



Rogers State University

Student Organization Handbook

2021-2022

Contents

Dear Hillcats,	4
Rights and Responsibilities of Student Organizations	5
Standards of Ethics	5
Registered Student Organization Rights	5
Relationship of Organizations to the University.....	6
Student Government Association	6
Satellite Campuses	6
Register a Student Organization	6
<i>New Student Organization Recognition Checklist:</i>	7
Selecting a Faculty/Staff Advisor	7
Constitution Requirements.....	8
<i>Model Constitution</i>	9
Effective Meetings with Parliamentary Procedure.....	12
<i>Sample Meeting Agenda</i>	12
Recruiting and Retaining Members.....	14
Officer Transitions	15
Planning an Event	16
Facility Use Policy	17
Holding an Event Off-Campus	17
Showing a Film on Campus	18
Catering and Food Services.....	18
<i>Potluck Guidelines:</i>	18
<i>Fundraiser Guidelines Relevant to Food Sales/Service:</i>	18
Publicizing at RSU	18
<i>Terms of support:</i>	20

<i>The official RSU institutional colors:</i>	20
Planning a Student Organization Trip	21
Financial Accounts	21
Applying for SGA Funding	22
Setting a Budget	22
Fundraising	23
Regalia	23
Hazing	24
Alcohol	25
Violation of Policies	26

Office of Student Affairs
Dr. Carolyn Taylor Center Room 201A
Phone: 918-343-7579
student_affairs@rsu.edu

Dear Hillcats,

The Rogers State University Office of Student Affairs believes students will achieve educational development not only through the classroom, but also through participation in extracurricular activities. These out-of-class activities are aimed at enhancing the college experience and enhancing the student quality of life at Rogers State University.

Participation in student organizations can provide a wealth of diverse opportunities for the student body. Students may become actively involved in verbalizing their needs and interests, determining their goals and objectives, planning and producing their programs, and evaluating their experience.

One of the purposes of encouraging student organizations is the educational benefit that can be received through participation in them. Not only do members explore special interests, act on issues or participate in organized activities, but they use and acquire interpersonal skills including communication, problem solving, conflict resolution and leadership. These opportunities are valuable in enhancing students' educational experiences at Rogers State University.

In the course of planning and implementing organizational events, registered student organizations need information on a variety of topics including the use of university facilities, budgeting, event planning, promotional methods, catalogs of resources, and leadership development materials. The Coordinator of Student Activities is available for all matters relating to student organizations and leadership training.

This handbook is a guide and may not provide answers to all questions or special cases. For further assistance, contact the Coordinator of Student Activities at 918-343-7755, or stop by the Office of Student Affairs on the 2nd floor of the Dr. Carolyn Taylor Center to schedule an appointment. We wish you and your student organization a successful year!

Sincerely,

Your Friends in the Office of Student Affairs

Rights and Responsibilities of Student Organizations

Rogers State University's Registered Student Organizations (RSOs) cover a wide variety of interests from academic initiatives to recreational sports, religious groups, honor societies, fraternity/sorority life, cultural clubs, and more.

All student organizations at Rogers State University are required to register with the Rogers State University Student Government Association and the Office of Student Affairs in order to be eligible to receive benefits from the university including free or discounted reservations of University facilities, the ability to publicize on campus, the ability to request funding from the Student Government Association, a University website, and more.

In addition to statutory obligations, this Code of Ethics and list of Registered Student Organization Rights have been established as a set of guidelines for all registered student organizations.

Standards of Ethics

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.

Character Development: The moral conduct and personal behavior of each member affects the organization's image. It is important for each individual to act at all times with self-respect and integrity, and to follow the Student Code of Conduct (www.rsu.edu/student-handbook).

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

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)

Registered Student Organization Rights

- RSOs have the right to Freedom of Association and Freedom of Speech to the extent provided by law.
- The University's support of RSOs must occur in a viewpoint neutral manner.
- The SGA or Student Affairs must give written reasons why an RSO is denied recognition or funding. To appeal a decision, submit a *Student Complaint/Grievance Reporting Form* (www.rsu.edu/student-resources) to the Office of Student Affairs.
- Student Organizations are not required to accept members or leaders who disagree with the basic tenets of the organization unless such exclusion is prohibited by federal or state law.
- Student Organizations maintain the right to manage their membership. Membership requirements must be included in the organization's constitution.

Relationship of Organizations to the University

Registration of a student organization/event does not imply University endorsement of the organization/event. The organizations, including individual members, assume responsibility for actions that violate federal, state or local laws, or University regulations.

Proper names of the University, such as “RSU” and “Rogers State University”, are trademarks of Rogers State University and generally may not be used by student organizations. “Hillcat”, “Hillcats” and “Rogers State” are also trademarks of Rogers State University. Permissible Names of Organizations include: “a Registered Student Organization at Rogers State University”, “Students for...” and “Rogers State students for...” If a student organization wishes to use a RSU trademark in the group’s name, it must receive approval in writing from the Office of Public Relations.

Recognized student organizations may use University logos within the terms of the official University branding standards found at <http://www.rsu.edu/logos/>.

Student Government Association

The Student Government Association (SGA) serves as a liaison between the student body, student organizations, faculty and staff. The RSU SGA is also the governing body over RSU registered student organizations. In order to maintain good standing status within the RSU SGA, registered student organization must turn in all RSO paperwork and attend meetings as listed in Chapter 3 of the RSU SGA Statutes and Bylaws and Section 4 of the RSU SGA Constitution. All RSOs are allotted two (2) voting representatives within the RSU SGA. Organizations that are in unfavorable standing may lose the benefits of being an RSO. More information about RSU SGA is available at www.rsu.edu/sga.

Satellite Campuses

Student organizations in Pryor and Bartlesville must submit all forms to the University administrator responsible for overseeing student organizations on their campus. The documents will be forwarded to the Student Activities Coordinator at the Claremore campus upon approval.

Register a Student Organization

Existing student organizations must register each academic year to both the Office of Student Affairs and the RSU SGA. New organizations may register at any time during the academic year. Groups interested in seeking registration, but uncertain about the process, should seek the assistance of the Coordinator of Student Activities. In order to register, a student organization will need:

- At least five (5) enrolled student members
 - Members of RSOs must be students at RSU. Students enrolled in a collaborative degree program with RSU and a partnered university may be members of RSU organizations pending approval of the Student Activities Coordinator and Office of Student Conduct and Development. Students enrolled in collaborative degree programs seeking membership of an organization must be in good academic standing and have no outstanding conduct issues with RSU or the partnered university.
- A faculty/staff advisor who is employed full time at Rogers State University
- A completed online or paper application
- A current constitution meeting all of the necessary RSU SGA requirements

Registration Materials: The following registration materials can be found on the SGA website at www.rsu.edu/sga-forms.

