

PLEASE READ ALL INSTRUCTIONS BEFORE CONTINUING. YOU MUST BE PREPARED TO COMPLETE THE PACKET ONCE YOU BEGIN. YOU CANNOT SAVE THE WORK AND RETURN LATER TO COMPLETE OR UPDATE.

Below are links to the documents in the packet. You may click on the links to view and/or download and print any of the documents. Completed packets must be submitted online by pressing the submit button at the end of the process. If you have problems or questions you may contact the Campus Life office at 744-5488 for assistance.

This process is to be used by Student Organizations which wish to be registered by the University. Your submission to Campus Life will be reviewed for completeness and once all materials are ready for review by the Committee on Student Organizations it will be forwarded to the Committee and the Primary Contact will be notified of when to appear before the Committee for consideration. If the group is organized for the primary purpose of individual training in an art or skill, and if individual tuition is charged and/or the instructor is compensated for services rendered, such group will not be chartered as a student organization.

Student Rights and Responsibilities

You should review the section of Students Rights and Responsibilities (link) that pertains to student organizations (Section XI, Section XV, A-G and P) to make sure your group meets the University requirements and is aware of University regulations.

Application for Registration

You will need the following information to complete the application form and do the preliminary entry into CampusLink. Remember, you must have all of the information before you begin the (# steps) process.

- Name, CWID, Cumulative GPA, phone number and email address (**okstate.edu**) for the President, VP, Secretary and Treasurer of the group
- Name, Department, Campus Address, Campus Phone and email (**okstate.edu**) for the advisor and co-advisor (if applicable).
 - The requirements for membership
 - A brief statement as to the purpose of the organization
- The names and **okstate.edu** emails of at least 10 charter members in addition to the 4 officers mentioned above. (When inputting the roster into CampusLink, include the officers)
 - Organization constitution ready to upload (Microsoft Word document)

Sample Constitution

A sample constitution is available (link) for you to use as a guide. Once you have completed writing your constitution save it in a file you can readily access so that you can upload the document at the appropriate step in the application process. The sample constitution explains the information that needs to be included in each section. Please note that you **must include** information regarding a **quorum** and the **Reports to Campus Life** section. Your constitution may not need all sections or may include more sections depending on the nature and complexity of the organization.

Affirmation of Compliance

This is a statement that the organization meets the University's guidelines regarding non-discrimination. Form must be completed and submitted as part of the registration process.

Guide for Organization Presidents

You should also review and print a copy of the information for Student Organization President's (link) as this will assist you in setting up your organization and being able to use resources on campus.

Once you have the necessary information available you may complete the packet and submit the Application for Registration, Affirmation of Compliance and constitution.