



Connors State College Student Activities

The Office for Campus Life • Student Union • Warner, OK
Office: (918) 463-6246 • <https://www.connorsstate.edu/sa>

Starting a New Student Club or Organization Application Packet

Procedures & Information to Start a New Student Group

This form is used for students seeking to become a recognized organization at Connors State College. Send the completed form to the Office of Campus Life. Upon receipt, the student representative for the group will be notified of the status. If approved, temporary status to organize will be given for three months in order to be recognized.

I hereby petition the Connors Student Government Association for permission to start the following organization:

(please print clearly)

1. **Proposed Name of Club or Organization:** _____
Spell out all acronyms

Contact Person: _____ Date of Application _____

Cell Phone: (____) _____ - _____ E-mail: _____

2. **Advisor Information** (Each organization must have a minimum of one advisor)

The advisor(s) must be a faculty/ staff member of Connors State College

Name of advisor: _____

Department: _____ Campus Phone: _____

3. **Organization Category:**

Choose 1 category that best describes your organization

☐ Academic/Pre-Professional

☐ Cultural/International

☐ Honorary

☐ Religious/Faith

☐ Special Interest/Service

☐ Sports/Recreation

4. **Members:** ____ less than 6 ____ 6-12 ____ 12-18 ____ 18+

(Student organizations are required to have at least 6 CSC students)

By signing below, I am indicating my interest in joining and being active in the newly proposed club/organization listed above while a student at Connors State College.

	Name (Printed)	Signature	CSC ID#
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____



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5. _____

6. _____

5. Purpose of Organization

Describe clearly and specifically the purpose or objective of your organization to ensure continuity from year to year?

What are the goals?

What do we do?

Do we have a special service project? What is it?

What benefits do we offer the members?

6. Meeting Schedule:

☐ Weekly ☐ Bi-Weekly ☐ Monthly

Day: _____ Time: _____ Meeting Place/ Location: _____

7. When will officers for your organization be elected each year? _____



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8. Qualifications for Membership (e.g. G.P.A.): _____
9. Is the organization affiliated with a regional or national organization? ☐ No ☐ Yes
10. Does this organization charge membership dues? ☐ No ☐ Yes *If yes, what is the amount?* _____
11. Does your organization have a website? If so, what is the URL? _____
12. **Financial Statement:**
- A. Arrange for all money to be deposited in an account at the Bursar Office or the CSC Development Foundation with a minimum of two (2) signatures (one of which must be an advisor) being necessary before any funds can be withdrawn from the account.

Please indicate the nature of your organization's financial arrangements:

- ☐ A. A Connors State College Account with the CSC Development Foundation

13. **Establish a Constitution and By-Laws:** Submit with Application Packet to the SGA Sponsor with a copy to the Office for Student Activities for review. Samples are available online.

Thank you for completing the form! Please take a moment to review your information to ensure all of the details are accurate and complete.

PLEASE SUBMIT THIS APPLICATION TO: Student Government Association Chapter Sponsor

APPROVAL (for office use only)

DATE RECEIVED: _____ RECEIVED BY: _____

- | | |
|--|--|
| ☐ Completed Starting a New Student Club or Organization Application Packet | |
| ☐ Petition signed by 15 enrolled CSC students: ☐ Yes ☐ No | ☐ Officers in good standing: ☐ Yes ☐ No |
| ☐ Student Organization Agreement & Verification Form | ☐ Copy of Constitution and By-laws |
| ☐ Hazing & Non-Discrimination Policy | ☐ Faculty and Staff Advisor Annual Agreement Form |
| ☐ Disclaimer Form | ☐ Advisors Statement of Responsibility Form |
| ☐ Officer/Member | ☐ Advisor Confirmed: ☐ Yes ☐ No |

Complete Application materials? ☐ Yes ☐ No

Campus Life: _____ Date: _____

SGA Action: ☐ Approved ☐ Not Approved ☐ Reason _____

Student Government Association (SGA) Signature

Date Approved

PLEASE READ THE INFORMATION BELOW COMPLETELY BEFORE SIGNING



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The organization listed requests recognition as a student organization at Connors State College. If approved, the organization will be given three (3) academic months of Provisional Acknowledgement. During this time the proposed organization must hold at least one (1) event, bi-weekly meetings, and secure a minimum of six (6) active members. If the proposed organization does not meet the requirements during the provisional acknowledgement, they must reapply for recognition.