- New Student Organization Registration Form
- Returning/Existing Student Organization Registration Form
- Advisor Agreement Form (See Selecting a Faculty/Staff Advisor)
- Updated Constitution and/or Bylaws (See Constitution Requirements)

The registration process involves enrollment verification for each of the stated members, and employment verification for the stated faculty/staff advisor. Upon completion of these items, the current constitution is forwarded to the SGA office for review. Groups uncertain about the process should seek the assistance of the Coordinator of Student Activities.

New Student Organization Recognition Checklist:

1. Start talking to other students about beginning a student organization. Recruit support of at least 5 students who are willing to commit to your organization, and elect officers.
2. Find a full time Faculty/Staff Advisor who is willing to help you with your organization.
3. Fill out the new student registration materials listed above.
4. Turn in all paperwork to the RSU SGA and the Office of Student Affairs.
5. Meet with the appropriate officers in RSU SGA in order to finalize the Constitution and organizational structure.
6. The student group will announce their organization at the next SGA meeting in order to be adopted in the Student Government Association and to be allowed all of the rights and responsibilities of a registered organization.

Groups interested in seeking registration should contact the Coordinator of Student Activities to be granted temporary access to posting on bulletin boards and reserving rooms on campus.

Selecting a Faculty/Staff Advisor

Each RSO is required to have an advisor who is a full-time member of the faculty or staff of Rogers State University. Organizations should identify their expectations of the advisor and share the goals of the organization with them.

Advisors are not expected nor intended to assume leadership of the organization, but are encouraged to work closely with officers and supply information regarding organizational decision-making. Advisors should be present at all functions including organizational meetings.

All advisors are expected to sign the *Advisor Agreement Form* (www.rsu.edu/sga-forms) and submit it to the Office of Student Affairs at the beginning of each academic year. Advisors are solely selected by the student organization and may be changed upon request of the student organization.

Advisor Exercise (Optional Resource) Expectations of the Advisor:

- Be fully aware of the purpose and activities of the group through regular attendance at group meetings and individual consultation with the organization leaders.
- The advisor is not formally deemed to be personally responsible for acts of the organization by reason of his/her service as an advisor, but at the same time, service as an advisor includes the assumption of responsibilities to the University to provide advice that will further the general welfare of its members.
- Act as a reference for general information regarding Rogers State University policies and procedures.
- Provide information relevant to the group's needs, interests, activities and organization.
- Assist in the financial matters of the group.
- Act as a reference person in terms of the organization's history.
- Provide advice and guidance in the planning and implementation of the organization's activities.
- Ensure that the group files all required papers each fall semester to the Student Government Association/Office of Student Affairs.
- Encourage student and organization participation in Student Government and University events.
- Be fully aware of liability issues (i.e. hazing, alcohol, etc.) and advise the organizations to make reasonable and prudent decisions regarding these issues in planning activities.

Constitution Requirements

Introduction: A constitution guides an organization in its operations and activities and, accordingly, is intended primarily for the organization's benefit and use. The constitution should contain the fundamental principles and structure of the organization.

Constitutions should be carefully formulated, clearly worded, and kept up-to-date so that the needs of the organization can be met. Furthermore, each member of the organization should have a copy of the constitution.

The following outline is provided to assist in the preparation of your constitution. If you have any problems, questions, or concerns regarding your constitution, please contact the Student Government Association at sga@student.rsu.edu.

Submission and Approval: An electronic copy of your constitution must be provided to the Office of Student Affairs each year. The constitution must be approved by the Rogers State University Student Government Association in order for your organization to achieve Registered Student Organization Status and the accompanying benefits.

Specifically, every constitution must contain the following:

- Membership clause limiting full membership to RSU students (including Pryor/Bartlesville and concurrent Students)
- Non-discrimination clause
- Full-time RSU faculty or staff advisor
- A preemption clause if the organization is part of a parent organization
- Statement that the organization is subject to Local, State, and Federal Laws
- Organization name.

If your organization's constitution is not approved, your organization will receive an email from the RSU Student Government Association advising you of the necessary changes.

Model Constitution

Article	Description
<p>Article I Name</p> <p>The name of this organization shall be _____. Hereinafter “the Organization”</p>	<p>Proper names (“RSU” and “Rogers State University” are trademarks of Rogers State University and generally may not be used by student organizations. “Hillcat”, “Hillcats” and “Rogers State” are also trademarks of Rogers State University. Permissible Names of Organizations include: “a Registered Student Organization at Rogers State University”, “Rogers State Students for...” and “Students for...”. If a student organization wishes to use trademarked names, it must receive approval in writing from the Office of Public Relations.</p>
<p>Article III Membership</p> <p>Section 1: All students currently enrolled in Rogers State University are eligible for membership</p> <p>Section 2: Membership in, association with, and benefits emanating from the Organization and its related activities shall be based upon such considerations as performance, educational achievement, and other criteria related to the goals of the organization and purposes of the activities. Judgments in this regard based solely on an individual’s race, color, religion, national origin, age, gender, sexual orientation, disability, veteran status, marital status, or political belief are not judgments based on such considerations. Further, the purpose of the organization must be consistent with public policy as established by prevailing University Community standards.</p>	<p>The Student Organization Handbook recognizes two types of membership: members and associate members.</p> <p>Only RSU students, or students enrolled in a collaborative degree program with RSU may be full members. Associate members may be other members of the RSU community (faculty, staff, but not alumni)</p> <p>All constitutions must include a non-discrimination policy. There are U.S. Constitutionally mandated instances where a student organization must be allowed to discriminate based on these criteria if the very nature of the student organization is dependent on one of those factors. For example, there may be times when a student organization has a constitutional right to require their members to adhere to the organization’s statement of faith, or its statement of core principles and/or its rules of conduct. The student organization bears the burden of demonstrating that the purported discrimination is constitutionally or federally mandated. A religious student organization as defined in 70 O.S. 2119 must specifically set forth its sincerely held religious beliefs, observance requirements, standards of conduct, and mission.</p> <p>Any additional requirements for membership shall be placed in this Article.</p>

