

# Student Life Handbook



## Oklahoma State University Center for Health Sciences



Dear Students,

Thank you for your time and efforts in the club activities to which you are involved as it provides so many opportunities for our students! Your leadership, passion and resourcefulness help to enrich the lives of all our students, our staff, faculty, administration and our community.

The Student Life Handbook serves as guide to assist you in managing your club activities. The handbook includes information related to student events, travel, finances, and other valuable information for student organizations.

Please review the handbook thoroughly and if you have any questions, feel free to stop by the Office of Student Life, we are always happy to assist you!

We look forward to working with you!

Sincerely,

**Angela Bacon, ABD, MS**  
Interim Assistant Dean of Student Life

# Office of Student Life Contact Information

**Location:** Kern-Headington Student Center

**Office Hours:** Monday–Friday 8:00 a.m.–5:00 p.m.

## Student Life Professionals:



**Angela Bacon, ABD, M.S.**

Interim Assistant Dean of Student Life

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**Adriana Livingston**

Coordinator of Student Life

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Student Affairs Website: <https://health.okstate.edu/com/studentlife/index.html>

Student Affairs Forms: <https://health.okstate.edu/centernet/student-forms.html>

Student Activities Calendar: <https://health.okstate.edu/centernet/>

# STUDENT CLUBS AND ORGANIZATIONS

A student organization is defined as any recognized group/organization at OSU-CHS which is directed and controlled by students and whose programs and activities are well-matched with the University's mission, vision, and core values. The relationship between the University and recognized student organizations generates neither a contractual-relationship between the University and the organization, nor a property right or expectancy in the organization of any sort. Duties performed and activities undertaken by recognized organizations are not those of the University.

As individual students are asked to uphold certain expectations, organizations and their officers are under obligation to the University and larger community to maintain high standards of ethics and conduct. This includes proper maintenance of financial records and sponsorship of events and activities that uphold the standards of the University. Any activities that violate the prohibitions contained within the Student Organization Code of Conduct may cause the charter of the organization to come under review by the Student Affairs Committee or the appropriate administrative conduct review.

## CLUB REQUIREMENTS AND RESPONSABILITIES

The following are requirements that apply to the operation of all OSU-CHS clubs:

- Recognized clubs may not exclude students from membership or participation based on race, gender, sex, or any other such criteria.
- All student organizations must adhere to the rules and procedures set forth in the organization's constitution, and the Student Government Association (SGA) constitution, including the non-discrimination requirements for membership.
- Active membership in recognized student organizations shall be limited to currently enrolled, full-time and part-time OSU-CHS students. **OSU-CHS faculty and staff are not eligible for membership nor can they hold an office in student organizations.**
- All clubs must report their designated faculty advisor to the Office of Student Life by the start of the first day of classes.
- The Club President or Vice-President must attend all meetings.
- Clubs must maintain an accurate and complete list of all members on the Google Drive and submit a copy of the list to the Office of Student Life no later than October 1<sup>st</sup> of the academic year.
- Club/Class Presidents must submit a complete annual report form (including new officers) and membership roster before the conclusion of each academic year. Form and deadlines will be provided via email.
- Club/Class Treasurer must complete a quarterly financial report to the Student Government Association (SGA) treasurer who will then submit a report to the Office of Student Life. Form and deadlines will be provided via email.
- Student club officers may only serve one term. *(not applicable to class officers)*

- All clubs must provide their updated bylaws to the Student Life Coordinator prior to the start of the first day of classes each academic year. **Clubs events will not be approved until bylaws have been received.**
- Each club treasurer must be responsible for his/her club finances and have clear communication with the SGA Treasurer regarding club finances, events, purchases, etc...
- Clubs will submit the cost of their membership fee to the office of Student Life no later than the first day of class in the fall semester.
- All clubs must update their respective page on the Student Life website via the Office of Student Life and SGA Administrative Vice President by the first week of class of the fall semester. The Student Life website may be found here: <https://centernet.okstate.edu/students/clubs/>
- All organizations are required to complete **3 hours of community service per semester.**
- For additional information and policies, please refer to the Student Government Bylaws.
- Additional policies/procedures may apply, please check with the Student Life Coordinator.

