

LSUA[®]

Student Life

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Student Organization Responsibility

RESPONSIBILITY OF THE ORGANIZATIONS (PS 239)

Student organizations should serve the individual member by providing an opportunity to become a more effective member of the University community, to make choices, to allow freedom of expression, to carry out plans, to work with others in a common undertaking, to develop qualities of leadership, and to make a contribution to LSUA. Student organizations should become familiar with the LSUA Code of Student Conduct, the Sexual Harassment Policy, and follow all other guidelines as set forth in this Student Organizations Handbook.

Students may organize and join organizations to promote their common interests in accordance with the educational aims of the University. Membership shall be open to students without regard to race, creed, or national origin except for religious qualifications that may be required by organizations whose aims are primarily sectarian in nature. National Social Greek Organizations are exempt from Title IX requirements only as they relate to their status as single-sex organizations. These rights are reserved. However, it is the expectation of LSUA that social Greek programs are open to qualified individuals regardless of race, religion, national origin, or disability.

University Responsibility

RESPONSIBILITY OF THE UNIVERSITY TO STUDENT ORGANIZATIONS (PS 239)

The University undertakes to cooperate with student organizations by assisting in the identification of a suitable meeting place, by providing general supervision of organizations through the Office of Student Services by establishing a committee to study the general concerns of student organizations, by encouraging interested faculty members to serve as advisors to student organizations, by cooperating in a systematic audit of the accounts of student organizations, and by lending the dignity and sanction of LSUA.

STARTING A STUDENT ORGANIZATION

Registered Student Organizations

New student organizations can be created when a group of five or more LSUA students form a registered student organization. In order to form the organization, founding members must meet the same requirements as officers (see Policy 10 - Officers). The process to become a registered student organization includes six basic requirements. These requirements are listed below:

- Find a University Advisor who is currently a full-time member of the LSUA faculty or administrative staff. The advisor must read and sign the Advisor Agreement form and the Application for New Student Organization.
- Submit a completed Application for New Student Organization to the Coordinator of Student Life. The application requires a list of 5 full-time LSUA students who wish to serve as founding members of the new organization. All officers and founding members

must have a GPA of 2.0 or higher and must meet all other reasonable academic standards established by the student organization. Space for this information is provided on the application.

- Provide an LSUA campus address to which official University correspondence can be mailed. The faculty/staff advisor's campus address may be used.
- Submit a typed constitution to the Coordinator of Student Life. A "[Sample Constitution](#)" can be found online. Qualifications for the organization's officers must be included in the constitution and by-laws. The submitted material will be reviewed and recommendations or suggestions made where warranted.
- Attend the Student Organization Leadership Retreat. The founding members of the organization should attend the next available Student Organization Leadership Retreat in order for the organization to become fully active. However, the president and three other officers are required to attend annually (once elected) in order to maintain active status.
- Download and complete a [Student Organization Registration Package](#). Signatures are required for the President and University Advisor.

Questions may be directed to the Coordinator of Student Life in W208 Student Support or by calling (318) 427-4403.

Categories

Students forming a new organization must select a category for their group on the application. Dividing student organizations by category assists other students (prospective members) to find organization's that satisfy their interests.

Academic/Professional – Focused on a specific academic major or career field. Group activities include speakers, field trips, and volunteer opportunities or field work.

Arts/Music – Provides support for artistic or musical endeavors including fine arts such as painting and performing arts such as theatre and dance.

Cultural – Promotes the history and traditions of a specific culture as well as providing support for members of the culture within the campus community.

Governance/Advisory Board – Serves as a voice for students in a particular area of campus.

Honorary/Honors Society – Recognizes a high level of academic achievement and generally requires a demonstrated interest in a particular career or academic discipline.

Military – Organizations on campus that are affiliated with branches of the United States Military and/or the LSU Department of Military Science.

International- Organizations composed of primarily international students whose purpose is to host social/adjustment activities for students to heighten cultural awareness.

NPHC Fraternity – NPHC stands for “National Pan-Hellenic Council.” Member fraternities provide a social network for male students. NPHC must approve the organization to be a part of this category.

PanHellenic Sorority – Member sororities provide a social network for female students. PanHellenic must approve the organization to be a part of this category.

Political – Supports political parties, political issues, and/or candidates seeking office.

Recreational/Sports – Promotes sports-oriented programs and/or recreational activities.

Service – Focus on outreach efforts for the campus as well as community projects.

Religious/Spiritual – Serves as a support network for students of a particular religious denomination or spiritual interest.

Service – Provides volunteer opportunities on and off campus. Some groups include a commitment to work for a particular cause with the local chapter of a nonprofit organization.

Social Fraternity – Fosters social networks among male students. Groups must show proof of their tax status with the IRS as a single sex fraternity (501 c7).

Social Sorority – Fosters social networks among female students. Groups must show proof of their tax status with the IRS as a single sex sorority (501 c7).

Special Interest – Focuses on a specific interest or topic.