Article	Description
<p>Article IV Officers & Advisors</p> <p>Section 1: The officers of the Organization shall be President, Vice-President, Treasurer, Secretary, and Student Government Association Representative.</p> <p>Section 2: The Officers of the Organization shall be elected by a simple majority of the qualified voting membership present at a general meeting</p> <p>Section 3: Any officer or Advisor may be removed for cause by a three-fourths vote of the qualified voting membership.</p> <p>Section 4: The President shall be the chief executive officer of the Organization. The President shall preside at all meetings and direct the affairs of the Organization with the advice and consent of the other officers. If there is no current President, the remainder of the President's term shall be filled in the following order of succession: Vice-President, Treasurer, then Secretary.</p> <p>Section 5: The Vice-President shall perform such duties that are delegated by the President. The Vice-President shall preside at the meeting in the absence of the President.</p> <p>Section 6: The Treasurer shall collect all dues and money keeping records thereof and be responsible for all financial reports for the organization and the officers.</p> <p>Section 7: The Secretary shall maintain minutes of each meeting and shall document every election. The Secretary is responsible for maintaining a list of qualified members of the Organization.</p> <p>Section 8: The Student Government Association Representative shall attend all required meetings of the Student Government Association. They are responsible for maintaining communication between the RSU SGA and the Organization.</p> <p>Section 9: The Organization shall have as an Advisor a full-time member of the University faculty or staff.</p> <p>Section 10: The Advisor's role in the Organization shall be limited to offering advice or feedback to the Organization, in addition to other duties delegated by the President.</p> <p>Section 11: The Advisor shall be appointed by a majority vote of the Officers and shall serve a term of one year from appointment, unless a majority of the Officers vote to remove the Advisor and appoint someone else.</p>	<p>Officers must be students at Rogers State University. Therefore, if a student ceases to be an RSU student, that person can no longer serve as an officer.</p> <p>Your organization may have different or additional officer positions. List the officer positions in Section 1 and add a new section below to define the position.</p> <p>Create new Sections if your organization requires additional officer positions.</p> <p>Each organization must have an advisor who is a full-time member of the University faculty or staff.</p>

Article	Description
<p>Article V Election Procedure</p> <p>Section 1: Elections shall not be valid absent substantial compliance with this Article.</p> <p>Section 2: Elections shall be held at the end of the Spring Semester before the commencement or final examinations. In the event that there are no candidates for an office, the office may remain open until an election is called.</p> <p>Section 3: Elections may only take place if at least one week's notice of the date, time, and the location of the election is given to members of the Organization.</p> <p>Section 4: Voting shall be by secret paper ballot, with each qualified present member having one vote for each position.</p> <p>Section 5: The Secretary shall document the names of the qualified members present at the election and the number of votes that each candidate for an office receives.</p> <p>Section 6: When an election is for more than one office, the order of voting shall be in the following order: President, Vice- President, Treasurer, Secretary, then Student Government Association Representative.</p> <p>Section 7: Any qualified member of the Organization may run for any office.</p>	<p>It is important for your organization to determine a fair election procedure and document the election itself.</p> <p>Giving notice to the members ensures that the election is valid; additionally, it encourages members to participate in the election.</p>
<p>Article VI Additional Governing Principles</p> <p>Section 1: The Organization is subject to Local, State, and Federal Laws, and University Policies.</p> <p>Section 2: If there is a conflict between our national or parent organization's rulings, constitution, or direction and the RSU Student Organization Handbook or Student Code of Responsibilities and Conduct, the RSU documents preempt the national or parent ruling.</p>	<p>All Students and Organizations are subject to these regulations.</p> <p>This preemption statement is required if your organization is governed by a national or parent organization. If your organization is not governed by a national or parent organization, you may instead state "The Organization is independent from any national or parent organization"</p>
<p>Article VII Amendment Procedure</p> <p>This Constitution may be amended by a two-thirds vote of the Organization's qualified voting membership present at a general meeting.</p>	

Leadership

Being a strong leader and developing leaders in your organization will help you to guide the group effectively. Being an officer does not mean that you have the sole authority for running the group or that you need to do everything. Instead, you need to embrace and understand the unique goals and talents of every member of your organization. One of the most important parts of leadership is having a clear understanding of your group's purpose and how that applies to each individual. Without doing so, organization members may work against rather than with one another and you will not be able to develop meaningful relationships with your fellow group members. Demonstrate to the other members of your group that you value their membership and embrace the contributions they make. Remember that this is a learning opportunity for you and you do not need to know everything. Utilize resources such as your advisor, the Coordinator of Student Activities, other student leaders, and this handbook in order to develop your leadership skills.

Effective Meetings with Parliamentary Procedure

What is Parliamentary Procedure? Parliamentary procedure is a set of rules for conducting meetings. It allows for everyone to be heard and to make decisions without confusion. Today, Robert's Rules of Order, Newly Revised is the basic handbook of operation for most clubs, organizations, and other groups. Robert's Rules can be found in most libraries and online.

The degree of order needed at a meeting is dependent upon the size and purpose of the group. The following are some basics of Robert's Rules of Order, which may be helpful for groups that need a degree of normality in conducting business.

This section of the handbook covers the basic information needed to run a meeting. For more detailed information, please contact the Office of Student Affairs.

Sample Meeting Agenda

- I. Call to order: The chairperson says, "The meeting will come to order."
- II. Roll Call: Members say "present" as their name is called by the secretary.
- III. Minutes: The secretary reads a record of the last meeting or notes from the last meeting were sent out to the members.
- IV. Officers' Reports: Officers give a report to the group when called on, usually limited to a time if necessary.
- V. Committee Reports: First come reports from "standing" committees or permanent committees, then "ad hoc" or special committees.
- VI. Special Reports: Important business previously designated for consideration at this meeting.
- VII. Old Business: Items left over from previous meetings.
- VIII. New Business: Introduction of new topics.
- IX. Announcements: Informing the assembly of other subjects and events.
- X. Adjournment: The meeting ends by a vote or general consent.

The Motion: You may make a motion when you want the group to take some action: to send a letter, to accept a report, to hold a special meeting, to spend money for some special purpose, etc.

Introduce the motion by saying, "I move that," followed by a statement of the proposal. You cannot discuss the motion until someone has seconded it. This is done to reduce the number of discussions on a subject in which no one else in the group is interested.

The Amendment: Amendments are offered in the same way as a motion. You may offer an amendment when you agree substantially with the motion which has been made but want to make some changes before it is adopted.

