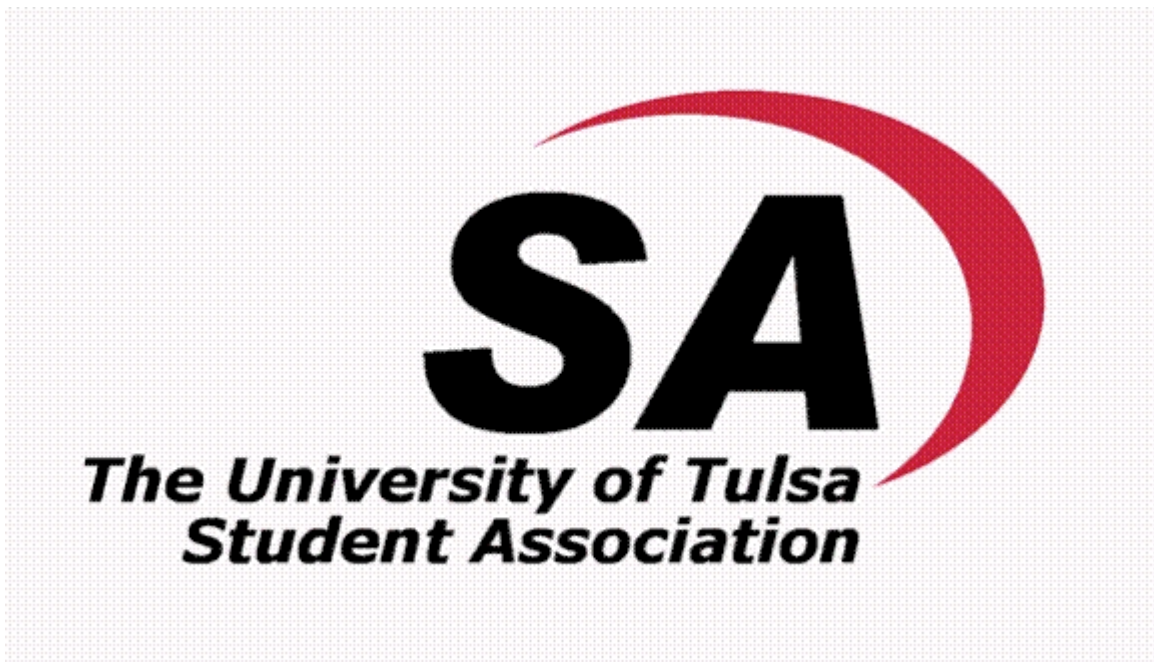


Student Organization Handbook



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Online Resources

Visit the Document Center on the SA website for the following resources -
<http://www.utulsa.edu/sa/documents/>

A list of current SA Executives can be found at
<http://www.utulsa.edu/sa/>

SOC (Student Activities Board) Organization Info Sheet
SOC (Student Activities Board) Guidelines
Student Association Co-Sponsorship Guidelines
Student Association Organization Co-Sponsorship Application
Event Planning Checklist
“10 Steps to a Dream Advisor”
Transition in Leadership
Goal Setting
Release from Liability & Hold Harmless Agreement
Contract Template
Addendum to Contract
Contract Approval Routing Form

Dear Organization officer,

Congratulations on becoming involved in student life and student activities at the University of Tulsa! There are lots of people, phone numbers, processes, and procedures that you need to know in order to effectively run your organization. Hopefully, this handbook along with the SA website (www.utulsa.edu/sa) will give you all the info you need.

If there is ever a time you are 'lost' for a solution or just need some advice, Student Association has an open door policy.

Here are some other important things to remember: always pass this information along to the next president or presiding officers when your term ends. A proper transition will ensure the continuing success of your organization. Remember to ALWAYS update your officer roster and contact information with our office and the business office. It is much easier for you to track us down than the opposite! Plus, if these records are not up to date, you risk losing 'recognized' status.

Thanks for being part of a great organization...the Student Association. We try to make every student organization successful at TU.

Sincerely,

Steve Denton
Student Activities Coordinator

FORMING A NEW STUDENT ORGANIZATION

To become a student organization you must have at least 5 members, an advisor, an account, a constitution and SOC and the SA Senate approval .