Student Organization Council (SOC)

The Student Organization Council (SOC) is composed of presidents and other members of student organizations. The SOC is chaired by the Coordinator of Student Life. This group meets to discuss, coordinate and plan joint activities throughout the year. The SOC also serves as a reference point for planning individual organization activities to avoid *like* project/activity scheduling. At least one representative (preferable the President and/or Vice President) from each registered student organization and advisor are required to serve on the SOC and to be present at each monthly meeting.

University Advisors

Student Life requires all registered student organizations to find and retain a University Advisor who is currently a full-time faculty or administrative staff member on the LSU Alexandria campus.

The advisor must be notified of, and work to attend all meetings and functions of the organization, to maintain active communication and to assume partial responsibility for the organization's activities.

University Advisors are required to attend the Advisor Lunch & Learn which is generally held at the beginning of the fall semester. This luncheon serves as the primary forum for advisors to receive the Student Organization Handbook (updates), advising tips, guidance, as well as addressing any questions or concerns.

Below is a list of recommended roles for University Advisors. If your student organization needs assistance finding an advisor, please email hmalone@lsua.edu. For the full policy on University Advisors, including requirements, see policy 13.

Advisor Recommendations

Duties that are negotiable with the student leaders include, but are not limited to the following:

- Explain university policies when relevant.
- Meet individually with organization president before each meeting.
- Attend officer and organization meetings.
- Take an active role in formulating the organization's goals.
- Help student leaders prepare an annual budget.
- Proof-read any correspondence before it is sent out.
- Represent the organization in any conflicts with members of the University staff or faculty.
- Assist in planning events on and off campus.

The duties above do not include signing contracts on behalf of registered student organizations. University Advisors may not represent the registered student organization by signing any contract or legal document in lieu of the organizations officers.

Selection Process for Advisor of the Year

Recognized student organizations are invited to nominate their advisor for this award. An impartial committee reviews the nominations and selects the outstanding advisor of the year winner. See the Coordinator of Student Life for a copy of the Advisor of the Year nomination form.

Registration Renewal

Student organizations are required to renew their registration annually to maintain their active status.

Registration renewal includes the following procedures:

1. Submission of a Student Organization Registration Form
2. Attendance at the Student Organization Leadership Training/Retreat
3. Submission of all constitutional amendments for review and approval by the Coordinator of Student Life. Constitution changes should be submitted with the Student Organization Registration Form to Student Life in W 208 LSUA Student Support Department.

For more information email hmalone@lsua.edu and review the policy on maintaining active status, please see the policy on page 10.

POLICIES

Student Life Policies

Student Life, through the Director of Student Services office, serves as the University's approval authority and liaison to registered student organizations at LSUA. Student Life approves new student organizations and facilitates each organization's ability to maintain active status at LSUA.

Student Life defines a registered student organization as an association of 5 or more initial full-time LSUA students created for any purpose that supports the educational nature of the University. Any additional members can be full-time or part-time students.

University registration of a student organization does not imply control of, support for, or agreement with the organization's purposes, goals, or philosophy. Participation in student organizations is voluntary. However, registered student organizations must abide by all Student Life and other University policies as well as local, state, and federal laws.

This section includes information on policies maintained by Student Life and the University that impact student organizations.

Policy 1 - Authorized Representatives

The officers and advisors listed on the *Student Organization Registration Form* are the only people who are allowed to represent the organization in official business with the University. Only the officers/advisors are permitted to make room reservations, schedule events, reserve tables and conduct other business on behalf of the organization.

Authority (PS 239)

In accordance with Louisiana Attorney General Opinion Number 94-167, May 10, 1994, it is the opinion of the Attorney General that the issue of whether the University would be liable or responsible for funds generated by student groups depends upon the control exercised over said funds by the faculty or staff advisor. If the advisor is responsible and/or has any control over the receipt, deposit and/or expenditure of said funds, the University could be held responsible for an accounting thereof. As such, the funds should be deposited in an agency account. However, if the student organization, through its duly appointed and/or elected officers (i.e., treasurer) is solely responsible for the receipt, deposit and/or expenditure of its funds, it is unlikely that the University would incur any responsibility for same.

Policy 1 - Authorized Representatives (continued)

Policy (PS 239)

If a University employee serving as the faculty advisor of a student organization, club, group, or other organization registered with the University has care, custody, and/or control of any funds of an organization, the organization must set up an agency account through Accounting Services and follow all procedures, policies, and guidelines that apply to these accounts. Should a University employee serve in an advisory capacity for an organization other than faculty advisor, the employee must disclose the relationship and declare that his/her advisory duties are in no way associated with his/her employment at the University.

The organization shall not include the name of Louisiana State University at Alexandria or any variation thereof, nor shall it include the University's tax identification number, on any accounts maintained with a financial institution (i.e., bank, credit union, savings and loan association, etc.).

The organization shall disclose the appropriate information in its annual registration with the University.