Amending the Amendment: Just as a motion may be amended, an amendment may also be changed in the same way. As with the first amendment, the second amendment must relate to the motion and the amendment. It is in order only when it relates to both. No more than two amendments may be made to one motion.

Substitute Motion: The substitute motion is sometimes used when there is a motion and two amendments on the floor to save the time of the meeting. If there does not seem to be substantial disagreement with the motion and the two amendments, a substitute motion incorporating all three into one motion may be made and accepted by the chair.

Note: If you disagree with a motion or an amendment, you do not defeat it by trying to change the sense of the motion through amendment. You speak against the motion or amendments and urge the membership to vote against them. Then new motions calling for different action may be made and considered.

Speaking on Motions and Amendments: When you want to speak at a meeting, raise your hand and ask the chair for the floor. As soon as you are recognized by the chair, you may proceed to speak either for or against the motion or amendments being considered. When several members wish to speak at the same time, these guiding principles should determine the decision of the chairman:

1. The chairman should show preference to the one who made the motion.
2. A member who has not spoken has first choice over one who has already spoken.
3. If the chairman knows the opinions of members discussing the measure, he/she should alternate between those favoring and those opposing it.

Motion to Table: If you wish to postpone or end debate on an issue, you may also make a motion to table. Such a motion is not debatable, and if it is seconded by one other member, the motion must be put to an immediate vote by the chair. The chair may discuss the reason for tabling with the members.

Calling a Question: In order to speed up the meeting and eliminate unnecessary discussion, a member can "call the question." The chair will call for dissent. If you want the motion to be discussed further, raise your hand. If there is no dissent, voting on the motion takes place.

Voting: Voting on a motion can be as formal as using written ballots or as casual as having the chair ask if anyone objects to the motion. The most common practice is to call for a show of hands or a voice vote of ayes and nays. Only members present at the time may vote unless the rules of the organization allow for proxies or absentee ballots. A simple majority of votes cast will pass most motions. During elections when more than two candidates are running for an office, your organization rules should specify whether a majority or plurality is necessary. These rules can also call for other requirements depending on the issue on which the vote is held.

When the Chairperson Can Vote: Assuming that the chairperson is a member of the organization, he/she has the right to vote whenever a written or secret ballot is used. With any other method of voting, to protect the impartiality of the chair, he/she should vote only when it will change the outcome.

Point of Information, Of Order: If at any time during the meeting you are confused about the business being discussed or if you want the motion that is being considered more clearly explained, you may rise to ask the chairman for a point of information. After you are recognized, ask for the explanation which you desire. If you disagree with any of the chair's rulings, or if you believe that the person who is speaking is not talking about the business being considered, you may raise a point of order and state your objection to the chair. The chair then is required to rule one way or another on your point of order.

Recruiting and Retaining Members

New members are the lifeblood of every organization. They bring new ideas, increase the organization's person power, foster organizational growth, prevent member burn out, and take over leadership roles when you leave.

People join organizations for many reasons. They want to get involved, meet people and make new friends, develop skills and have fun. Groups need new members because they bring new ideas and talents, in addition to replacing old members. It is vital that an organization has a well-conceived and executed recruitment and retention plan. Recruitment and Retention is the responsibility of every member of your organization!

The following suggestions will help make your organization's recruitment efforts more successful:

Know and Understand Your Organization: It is important that both the leadership and the membership know what the organization goals and objectives are.

- What is the purpose of your organization?
- Where do you plan for the organization to be in six months? A year?
- What direction is your organization taking?
- What type of members do you need to help the group succeed? Who would you like to have join?

Set Recruitment Goals: Now that you know the type of people you are interested in recruiting, the next step is to set some recruitment goals. How many new members can your organization reasonably assimilate into the group? Will you allow people to join at any time or only during a pre-designated recruitment period? Will you hold a mass meeting or is membership by invitation only?

- Keep your membership profile in mind. When designing your recruitment strategy, ask yourself what places do these prospective members most likely frequent? Do they have special interests? What kind of publicity would attract their attention?
- Remember what made you get involved. Probably the most important step in designing a recruitment strategy is for you to think back to when you first became involved. What attracted you? How were you recruited? If you weren't, how did you hear about the group? Why have you stayed involved?

Get Everyone Involved: Have your current members identifying people they know who might want to get involved. Personally invite them to attend a meeting. Word-of-mouth is the best and least expensive type of publicity you can use.

- Talk about your group. Tell people what you have to offer them. Ask them about themselves – and really listen.
- Sell your organization and the benefits of membership. Personalize the message to each potential member and let them know how their talents, skills, and interests would help the organization and how the organization can help them achieve their goals.
- Set up a series of Informational Meetings.
- Set up an Informational Table in the Centennial Center, and during Big Tent Day, Early Enrollment Day, and Destination RSU.
- Have members reach out to Faculty and Staff who encounter students searching for involvement.
- Ask each current member to bring a friend to your next meeting.

Design an Advertising Campaign Using Visual Elements: Recruitment campaigns need to have a visual element as well. Have those members with artistic talents work on your posters, flyers, banners, brochures, etc. Be creative. Get the publicity up early enough. Your publicity can be effective only if it's noticed.

Hold an Orientation for New Members:

- Many groups find it beneficial to have a meeting or ceremony to welcome new members. Group participation in some form of official initiation process is one way to make your members feel wanted, needed and appreciated.
- Teach new members about your organization prior to putting them in leadership or committee roles. Although involvement is crucial to the longevity of the group, understanding the organization and its goals and objectives, structure, norms, and taboos is equally as important.
- Elements of a successful orientation program include information on:
 1. The rights and responsibilities of members
 2. Organizational governance, operating policies, and procedures
 3. Organizational history, traditions, and programs
 4. An overview of campus services, activities, programs for student organizations
 5. Information about any support groups or affiliations a group may have
 6. A packet with contact information, a copy of the constitution, and statement of the organization's goals.

Officer Transitions

One of the challenges with running a student organization is the rapid coming and going of group members. Maybe you have realized that you have had to give up some activities as you take on more responsibilities and/or harder coursework. You may feel as though you were thrown into your current position and wish you would have been given more guidance on how to lead your organization. This is why it is essential to have a smooth officer transition, that way the organization does not have to start from scratch each year. Here are some basic steps to follow to have a successful transition.

Maintain a Transition Binder: Begin keeping all important things you have learned as well as any business of your organization well organized as soon as you begin your new position. This not only provides the new officer with a solid baseline to start, but will also help you do a better job by keeping yourself organized. At the time of transition, the binder also serves as a tool for you to effectively reflect on your experiences and better prepare for future leadership roles.