## **FACULTY/STAFF ADVISORS**

Faculty/Staff advisors should be well informed with the activities and events associated with the clubs to whom they advise. Club officers look to their advisors for guidance and support. Following are important aspects of advising a student club:

- Every year, each OSU student club MUST designate a Faculty/Staff Advisor no later than the first day of class to the Office of Student Affairs.
- Faculty/Staff Advisors should be on the CHS campus and/or easily accessible to students for consultation and guidance regarding club activities.
- Each club advisor should be well informed and involved in the events and activities in connection with their respective clubs.
- Faculty/Staff Advisors should be available to provide counsel and advice to the clubs officers.
- Faculty/Staff Advisors should be aware of the policies and procedures associated with the operation of the club (i.e. event approvals, travel, health fairs, guest speakers, travel policy, etc....)
- Faculty/Staff Advisor signature is required for *all* event approval forms.
- Faculty/Staff Advisors should assist the club with recruitment, promotion and awareness in a professional manner and indemnify the positive demeanor of the university, the profession and the student club(s).

- Faculty/Staff Advisor should attend and supervise club elections. The Advisor should maintain impartiality, attend all elections and monitor the campaign process to assure equity and accuracy.

## **NEW CLUB PROCESS**

Interested in starting a new club? Follow this checklist:

1. Contact the Student Affairs Committee student representative in connection with starting a new club.
2. Poll the student body to survey interested.
3. Seek a Faculty/Staff member to sponsor the club.
4. If there are enough students to create an executive board (4) then proceed to creating a set of by-laws.
5. Present a proposal to a representative of the Student Affairs Committee. The representative will convey the information to the members.
6. The Student Affairs Committee will meet and render a decision.

## **ELECTIONS AND OFFICER TRANSITIONS**

- Clubs/classes are responsible for conducting their own elections.
- Faculty/Staff Advisors should maintain impartial, attend all elections and monitor the campaign process to assure equity and accuracy.
- Club/Class officer transition process should begin immediately after elections.
- Club/class officers should completely pass responsibility to new officers after the annual transition training has been completed.
- Club officers should serve only one term. (not applicable to class officers)
- SGA Secretary (or designee) will provide a complete list of new class/club officers to the Office of Student Life by the last day of class of the spring semester.

## **CLUB FAIR AND MEMBERSHIPS**

- The Club Fair will be held during the start of the fall semester.
- Clubs will be responsible for planning, setup and recruiting students for their respective club.
- Club treasurer (or designee) are responsible for collecting club fee from students and will present to Student Life for deposit.

- Clubs are required to keep accurate records of all fees obtained from members. Student Life only maintains records of deposit.
- Club Secretary is responsible for obtaining/maintaining complete and accurate rosters of all club members and providing accurate list to Student Life no later than October 1<sup>st</sup>.
- Club Secretary is responsible for informing Student Life of any changes/updates to the club roster.
- **All club/class officers are expected to collaborate to assure accuracy and timeliness of requirements.**

## SOCIAL MEDIA

Social media are powerful communications and marketing tools that may have a significant impact on organizational and professional reputations. Because there is not always a clear distinction between personal voice and institutional voice, “Slack” has been deemed the official platform for social media communication for Student Life. Student organizations may request a “Slack channel” for their group from the Interim Dean of Student Life. Students under the supervision of the Student Life, shall not be permitted to use other social media platforms such as Facebook, Instagram, You Tube, Snapchat, etc.

In an effort to promote continuity and professionalism, OSUCHS Student Life does not maintain any other social media platforms. Student organizations that are interested in posting activities on official OSUCHS social media may submit a request with their information to the Coordinator of Student Life or designee who will work with University Marketing to post the information, if approved.

