

2021- 2022  
LSUA Student  
Organization Handbook



Division of Enrollment  
& Student Engagement

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## Welcome Student Organizations!

A message from LSUA Student Life:

Whether streamlining your membership recruitment or providing guidance throughout your event planning process, LSUA Student Life is here for you! We thank you for your continued support as an organization of LSUA! Your organization and its members provide positive leadership for the university each and every day. Our 30-plus student organizations greatly add to the status and quality of life not only in activities, but with departments and in the classroom. Please use this handbook as your organization's go-to guide as you venture through various projects throughout the year. Student Life looks forward to working with you to make this a fantastic year!

LSUA Student Life

|                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Contact Us:</p> <p><b>LSUA Student Life</b></p> <p>212 Student Center West<br/>Alexandria, La 71303<br/>(318)427-4403</p>                    | <p> @lsuastudentlife</p> <p> LSUA Student Life</p> <p> @LifeLsua</p> |
| <p>Need Assistance? Contact Us</p> <p>Haylee Malone<br/>Student Life Coordinator<br/><a href="mailto:HMalone@lsua.edu">HMalone@lsua.edu</a></p> | <p>Download the app on iTunes and Google Play</p> <p></p>                                                                                                                                                                          |



## The Basics

### Definition of a Registered Student Organization

A registered student organization is an organization that has fulfilled all of the requirements established by the University for Official Registration. In this document, when the term organization or student organization is used, it is to be interpreted to mean officially registered student organizations.

### Benefits of a Registered Student Organization

As a registered student organization of LSUA, your group is entitled to certain rights and privileges, as long as your organization stays in good standing with the university. These special benefits include but are not limited to the following:

- Be listed on the LSUA Student Life website and in University publications and newsletters
- Reserve LSUA facilities, grounds, and equipment for organizational use
- Sponsor events and other activities on campus
- Post approved events and activities throughout various university media outlets
- Apply for and expend organizational funding from Student Government
- Apply for university student organization achievement (Student Organization of the Year, Advisor of the Year, Student Leader of the Year)
- Participate in any information fair (Student Involvement Fair, Orientations, Preview Day)

### Types of Student Organization Statuses

LSUA Student Life uses different terms to describe the status of student organizations. Student groups at LSUA fall into one of the following statuses categories.

- **Active-** Active status is defined as the status of an organization that has completed all requirements to start a new organization or maintain active status. Student organizations on active status are listed on the website and may take advantage of benefits offered to registered student organizations at LSUA.
- **Inactive-** Inactive status is defined as the status of an organization that has not completed the requirements to maintain active status with Student Life. Student organizations on inactive status are removed from all registered student organization lists and are not permitted to utilize any of the benefits or being an active organization (such as participating in other student organization events, hosting events, fundraising, seeking funding from Student Government, reserving rooms or services, or enjoying other benefits of being a recognized student organization at LSUA). Inactive organizations can become active again by contacting the Student Life Office and fulfilling any outstanding responsibilities.
- **Probation-** Probationary status is defined as the status of an organization that has been removed from active status for violations of Student Life policies, university policies, and/or local, state, and federal laws. The length and terms of probationary status vary. Student organizations on probation may be required to complete certain requirements before being placed back on active status.

- **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 completes all required documents. This allows provisional student organization time to secure 5 members, hold elections, write a constitution, and find an advisor. The constitution and advisor agreements must be turned in before active status is awarded. No events or fundraising activities are allowed while an organization is on provisional status.

### Registered Student Organization Requirement to Remain in Good Standing (Active Status)

To keep an organization's registration current and in good standing, organizations must:

- Renew/Re-register on an annual basis with LSUA Student Life
  - This renewal consists of updating the registration form:
    - Current officers or representative
    - Advisor
    - Current Members
    - Any additional relevant information (i.e. updated constitution)
  - President and Advisor signatures on
    - Alcohol Policy
    - Diversity Statement
    - Hazing Policy

### Registration Process for New Student Organizations

Students wishing to create a new student organization at LSUA, must complete the following steps.