Advisor: Must be someone who is a TU full-time or part-time faculty or staff

Account: An officer from the organization will need to see the Business Office about obtaining a form for opening an account for an organization.

Constitution: There is a sample constitution on the SA website. You can save it and change it to fit your requirements, if you wish, or you may write a completely new one. Once you have written it, make several copies or file electronically and turn in to the Coordinator of Student Activities, 49, Holmes Student Center.

SOC (Student Organization Committee) Approval: Once you have done the above steps, you need to read the SSOC Guidelines and fill out the SOC Forms. Both can be found on line at (www.utulsa.edu/sa). Contact the SOC and schedule an interview about becoming a student organization.

Funding: Once you have approval from SOC you can submit a request for \$500 new organization funding, as well as event sponsorship funding.
See Funding Procedures on SA website.

President's Club

Student organization presidents are required to attend a dinner meetings held in the Spring (usually in April). The President's Club meeting include dinner and a speaker or panel discussion on various topics. The meal is free and always quite good! If the President of your organization cannot attend, you are welcome to send another officer in his/her place.

Student Senate meets every Tuesday night at 9pm in John Rogers Hall Room 202. All Students are WELCOME to attend!! At the close of the meeting all present can take part in 'discussion and comments'.

Be sure to apply for TU's Finest, an award banquet recognizing TU's top three organizations, along with TU's Top Organization of the Year! **Applications for all awards will be available during spring semester.** TU's Finest is typically held in April.

Free Entrance into Philbrook Art Museum with TU ID
Free Legal Advice – Mark Darrah, Attorney 918-749-3171

Guiding Principles:

Relationship between student organizations and the University of Tulsa

At the University of Tulsa, students govern their organizations with minimal administration intervention; however staff members are available to provide guidance, advice, directions and support to officers and members. Through the Division of Enrollment and Student Services, the University annually allocates a significant amount of money to the Student Association to support its campus-wide programming efforts. Additionally, in the spring of 1995, students passed a resolution assessing themselves a student activity fee. These funds are in turn allocated by the Student Association through the Student Activities Board to support the programs and activities of student organizations. In order to qualify for funding, organizations must meet the requirements of the SA constitution and bylaws and be recognized by the Student Activities Board.

Expectation Statement

High expectations are held for the manner in which students manage the business of their organizations. The items below clarify these expectations.

Officers and members of student organizations at the University of Tulsa are expected to:

- Recognize their obligations as positive representatives of TU in all activities and programs
- Conduct their fiscal affairs in accordance with university policies and procedures
- Follow sound business practices, and meet their fiscal obligations in a timely fashion
- Follow established procedures for adhering to SOC and SA standards, policies, and procedures
- Adhere to all university policies and procedures including, but not limited to, those printed each year in the Student handbook
- Maintain open lines of communication
- Act in good faith in alerting the university to issues or situations that may negatively reflect upon the image of the university, the organization, or its members
- Establish and maintain an effective working relationship with staff members in the Office of Student Affairs

The officers and members of SOC recognized student organizations, expect the University of Tulsa administration to:

- Support a strong system of student organizations and groups in order to meet the needs and interests of the campus community
- Recognize and support student self-government and the operations of student organizations and groups that are recognized by the Student Activities Board in accordance with university policies and procedures
- Allow students the opportunity to vote on Student Activity Fees designated to support Student Association and Student Activities
- Through the Coordinator of Student Activities and the Office of Student Affairs/Associate Dean of Students, provide advice, support, guidance, and directions to officers and members of student organizations

Relationship between student organizations and Student Association

Student Association is TU's student body organization; therefore, everyone is a member of SA! The Financial Appropriations Committee of Senate is responsible for the allocation of student fees for recognized organizations. SA has the responsibility of maintaining a record of recognized student organizations, as well as keeping files of their allocation forms, constitutions, and officer rosters.