OSUCHS Student Life expects conversations to follow the rules of polite discourse and asks that participants treat each other with respect. Posts that include the following will be removed and are subject to corrective action:

- Profanity and vulgar or abusive language
- Threats of physical or bodily harm
- Sensitive information (for example, information that could compromise public safety or intellectual property)
- Offensive terms
- Bullying, sexual harassment or aggressive and intimidating behavior
- Vendor/commercial promotions that are not officially sanctioned by student life

Any conflicts or issues arising from social media issues will be resolved with the Interim Assistant Dean of Student Life or designee.

# EVENTS

## Important Requirements:

- All off campus events require an in person meeting with Angela Bacon prior to approval and may be subject to approval by administration.
- Students must receive approval before entering into any contract on behalf of a club. If an off campus event requires a contract, contact your club advisor and/or Angela Bacon in Student Life.
- All events must be pre-approved prior to scheduling. The form may be located: <https://centernet.okstate.edu/students/forms.php> or in the office of Student Life.
- All event forms should be filled out in their entirety and **MUST** be signed by the club faculty/staff advisor.
- **Alcohol may NOT be purchased using club funds nor can it be sold by clubs/classes at events.**

Following are the steps to scheduling an on or off campus event:

1. **No later than 3 weeks prior to an event**, complete an Event Approval Form.
  - The applicant, club officer, club advisor and SGA Administrative Vice President must all sign the form prior to the forms submission to the Office of Student Life for approval.
  - All information on the form must be completed in full.
  - Applicants should provide a detailed description of the proposed event on the form.
  - The SGA Administrative Vice President will place a tentative hold on the calendar for your event until final approval is received. ***Remember, failure to submit a complete form 3 weeks prior to an event may result in denial of the event.***
2. Think carefully through your event to identify ALL facilities, media and equipment needs (microphone, screens, computer, IT assistant, tables, etc.) and indicate those on your room reservation form. Be sure to include any speakers or presenters that will be attend or lead your event. Their full background information should be included on the form as well.
3. Once approved, the Student Life Coordinator will instruct the SGA Administrative Vice President to enter the reservation into the master calendar and send you a confirmation email of your event. Please remember to plan ahead to allow for the appropriate approvals and arrangements to be made.
4. Event approval Deadlines:
  - Fall Semester: No events may be held after the first weekend before finals.
  - Spring Semester: No events may be held after the first weekend before finals.



5. **Do not plan any activities, purchase items, send invitations or flyers until you have received approval for your event and facilities have been confirmed via email.**
6. All flyers, posters and other advertising materials must be approved *and* stamped by the Office of Student Life before they can be circulated to students, faculty/staff and/or displayed on campus.
7. All materials mentioned above must be pre-approved by the Student Life Coordinator via email.
8. Flyers may only be posted on the designated bulletin boards. If you wish to advertise at other locations, please contact Adriana Livingston in the Office of Student Life.
9. If your event is off campus and the hosting site requests a Certificate of Liability, contact Adriana Livingston in Student Life with the details of the event.
10. No club event (on or off campus) shall exceed \$10,000.00 and will be subject to an audit of expenditures by the Office of Student Life.
11. The committee/chair of large club events (such as Medical Gala, St. Baldrick's, Scrub Run, etc....) will be required to submit a budget approval request form to the Office of Student Life prior to the event.

## **CHARITABLE EVENTS AND DRIVES**

Please keep the following things in mind when planning a fundraising drive of any kind.

- First, just as any other event, you must submit and receive an approved event form prior to hosting the drive.
- You must gain prior approval from the Coordinator of Student Life when placing donations boxes around campus.
- Ensure boxes are clearly labeled with the name of the drive and include an email/phone number for people to contact with questions.
- Check all donation boxes daily for the first week to get a feel for how quickly they are each filling up. Then ensure that they don't overflow for the duration of the drive.