The binder should include:

- The mission and goals of the organization
- Specific goals to accomplish during your term with space to review outcomes
- A copy of the most current constitution and bylaws
- Detailed officer descriptions
- Committee descriptions
- A copy of the current Rogers State University Student Organization Handbook
- Meeting minutes
- Financial records
- Have a list of tips such as:
 - I wish someone would have told me _____ when I started.
 - Some resources I wish I would have known about sooner are...
 - What worked well?
 - What didn't go well?
 - What challenges did you face?
 - What are some tips about the culture of the organization and the students who are members?
 - What are some long term goals yet to be accomplished?

Have One-on-One Training Time: Meet up with your replacement as soon as possible so that you may communicate to them in more detail the advice outlined in the transition binder. This will be a good chance for the new officer to ask questions of a peer who can guide the new officer on a path to a positive and successful experience.

Plan an Officer Retreat or Orientation: Work with the advisor and the outgoing officers of the organization to organize a time where all the incoming officers can get together to get to know one another better and understand the specific duties of their new position. Most importantly it will provide an opportunity for the officers to communicate their personal goals for the organization and lay the groundwork for a successful year. An off-campus retreat is a great way to do this as it provides the officers with a chance to disconnect from the distractions of campus and reflect on their vision for the organization. Holding the retreat off-campus however can be logistically difficult and the budget may not allow for it. It is essential that the officers are able to have some type of orientation prior to their first meeting or event so that they may develop a clear direction and get organized for the year.

Develop Clear Goals for the Year: Develop your own personal goals of what you plan to achieve during your term. Remember that this position is a learning opportunity, but you are only going to get out of it what you put into it. With this outline in place you will be able to accurately gauge your personal and organizational progress. Be sure to communicate your goals to fellow officers so that you can all be on the same page and work together effectively to achieve your shared mission.

Create a Calendar: You and your fellow group members may have come up with some good activity ideas and events, but unless the planning process is initiated, they will never happen. The initial calendar does not have to be set in stone, as other University and student events may conflict, but it should give a solid baseline of how the semester goals will be achieved through the year.

Planning an Event

Registered Student Organizations planning an activity, project, or fundraiser on university facilities or off campus must complete and submit a Campus Event Form to the Office of Student Affairs prior to advertising, making commitments, and arranging the event. The RSO's advisor is responsible for supervising the campus activity.

Event Timeline: All event planning forms listed below can be found at www.rsu.edu/sga-forms.

At least two months in advance of the event/activity:

1. Determine a date & time for your event. For current events scheduled, please visit the RSU Calendar at www.rsu.edu/event-calendar.
2. Meet with your organization's advisor to discuss event plans.
3. Reserve a location.
4. Research exact costs for items needed and contact the companies/vendors to make sure they accept Purchase Orders.
5. If using a vendor, contact the Office of Student Affairs at **918-343-7599** in order to determine if the company/individual is already an approved vendor. If they are not an approved vendor please send their contact information to the Executive Assistant in the Office of Student Affairs.

At least six weeks in advance of the event/activity:

1. If funds are requested (SGA or organizational funds), Submit an *Event Registration Request* for your planned activity at <https://www.rsu.edu/campus-life/student-government-association/forms-documents/> with accurate costs to the Office of Student Affairs and the SGA Treasurer for approval at minimum of six (6) weeks before the event.
2. Student Organizations requesting SGA funding must present their proposal to the executive committee and to the SGA student congress prior to the event (see SGA funding in Statutes and Bylaws at <https://www.rsu.edu/campus-life/student-government-association/forms-documents/> for more information).
3. Students wishing to purchase items from Walmart must first get an approved PO using organizational or approved SGA funds. After approval, the student organization advisor, or Student Affairs staff member must

check out the Walmart card and go with the student organization to purchase the products. The PO for funding must be approved prior to card request. No exceptions will be made.

4. If traveling, follow the policies for Planning a Student Organization Trip and submit the *Student Travel Authorization for Registered Student Organizations in addition to all required documentation*, if using RSU funds for travel of more than 50 miles from campus. Required receipts must be submitted within 72 hours upon return to campus to the Office of Student Affairs.

At least two weeks in advance of the event/activity:

1. If no funds are being requested, submit an *Event Registration Request* for your planned activity at a minimum of two (2) weeks before the event.
2. Contact the Office of Student Affairs to Purchase any necessary items/products/services (if a PO was approved)
3. Submit flyers/online publicity materials to the Office of Student Affairs, at least two (2) weeks before the event, if you would like feedback or want flyers posted on University-managed bulletin boards.
4. Submit the details of your event to the Student Activities Coordinator if you would like the event to be posted on Happenings on the Hill, the weekly email newsletter to students about campus activities.
5. If your event involves a level of risk, have each participant fill out a *Release of Liability Waiver* prior to participating.

After the event/activity:

1. Submit an Event Follow-Up Form if SGA funds were used in order to maintain good standing and to be able to use funds again in the future.
2. Deposit any fundraising income received to your student organization account through the Student Affairs Office. See the Executive Assistant or call 918.343.7599.

Facility Use Policy

Rogers State University (University) strives to provide for the free exchange of ideas and opinions. To that end, registered student organizations (RSOs) and individuals currently enrolled in Rogers State University classes (Students) may use defined University facilities for their activities in accordance with the policies adopted by the Vice President for Student Affairs, coordinated by the Student Activities Coordinator and defined herein. The goals of the policies governing the use of University facilities by RSOs and students shall be to facilitate the orderly conduct of the educational process and to facilitate the regular, efficient, and consistent use of University facilities.

For more information, please view the Facility Use Policy (see Student Handbook: Facility Use at www.rsu.edu/student-handbook) which will help guide you/your organization through the process of using various University spaces.

Solicitation: Solicitation shall be prohibited on campus except for solicitation by RSOs or branches of the SGA, which may occur in conjunction with regular student activities and campus events with the approval of the Student Activities Coordinator, or where in conjunction with vendor or licensing agreements with the University.

For more information, please view the Facility Use Policy (see Student Handbook: Facility Use at www.rsu.edu/student-handbook).

Holding an Event Off-Campus

All RSO activities must be registered, regardless of whether they are on or off campus. The University does not assume liability for unforeseeable incidents that occur during the event. All laws established by the city, county, state, and federal government are expected to be followed through the course of the event.

If your event involves a level of risk or involves group members traveling more than 50 miles, please have each participant fill out the Off Campus Waiver and Release of Liability located at www.rsu.edu/sga-forms.

