarding the final status of the request.
7. Upon granting the charter, an official file pertaining to the organization and its constitution, bylaws, and organizational report listing officers and membership is set up in the Office of the Dean of Students with all official correspondence.
8. All newly chartered organizations are initially admitted on a probationary basis for one full year. Unless notified otherwise, such probationary status is automatically removed after the probationary year. Probationary organizations may not request funding from the Student Allocation committee.
9. Any organization being denied official recognition may appeal its case to the Student Appeals Board which is composed of three students appointed by the President of the Student Senate and two faculty members appointed by the President of the Faculty Senate. Such notice of appeal should be made in writing within three days of notice of denial and addressed to the Chairman of the Student Appeals Board, c/o Vice President for Student Services, Administration Building,- Southwestern Oklahoma State University, 100 Campus Drive, Weatherford, Oklahoma 73096. Failure to give notice of intent to appeal within three days mentioned above will automatically waive the right of appeal. Any four members of this tribunal shall constitute a quorum for purposes of conducting a hearing. A majority vote of the tribunal is required to over-ride the administrative decision. The decision of the Student

Appeals Board is final and the organization will have exhausted its rights of appeal within the institution at this level. Any proposed organization having been denied official recognition by the Student Appeals Board may reapply for recognition after two full semesters have expired, excluding the semester in which application was made.