Policy 2 - Conduct

Student organization officers and members are expected to know and abide by all regulations for student organizations and are subject to the expectations within the *Code of Student Conduct*. The University's established procedure for considering alleged violations of University policies by student organizations is outlined in the Due Process policy (PS 228).

Policy 3 - Constitution & Bylaw Requirements

Student Life requires all student organizations to submit a constitution as a part of the registration process. An organization's constitution is the document containing basic rules relating to the organization.

Organizations governed by a national organization may submit the national organization's constitution as well as local bylaws that include LSUA requirements for basic policies, membership, officers, amendments, and registration renewal. Organization's whose national organizations do not allow them to adopt local bylaws must submit a statement agreeing to follow LSUA requirements for basic policies, membership, officers, amendments, and registration renewal.

Registered student organizations are required to review and/or update their constitution every three years. Proposed amendments must be submitted to Student Life for review and approval including a copy of the minutes indicating members' acceptance.

Student organizations that have questions about writing or updating their constitutions should contact Student Life for assistance. The specific LSUA constitution requirements are listed

below. A sample constitution can also be requested from the Coordinator of Student Life. The following are required articles that must appear in all student organization constitutions:

Basic Policies

Section 1. The organization shall cooperate with Louisiana State University at Alexandria to support the improvement of education in ways that will not interfere with administration of the University.

Section 2. The organization may cooperate with other organizations and agencies, but persons representing the organization in such matters shall make no commitments that bind the organization.

Section 3. The organization agrees to abide by all University polices and local, state and federal laws.

Membership

Section 1. Any LSUA student, faculty member or staff member who subscribes to the purpose and basic policies of the organization may become a member of this organization, subject only to compliance with the provisions of the constitution.

Section 2. Active membership is restricted to LSUA students. Associate membership is restricted to LSUA faculty and staff. Associate members are non-voting members.

Policy 3 - Constitution & Bylaw Requirements (continued)

Officers and Their Election

Section 1. To be eligible to be elected to, appointed to, or to hold an office or be a standing committee chairperson, a student must:

- A. Undergraduate students must be enrolled as full-time students at Louisiana State University at Alexandria
- B. Students must have at least a 2.0 cumulative GPA and be in good academic standing with the University;
- C. Students must not be on disciplinary probation or deferred suspension. This includes newly elected officers, as well as continuing officers. Students may continue organizational membership if on disciplinary probation.
- D. Students must meet all other academic standards established by the student organization and included in the organization's constitution and/or bylaws.
- E. Graduating seniors who are not registered full-time may still hold office in a student organization during the semester in which they are scheduled to graduate.

Amendments

☐ Student organization constitutions are subject to the approval of the Coordinator of Student Life. Student organizations must include the following language in italics in their constitutions about amendments.

This constitution may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been

given at the previous meeting and that the proposed amendment shall be subject to approval by the Coordinator of Student Life.

Registration Renewal

☐ "Insert Student Organization Name Here" will apply to Student Life for registration renewal on an annual basis by submitting a new Student Organization Registration package at the beginning of the Fall Semester.

Policy 4 - Event Approval and Registration

Student organizations registered with Student Life are required to obtain approval from the Coordinator of Student Life for all events 10 business days prior to the date they are scheduled to occur. Approval must be granted prior to reserving space, equipment and services from University departments. This policy applies to all events held on campus and all fundraising activities held both on and off campus. All meeting dates should also be registered in the same manner. All event registration forms must include the President and Chapter Advisor's signature, including meetings.

Registered student organizations must follow policies and procedures set forth by the Office of the Dean of Students and the University, including the Code of Student Conduct (PS 228). Failure to obtain approval or follow policies and procedures can lead to the loss of privileges, such as reserving space, removal from active status, or referral to the Accountability office.

Reservation Deadlines

Student organizations are responsible for making arrangements with the appropriate departments for the reservation of space, equipment, cleanup, deliveries and for payment of such services. Please make your reservation through Auxiliary Services or on-line at www.lsua.edu (only faculty advisors are able to make on-line reservations) in a timely manner as some departments may require deadlines. Auxiliary Services will not approve reservations until approval has been granted by Student Life.

Policy 5 - Fundraising

LSUA defines fundraising as any event, program, or activity in which money or items are collected such as donations, ticket sales, sale of items or collection of goods.

Registered student organizations who wish to hold a fundraising event must have approval from their president, faculty/staff advisor, Student Life Coordinator, and the Director of Institutional Advancement (manderson@lsua.edu). It may be necessary for organizations to have additional approval from financial service as well. Event Registration Forms must be submitted to Student Life two weeks before the event is scheduled to occur.

It is the responsibility of the members of student organizations to know and abide by all University policies pertaining to fundraising. Registered student organizations are generally limited to three fundraising events per semester for the organization's operational expenses.

An Event Approval and Registration Form must be submitted to the Coordinator of Student Life two weeks prior to the date of the event, whether the event will be held on or off campus.

