



Club and Organization
Advisor Handbook
2014-15

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Welcome and Introduction

I would like to take this opportunity to thank you for your commitment to advising and leading a student organization at Northeastern Oklahoma A&M College. This handbook is designed to provide guidance to sponsors and officers for student organizations regarding campus policies and procedures as they relate to the operation of clubs and organizations.

Student organization and clubs provide an opportunity for networking with students with similar interests, provide opportunities for activities/events that bring awareness to campus and help students gain valuable leadership skills.

Additional guidance is available through the student handbook student government bylaws that can be located at:

http://neo.edu/Portals/4/Student%20Life/Handbook/Student%20Handbook%202013-2014_WITH%20CORRECTIONS.pdf

Please feel free to contact me at any time if you have questions regarding any information included or excluded from this handbook or the SBG bylaws.

Thank you,

Amy Ishmael

Vice President for Student Affairs/Enrollment Management

General Responsibilities

Recognition as a club or organization by the Student Body Government does not imply approval or disapproval by the College of policies, objectives and practices of approved organizations. The College name should indicate affiliation only. Any other use requires express authorization.

Registration

Recognized student organizations must register with the Office of Student Affairs annually. Registration includes the name of the sponsor, officers, meeting dates and times and updated bylaws if appropriate. Organizations who fail to register will be denied privileges associated with being a recognized student organization, including access to funds allocated by the Student Government until registration has been submitted. Clubs or organizations may not discriminate on the basis of age, gender, sexual orientation, religion, race, color, national or ethnic origin, disability, veteran or marital status. The registration form is available on the NEO shared drive, Student Body Government folder, SBG Registration form.

New Organizations

Individuals interested in starting a new organization should contact the Office of Student Affairs. If the club was previously in existence but has been placed on inactive status. The group can submit a reactivation form with updated constitution, including proposed sponsor and officers. New organizations can be proposed throughout the academic year as long as the group has identified a recognized faculty/staff sponsor and submits the appropriate documentation. The reactivation form is available on the NEO shared drive, Student Body Government folder, SBG Reactivation Form.

If a club was not already in existence the group should submit a proposal for the new organization. This form is available on the NEO shared drive, Student Body Government folder, SBG New Org Recognition Form. This form must accompany a constitution to be presented for approval at a regularly scheduled Student Body Government meeting. The Constitution of the new organization should include but not be limited to the following areas:

Preamble

- I. Name of Organization
- II. Membership Qualifications/Non-Discrimination Policy
- III. Officers of the Organization
- IV. Advisors of the Organization
- V. Meetings
- VI. Attendance/Activity Requirements
- VII. Financial Obligations

VIII. Amendment Procedures

An example constitution can be obtained through the NEO shared drive, Student Body Government folder, New Club Constitution example.

Membership

Membership shall consist of students enrolled full-time in an NEO academic program with a 2.0 grade point average or enrolled less than full-time with a 2.0 grade point average that have been approved for participation by the advisor of the organization. Each recognized organization shall have one voting member for the Student Body Government.

Advisor

Each club/organization must have a faculty or staff advisor that will guide the organization. The responsibility for finding an advisor lies among the membership. The Student Affairs Office can provide assistance if necessary in identifying potential sponsors, but they will not secure the sponsors for the organization. The role of the advisor in each organization may be different and should be specified in writing. At a minimum, advisors should provide guidance and support for the organization that includes helping with meeting requirements for college policies and procedures and helping the group maintain consistency with their mission.

Student Government Meetings

The Student Body Government meets the first and third Wednesday of each month while NEO is in session. The meetings are held at 5:30 pm in the Blue and Gold Room in the Student Union. Exceptions to this meeting schedule will be made based on the academic calendar and breaks. If a change is necessary due to Thanksgiving break or spring break the meeting change will be noted at the first student government meeting of the year. A majority must be present for any business to be conducted. A list of regularly scheduled meetings and special dates will be available in the NEO shared drives or available through the Office of Student Affairs.

Attendance at SBG Meetings

Each recognized student organization is required to have a representative at each regularly scheduled Student Body Government Meeting. If an organization misses three meetings in one semester they will be removed from good standing and will not receive benefits as a recognized student organization including access to allocated budget. Any organizations that are not in good standing must pay a \$50 fine through the NEO business office and provide a copy of the receipt to the Office

of Student Affairs. This fine cannot be paid by allocated student government funds. It must be raised by the organization or taken from the foundation account for the organization if applicable.

Inactive Organizations

Organizations that wish to become inactive due to lack of participation can do so by informing the Office of Student Affairs of their desire to be inactive. As long as the organization was in good standing at the time they became inactive they can be reactivated at any time by submitting the reactivation request form available on the shared drive. If the organization was not in good standing when they became inactive they will have to submit the \$50 fine prior to being reactivated. The reactivation form should be submitted with a copy of the receipt for fine payment to the Office of Student Affairs to reactivate the organization.

If an organization has failed to submit registration forms or participate in Student Body Government meetings as required, the organization can be placed on inactive status by the Office of Students Affairs. Any organization that is inactive will not have access to budget allocations.

