In September 2012, the OU-Tulsa Student Government Association (OUTSGA) approved changes to their Constitution that officially defined the different types of student organizations on the OU-Tulsa campus. In response to these changes, the office of Student Affairs at OU-Tulsa continues to update policies related to student organizations, including the system for annual registration of student organizations. The purpose of this memo is to update you on this information and ensure that all existing student organizations understand the requirements of these new policies. For the most updated information regarding student organizations at OU-Tulsa, please visit http://www.oku.edu/content/tulsa/student_affairs/OUTSA/organizations/registration.html.

OU-Tulsa Student Organizations Overview

Registration is Mandatory
Annual registration is required for all student organizations/groups functioning in a capacity related to their student experience at OU-Tulsa. Each student organization must register at the beginning of every academic year, and permission to conduct different types of events will be restricted until registration is completed. Student Organizations that operate in conjunction with organizations on the Oklahoma City or Norman campuses are required to register their organization with OU-Tulsa Student Affairs as well.

Benefits of Registration
Though registration is mandatory, there are considerable benefits afforded to student organizations that properly register with OU-Tulsa Student Affairs. Some of these benefits are:

- Ability to apply for funding through the OU-Tulsa Student Government Association.
- Ability to reserve the game room or Innovation Commons spaces within the Founders Student Center for a student organization event, activity or meeting.
- Ability to request permission to publicize events through email, digital signage, Facebook, and/or sidewalk chalking.
- Ability to host fundraising activities in the Founders Student Center.
- Ability to request permission to use University Trademarks on merchandise and promotional items (shirts, pens, etc.).
- Ability to request a website within the OU-Tulsa system for your student organization.

All of these items require initial approval from the organization's adviser prior to submitting to OU-Tulsa Student Affairs (and/or OUTSGA) for final consideration and approval.
**The Three Types of Student Organizations**

While registration provides the benefits described above (and others), registration does not necessarily imply OU endorsement of student organizations and their activities. OU-Tulsa Student Affairs will automatically classify your organization into one of the following types:

1. **OU-Tulsa Student Association Administrative Organizations**
   The events and activities of these groups are considered to be sponsored by OU and the groups and their advisers are generally covered by OU’s insurance. All OU-Tulsa Student Association Administrative Organizations must complete the student organization registration process with OU-Tulsa Student Affairs annually to receive any and all services provided to student organizations.

2. **OU-Tulsa Registered Academic Student Organizations**
   OU-Tulsa Registered Academic Student Organizations are those organizations that have been approved by their college student services and/or dean’s office. The academic dean accepts responsibility for the activities and events of the organization. All Registered Academic Student Organizations must complete the student organization registration process with OU-Tulsa Student Affairs annually to receive any and all services provided to student organizations.

3. **OU-Tulsa Registered Student Organizations (RSOs)**
   Registered Student Organizations are not entities of OU, and their activities are not sponsored or endorsed by OU-Tulsa, the University of Oklahoma, or OUHSC. Registered Student Organizations ("RSOs") operate with guidance from faculty/staff advisers, but are not part of the legal entity of the University. The purposes and activities of these organizations are not sponsored or endorsed by OU. The University recognizes these groups as independent entities, but grants them certain advantages through affiliation (registration) with the University. RSOs at OU-Tulsa must complete the student organization registration process with OU-Tulsa Student Affairs annually to receive any and all services provided to student organizations. The activities of these groups and their advisors are not covered by OU insurance. RSOs may not use "OU," "The University of Oklahoma," or "OU-Tulsa" in the organizations name or represent the organization as sponsored by or endorsed by the University of Oklahoma and/or OU-Tulsa.

**Financial Account Types Available to Student Organizations**

Student organizations have options for the types of accounts that they may establish to manage their organizational funds. Account options are described briefly below. Please contact OU-Tulsa Student Affairs with any questions.

**Internal OU Accounts**

Student organizations may set up an account with OU-Tulsa Student Affairs to process transactions for University services. Internal University accounts are subject to governmental accounting procedures and require that services or products be received before payment is rendered. In addition, organizations shall not use these accounts to raise funds using the University’s name or tax I.D. number, and cannot use these funds to make a donation to any outside entity or non-profit organization. For more information on the possibility of setting up an internal account, please contact OU-Tulsa Student Affairs directly at 918-660-3100.
Outside Bank Accounts
Student organizations may choose to set up accounts at local banking institutions. Organization advisers should be involved with any outside accounts set up to help ensure proper financial records are kept and any necessary taxes are filed. Student organizations that are not directly tied to the University (Administrative Student Organizations) are not permitted to use the OU/OUHSC/OU-Tulsa tax ID number.

University of Oklahoma Foundation Accounts
The OU Foundation exists to benefit only the University of Oklahoma. Administrative Student Organizations are part of the University of Oklahoma and are the only student groups that may seek to establish a Foundation account to handle the organization’s funds.

Use of OU Trademarks by Student Organizations
The University of Oklahoma has a trademark licensing policy. All student organizations must abide by this policy. Presidents of student organizations and their advisers are responsible for their organization’s compliance.

Generally, student organizations may use the registered trademarks “Sooner,” “Sooners,” and “Oklahoma,” by completing the appropriate forms. Only Administrative Student Organizations and Registered Academic Student Organizations may request to use the interlocking OU, “The University of Oklahoma,” “OUHSC,” and/or “OU-Tulsa.” Student organizations shall not use the OU Seal. A copy of the complete policy and request form can be found at:
http://www.ou.edu/content/tulsa/student_affairs/OUTSA/forms.html

The approval process is simple, and in most instances merchandise purchased for internal use and not for resale will not be subject to a licensing fee. However, all merchandise that will include a University licensed trademark must be initially submitted to OU-Tulsa Student Affairs. From there, OU-Tulsa Student Affairs will work with the Trademark Licensing Office (housed within the OU Athletics Department) for final approval. There are no exceptions to this policy. Student organizations should generally allow two weeks for processing. Do not assume that a request has been approved or that merchandise is not subject to a licensing fee until an approved request form is returned to the organization’s representative.

Other Important Policies for Student Organizations
OU-Tulsa Student Affairs also oversees many other policies that apply to student organizations, including the “Risk Management Policy for Registered Student Organizations” (and associated waivers, release forms, and medical information forms) and “Travel Policy for Registered Student Organizations.” For more information on these policies please visit
http://www.ou.edu/content/tulsa/student_affairs/student_handbook.html or call Student Affairs at 918-660-3100.

Contact Us
If you have any questions or concerns about the information provided in this memo, please do not hesitate to contact Lee Lawson (Lee-Lawson@ouhsc.edu) or Josh Davis (Joshua-Davis@ouhsc.edu) in OU-Tulsa Student Affairs via email or phone (918-660-3100). Lee and Josh work closely with OUTSOGA and all of our registered student organizations and will be happy to help address any questions or concerns you may have.