Specific Requirements for Events on Campus

- Fundraising events may not disrupt or impair the normal operation of the University. LSUA reserves the right to determine the time, place and manner of fundraising.
 - Raffles, poker tournaments, lotteries, and similar games of chance are considered to be gambling. Illegal gambling is prohibited by state law and by the Code of Student Conduct.
- No student organization may promote or sell alcoholic beverages. Alcoholic beverages may not be served at any fundraising activity.
- Student organizations may not engage in fundraising activities in which the student organization merely serves as the agent of a non-LSUA entity to sell its products or provide services for it.

For additional information concerning fundraising and the external funding request information form, please see PS234.

Policy 5 - Fundraising (continued)

Specific Requirements for Events on Campus

- Student organizations may not use the LSUA logo or other indicia without prior approval from the Student Life & University Relations. This approval includes, but is not limited to, T-shirts, hats, flyers and calendars.

Specific Requirements for Events Off Campus

- Event must be at a location approved by Student Life
- All paperwork must be completed through Student Life 10 days prior to the event
- Alcohol is not permitted at any fundraiser
- Ticket sales are to be handled by Auxiliary Services (Student Union, 2nd Floor)

Policy 6 - Late Night Events

Late night events, including dances, are defined as any event open to LSUA students and guests scheduled to conclude after midnight on a Friday and Saturday night. It is imperative that all registration information be submitted to Student Life at least 10 business days prior to the event, as approval for these events must be gained by the Director of Student Services and the Vice Chancellor.

Entry to late night events will be with the show of a valid LSUA ID card. LSUA students are allowed to bring one non-student guest, who must enter the event with the LSUA student. When there is a cover charge, ticket sales are to be handled by Auxiliary Services which is located on the second floor of the Student Center (318) 473-6579.

A sufficient number of security officers will be needed to work events to insure a reasonably safe function. Late night events must be registered through the Office of

Student Life, Facility Services, and any other university agency involved at least ten (10) working days prior to the event. For additional information, contact student Life at (318) 473-4403. Student organizations are responsible for any costs incurred in the planning and implementation of late night events.

Policy 7 - Maintaining Active Status

New student organizations must apply to become a registered student organization. Once approved, registered student organizations must complete certain requirements annually (and some as needed) to remain on active status. To maintain active status, student organizations must do the following

1. Maintain a membership of at least 5 full-time students at LSUA
2. Submit a Student Organization Registration Package annually;
3. Attend a Student Organization Leadership Training Retreat;
4. Complete Event & Fundraising Approval Forms for all events excluding general meetings;
5. Submit any constitutional amendments as needed for review by Coordinator of Student Life;
6. Maintain contact with University Advisor in order to build a successful working relationship.

All forms are available in the Coordinator of Student Life office. The Coordinator of Student Life is available in person, by phone 318-427-4403 or by email at HMalone@lsua.edu to answer questions or assist with student organization updates. A file for each organization is kept in the Student Life office. The file includes the application, previous constitution, correspondences and officer forms. Copies of old constitutions may be requested as needed.

Failure to comply with the policy on maintaining active status will result in the organization being placed on transitional or disabled status. Transitional and disabled status is defined on page 12.

Policy 8 - Membership

Student Life requires registered student organizations to have at least 5 members in order to register a student organization and maintain active status.

Policy 9 - Non-Discrimination

Registered student organizations must be in compliance with all University policies as well as federal and state nondiscrimination and equal opportunity laws, orders, and regulations.

A registered student organization may not discriminate against a member or prospective member on the basis of race, creed, color, marital status, sexual orientation, religion, sex (unless exempt under Title IX), national origin, age, mental or physical disability, or veteran's status.

Policy 10 - Officers

Student Life requires student organization officers to meet the eligibility criteria listed below.

Eligibility requirements will be verified by the Coordinator of Student Life and the organization will be contacted if someone is not eligible to serve or continue to serve.

- Undergraduate students must be enrolled as full-time students at Louisiana State University at Alexandria
- Students must have at least a 2.0 cumulative GPA and be in good academic standing with the University;
- Students must not be on disciplinary probation or deferred suspension. This includes newly elected officers, as well as continuing officers. Students may continue organizational membership if on disciplinary probation.
- Students must meet all other academic standards established by the student organization and included in the organization's constitution and/or bylaws.
- Graduating seniors who are not registered full-time may still hold office in a student organization during the semester in which they are scheduled to graduate.

Policy 11 - Status

Campus Life uses different terms to describe the status of student organizations. Student groups at LSUA should fall into one of the following 5 status categories. Some groups associated with campus departments may choose not to become registered student organizations.

Temporary - Temporary status is defined as the status of an organization that exists for a period no longer than one semester that was formed to support a specific goal such as a political campaign or natural disaster relief.