Types of Organizations on campus:

Religious	Music
Pre-professional	Greek
Interest/hobby	Varsity Sports
Honor Societies	Fitness Programs
Student Government	Spirit Squads
Media/Communication	Intramural Sports

SA's governing authority: Student Association is charged with the responsibility of allocating funds, recognizing official organizations, imposing rules/guidelines, and facilitating programs and events for the student body, in accordance with the Office of Student Affairs.

New organization/SOC forms: Located on the SA website (www.utulsa.edu/sa). This contains a sample constitution, officer roster/contact information sheet, budget proposal forms, etc. This paperwork must be completed in order for a group to be 'recognized' as an official organization and to receive funding from SA. When completed the forms should be turned into the Student Activities Coordinator.

Constitution: A constitution is required for every organization to be recognized, and must be on file in the SA office. If your organization changes its constitution, a new copy must be turned in as soon as possible. All members should be involved in its creation and ratification.

Responsibility of the organization: Updated information should be made available as soon as possible, i.e. when new officers are elected, change of name, meeting place, or advisor. Follow all guidelines of SA and the University of Tulsa.

Privileges for recognized organizations: Free use of most University facilities, access to SA funding, recognition in University publications, co-sponsorship opportunities.

Selecting an advisor: Select an advisor who is willing to attend meetings and events, and remain up to date on your affairs. An advisor must be a full-time or part-time TU faculty or staff member. Ideally, it should be someone who has a direct tie to your organization or a vested interest in your cause.

Selecting officers: All student organizations must have a President (or chairperson, steering committee, something of that nature) and a Treasurer. Any other officers (VP, Secretary, etc) are recommended but not required. All officers must be enrolled TU students.

Dropping of an organization: If two academic years have past since an organization's information has been updated, that organization will be dropped from the SOC list until information is resubmitted.

Funding: Financial Appropriations Committee (FAC) Of the Student Senate

- 1) **Read the SOC/FAC guidelines** on the SA website to see information on the type of funding you are requesting, what things SA can and cannot fund, etc.
- 2) **Being informed will expedite the process!**
- 3) **Allocation packets** will be made available at the beginning of fall semester to request preliminary funding for the following academic year. There will be a REQUIRED meeting to discuss the allocation process, then a set deadline for turning the packet back in. PLEASE ask lots of questions about how to fill out the packet and read the guidelines! Preliminary funding will not exceed \$500 and can be used to fund up to seven events.
- 4) **Procedure for your organization to request event sponsorship funds:**
 - a) In addition to preliminary allocations, you can request funding for up to six events throughout the year. These cannot be the same events funded through preliminary allocations.
 - b) Fill out the event sponsorship application found at www.utulsa.edu/sa, and email it to sa-allocations@utulsa.edu.
 - c) The bill is presented to the Senate on Tuesday night, and then assigned to FAC.
 - d) Once this occurs, an organization representative must attend the next FAC meeting.
 - e) After FAC has reviewed and voted on the bill, it is again presented to Senate the following Tuesday where it is in line for a vote. An organizational representative must also attend this meeting. **Be prepared** to answer questions about your organization, your funding request, etc.
 - f) If the Senate votes in favor of the bill, your organization receives the funding. Your organization may or may not receive the total amount requested. The approved amount will then be transferred into your account in about a week. If funding is not approved, FAC will advise you regarding alternative solutions.
- 5) **Procedure for your organization to request conference travel funds:**
 - a) Contact a member of FAC or a Senator from your college/residential area. A senator will sponsor a bill requesting the funds your organization needs.
 - b) The bill is presented to the Senate on Tuesday night, and then assigned to FAC.
 - c) Once this occurs, an organization representative must attend the next FAC meeting.
 - d) After FAC has reviewed and voted on the bill, it is again presented to Senate the following Tuesday where it is in line for a vote. An organizational representative must also attend this meeting. **Be prepared** to answer questions about your organization, your funding request, etc.
 - e) If the Senate votes in favor of the bill, your organization receives the funding. Your organization may or may not receive the total amount requested. The approved amount will then be transferred into your account in about a week. If funding is not approved, FAC will advise you regarding alternative solutions.