As officers of the organization, we agree individually and collectively to ensure compliance with the following:

1. The stated purposes of the organization are consistent with the educational mission of the College and the organization is non-profit.
2. Each organization must have at least three officers that are not on academic/disciplinary probation.
3. At the time of election or appointment and during term of office must have/maintain a cumulative GPA of 2.5 or higher. (Students in their first semester of enrollment at CSC are exempt from this requirement).
4. Membership Requirements: 2.0 or higher (Students in their first semester of enrollment at CSC are exempt from this requirement).
5. Student organizations may be required to provide membership rosters to the Office of Campus Life upon request for verification purposes.
6. No organization at Connors State College shall discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status.
7. The rights to vote and hold office are restricted to matriculated, currently registered students of the College.
8. The officers have been elected or appointed as outlined in the organization's constitution.
9. All activities will be carried out in accordance with the organization's constitution which is on file with the Office of Campus Life.
10. All amendments to the constitution will be submitted to the Office of Campus Life within five (5) working days of the change.
11. If the organization is affiliated with a national, state or regional organization, the current campus officers affirm compliance with the constitution or bylaws of the parent organization.
12. No member of the organization shall engage in any way in hazing (i.e. commit any act that causes or is likely to cause bodily danger, physical or mental harm or personal degradation to any member of the College community).
13. . Officers and members agree to report any known or suspected hazing activity involving the organization to the Office of Campus Life or other appropriate College officials.
14. All organization is required to abide by all local, state, and federal laws as well as the Connors State College Student Code of Conduct policies.
- 15.

President/Primary Officer (Printed Name): _____

Signature: _____ Date: _____



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Student Organization Agreement & Verification

We certify that the information we have provided on this form is complete and accurate. We agree to keep all organizational records current and abide by all policies in the Student Organization Handbook. We also agree to update our forms if changes occur and file such changes with the Office for Campus Life. Student Organizations are required to abide by all local, state, and federal laws as well as Connors State College Student Code of Conduct policies.

As currently registered CSC students, we, the entire officer constituency representative have read the Club & Organization policy and fully understand its contents. We agree to abide by these policies and understand that failure to comply with these requirements or abuse of the privileges of chartered status will result in the suspension or revocation of our charter for the remainder of the Academic year.

The term of office for the persons listed below is valid through the academic year unless the Office of Campus Life is informed in writing of any changes / elections. Signatures indicate assumption of responsibility for compliance with statements above and the conditions of recognition listed. All officers who have signed below have read and understand those statements including full liability for all actions of the organization. The persons listed below are empowered by the members of the organization to reserve facilities and initiate program requests on behalf of the organization and to commit the organization and the organization's resources through the period of time indicated by the term of office above.

President/Representative Contact Information (All members and officers must be CSC students):

1. **President** _____ Signature: _____
Student ID: _____ Phone # _____ E-mail _____
2. **Vice President** _____ Signature: _____
Student ID: _____ Phone # _____ E-mail _____
3. **Secretary** _____ Signature: _____
Student ID: _____ Phone # _____ E-mail _____
4. **Treasurer** _____ Signature: _____
Student ID: _____ Phone # _____ E-mail _____

As president or primary representative of this organization, I assume full responsibility to see that all members are aware of and abide by regulations pertaining to chartered student organizations and to see that this organization functions according to its approved constitution. The Office of Campus Life has my permission to publish the above information in its directory on its website. In addition, I recognize my obligation to be this organization's representative to the Connors State College community and to receive official communications and make the contents known to the entire organization.

I have read, understand, and agree to the above.

President/Primary Officer (Printed Name): _____

Signature: _____ Date: _____



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Hazing & Non-Discrimination Policy

“Each organization is required to review this policy with the membership annually”

POLICY STATEMENT ON HAZING

Student organization are required to sign an annual agreement stating that they are aware of the laws concerning hazing and that they will review the following hazing policy with their members. No student organization shall allow any action or situation which recklessly or intentionally endangers the mental or physical health of a student or that involves the forced consumption of liquor or drugs for the purpose of initiation into affiliation with any organization.

Any student found in violation of this policy will be subject to disciplinary action which may include suspension from the CSC. Any staff or faculty member violating this policy will be subject to disciplinary action according to the Code of ethics in the Faculty/Staff handbook. The above mentioned penalties for students, staff, and faculty will be in addition to any penalties under law or any other such law to which an individual may be subject. Student organizations that are found to have authorized any type of activities described above will have their rights to exist as a CSC approved organization revoked. Students having knowledge of a hazing incident are honor bound to report the infraction to College authorities. Students having knowledge of a hazing incident that do not report it may be subject to College disciplinary action.

NON-DISCRIMINATION POLICY

No organization at Connors State College shall discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status. All CSC student organizations are open to all students. This does not apply to membership practices that are exempt under state or federal regulations.

