

# Policy for Student Organizations

Approved by COA Deans and Directors, October 2, 2012

## **Purpose:**

Student organizations in the College of Architecture exist to give students opportunities to participate in extra-curricular activities that complement classroom learning to provide a well-rounded education including service learning.

## **Governance:**

College Level- A college-level Student Council will be made up of at least one representative of each recognized student organization. A Faculty Advisor will oversee and coordinate the activities of the Student Council. The Council will adopt and maintain a set of operating guidelines and procedures to assure effective student leadership in the College of Architecture.

Each student organization recognized by the University and the College of Architecture must elect a slate of officers annually, have a budget, and a set of by-laws as required by the University.

## **Organizations in the College of Architecture:**

All student organizations that are recognized by the University and which have a Faculty Advisor from the College of Architecture will be considered to be a student organization in the College of Architecture.

## **Requirements to Qualify for Financial Support:**

All University-recognized student organizations may apply for financial support from the University according to University policies. In the College of Architecture, to qualify for financial support annually, the organization must:

1. Be recognized by the University as a student organization and attach proof such as an email message or notification from the University that the organization is recognized;
2. Apply annually for financial support by submitting a proposed budget and plan for use of the funds requested;
3. Provide a plan for and complete a public service project for the community each year as approved by the Faculty Advisor; and,
4. Have a Faculty Advisor from the College of Architecture.

## **Level of Support and Eligibility:**

The level of support may vary from time to time depending upon the availability of funds. This figure will be determined by the Dean in consideration of advice received from the Division Directors. Until changed, this figure will be \$7,000.00 for the entire College. Each division will be allowed to receive funding for only one student

organization, herein called an “umbrella organization.” The division will decide which organization that is. Multiple organizations from within that division must share the funds given to the umbrella organization. On or about November 1 of each year, the College will count all recognized student organizations and using that number divide the \$7,000.00 equally among the organizations. Again, this figure may be increased or decreased annually according to budgets and availability of funds. The Student Council will be advised each year how much funding is available that year.

**Eligible organizations include the following:**

- Architecture – American Institute of Architecture Students (AIAS)
- Construction Science – Construction Student Association (CSA)
- Interior Design – Interior Design Student Association (IDSA)
- Landscape Architecture – Student Chapter of the American Society of Landscape Architects (SCASLA)
- Regional and City Planning- Student Planning Association (SPA)
- Tulsa Urban Design Studio – Society of Urban Design Students (SUDS)
- Diversity – National Organization of Minority Architecture Students (NOMAS)

**Use of Funds:**

Funds awarded must be used in the school year in which they are given. Requests for reimbursement must be received not later than 90 days after the school year is over. Receipts must be provided before reimbursement will be made. The Faculty Advisor must make sure funds are being used according to the budget plan presented at the start of the school year. Misallocation of funds may result in loss of support in the future. Unused funds at the end of the year will be returned to the College of Architecture for reallocation.

**New Organizations:**

To be eligible for College financial support, new or proposed student organizations, in addition to those above, must be recognized by the University as a bona fide student organization. These organizations, once recognized, are eligible to place a representative on the Student Council and with prior approval, may receive a proportional share of the funding made available by the College for use by the student organizations in the College.