REGISTERED STUDENT ORGANIZATION STATUS

ELIGIBILITY  Any campus organization can gain registered status by applying in the Office of Student Life (SU 305).

PURPOSE  The purpose of this status is to identify all groups that are functioning on campus and to centralize information and resources related to campus groups.

PROCESS  To gain registered status, an organization must submit the completed registration form, attach a membership list, and turn it in to the Office of Student Life. Organizations must apply for registered status every year.

PRIVILEGES  Registered student organizations have the following privileges upon the satisfactory completion of the registration forms:

1. Access to University facilities for meetings
2. Be included in the student organization electronic updates sent weekly via email
4. The President may participate in the Student Government Association’s Presidents’ Club
5. Assistance of professional personnel in organizational decisions
6. Posting privileges on campus (See Posting Guidelines)
7. On-campus mail service (pick up in Office of Student Life)
   Address: SE, (Organization), Box 4030, Durant, OK 74701-0609

RESPONSIBILITIES  Once granted registered student organization status, organizations have the following responsibilities:

1. Inform the Office of Student Life as to changes in the group’s leadership, contact person, or status
2. Register all programs, events, and fundraisers (on or off campus) for approval with the Office of Student Life
   a. Changes in the function should be reported to the Office of Student Life
   b. If an event is judged to threaten the health, safety, or property of members of the SE community, the request for scheduling will be denied until it can be referred through the Dean of Students (See Scheduling Procedures)
3. Neither the Student Government Association, nor the University is liable for debts incurred by a registered organization
4. A registered organization may not use the name of the University in its title or in an abbreviated form
RECOGNIZED STUDENT ORGANIZATION STATUS

ELIGIBILITY Any campus organization can gain recognized status by applying in the Office of Student Life (SU 305).

PURPOSE The purpose of this status is to for student organizations that want privileges in addition to those associated with registered status.

PROCESS To gain recognized status, an organization may submit a request to the Student Senate once during an academic year. The request may be made at any time during the fall and spring semester. An organization requesting recognized status must submit the completed registration form, attach a copy of the organization constitution and membership list, and turn it in to the Office of Student Life. The Office of Student Life will forward the information to the Student Senate. Organizations must apply for recognized status every year.*

*Student organizations existing on campus for a period of greater than five (5) years without significant change in name or function shall no longer be required to submit an annual renewal form unless called upon by the SGA. The organization must, however, update contact information with the Office of Student Life.

PRIVILEGES Recognized student organizations have the following privileges upon the satisfactory completion of the registration forms:

1. All rights and privileges of registered organizations
2. Use of the University name in their title
3. May apply for funding through the Student Senate
4. May sponsor a Homecoming Queen and King candidate
5. Eligible for awards

RESPONSIBILITIES

Once granted registered student organization status, organizations have the following responsibilities:

1. Must have a copy of their current constitution, bylaws, and any amendments on file in the Office of Student Life
2. Membership must be open to all members of the SE student body without respect to sex, race, creed, or national origin. This applies to all groups with the exception of those organizations specifically exempted in the Title IX of the Educational Amendments of 1972.
3. The organization’s mission or purpose cannot be contrary to the missions, goals, and purposes of Southeastern Oklahoma State University as stated in official University documents.
4. All persons holding office must be currently enrolled full-time students and may not be on academic probation.
5. Be represented at all Presidents’ Club meetings
Southeastern Oklahoma State University

STUDENT ORGANIZATION REGISTRATION FORM

REQUESTED STATUS

______ REGISTERED
______ RECOGNIZED (please allow 2 weeks to process)

For office use only:

_____ Date Received
_____ Approved
_____ Denied

NAME OF ORGANIZATION ________________________________

TYPE OF ORGANIZATION (See Types of Organizations)

BRIEF DESCRIPTION OR PURPOSE OF ORGANIZATION

____________________________________________________

AFFILIATION (if group is part of an off campus, local, regional, state, national, or international organization, provide name and organization headquarters address)

____________________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

REQUIREMENTS FOR MEMBERSHIP

MEETINGS HELD: M T W Th F Sa Su __________________ DUES: __________________

Time/Place How often

OFFICERS INFORMATION

Name Office/Position Phone Email

____________________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

FACULTY/STAFF ADVISOR ____________________________

Name Extension Address

____________________________________________________

____________________________________________________

OTHER ADVISOR ____________________________

Name Phone Mailing Address

____________________________________________________

____________________________________________________

____________________________________________________

FEDERAL TAX ID # ____________________________

I certify that the above information is accurate and acknowledge my responsibility to keep this record accurate and up to date. The organization will comply with the university policies and procedures outlined in the Handbook, including but not limited to policies on hazing, illegal use of alcoholic beverages and narcotics or drugs. The organization’s mission or purpose cannot be contrary to the missions, goals, and purposes of Southeastern Oklahoma State University as stated in official University documents. The organization’s officers will make this information available to all organization members. The organization will abide by all applicable state, local, and federal laws. The organization will not discriminate against members or prospective members on the basis of race, color, creed, national origin, physical disability, or gender (except those under Section 86.14 and 86.13 of the Higher Education Amendments of 1972), and there is nothing in the national and/or local constitution of the organization which violates the rules and regulations of Southeastern Oklahoma State University. I understand that I may be personally liable for all debts and obligations incurred by the organization.

SIGNED_______________________________________ President __________ Date

SIGNED_______________________________________ Advisor __________ Date