University-Wide Policies

1. **Advertising** – The Administrative Office of ACAC must approve all posters/flyers before being posted in the building, and they must only be posted on appropriate bulletin boards. In residence halls, the flyers can be given to the RD or the front desk for approval and distribution. In all academic buildings, it's best to get permission from one of the offices before posting. The sale/presence of alcohol at an event cannot be included in any advertising.



2. **Alcohol Policy** – It is available in full format in the Student Handbook, in the Student Affairs Office, and on its web page (www.utulsa.edu/studentaffairs). The alcohol policy applies to every function or event sponsored by a student organization or individuals associated with the University of Tulsa whether it is on or off campus.

First and foremost, Federal law always presides: no one under the age of 21 may consume, buy or possess alcohol.

As it pertains to Student Organization activities, any event in which alcohol will be present must be registered with the Student Affairs Office at least 7 days in advance. Security officers will be arranged for and officers of the organization must be present. The sale of alcoholic beverages is prohibited without a special permit. Dining Services is the only option for an organization if they would like alcohol served at an event on campus because they are licensed and insured. Once again, please refer to the Student Handbook for the full Alcohol Policy.

3. **Contracts** – This refers to performers, bands, comedians, speakers, etc. No student of the University of Tulsa is legally authorized to sign a contract binding any University group to an agreement. Dr. Roger Sorochty, the Vice-President for Enrollment and Student Services, is the appropriate and authorized person to sign a contract for a TU student organization. It is best to take all contracts to the Coordinator of Student Activities or Dean of Students for review, especially if you are not experienced in this area.

Any contract should at least have:

- a. Name of artist, date, time and location of show
- b. Amount to be paid to artist at completion of show (not before the show!)
- c. All technical requirements of artist/performance (lights, sound equipment, etc)
- d. Provisions for lodging, transportation, and any hospitality requirements

A University Addendum- This must accompany the contract; those are available from the Student Activities or Student Affairs office. **Get contracts signed 4-6 weeks before the event** (the sooner the better!). Your event is not secured until both parties have signed the contract. Also, a **W-9 tax form** is necessary for businesses/companies and individuals receiving payment; this form must go to the Business Office with the check request. Businesses/Companies typically have a Federal Tax ID #, which will also suffice. You can get these forms from the Business Office, the Student Affairs Office, or the Coordinator of Student Activities.

A **Contract Approval Routing Form** is used to ensure all parties involved in this event at TU are informed and have reviewed the contract.

You'll find copies of a sample contract form, an addendum, and a contract approval routing form on the SA website www.utulsa.edu/sa.

4. Food/Catering: Organizations can provide food/snacks/drinks at their meetings or events, depending on location. Always check with the building supervisor before bringing in food products. If the food you provide amounts to less than \$100, you may opt to use outside sources for your catering needs. Due to health code regulations, organizations may NOT serve or sell homemade foods/goods (no bake sales). If your organization does self-cater, you still must inform the building for clean-up and scheduling purposes.

You may want to enlist our fabulous Dining Services/Catering department for your banquets, meetings, etc. Leisa Taylor (x 2145) will help you find the best food at a great price. BONUS: they will deliver, set-up, serve and clean up after your event. Take note that there are certain requirements for catering events on Saturdays and Sundays, so call Leisa for details.



5. Program Accessibility for Disabled Individuals: see Jane Corso (x 2334) in the Center for Academic Support for all procedures in making your events/programs completely ADA compliant and accessible. This could include a sign-language interpreter, special seating arrangements, access to an elevator, etc. Also, any posters must include “Requests for accommodation of disabilities may contact Dr. Jane Corso at 918-631-2334”.

6. Public Ordinances: Amplified music is prohibited within Tulsa City Limits Sunday through Thursday evenings after 10pm and Friday and Saturday evenings after 11pm. The University recognizes students’ rights to assemble and protest...however the abuse of these rights and/or public disturbance will be grounds for University interaction. If clear and present danger to life, limb, or property is present, action will be taken to alleviate the danger.

7. University logos are registered trademarks – This includes the interlocking “TU”, Captain Cane, the University of Tulsa, Golden Hurricane, and Tulsa (referring to the school, not the city). As such, those logos can only be used on items produced by licensed vendors and in conjunction with designs approved through Pete Sandman, the Director of Financial Services and Logo Licensing Director. Please use licensed vendors to produce your organizations t-shirts or any other items and have your design pre-approved by Pete (x 2613).