Name of Organization _____

The officers of our organization have read and understand the College's Non-Discrimination Policy and the Policy Statement on Hazing. Further, we have informed the members and pledges/associate members of our organization of the contents of the College's policies. All activities sponsored and/or required by our organization are in compliance with this policy.

Signature of Organization Representative

Print Name

Date

On behalf of this organization, and with its authority, the undersigned promises and agrees that the organization will abide by all federal, state, and local laws, and all rules and regulations at Connors State College. It is also understood that submission of this application and its approval does not constitute in and of itself full recognition as a Connors State College student organization.

Signature of President/Primary Officer

Print Name

Date

Signature of Organization Advisor

Advisor Print Name

Date



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Social Media Requirements

All recognized student clubs and organizations are expected to conduct activities in a manner that supports the educational mission of Connors State College and promotes the safety and well-being of students. The following requirements apply to all registered student organizations.

Social Media and Digital Communications: Student organizations may not create, manage, or operate any social media account, page, group, channel, or other digital platform representing Connors State College, a campus department, or a recognized student organization without prior approval from the Office of Campus Life.

Organizations that receive approval to establish social media accounts must:

1. Comply with all Connors State College policies and procedures.
2. Follow all Institutional Marketing and Branding Guidelines.
3. Ensure content reflects positively on the organization and the College.
4. Refrain from posting content that is discriminatory, harassing, threatening, obscene, or otherwise inconsistent with the Connors State College Student Code of Conduct.
5. Protect the privacy of students and employees by obtaining appropriate consent before sharing personal information, photographs, or videos.
6. Maintain accurate account information and provide current account administrator information to the Office of Campus Life upon request.
7. Organizations should consult the College's Institutional Policies and Marketing Guidelines for additional guidance regarding branding, logos, trademarks, and official communications.

We acknowledge that we have read, understand, and agree to comply with the Social Media Requirements outlined above.

Signature of Advisor

Advisor Print Name

Date



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Travel and Risk Management Requirements

Student organizations are responsible for planning and conducting activities in a manner that minimizes risk and promotes student safety. All organization-sponsored travel and off-campus activities must comply with College policies and applicable laws.

Organizations participating in travel or off-campus events must:

1. Obtain all required approvals from the Office of Campus Life before travel occurs.
2. Submit travel requests and supporting documentation.
3. Ensure all participants meet eligibility requirements established by the College and the organization.
4. Complete any required liability waivers, emergency contact forms, or other risk-management documentation.
5. Follow all College vehicle, transportation, and travel policies.
6. Maintain appropriate supervision and communication during travel activities.
7. Immediately report accidents, injuries, safety concerns, or incidents involving students to appropriate College officials.
8. Conduct activities in accordance with local, state, and federal laws.
9. Operate events and activities in a manner that prioritizes the health, safety, and well-being of all participants.

Failure to comply with these requirements may result in disciplinary action, suspension of organizational privileges, loss of recognition, or other sanctions as determined by Connors State College.

We acknowledge that we have read, understand, and agree to comply with the Travel and Risk Management Requirements outlined above.

Signature of Advisor

Advisor Print Name

Date



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Student Club & Organization Faculty and Staff Advisor Annual Agreement Form

When securing an advisor for an organization, the group must submit a copy of this form signed by the faculty or staff member who will be the group's advisor. Advisors must re-confirm their advisory capacity annually during student organization re-registration at the start of each fall semester.

Responsibilities: Student Organization Advisors perform two important roles. First, the advisor helps an organization fulfill its mission and achieve its objectives for the year. Through coaching student leaders, the advisor can help a student organization clarify its vision, set goals for the semester, and accomplish those goals. The advisor will have an excellent opportunity to help students develop their effectiveness in leadership and management.

Second, the advisor can help to prevent problematic or undesirable situations that may arise by bringing these to the attention of the Office of Campus Life. These situations typically fall into one of several areas:

Financial: While advisors have no legal responsibility for debt incurred by a student organization, advisors are often the first to become aware of financial problems. Debt incurred should always be a concern and should be brought to the attention of the Office of Campus Life.

Ineffective: Student organizations that don't meet regularly or do anything may need to be refocused or reorganized. Advisors can help intervene in these situations.

The role the advisor plays within a group will vary depending upon the nature and history of the organization. Student publications may require more time and review work than a newly formed organization. Organizations that have large financial undertakings and high visibility may take more time than groups that only meet periodically for discussion purposes. The advisor's role is to serve as an advisor. When a special crisis arises in the life of an organization, the advisor should consult with the Office of Campus Life to determine the best course of action.