Provisional - Provisional status is granted from the time a new student organization application is submitted (or re-activating a previously inactive student organization) until the organization attends the next scheduled Student Organization Officer Training. This time allows provisional student organizations to secure 5 founding members, hold two meetings in the LSUA Student Union or an academic classroom, in which they should hold elections, write a constitution, and secure a faculty or staff advisor. The constitution, officer update form and advisor agreement *must* be turned in at or before the next scheduled Student Organization Officer Training to be awarded active status. If the president does not attend the orientation or submit all paperwork, the application is void. No events or fundraising activities are allowed while an organization is on provisional status.

Active - Active status is defined as the status of an organization that has completed all requirements to become a registered student organization or has completed all of the requirements for registration renewal. Student organizations on active status are listed on

the Campus Life website and may take advantage of the benefits offered to registered student organizations at LSUA.

Probation - Probationary status is defined as the status of an organization that has been removed from active status for violations of Campus Life policies, University policies, and/or local, state, and federal laws. The length of probationary status varies. Student organizations on probation may be required to complete certain requirements before being placed back on active status.

Transitional - Transitional status (formerly In-active status) is defined as the status of an organization that has not completed all of the requirements to maintain active status with Campus Life including maintaining 5 members. Student organizations on transitional status are listed on the Campus Life website, but no events or fundraising activities are allowed while an organization is on transitional status. Transitional organizations can become active again by meeting all of the requirements to maintain active status listed on page 19. Greek organizations that are listed as “Transitional” fall under Greek Life’s policy for Transitional organizations.

Disabled - Disabled status is defined as the status of an organization that has not attempted to complete the requirements to maintain active status with Campus Life. Student organizations on disabled status are removed from all registered student organization lists and are not permitted to utilize any of the benefits of being an active student organization such as participating in student organization events, hosting events, fundraising, seeking funding from campus entities, reserving rooms or services and enjoying the benefits of being recognized as a student organization at LSUA. Disabled organizations can become active again by meeting all of the requirements to maintain active status on page 19.

Policy 12 - Travel

Traveling as a registered student organization can be a rewarding experience; professionally, academically and socially. To ensure a successful trip, pre-planning of all excursions is encouraged. Student organization advisors are not required by Student Life to travel with the organization; however, advisors may be required to travel on official trips by their academic department or college. Student organizations traveling with the assistance of LSUA funds must first receive authorization to travel and secure student trip travel insurance from the Office of Risk Management. Student organizations not traveling with assistance of LSUA funds must still secure trip travel insurance. See details for the authorization to travel and use of personal vehicles below.

Authorization to Travel

All student organizations planning to travel must file an *AS 292 Request for Authorization to Travel*, which must be signed by their faculty/staff advisor. The form is available on the Accounts Payable and Travel website located at <http://www.lsu.edu/administration/ofa/oas/acctpay/travel.php> *Student Trip Travel Insurance* must be secured prior to travel for each student through the Office

of Risk Management. Forms can be found at <https://sites01.lsu.edu/wp/riskmgt/triptravelorganization>

Student Trip Travel Insurance provides coverage for a student while attending or participating in a university supervised and sponsored activity or function. The Student Trip Travel Insurance Policy is a minimal medical policy for eligible charges not in excess of usual and customary charges for accidents only and does not cover sickness. The insurance is 10¢ per student per day.

All official trips sponsored by a department or college must be supervised. If traveling in a University owned vehicle, the vehicle is covered under university insurance. If students are traveling in their personally owned automobiles, then the Certificate of Privately Owned Automobiles must also be completed. (See below). This form shall remain on file at the department level. The original may be requested if a claim is filed. Please contact Office of Risk Management at (225) 578-3297, in the event an accident has occurred and a claim needs to be filed.

Personal Vehicles

If a driver wishes to use a personal vehicle, an application for a Certificate of Privately Owned Automobiles Trip Travel Insurance must be completed prior to travel dates from the Office of Risk Management at <http://ga.lsu.edu/wp-content/uploads/TripTravelAutoForm.pdf>

Policy 13 - University Advisors

Policy

Campus Life requires all registered student organizations to find and retain a primary advisor who is currently a full-time faculty or administrative staff member on the LSU Alexandria campus. Student organizations may also have additional advisors.

Advisor Requirements

The following duties are required of student organization advisors by Campus Life:

- Verify the organization's founding documents and agree to the terms of the University's Hazing, Diversity and Alcohol policy by signing the compliance forms
- Verify the organization's officer information by signing the *Student Organization Registration Form* annually.
- Sign reservation forms for University space and equipment with the appropriate University department granting the reservation.
- Sign all *Event & Fundraising Approval Forms*.

Forms & Process

In order to serve as a University Advisor, LSUA employees must sign an *Advisor Agreement* at the onset of their duties, which states the required and recommended roles of an

advisor. An Advisor Agreement does not need to be submitted annually if no changes have been made in the advisor or their contact information.

University Advisors must also sign information included in the *Student Organization Registration* annually; as well as Event & Fundraising Approval Forms.