Showing a Film on Campus

An organization planning to show a film will need to provide proof that the “rights” to show the film have been obtained. Ownership or rental of a movie does not entitle the owner or renter to show the film. Licenses to show films can be purchased from several different companies. Please see the Office of Student Affairs for a list of film distributors and for more information. Consider activating subtitles/closed captioning to make your event more accessible.

Catering and Food Services

The currently contracted campus food service provider, Sodexo Inc., has exclusive contractual rights to provide food to the campus with specified exceptions. To learn more about their services, call **918-343-7843** or visit <https://rogersstate.sodexomyway.com/catering/index.html>.

Exceptions to the contract for providing food on campus:

- Potlucks
- Events held off campus
- Student organization bake sales and fundraisers
- Student theatre concessions
- Special campus community events as approved by the Coordinator of Student Activities and the General Manager of Sodexo (e.g. Big Tent Day and Big Thing Day). One month advance notice is required for these events.

Potluck Guidelines:

- Food and beverages may be prepared and consumed by groups.
- Sponsors of and participants in potlucks must follow food safety procedures to reduce the risk of food-borne illnesses.
- Potlucks that are advertised or open to the public are not allowed.

Fundraiser Guidelines Relevant to Food Sales/Service:

- Student groups must complete and file a Campus Event Form at least one month before the event.
- Food must be individually wrapped in food grade plastic or foil, or food must be covered and have serving utensils available.
- Items are not required to, but should have a list of common allergens that may be present (such as nuts, wheat, and milk).
- Students are responsible for reserving tabling space in their respective buildings.

Publicizing at RSU

Registered student organizations are permitted to advertise on-campus through use of flyers, posters, chalking, social media, and through the RSU Website. In addition to RSOs, individuals running for SGA elected positions and Homecoming candidates are also permitted to publicize on campus with approval from the Office of Student Affairs. Please review policies specific to each type of advertising below.

Flyers/Posters/Banners/Print Materials: Approval for flyers and posters must be obtained from the Coordinator of Student Activities. Any un-approved material posted on campus will be taken down. Contact the Office of Student Affairs for hanging in academic buildings and around campus. Publicity materials must be turned in to the office of student affairs at least two (2) weeks prior to the event to be posted. Any materials turned in before 11:00am will be posted that day, anything brought after the 11:00am will be posted the next business day. Any posting in campus housing must be approved through the Office of Residential Life and must be turned in at least one (1) week prior to the event for posting.

Requests for flyer/poster approval must include a copy of the material to be printed. Flyers will not be approved if information on the flier is not consistent with the Event Registration Request form. Do not print any final versions of material until approval has been received.

All advertising, promotional, or informational material designed for display on any surface is restricted to permanent bulletin boards inside and outside University buildings. Any publicity placed improperly is subject to removal by campus personnel at the registered student organization's expense. The only exceptions to this rule are for Student Government Elections and Homecoming Elections.

All advertising, promotional or informational materials using the University's trademarks, logos and tradenames must be submitted to the Student Activities Coordinator before distribution, as the Public Relations department must approve all such usage. All advertising, promotional or informational material designed for display on any surface is restricted to permanent bulletin boards inside or outside University buildings unless there is prior approval by the Student Activities Coordinator. Signage such as banners, directional signs, and anything not displayed on bulletin boards must, in addition to being approved by the Student Activities Coordinator, be installed by the Physical Plant upon consultation regarding placement.

The Office of Student Affairs is responsible for posting all flyers and removing them from University bulletin boards after the event date.

Chalking: Pre-approval for chalking must be obtained from the Office of Student Affairs. The material used to mark the walk must be water-soluble chalk. Chalked messages are restricted to horizontal concrete sidewalks and must not be placed under any building overhangs or within ten (10) feet of any building entrance. It must be done in open areas that can be directly washed by rain.

Using chalk to write on concrete sidewalks is allowed. All chalking must be approved by the Student Activities Coordinator prior to its use. The name and phone number of the responsible party should be submitted with the message. Chalking can be done 72 hours prior to an event and should be removed within 72 hours after the event.

The Office of Student Affairs maintains the rights to remove chalking that does not follow the above requirements.

Brochures: There is space in the Office of Student Affairs where RSOs may place brochures and publicity materials. Brochures may be used by any member of the Student Affairs Team to promote your organization to potential members.

RSU Website: RSU lists RSOs on its website at www.rsu.edu/student-orgs. The list of registered student organizations is maintained by the Office of Student Activities.

Any student organization interested in providing written content and photos for their organization's page on the University's website should submit their content to the Office of Student Activities.

Social Media: All student organizations are encouraged to create and maintain accounts on Facebook, Twitter, Instagram and other social media sites, as applicable. The RSU Public Relations department may offer support to all student organization social media accounts in an effort to promote sustainability of said accounts, ensure consistency in use of University brands, and provide technical assistance when needed.

RSOs must provide their Advisor(s) with up-to-date login information for the social media page, and to make them an administrator of the account, when possible, to ensure accounts can be accessed in case of turnover among the student organization's leadership.

Terms of support:

1. RSU Public Relations offers support establishing these pages when requested
2. RSU Public Relations offers support branding the pages by working with the organization to develop a profile image that meets the University's standards for use of official RSU branding
3. Student organizations are encouraged to regularly review the content of their pages to ensure the privacy of their members is protected, that content does not include copyrighted materials, and that usage meets with the RSU Computer Use Policy provided to students in the RSU Student Code.
4. RSU will not determine appropriate content for student organization social media pages. However, if RSU Public Relations receives a complaint, it reserves the right to investigate and correct a page that:
 - a. Contains pornography or obscenities
 - b. Displays images of students engaging in activities that are illegal or in violation of University policy as outlined in the RSU Student Code
 - c. Incites activity that is illegal or in violation of University policy as outlined in the RSU Student Code
 - d. Constitutes a personal attack or threat against another individual or identifiable group of people

T-Shirts: All purchases of promotional items, advertising, or other uses of the university marks or name are to be pre-approved through the Public Relations office at pr@rsu.edu prior to purchase or production. The campus print shop, in conjunction with the PR office, will work to ensure consistency of university marks and style guidelines for printed pieces produced on campus.

To help create consistency with RSU's branding efforts, the university requests that all wearable items (t-shirts, hats, etc.) purchased for a club or organization be created in university colors.

The official RSU institutional colors:

- Blue (primary) and Red (secondary).