Name of Organization _____

Primary Advisor:

Print Name

Signature

Date

Secondary Advisor:

Print Name

Signature

Date



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Behavior Standards Acknowledgement

Connors State College recognizes the important role that student clubs and organizations play in promoting student engagement, leadership development, learning, service, and community. All members of recognized student organizations are expected to conduct themselves in a manner that supports the mission and values of Connors State College.

These standards apply to club and organization activities conducted on or off campus, including meetings, events, travel, social activities, community service, and other activities sponsored, organized, or associated with a recognized student organization.

By signing this form, I acknowledge that I have read, understand, and agree to comply with the behavior standards outlined below.

Behavior Standards: As members of a recognized Connors State College student club or organization, we agree to:

1. Represent Connors State College and my organization with integrity and conduct myself in a manner that reflects positively on the College during organization-related activities and events.
2. Treat all individuals with dignity and respect and refrain from discrimination, harassment, intimidation, threats, or other conduct prohibited by Connors State College policy.
3. Help maintain a safe, inclusive, and welcoming environment that supports teamwork, learning, leadership development, and mutual respect.
4. Refrain from disruptive, abusive, harassing, discriminatory, or threatening behavior during organization-related activities, on or off campus, including conduct occurring through social media or other electronic communications.
5. Comply with all applicable Connors State College policies and procedures, including the Student Code of Conduct, student organization requirements, and guidelines established by the Office of Campus Life.
6. Refrain from hazing and comply with all Connors State College policies and applicable laws relating to hazing and student organization activities.
7. Use College facilities, equipment, funds, and other resources responsibly and only for approved purposes.
8. Follow all applicable laws and College policies when participating in organization-sponsored activities, travel, events, fundraisers, and other organization-related activities.
9. Report known or suspected misconduct, hazing, discrimination, harassment, safety concerns, or other policy violations to the organization advisor, the Office of Campus Life, or other appropriate College officials.
10. Cooperate with College officials during investigations or reviews involving alleged violations of College policy or student organization requirements.



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Consequences of Misconduct

Failure to comply with these Behavior Standards, Connors State College policies, or applicable laws may result in consequences determined by the College and/or the student organization, as appropriate.

Consequences may include, but are not limited to:

- Removal or suspension from the student organization;
- Loss of organizational privileges or participation in organization activities;
- Loss of eligibility to participate in organization-sponsored travel or events;
- Loss of access to College facilities, resources, or funding;
- Referral to the appropriate Connors State College conduct or administrative process; and/or
- Other action permitted under applicable College policies and procedures.

Acknowledgment

I acknowledge that I have read and understand the Connors State College Student Club and Organization Behavior Standards. I agree to uphold these expectations and understand that violations may result in consequences under applicable Connors State College policies and procedures.

I understand that my participation in a recognized student organization is a privilege and that I am responsible for conducting myself in a manner consistent with the expectations of Connors State College.

Signature of President/Primary Officer

Print Name

Date

Signature of Organization Advisor

Advisor Print Name

Date



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Advisor Expectations

Recognized student organizations and their advisors play an important role in supporting student engagement and promoting the mission of Connors State College. To maintain active recognition status, student organizations and advisors are expected to comply with the following requirements.

Organization Responsibilities:

1. Notify the Office of Campus Life and the organization's advisor of meetings, events, activities, travel, fundraisers, guest speakers, and other organizational functions as far in advance as reasonably possible.
2. Get approval from the Office of Campus Life before conducting organization-sponsored activities.
3. Submit all required Activity Request Forms, Facility Request Forms, Travel Requests, and other documentation to the Office of Campus Life.
4. Ensure all events utilizing campus facilities are approved and placed on the official Campus Life Master Activities Calendar.
5. Maintain accurate officer, advisor, and membership records and provide updates to the Office of Campus Life when changes occur.
6. Conduct activities in accordance with local, state, and federal laws, as well as all Connors State College policies and procedures.
7. Send a representative to all Connors Student Government Association (CSGA) club meetings. REQUIRED.
8. Obtain approval from the Vice President of Student Affairs (VPSA) and the Office of Campus Life for guest speakers, special events, or off-campus activities.
9. Host at least one campus program, educational activity, or student engagement event each academic semester.
10. Participate in at least one community service, volunteer, or civic engagement activity each academic semester.
11. Promote an inclusive, respectful, and safe environment for all students and participants.

We acknowledge that we have read, understand, and agree to comply with the Student Organization Responsibilities and Advisor Expectations outlined above.

Signature of President/Primary Officer

Print Name

Date

Signature of Organization Advisor

Advisor Print Name

Date