## **HEALTH FAIRS**

### **Pre-Event Responsibilities:**

When preparing to coordinate a health screening or physical exam (human or pet) event in which students will participate, the coordinator of the event will need to complete the following 4 items at a minimum of **three weeks prior to the event** in order to ensure that student participants are covered by our insurance. (College organized health screening events with student participation must follow the same procedure).

1. An appointment is required with Angela Bacon in Student Life for directions on how to proceed with the fair and to highlight your responsibilities to ensure you are prepared for the event. Additional policies and procedures may apply depending on the type of health fair/event.
2. All details, materials, health care professional, etc...regarding the proposed Health Fair must be pre-approved before any planning or advertising can take place.
3. Contact your faculty advisor to determine whether he or she is licensed, credentialed and available to oversee the procedure(s) to be offered at the event, and if not, secure a faculty/preceptor that is. *An OSU physician must be present at all health fairs*. Additional details/restrictions may apply, please see Angela Bacon for further details.
4. All students are required to have completed the Minors Training required by OSU prior assisting at any event.

## STUDENT TRAVEL

We are always pleased to see our students representing OSU-CHS and their college at professional conferences. The following information will help prepare you for such travel.

### Student/Club Travel Policy

Please refer to Section 7.1 of the Academic Standards Handbook regarding specific regulations for student travel. Students are expected to keep themselves apprised of any updates or changes to these policies.

The handbook can be found on the CHS website here:

<http://www.healthsciences.okstate.edu/com/academics/International%20Travel.pdf> and at <https://health.okstate.edu/centernet/students.html>

### Out of State Travel Checklist

Specific details are listed below in the handbook.

- ✓ Complete Student Travel Approval Form
- ✓ Complete Out of State Travel Approval Form (attach documentation as described below)
- ✓ Obtain approval for use of club funds
- ✓ Make flight arrangements
- ✓ Make lodging arrangements
- ✓ Once returned, provide receipts to the Office of Student Life for reimbursement (if applicable)

### Student Travel and Reimbursement Process

First, each student must abide by the following travel policy and procedure:

“Student Attendance – Professional Meetings and Events” October 17, 2013

“2013-2014 - Academic Standards Handbook”, Section 7.1. (Also located at the link above.)

Each student shall complete a Student Travel Approval Form before any travel arrangements can be made. A link to the form is located here: <https://centernet.okstate.edu/students/forms.php>

- ✓ Student pays for travel at their expense then submits receipt(s) to the Coordinator of Student Life for reimbursement (must be approved by club treasurer).

**OR**

- ✓ Student makes arrangements for prepayment either by check or Business Office ProCard (this is for lodging or conference registrations only). Note: arrangements must be made *well in advance* when exercising this option. Additional details/restrictions apply; please see Adriana Livingston for additional information. See below for additional instructions when choosing this option.

### **Lodging Reservations with an OSU ProCard**

The following information is required in order to book lodging with an OSU ProCard:

- Fully Executed Student Travel Approval Form
- Out of State Travel Form
- Designated Hotel Information
- Number of rooms requested
- Dates requested
- Other information/documentation as requested from the Business Office.
  
- *NOTE: The only charges that can be paid for on an OSU ProCard are the hotel room and taxes.*
- No parking or phone calls will be covered on an OSU ProCard.
- The hotel will require you to provide a personal credit card for incidental charges such as parking, calls, room service charges, etc. You will need permission from your club to get reimbursed for these charges.

### **Flight Arrangements**

1. Complete the Out of State Travel Request and Airline Ticket Requisition Form (available in the Office of Student Life)
2. Once the student has received a copy of the signed form, the student shall provide the form to the Business Office to make flight arrangements.
3. Large group travel may be coordinated through our Concur Travel assistance in conjunction with the Office of Student Life and the OSU Business Office.
4. Please note that all large group travel must be pre- approved with the Office of Student Life.