Advisor Changes

A change of advisor or changes in the advisor's contact information requires the submission of an updated Advisor Agreement signed by the individual. If an advisor resigns, it is the organization's responsibility to inform Student Life of this change and to find a new advisor for the organization. Student organizations are allowed a period of one month (not including the summer) to find a new University advisor.

EVENT FORMS AND PROCEDURES

Campus Life publishes four forms that are used in the event registration process. These forms are listed below with directions for their usage. These forms must also be used in accordance with the Event Approval & Registration policy (page 8), the Fundraising policy (page 9) and all other University policies and state, local and federal laws.

Event Forms

The Event Approval and Registration Form is used to gain approval for events on campus, fundraising events on and off campus, to reserve university facilities, and to secure support from appropriate University departments. Additional information is listed below.

- The Fundraising Approval Form must be signed by the president and university/chapter advisor.
- Approval is needed for all events; e.g. banquets, blood drives, concerts, conferences, cultural events, dances, door prizes, events with amplified sound, films/movies, fundraisers, guest speakers, information fairs, initiation/induction ceremonies, parades, pep rallies, peaceful assemblies, recreational events, run/walks, social events, and table sits.

The Fundraising Approval Form is used to register fundraising activities on and off campus. The Event Approval & Registration Form must also be completed. Additional information is listed below.

- The Fundraising Approval Form must be signed by the president and university/chapter advisor.
- Student organizations that wish to use promotional items or receive monetary donations or products from corporate sponsors will need approval from the Office of Institutional Advancement.
- No student organization may promote or sell alcoholic beverages. Alcoholic beverages may not be served, possessed, or consumed at any fundraising activity.

LSUA Student Organization Registration

Step 1: As a currently enrolled student organization at LSU at Alexandria, you must complete and submit the **2017-2018** application form below. The primary contact person for the organization must complete the application.

NOTE: As part of the registration process, you will attest, as the primary contact person, that your organization will comply with student organization eligibility requirements, nondiscrimination policies as related to membership and programming, and that the information you provide on the registration form is accurate to the best of your ability. You are also required to inform your members about university policies and procedures. All university policy statements are found on the university website www.lsu.edu.

Step 2: Submit a copy of the organization's constitution and/or by-laws if they are not already on file. Each organization is required to have a constitution and/or by-laws containing basic rules that govern the organization. The constitution and by-laws must include the following: name of the organization; object or purpose; qualifications of membership; officers' duties, qualifications and voting rights; meetings information; committees' duties; parliamentary authority; amendment process. *Guidelines established by the Paper Tiger, Sauce Piquante, Jongleur, Student Government, Fresh Campus and religious organizations will be accepted in lieu of a constitution and/or by-laws.* Any changes to the constitution on file must be submitted to the SOC (Student Organization Council) for approval.

Step 3: Submit a calendar of events scheduled for the academic year. This calendar must include all scheduled meetings, community service projects, fundraiser endeavors, etc. If a date is unknown, a tentative date must be provided. If an event or date is added, deleted and/or modified, the organization is required to contact the Coordinator of Student Life.

Step 4: The Coordinator of Student Life will review your registration form and documents for accuracy, compliance with eligibility criteria, and completion of all steps of the registration process. After approval, the primary contact person will receive an email notification verifying your organization's status as an approved, registered student organization.

Step 5: All registered organizations must have received the minimum points in the previous years to register and remain as an active organization on campus.

LSUA Student Organization Points System

- Student Organizations must actively participate in LSUA sponsored events, including events sponsored by Student Life. Examples of participation in these events include: having a booth at the Organization Fair; participation in Welcome Week; participation in various department fundraisers or philanthropy events; having volunteers for departmental sponsored events, recruiting events and athletic events; having a booth during Trick or Treat Street; participation in the pumpkin carving contest; participation in the campus-wide service project, etc. This will also include having organization sponsored teams participate in Intramural Sports. To receive points in this area, organizations must participate in at least 2 events per semester.
Points: 10 points per event
- Organizations must work to promote their purpose as an organization by providing programs, events and activities that enhance their mission. In order to receive points in this category, organizations must plan and implement at least 1 event per semester (2 per academic year). Student Life sponsored activities do not count toward credit in this category. Examples of programs, events and activities include fundraiser endeavors, community service projects, campus-wide lectures, seminars, etc. The organization must get approval from Student Life to get credit for the activity by submitting an Event Registration/ Approval Form. Please see the Coordinator of Student Life for other ideas and examples.
Points: 50 points (25 points for Fall and 25 points for Spring)
- Organizations must have regularly scheduled meetings at least once a month in September, October, November, January, February, March and April. A meeting in August or December can take the place of another month. Organizations should submit the dates of all meetings to the Student Life office with their Registration Packets and must submit meeting minutes for points to apply.
Points: 5 points per meeting
- All registered student organizations will be required to attend all scheduled Student Organization Council (SOC) meetings and activities. At least one member (officer) and the advisor are required to attend meetings per student organization. SOC meeting will be held September, October, November, January, February, March and April.
Points: 5 points per meeting
- Organizations must turn in Registration Packet by deadline.
Points: 15 points
- Organizations will be able to receive bonus points for participation or hosting additional activities, programs or events throughout the year.