8. Mail: Although not a University policy, it is preferred that student organizations have their mail sent to the advisor of the organization. Typically the advisor is a more permanent member of the group, which will make receiving mail much easier.

BUSINESS OFFICE GUIDELINES



1. An Agency Resolution form must be on file in the Business Office. This form includes the signatures of the current officers and Faculty sponsor. This must be updated as often as you change officers. These will be the only authorized signatures accepted on check requests and reimbursements thru the business office.
2. Each Student organization will be assigned a 15 digit account number. All account numbers will follow this pattern: 70-9-7000__ - 23009. The 3 blank #'s will be unique to each organization.
3. Deposits should be brought to the teller window in McClure Hall. Any resale of retail items will be subject to sales tax. Sales tax on such items will be deducted from your account and deposited in the TU Sales Tax Account. Please take this into consideration for fundraisers and group purchases.
4. Check request forms are available from Room 106 in McClure. Reimbursements for expenses should be submitted on a check request form with original receipts attached. The check request form must be signed and approved by two officers or one officer and the Faculty sponsor. These signatures are verified against the Resolution form on file. Please fill out the check request legibly and include all fields of information. It takes approximately seven days for a check to be processed.
5. Advances for such things as hotel reservations for conventions, prepayment for t-shirt orders, etc. should be presented in check request form, similar to check reimbursements. A copy of the registration, order form, etc. must be attached to the request. Advances will be considered outstanding until proper receipts are presented to the Business Office. All advances must be cleared within seven days of the event. The advanced funds become the responsibility of the cash recipient and will be charged to the student's account if left outstanding.
6. Cash advances under \$75.00 can be submitted for things such as supplies for a meeting, refreshments, etc. Cash advances should also be presented on a check request form with the proper signatures, similar to reimbursement requests. Cash advances will be outstanding until the proper receipts are turned into the Business Office room 106. Cash advances must be cleared within three business days of the event. The advanced funds become the responsibility of the cash recipient and will be charged to the student account if left outstanding.
7. To verify your account balance, please call the Business Office at x 2603. To expedite the request, please have your account number and phone number where you can be reached. The office will do their best to respond the same day. If you need a detailed printout of all account activity, please allow 24 hours to fill your request.

8. If you have any questions concerning any of these guidelines or your account, contact the Business Office at x 2603.
9. If you have an invoice from a business or event, take it to the Business Office to process a check request. The University will mail a check to the vendor; students cannot pick up checks for any business or performer. TU typically does not pay deposits.
10. What you need on an invoice;
 1. Who the check/payment should be made out to
 2. Federal Tax ID # or Social Security # (also part of the W-9 form)
 3. Billing address
 4. Services rendered
 5. Total amount due
 6. Signed and dated by vendor



CO-CURRICULAR TRANSCRIPT

The CCT is comparable to a student's academic transcript, but will instead list the extra-curricular activities the student has participated in while at TU. This includes membership and leadership positions in various student organizations as well as highlighting skills acquired and developmental aspects one has experienced while participating.

How do I create my Co-Curricular Transcripts (CCT)?

Access the CCT through "myTU" Portal: <https://mytu.utulsa.edu/>

Log in, click on TU Resources tab, click on Co-Curricular Transcript under TU Web Services.

You will have two options:

- view your Co-Curricular Transcript
- add to your Co-Curricular Activities

Fill in the CCT page with your activities. (You can update this online form with your activities and leadership positions throughout the year.)

Each time you add information, click "Save" at the bottom of the page.

Advisors will then verify your involvement, approve it, and "Save" it to your CCT.

How do I get an official copy of my CCT?

Contact Steve Denton

E-mail: steven-denton@utulsa.edu

Phone: 631-2585

Your Co-Curricular Transcript will be printed and then signed by the Vice-President for Enrollment and Student Services.

Please allow at least 5 business days to process your request.

Your transcript can then be picked up in the Office of Student Affairs in the Holmes Student Center, Room 59.