### **TRAVEL GUIDELINES:**

1. Keep receipts for reimbursement. (taxi's, parking)
2. Receipts submitted for reimbursement must **NOT** include purchases of alcohol. You will need to obtain separate receipts during your trip or you will not be able to request reimbursement.
3. Each original itemized receipt shall be taped to a blank sheet of paper, clipped together

and should be submitted to the Office of Student Life along with a student reimbursement form **no later than 72 hours after travel is complete**. Failing to do so could jeopardize your reimbursement.

4. **Reimbursements are gathered and approved from OSU-Tulsa and then dispersed by OSU Stillwater, therefore please allow at least 4-6 weeks for reimbursement.**

### **Things to Remember:**

- Be sure to appropriately indicate from which club account the funds should originate.
- The Business Office will not reimburse you without original, itemized receipts, also, make sure your receipts have no alcohol purchases.
- Be mindful of the university and club resources when purchasing items for reimbursement (modestly priced food, hotel, airfare, etc...)
- Typical reimbursable expenses may include but are not limited to:
  - Airfare, bus, taxi, train, shuttle, rental car, gas mileage for personal car, or hotel.
  - Please note Alcohol is **NOT** a reimbursable expense.
- Travel must be planned well in advance!
- Student Affairs is available to answer your questions and guide you through the travel process.

## **STUDENT FINANCIAL AFFAIRS**

This section will highlight what you need to know about depositing and withdrawing funds from your club/class account, requesting funds from the SGA, and fundraising. Treasurers are required to keep record of all transactions and to reconcile their class accounts each year. Please review the SGA bylaws regarding appropriate deposit and withdrawal procedures and requirements. Below are some highlights from these documents.

### **Deposits**

- The Business Office maintains an on-campus financial/bank account for club/class use.
- All funds collected **for your club's benefit** (e.g. membership fees, ticket sales, etc.) **MUST** be presented for deposit to the Office of Student Life within 72 hours of the event. Please keep in mind that we cannot accept cash. We also cannot accept checks that are dated more than 3 days past the day of deposit with the Office of Student Life.
- **Treasurers:** Be sure to obtain a deposit receipt from the Student Life Office as you are responsible for reconciling your respective club accounts quarterly and providing a report.
- Make sure you update your Google Drive treasurer's folder on a regular basis. It's essential that Treasurers maintain good records and reconcile accounts.
- Each club Treasurer provides monthly financial reports to the SGA Treasurer. If you have any questions, please contact the Student Life Coordinator to discuss your club account.

### **Withdrawals**

The club must pre-plan when withdrawing funds from your respective accounts. To withdraw funds, clubs must:

- Pre-pay for items such as event registrations or retail items for a specific need or event.
  - 1 . Student club officer/member pays for the item then requests reimbursement from the club.
  2. In order to be reimbursed from a club/class account you must submit a Student Reimbursement Form with all required information, signatures and original, itemized receipts.
  3. Student reimbursements will be in the form of a paper check mailed to your home address.
  4. Reimbursements take approximately 4-6 weeks to be processed.
- If the check is made out directly to the vendor you may submit an invoice in lieu of a receipt.
- **Please note that student clubs are NOT tax exempt.**
- Funds may NOT be used to purchase alcohol. When submitting receipts, they shall not include alcohol purchases.
- If you have a special circumstance, please meet with Adriana Livingston in Student Life and she will assist you with your specific club needs.

### **Quarterly Reports**

- Club/Class Treasurers are required to submit a quarterly report to SGA and Student Life.
- Dates/deadlines will be provided to clubs via email.
- A template will be provided in the Google Drive.
- Even though the treasurer is responsible for the report, it is expected that all club officers work in collaboration to assure report accuracy and meet all deadlines.