Total points available per year: 175

Required points to remain active: 105 (60%) per academic year

LSUA Student Organization 2017-2018 Registration Form

Organization is: Re-Registering New

Name of Organization: _____

Category—please check only one (see category description on reverse side)

Academic/ Professional Honorary/ Honors Society Recreational/ Sport Spiritual/ Religious

Arts, Entertainment & Publications International Social Issue Fraternity/ Sorority

National Cultural Special Interest Governance/ Advisory Board Political

Contact Name: _____
President/ Chairperson

Contact Phone: _____

Organization's Email: _____

Organization's Website: _____

Total # of Members: _____

Purpose of the Organization (taken from the constitution):

*** Organizations are required to have a President, Vice- President and Treasures with a 2.0 LSUA GPA***

President/ Chairperson _____ Signature _____ LSUA ID _____
Address: _____ City: _____ Zip: _____
Phone: _____ Cell Phone: _____ Email: _____

Vice President: _____ Signature _____ LSUA ID _____
Address: _____ City: _____ Zip: _____
Phone: _____ Cell Phone: _____ Email: _____

Treasure: _____ Signature _____ LSUA ID _____
Address: _____ City: _____ Zip: _____
Phone: _____ Cell Phone: _____ Email: _____

Advisor: Signature _____ LSUA ID _____
Address: _____ City: _____ Zip: _____
Phone: _____ Cell Phone: _____ Email: _____

President/ Chairperson Signature: _____ Date: _____
Advisor's Signature: _____ Date: _____

LSUA Student Organization Alcohol Policy Compliance Form

Louisiana State University at Alexandria prohibits alcoholic beverages from being served at any campus sponsored events. This includes events sponsored by student organizations and Student Life. The following is an excerpt from the Student Handbook:

Sale or Use of Alcoholic Beverages

LSUA complies with all federal and state laws which regulate the sale and use of alcohol. The University neither condones nor shields from prosecution any individual found in violation of the Louisiana Alcoholic Beverage Control laws. The University does authorize alcoholic beverages on campus for sanctioned events complying with state law. This authorization is granted on a case-by-case basis for beer and wine only and must be obtained from the Chancellor. The University will adhere to all laws which prohibit drinking by underage individuals.

As an active student organization at LSUA, all members are expected to comply with all policies of the University, and student organizations will not be allowed to serve alcohol at events.

Please read the following statement and sign below:

I, _____ (name) as president of _____ (organization name), agree to adhere to the alcohol policies of Louisiana State University at Alexandria. I also agree to ensure that members of my organization will be made aware of and adhere to this policy. I understand that failure to comply with alcohol policies of the University will result in disciplinary action, including the removal of my organization from campus as a registered student organization.

Signature of President

Date

Signature of Advisor

Date

LSUA Student Organization Diversity Statement

Admission to Louisiana State University at Alexandria (LSUA) and any of its sponsored programs is open to qualified individuals regardless of race, religion, sex, sexual orientation, national origin or disability.

All student organizations must be advised that, by law, official recognition will be gained only if the organization is in compliance with Title IX of the Civil Rights Act.

In the case of sports clubs, separate teams (men/women) when necessary, may be organized as long as equal opportunity exists for both sexes to form a team.

National Social Greek Organizations are exempt from Title IX requirements only as they relate to their status as single-sex organizations. These rights are reserved. However, it is the expectation of LSUA that Social Greek Organizations are open to qualified individuals regardless of race, religion, national origin or disability.

Honorary and profession organizations whose national organization is exempt from Title IX must furnish proof by letter from the national office.

LSUA believes that freedom of thought; innovation and creativity are fundamental characteristics of a community of scholars. To promote such a learning environment, the university has a special responsibility to seek cultural diversity, to instill a global prospective in its students, and to nurture sensitivity, tolerance, and mutual respect. Discrimination against or harassment of individuals on the basis of ethnicity, sex, religion, race, or disability is consistent with the purpose of the university.

By signing the form below, you will indicate that you understand the above expectations and that your organization is in compliance with Title IX. This form must be submitted with you Registration Packet.

Name of Organization

President's Signature

Date

Advisor's Signature

Date

LSUA Student Organization Hazing Policy

In accordance with the purpose and philosophy of the Louisiana State University System, Louisiana State University at Alexandria (LSUA), and the laws of the State of Louisiana, which include the belief that true fraternalism can be nurtured only in an atmosphere of social and moral responsibility and that hazing is inconsistent with the responsibility of student organizations to conduct safe, constructive student education, and in order to eliminate the harmful practice of hazing, LSUA establishes this policy to be complied with by all student organizations, including, but not limited to Greek social organizations, clubs and athletic teams.