Student Activities

President's Cup

Clubs and organizations have an opportunity to compete for the President's Cup, which recognizes outstanding student participation throughout the year. This award is given to the club or organization that receives the most points for participation in campus and SBG sponsored events, community events, and/or events sponsored by the organization. Organizations should submit requests for points through the on-line form as the events occur for better tracking throughout the year. Access to the form can be obtained through the Student Activity Coordinator. The award (President's Cup and monetary prize of \$100) will be presented each spring semester during the Student Body Government reception to honor the outgoing SBG Officers, introduce the new officers for the next year and present the outstanding faculty/staff awards for SBG.

Monthly Cause

Each academic year clubs and organizations will have the opportunity to select a month and a cause to help educate the NEO campus. The organization will submit their request for month and cause to the Office of Student Affairs for approval. More than one organization may have a selected month. The Office of Student Affairs will coordinate to avoid conflicts with events and activities. The monthly

cause activity can count for points toward the President's Cup. Point requests must be submitted.

Business and Community Fair

Student Affairs and Student Body Government host an annual business and community fair during welcome week. This is an opportunity for campus clubs and organizations and local businesses to inform new and returning NEO students of what they have to offer. Participation in the fair can count for points to the President's Cup. Point requests must be submitted.

Homecoming

Student Affairs and Student Body Government host a variety of activities during football homecoming. Examples of activities include window painting, billboard decoration, cheer competition, parade participation (float decorating), etc. Organizations can receive points for participating in homecoming activities.

Fall Festival

Student Activities and Student Body Government host an annual fall festival for elementary age children from the surrounding area. The event includes games, activities, snacks, and costume contest. Clubs and organizations are encouraged to participate including hosting an activity or providing students to help at games and activities.

Spring Fling

Student Affairs, Student Activities, and Student Body Government host a week of spring activities in April. Clubs and organizations are encouraged to participate. Events and activities include the Big Event (local community service event) and Kids Fitness Day (Earth Day celebration with Miami elementary school children). Other events include a festival and dance.

Publicity and Advertising

Clubs and Organizations may publicize their activities and events by posting signs across campus. All advertisements or promotions must be approved through the Office of Student Affairs. Twenty copies of flyers may be made in the Student Center. The flyer must be approved and stamped before requesting or making copies.

Budget Allocations

The Student Body Government will appropriate annual allocations to clubs and organizations that are in good standing and request funds. Clubs and organizations will submit budget appropriation applications each spring semester. Three levels of funding are available. White level - \$300 per year and requires organizations to participate in at least one event per semester. Blue level - \$800 per year and requires organizations to participate in three events per semester. Gold level - \$1200 per year and requires organizations to participate in at least five events per semester. Events can include campus-sponsored activities, on-campus club/organization sponsored activities, or off-campus activities the club/organization participated in.

Clubs and organizations can request supplemental appropriations for travel and on-time or special events by submitting the request to the Office of Student Affairs at least one week prior to a regularly scheduled Student Body Government meeting.

Fundraising

Clubs and organizations are encouraged to help raise funds for their activities through additional means. Recognized clubs and organizations are eligible to set up a foundation account. Money raised through fundraising activities should be kept in the foundation account.

Requisitions and Petty Cash

Petty cash requisitions can be obtained from the Office of Student Affairs for up to \$75. Local businesses that accept the petty cash include Marvin's, ACE Hardware, Osborn Drugs, Pizza Hut, Subway, Charlie's Chicken, Knott's Grocery, Papa G's, Misaco, Metal Fab Trophy and Tractor Supply. If a local business is willing to accept the petty cash as a charge account for the college it can be set up through the business office. Some local business are not set up to create charge accounts and therefore cannot accept petty cash requisitions. These include Dollar Tree and Dollar General. Walmart requires a requisition with PO #.

Two petty-cash requisitions cannot be used at the same business on the same day from the same organization. If the amount is above \$75 a requisition must be submitted for a purchase order. Depending on the business they may have an account set up through OK Corral. If not a hard copy requisition will have to be submitted. This form can be located under frequently used forms on the faculty/staff link on the NEO website.

Food Service

Student clubs and organizations are exempt from the requirement to utilize campus food services to provide food for meetings and activities. Any event or activity hosted in the Student Union requires the use of campus food services. Clubs and organizations can purchase supplies to make food for their organization or can order from local restaurants. Sodexo food services is happy to accommodate club requests and can provide pizza with advance notice for events.

Leadership Opportunities

Clubs and organizations should provide leadership opportunities for students through officer positions and other activities. Members of the clubs and organizations should also be aware of the opportunity to run for Student Body Government officer positions. The SBG officer positions include President, Vice President, Treasurer, Secretary, 2 Senator-at-Large, Freshman and Sophomore Representatives, Reporter and Parliamentarian. The President, Vice President, Treasurer, Secretary, and Senator positions are all elected in the spring semester to begin their leadership roles the ensuing fall semester. Freshman and Sophomore Representatives are elected at the beginning of each fall semester. The elected officers appoint the Reporter and Parliamentarian positions.