### **Club T-shirts and Merchandise**

- Clubs are responsible for ordering their own shirts and other merchandise
- Clubs treasurers or their club designee are responsible for collecting all funds and presenting to the Office of Student Life for deposit. All checks received must be presented for deposit within 72 hours of receipt.
- Clubs are expected to coordinate a time and location for delivery of merchandise ordered by students, faculty or staff. It's best to set up a table near the student center during noon hour and distribute ordered items accordingly.

## **CLUB/CLASS FOOD PURCHASES**

Planning ahead is a must when purchasing food for a club event. First, make sure your event is pre- approved. Second, follow these steps or contact Adriana Livingston for direction and guidance.

1. Contact your club Treasurer to get approval for the food purchase as treasurers pre-approve forms.
2. Purchases can be made by ordering from any vendor, the student pays out of pocket, then the student submits a reimbursement form to the Office of Student Life. The reimbursement is paid with the club's funds.
3. **OR**, student orders food from an approved vendor (for which OSU-CHS holds a charge

account), the student submits a vendor reimbursement form and the balance is paid with club funds at a later date.

4. Additional restrictions apply; please see the Office of Student Life for details.
5. Be sure to plan ahead, it takes several weeks for the planning of food for large events.
6. Always keep all the original itemized receipts.

#### **Important Club/Class Financial Processes:**

- Club representative must verify all merchandise ordered has been accurately received.
- All Invoices, payments/reimbursements must be presented to the Office of Student Life within 1 business day of receipt by the club officer/designee.
- All reimbursements to vendors will require signature of two club officers. Signature for reimbursement must sign within 2 business days.
- If a club has been inactive for two consecutive academic years, the club is deemed inactive and any remaining funds in the club account will be transferred to the Student Government Association. The Office of Student Life will keep the club accounts open for another two years before the club is officially dissolved.

## **UNIVERSITY, COLLEGE AND CLUB LOGOS**

The University has very specific graphic standards, and if you are creating a design for use on t- shirts, sweatshirts, water bottles etc... you must obtain approval on these items prior to ordering. Please email your design to Adriana Livingston. Adriana will contact you indicating approval of the design, or work with you to modify the design until it can be approved. *All designs must be approved when using the University name or logo.* Certain uses of the university logo must also be approved through the marketing department.

#### **Requirements to Remember:**

1. OSU-CHS or college logos may be used on club/class merchandise as long as you have approval to use an official logo and do not modify them in any way (e.g. removing the tagline or changing the dimensions).
2. You cannot design your own university or college logo. However, you may design a distinctive logo for your club or class (it should not “borrow” from the university/college logos).
3. We only work with approved vendors for university logos. Please contact Adriana Livingston for more information.
4. You may use the same design from year-to-year; however, each time you submit a student reimbursement form for merchandise using that design, you must still attach the original email indicating the design was approved (email the design for re-approval if you lose the original approval).

## **PROFESSIONALISM, STUDENT CONCERNS AND CONFLICT RESOLUTION**

- It is expected that students remain a high level of ethics and professionalism while involved in all club activities such as conferences, meetings, on campus/off campus events with the college and other vendors.
- It is expected that students maintain professionalism when partaking in all event lunches and attend the entire event associated with the meals/food provided. (i.e. club meetings, conferences, or campus events)
- Each club/class officer assumes certain responsibilities. However, it is expected that all class/club officer work together to assure their respective club functions and performs efficiently and effectively. Team work is essential to a successful club!
- All club/class officers and members are expected to exhibit the utmost professionalism and respect at all times.
- Officers are expected to discuss/resolve any interclub conflicts directly with the Faculty/Staff advisor. If resolution cannot be obtained, the Interim Assistant Dean for Student Life and/or the Assistant Dean of Enrollment Management will meet with the parties involved and discuss resolution.

*Failure for clubs to follow policies and procedures contained herein may result in suspension of club activities as deemed appropriate by the Assistant Dean for Student Life and/or the Assistant Dean of Enrollment Management.*

**The Office of Student Life thanks you for your leadership and wishes you a successful year!**