- Select an organization name.
  - No organization shall register a name identical to or closely similar to the name of a currently registered student organization
  - Must have five (5) current LSUA students that meet the officer requirements to serve as founding members.
- Draft a constitution (See a Sample Constitution)
- Formally submit the organization application to Student Life

### Responsibilities of Registered Student Organization

As an LSUA registered student organization, your group has certain rights and privileges. With these privileges come certain responsibilities to maintain your organization's registered status.

Those responsibilities include but are not limited to the following:

- Each organization will comply with federal, state, and local laws and codes.
- Each organization will comply with applicable University policies

- Each organization is responsible for the activities and/or actions of current LSUA student members, non-student members and guests while participating in any function sponsored by that organization.
- Organizational information must be kept current with LSUA Student Life.
- All organizations are responsible for the planning, supervising, and ensuring the safe operations of each of their programs.
- All organizations should function using sound financial management and are responsible for any debts that may occur, including those to LSUA.
- The organization must maintain an advisor at all times.
- All organizations are required to have an updated constitution that adheres to university policies, local, state and federal laws.

Failure to comply with the above responsibilities will result with the organization being placed on probation and could be placed under the Student Organization Accountability Process that is conducted by the Student Organization and Events Council.

### Constitution Requirements

An organization's constitution is the document containing basic rules relating to the organization and its members, prospective members and advisors. Organizations governed by a national organization may submit the national organization's constitution as well as local bylaws that include LSUA's requirements for basic policies, membership, officers, and amendments. Organizations whose national organizations do not allow them to adopt local bylaws must submit a constitution statement to Student Life agreeing to follow LSUA's requirements for basic policies, membership, officers, amendments, and registration renewal. For assistance, review the constitution writing guide.

Registered student organizations at LSU are required to include a set of basic policies, membership requirements, officer requirements, amendment procedures and appeals process that are set forth by the University. This information is listed below and can also be found in the 'Guide for Writing a Constitution'.

### Basic Policies (Required)

The following are basic policies of this organization:

Section 1. The organization shall be non-commercial.

Section 2. The name of the organization or the names of any members in their official capacities shall not be used in connection with a commercial concern.

Section 3. The organization shall cooperate with Louisiana State University of Alexandria to support the improvement of education in ways that will not interfere with administration of the University.

Section 4. 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 5. The organization agrees to abide by all University policies and local, state and federal Laws

#### Membership Requirement (Required)

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

#### Officers and Elections (Required)

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. Students must be enrolled as full-time students at Louisiana State University 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 (Required)

Section 1. 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 of Student Life.

In addition to the aforementioned constitution requirements, it is encouraged for student organizations to include 'Provisions to Bylaws'. Bylaws include some of the following items:

1. Standing committees of the organization.
2. Ad Hoc Committees of the organization which are established for a single purpose, or 1 – year commitment. Such committees will be eliminated from the Bylaws once abolished or defunct.



3. Policies pertaining to the time, location of organizational meetings.
4. Election procedures, dates, terms of offices.
5. Structures/Purposes of committees.
6. Member behavior when acting on behalf of the organization.
7. Removal of Executive Board Members outlining a detailed appeals process (see sample in the Guide for Writing a Constitution).
8. Removal of Members outlining a detailed appeals process (see sample in the Guide for Writing a Constitution).

### Appeals Process (Required)

Constitutions are required to include an “Appeals and Due Process” Article or clause pertaining to an organization considering disciplinary action against an individual member should follow rules incorporated in their constitution or by-laws for disciplining the member, removing the member from a leadership position or removing the member from the organization. Minimally, we suggest the following steps should be considered and included with specific detail in an organization’s constitution and by-laws.