Blue (primary):			Red (secondary)		
PMS: 289	R: 0 G: 34 B: 68	C: 100 M: 76 Y: 10 K: 65	PMS: 200	R: 183 G: 18 B: 52	C: 3 M: 100 Y: 66 K: 12

Please Note: In some instances, depending upon the porous nature of paper, fabric or other materials used in the printing process, colors may appear to be distorted. In these cases, a slight variation from the official school colors may be necessary to preserve the integrity of the colors' appearance. Contact the Office of Public Relations for more information.

Planning a Student Organization Trip

If your registered student organization is planning a trip more than fifty (50) miles away from campus there are several steps you should take in order to comply with University policy and ensure a safe and fun journey for your members.

During the planning stages for any organizational trip you must first receive pre-approval to travel from the Vice President for Student Affairs. Pre-approval may be granted following completion and submission of the *Student Travel Authorization Form for Registered Student Organizations* (www.rsu.edu/sga-forms). This form must be submitted to the Office of Student Affairs at least six (6) weeks prior to the scheduled date of travel, and at least six (6) weeks in advance if University funds are used.

These are the documents your group should have on file:

- List of participants, campus addresses, local phone(s), and emergency contacts
- Copies of drivers licenses for all drivers (if applicable)
- Proof of current liability insurance (if using personal vehicles only)
- Medical Information for each participant
- *Off Campus Waiver and Release of Liability* (www.rsu.edu/sga-forms) for each participant
- *Conference Delegate Contracts* (www.rsu.edu/sga-forms) if attending a conference on behalf of the University or your organization.

As an organization it is your responsibility to make sure you keep important documents on file regarding your travel plans and participants so information will be available if it becomes necessary.

All Documentation must be submitted to the Office of Students of Affairs for approval.

Copies of these documents should be kept in the advisor's office, in a secure place designated by the president, and on-hand during the actual trip. Having multiple copies of this information will ensure that it is available in case an emergency arises.

Your organization must also designate a University employee to serve as an emergency contact. The employee can be your advisor if he/she is not going on the trip. However, if your official advisor will be traveling with the group, the emergency contact needs to be another person at RSU.

For more details on what is required for organization travel, please view the Student Group Travel Policy (section 4.11.1) of the OU Board of Regents Policy Manual (<http://ou.edu/regents/policy.html>).

Financial Accounts

One of the many benefits of being a student organization is that you have a financial account in the Office of Student Affairs. Student organizations are required to use these accounts for financial transactions. If you are a new student organization or do not yet have an account, you can request one by visiting the Office of Student Affairs.

Student Organizations are prohibited from having any non-university affiliated organizational bank accounts, with the exception of nationally-recognized, social, Greek organizations.

All money in the organization's account shall be transferred to the Student Activities General Budget if an organization is inactive for more than one academic year.

Student Organizations should make deposits within 2 business days of receiving any cash or checks. Deposits are submitted to the Executive Assistant in the Office of Student Affairs. In order to utilize funds in organization accounts, student groups must utilize the Rogers State University's fiscal process.

Please see information on planning a student organization event to see a suggested timeline for using funds from your financial account.

Note: It is University policy that all cash (checks, currency, and coin) collected by student organizations should be deposited on a daily basis with the Bursar's Office.

Applying for SGA Funding

All student organizations applying for SGA funding should submit their request via the *Event Registration Request* form at least six (6) weeks prior to the event. A member of the requesting organization must attend an SGA Congress meeting prior to the event for a verbal proposal on why funds are being requested. SGA Congress will then vote for approval of the funds request. (See SGA funding in Statutes and Bylaws at <https://www.rsu.edu/campus-life/student-government-association/forms-documents/> for more information)

Student organizations wishing to request appropriated funds for the academic year must attend the Student Organization Leadership Retreat, and have an *Event Registration Request* form detailing the funds requested submitted by the last Congress meeting of the academic year to be eligible for appropriations. All forms that are turned in and completed before the set deadline will go before the SGA Finance Committee during the summer semester. It will be up to the committee's discretion to appropriate funds accordingly.

Please see information on planning a student organization event for a suggested timeline for using funds from the Student Government Association.

Viewpoint discrimination is not allowed in the funding process. Any organization that is denied funding has the right to see in writing why they were denied. To appeal a decision, submit a *Student Complaint/Grievance Reporting Form* (www.rsu.edu/student-affairs) to the Office of Student Affairs.

Setting a Budget

A budget is an outline of financial expenses expected by the student organization. It is a tool that can help plan and control organization funds.

How to develop a budget:

- Begin preparations a month or more in advance
- Prepare an outline of the organization's planned activities for the upcoming year
- Determine the available funds including expected income (fundraisers, dues, carry over balance from the previous year)
- Rank order of programs by their relative importance
- Negotiate and eliminate less essential costs
- Vote to approve

Managing a budget:

- Once approved, a budget should be closely monitored
- Keep an accurate log of financial transactions
- If projects go over the estimated amount, reevaluate your current budget and see if funds can be moved from items with lower priority
- Make suggestions for the following year.

Fundraising

Many student organizations have big plans and excellent ideas for programs or services; however, few organizations have the finances to make these plans real. It is important for student organizations to have some kind of fundraising plans and to execute those fundraisers with the utmost professionalism, accountability, and legitimacy.

Fundraising events can be a lot of fun for all involved. It is important to make the fundraising project a group effort and to get as many people involved as possible. Not only will you have more help to accomplish your goals, but you will also get more people interested in giving money. The key to being successful in fundraising is to be creative and to keep your goal in mind.

Members of your organization will not get excited or interested in your fundraising efforts if they do not know where the money will go. In addition, members of the community will not give unless there is a good cause. Make sure that the reason you are raising money is a legitimate cause, and let everyone know why you are raising funds.

- Set goals. An overall goal and individual goals will help members know when they have contributed their share.
- Ask for suggestions from your members. They will be more likely to commit to a project when they are involved in the planning process.
- Review what has been done before and try to analyze what has worked, what hasn't worked, and why.
- Determine who you're marketing to: college students, parents, faculty and staff, etc.
- Update everybody regularly on your progress.
- Recognize everyone who has helped with the project.
- Thank your supporters. Give your big donors a tangible reminder of how they contributed for a good cause.