Travel

Clubs and organizations may have the opportunity to travel for approved activities. Any travel must be approved through the college and sponsor and students must follow all applicable policies and procedures for the college.

Active Clubs and Organizations as of Spring 2014

Accounting Club Sponsor: Brenda Lucas 918.540.6285 or blucas@neo.edu

Ag Ambassadors Sponsor: Alisen Anderson 918.540.6273 or alisen@neo.edu

Ag-Ed Club Sponsor: Alisen Anderson 918.540.6273 or alisen@neo.edu

Aggie Society Sponsor: Amanda Burrows 918.540.6262 or amanda.burrows@neo.edu

Art Club Sponsor: Jessica Stout 918.540.6245 or Jessica.s.stout@neo.edu

Band Sponsor: Adam Compton 918.540.6280 or acompton@neo.edu

Baptist Collegiate Ministry Sponsor: Kimily Waldron kwaldron@BGCO.ORG

Blue Crew Sponsor: Vince Giardina 918.540-6014 or vince.giardina@neo.edu

Broadcasting Club Sponsor: Katie Dewey 918.540.6211 or katiebs@neo.edu

CIA: Catholics in Action Sponsor: Jessica Stout 918.540.6245 or jessica.s.stout@neo.edu

Choir/Meistersingers Sponsor: Mary Susan Whaley 918.540.6987 or mwhaley@neo.edu

Christ Followers Fellowship Club Sponsor: Tyler Dewey 918.540.6069 or deweys@neo.edu

Christian Student Fellowship Sponsor: Lonnie Spencer lonnie.p@juno.com

College Republicans Sponsor: Pat Creech 918.540.6294 or pcreech@neo.edu

Criminal Justice Society Sponsor: Troy Fugate 918.540.6208 or tfugate@neo.edu

Engineering Club Sponsor: Alan Batt 918.540.6349 or abatt@neo.edu
Equine Club Sponsor: Chelsie Huseman 918.540.6277 or chelsie.huseman@neo.edu
Forestry & Wildlife Club Sponsor: Mike Neal 918.540.6274 or mneal@neo.edu
Global Initiative Sponsor: Lenny Windle 918.540.6145 or lwindle@neo.edu
International Club Sponsor: Ryan Orcutt 918.540.6314 or ryan.orcutt@neo.edu
Investment Club Sponsor: Ron Lawson 918.540.6287 or rlawson@neo.edu
LGBT and Friends Sponsor: Moses Martinous 918.540.6345 mosesrm@neo.edu
Masquers Club Sponsor: Steve McCurley 918.540.6196 or smccurley@neo.edu
Medical Lab Tech Sponsor: Mitzie Miller 918.540.6307 mitzie@neo.edu
Native American Student Assn. Sponsor: Claudia Littleaxe 918.540.6785 or claudia.littleaxe@neo.edu
NEO Cheerleaders Sponsor: Michele Martin 918.540.6206 or michele.d.martin@neo.edu
NEO Nursing Students Sponsor: Angela Williams 918.540.6313 or angelw@neo.edu
Nursing Student Association Sponsor: Angela Williams 918.540.6313 or angelw@neo.edu
Phi Beta Lambda Sponsor: Pat Creech 918.540.6294 or pcreech@neo.edu
Phi Theta Kappa Sponsor: LaShawna Powers 918.540.6347 or lashawna.powers@neo.edu
Rob Rea 918.540.6933 or rob.rea@neo.edu
Physical Therapist Asst. Sponsor: Sidney Morgan 918.540.6396 or samorgan@neo.edu
Psychology Student Assoc. Sponsor: Cheryl Butler 918.540.6236 or cabutler@neo.edu
Resident Life Sponsor: Tonya Rowland 918.540.6301 or trowland@neo.edu
Sierra Student Coalition Sponsor: Seonae Ha-Birdsong 918.540.6334 or sbirdsong@neo.edu
Social Work Club Sponsor: Beth Blalock 918.540.6304 or bblalock@neo.edu
Student Ambassadors Sponsor: Scott Donaldson 918.549.6290 or scott.donaldson@neo.edu
Wesley Foundation Sponsor: Kathie Pascoe westleystudentcenter@yahoo.com

Inactive Clubs and Organizations

African American Society
Ag Econ Club
Alpha Epsilon Rho
Bacchus
Bass Fishing
Broadcasting Club (NEO 13)
Chi Alpha
Child Development
College Democrats
Communications Club (Kappa Sigma Psi)
Computer Science Club
English Club
Farm/Ranch Management
Fellowship of Christian Athletes
Fire House Ministries
Foreign Language
History Club
Kappa Kappa Psi

LGBT and Friends
NEO RPG Gamers Club
Norse Silk
Oklahoma Money Matters
OWLS -Older Wiser Learning Students
Philosophy Club
Physically Challenged Students
Association
Pre-Vet
Rodeo Club
Technology Club