A. No student organization shall employ a program of student initiation/pledge education which includes "hazing".

B. Hazing shall be defined as:

1. Any action taken or situation created, whether on or off university property, which is life threatening to the individual; and
2. kidnapping, paddling, slapping, branding, burning with cigarette, or any such activities which are life threatening to the individual or intended to physically hurt the individual or humiliate the individual mentally.

C. Hazing may include, but is not limited to the following activities, when these activities are life threatening or intended to hurt physically or mentally humiliate an individual:

1. Physical exercise, scavenger hunts, road trips, any activity resulting in excessive fatigue, physical or psychological shocks;
2. Wearing apparel which is uncomfortable to the individual, or if worn publicly, is conspicuous or not normally in good taste;
3. engaging in public stunts or buffoonery, hair cutting, morally degrading or humiliating games or activities, giving of food or drink (alcoholic or nonalcoholic) which is distasteful or designed to provoke nausea or inebriation;
4. Any form of verbal harassment, any action or situation which subjugates an individual to a condition where he/she might tend to lose self-respect or suffer injury to personal or religious values;
5. Any activities which interfere with the students scholastic responsibilities; and
6. The use of obscenities and vulgarities in dress, language or action.

D. It shall be the duty of all current and prospective members to report immediately, in writing, any violation of this policy to the Director of Student Services, the Coordinator of Student Activities, and/or the University Police. Any alleged violation of this policy shall be investigated and appropriate disciplinary sanctions, as provided in the Code of Student Conduct will be imposed if the allegation is substantiated.

E. This policy shall be published annually in the Student Organization Handbook, and will be distributed in the Student Organization Recertification Packet every fall, to insure dissemination each year. The president of each organization will be required to certify that he/she has disseminated the policy to the members of his/her organization.

Please read the following statement and sign below:

Revised October 2008

LSUA Student Organization Hazing Policy Compliance Form

I, _____ (name) as president of _____ (organization name), have read the Hazing Policy of Louisiana State University at Alexandria. In addition, I have informed all members of my organization of the Hazing Policy. As president, I recognize that it is my duty to ensure that the hazing policy of LSUA is upheld by my organization. I understand that failure to comply can result in disciplinary action in accordance with this policy.

President's Signature

Date

Advisor's Signature

Date

LSUA Student Organization Event Registration/ Approval Form

Name of Organization: _____

Name of Contact Person: _____

Email: _____ Phone Number: _____

Name of Event: _____

Date of Event: _____

Time and Location of Event: _____

Description of Event:

Will this be a fundraiser for your organization? yes no Will

there be food served? yes no

Will campus security be needed? yes no

Specify any other needs: _____

Signature of President

Signature of Advisor

For Office Use Only:

Request Granted or Denied: Date:

Additional Notes:

Signature of Coordinator of Student Life

Student Life Advisor Agreement

8100 Hwy 71 South • Alexandria, La 71302

(318) 473-6545 • (318) 473-6580 -- Fax • (318)-427-4403 • hmalone@lsua.edu

Louisiana State University at Alexandria and Student Life requires all registered student organizations to secure and maintain an advisor who is currently a full-time faculty or administrative staff member at LSUA. Student organization advisors are integral to the success of the organization and the development of its student leaders. In order to serve as an advisor, faculty or staff must sign an Advisor Agreement which states the required and suggested roles of an advisor.

As outlined in the application guidelines for registered student organizations at LSUA, the following duties are required of student organization advisors:

- Verify the organization's founding documents and agree to the terms of the LSUA Hazing Compliance, Diversity, and Alcohol Compliance forms by signing & renewing the Application for new & recurring Student Organizations.
- Verify the organization's officer information by signing the Student Organization Officer Update Form annually.
- Reserving and signing reservation forms for University space and equipment with the appropriate university department granting the reservation.
- Sign all event registrations forms.
- Verify the organization's information on all required documentation for student life and the university.
- Verify the organization's president and treasurer information on the organization's checking account.

Duties that are negotiable with the student leaders include, but are certainly not limited to the following:

- Explain university policies when relevant.
- Meet individually with organization president before each meeting and attend those meetings.
- Attend the annual Student Organization Awards Luncheon
- Attend the monthly Student Organization and Activities Council meetings along with the president
- Attend officer and organization meetings.
- Take an active role in formulating the organization's goals.
- Help student leaders prepare an annual budget.
- Proofread any correspondence before it is sent out.
- Let the organization thrive or decline on its own merits; do not interfere unless requested to do so.
- Represent the organization in any conflicts with members of the University staff or faculty.
- Assist in planning events on and off campus.

By signing this agreement, the LSUA faculty/staff member certifies that he or she will fulfill the duties of a registered student organization advisor to the best of their ability and that he or she has read, understands and agrees to act in accordance with the **Hazing, Diversity and Alcohol Compliance Forms**.

Name of Registered Student Organization: _____

Advisor Name: _____ Campus Department: _____

Advisor Signature: _____ Campus Address: _____

Campus Phone: _____ LSUA Email: _____

Cell Phone: _____ Date Received: _____ Received By: _____