Any fundraising activity, whether on behalf of students, faculty/staff, schools, or programs, must be approved by the Student Activities Coordinator. Any communication developed for potential donors, whether individuals, corporations, or foundations, must be approved by the Student Activities Coordinator. This includes proposals, letters, brochures, and pledge or gift cards. This policy is designed to protect the University's friends and alumni from multiple solicitations by schools and programs. If multiple University divisions seek to solicit the same prospective donor, the President may be asked to make the ultimate decision on which entity will move forward with a solicitation.

All fundraising proposals must be submitting through the *Event Registration Request Form* and must describe the fundraising initiative to be undertaken, being sure to provide any and all proposals, letters, potential donor lists, and monetary or in-kind donation goals which will require approval by the Vice President for Development, facilitated by the Coordinator of Student Activities

Regalia

Graduating members of RSOs may wear certain items of regalia in keeping with the University's academic and organizational regalia policy during the commencement ceremony in order to recognize student involvement and to encourage and promote student pride in their respective organizations and the University. Proposed student organization regalia must be approved through the Office of Student Affairs and may not conflict with:

- The Regalia Policy and regalia items listed on the RSU website at www.rsu.edu/commencement
- Regalia for any National Honor Society
- Any of the registered regalia for any other student groups

Hazing

Consistent with both the mandates of Oklahoma and national law, and the University's position on the dignity of the individual, Rogers State University maintains that no member of the RSU community (faculty, staff, or students) shall indulge in any physical abuse or undignified treatment of any other members of the RSU community through activities known as hazing. The University reserves the right to take disciplinary action against individual students and/or groups involved in hazing activities. Disciplinary action may be taken independently of state or local prosecutorial actions and regardless of the outcome of such prosecutorial actions. Hazing on the part of students, faculty, or staff is strictly forbidden, whether on or off campus. RSU follows the guidance given in Section 1190 of Title 21 of the Oklahoma Statutes.

Section 1190 of Title 21 of the Oklahoma Statutes reads as follows:

1. *No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or University of higher education in this state shall engage or participate in hazing.*
2. *Any hazing activity described in subsection F of this section upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any University of higher education in this state is directly or indirectly conditioned shall be presumed to be a forced activity, even if the student willingly participated in such activity.*
3. *A copy of the policy or the rules and regulations of the public or private schools or Universities of higher education which prohibits hazing shall be made available to each student enrolled in the school or University and shall be deemed to be part of the bylaws of all organizations operating at the public school or the University of higher education.*
4. *Any organization sanctioned or authorized by the governing board of a public or private school or of a University of higher education in this state which violated subsection A of this section, upon conviction, shall be guilty of a misdemeanor, and may be punishable by a fine of not more than One Thousand Five Hundred Dollars (\$1,500.00) and the forfeit for a period of not less than one (1) year of all rights and privileges of being an organization organized or operating at the public or private school or at the University of higher education.*
5. *Any individual convicted of violating the provisions of subsection A of this section shall be guilty of a misdemeanor, and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars (\$500.00), or by both such imprisonment and fine.*
6. *For purposes of this section:*
 - *"Hazing" means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any University of higher education in this state;*
 - *"Endanger the physical health" shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage as defined in Section 506 of Title 37 of the Oklahoma Statutes, low-point beer beverage as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, drug, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual; and*
 - *"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect the mental health or dignity of the individual.*

Students reporting incidents should seek recourse through the disciplinary code. The institution also reserves the right to investigate any rumors of alleged hazing, whether or not a direct student complaint has been received.

Students, faculty, or staff who would like to report an incident should seek recourse through the Office of Student Affairs.

Alcohol

Rogers State University is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students. The policy prohibits illegal use of drugs and alcohol on Rogers State University property, Student Organization Travel or as part of activities sponsored by Rogers State University.

Student organizations can significantly improve personal safety and reduce liability by not providing alcohol to any person. If alcohol is to be provided at an organization sponsored event, the organization, its officers, and the members will be held accountable if the following policy is not followed, and must complete the *Alcohol Event Notification Form* (www.rsu.edu/sga-forms).

- The possession and/or consumption of 3.2 beer or other alcoholic beverages is not allowed in or on the property (including leased property) of Rogers State University.
- The possession, sale, use or consumption of alcoholic beverages, during a student organization event, in any situation sponsored or endorsed by the organization, or at any event an observer would associate with the organization, must be in compliance with all applicable laws of the state, province, county, city and Rogers State University.
- All events with alcohol must use a Third-Party vendor with a cash bar to distribute alcohol
- No alcoholic beverages may be purchased using organization funds nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the organization. The purchase or use of a bulk quantity or a common source of alcoholic beverage, e.g. kegs or cases, is prohibited.
- No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any person under the legal drinking age.
- No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host organization, groups or chapters, regardless of their affiliation with Rogers State University.
- All recruitment activities associated with any organization will be non-alcoholic.
- Identification must be checked at the door and those over the legal drinking age should be marked using a unique and visible wristband.
- All events must have a guest list limiting members to up to two guests each.
- Appoint members of your organizations who agree not to consume alcohol that day. They will be responsible for assisting in any emergencies, and can help people who are intoxicated find appropriate transportation.
- Transportation options for inebriated guests must be made available.
- Drinking games are not permitted at student organization events. Such games encourage a large consumption of alcohol in a short period of time and are heavily associated with alcohol poisoning.

In addition to the above policy, the following are suggestions in order to make your event safe for members and guests:

- Focus on the activities and decorations for the event, and make sure that alcohol is not the main focus of your event.
- Serve food at your event.
- Provide attractive non-alcoholic beverages.
- Stop serving alcohol at least one hour prior to the end of the event.

Violation of Policies

Should a student organization or any member of that organization engage in conduct that violates (a) University rules, regulations, or policies, or (b) local, state, or federal law, such violations may result in disciplinary action against the organization and/or the students involved.

Individual officers or members of a registered student organization engaged in prohibited conduct may face individual charges and sanctions; however, should the prohibited conduct be widespread within an organization; be encouraged or sanctioned by the organization; or the organization officers should have reasonable knowledge of the prohibited conduct and made no effort to stop or report that behavior, the organization may face organizational sanctions as well. The student organization shall also be responsible for violations occurring during informal activities, which are identified as being initiated by members of the organization.

Student organizations may be suspended or expelled from University registration as an organization and/or from University sponsored or sanctioned activities as a result of violations of The Student Code and the Student Organization Handbook by the organization as a whole or by its individual members at organization-related formal or informal activities.

Student Organizations who violate policies are responsible to the Office of Student Affairs. Disciplinary procedures and possible sanctions against individual students are set forth in *The Student Code* (www.rsu.edu/student-handbook).