1. Rules regarding an organization’s ability to discipline a member, remove the member from a leadership position or remove that member from the organization;
2. Grounds for disciplinary action or removal that are clearly stated and available to members in writing, preferably listed in the organization’s constitution or by-laws;
3. Procedures for hearings or other methods of review that an organization may take to consider disciplinary action or removal; these procedures should be clearly stated and available to members in writing, preferably listed in the organization’s constitution or by-laws;
4. Notice of specific concern(s) or charge(s) should be given in writing to the student leader(s) in question, to the organization leaders who will consider disciplinary action or removal and to the organization’s advisor(s);
5. An opportunity for a hearing should be offered to the individual student leader(s) in a reasonable timeframe (giving a specified minimum number of business days or class days between the notice and the hearing) and at a reasonable meeting day/time (not an unusual or intentionally convenient day/time);
6. Additional organizational procedures should be developed to:
  - a) Guide the student leader(s) reviewing the charge on how to present concerns, witnesses and evidence
  - b) Guide the student leader(s) in question on how to respond to those concerns, witnesses and evidence and to provide their own witnesses and evidence
  - c) Specify if and how appeals may be made and to whom (organization advisor, etc.)

Organization rules and procedures for disciplining or removing members must not contradict or conflict with LSUA Policies on Organizational Misconduct or the LSUA Code of Student Conduct. Student organizations with national or regional affiliations should consult with these organizations prior to instituting a new disciplinary or removal process.

### Advisor Requirements

All registered student organizations are required to secure and maintain an advisor who is a current full/part time employee (faculty or administrative staff) at Louisiana State University Alexandria. 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 administrative staff must submit an Advisor Agreement to Student Life, which states the required and suggested roles of an advisor.

Note, those employed part-time under an academic program (graduate assistantship) or internship are not eligible to serve in the role of advisor. Adjunct professors can be an advisor only if they have an assigned office space on campus.

Per the Clery Act, advisors for Student Organizations at LSUA are considered Campus Security Authorities with responsibilities to report criminal incidents or concerning behavior to LSUA Police when acting in their role as an organization advisor.

### 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 in the advisor role. 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.

### Officer Requirements

Each organization President serves as the primary liaison to the University. Additional positions required for each group include: Vice President, Secretary, and Treasurer.

The officers must be listed on the organization's roster in the Student Life office. The officers listed on the roster are the only students who are allowed to represent the organization in official business with the University. Only the officers are permitted to make reservations, register events, and conduct other business on behalf of the organization.

In order to serve as an officer, students must meet the following criteria:

- Students must be enrolled as full-time students at Louisiana State University Alexandria
- Students must have at least a 2.0 cumulative
- Students on Disciplinary Probation with Restriction are ineligible to hold a position of leadership in a registered student organization. This includes newly elected officers, as well as continuing officers.
- Students must meet all other academic standards established by the student organization that are 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.

Eligibility requirements will be verified by LSUA Student Life. Individuals and the organization advisor will be contacted if there are ineligible students listed to serve.

### Membership Requirements

Registered student organizations must have at least five (5) members in order to maintain active status. Membership is restricted to LSUA students, with the exception of Greek organizations, faculty, and staff. Active membership is restricted to LSUA students. Associate membership (non-voting) is restricted to LSUA faculty and staff.

## Event Planning

### What is an organization event?

An organization event is defined as any activity or gathering that can be reasonably associated with an organization by one or more of the following:

- a significant number of attendees are members of an organization;
- the event, activity, gathering is held at a location reserved for, owned by, rented by, or otherwise associated with an organization;
- promotional material associates the event, activity, or gathering with a specific organization;
- the activities can be reasonably associated with a particular organization

All student organization events using any University facility must be registered in advance with the Student Life. Such event registration may require approval in advance from the LSUA Student Union and/or other University departments or facilities.

### Types of Events

**A Student Organization Table- Sit:** Organization host(s) a table sit on campus to advertise for their registered student organization or upcoming event for said organization. (Note: This definition may be subject to change pending university policy updates)

**A Student Organization General Meeting (Organization Members Only):** Organization hosts a general meeting for organization members. Examples include but are not limited to a lecture, meeting, initiation, retreat or training.

**A Student Organization Event (Open to an Audience beyond Organization Members):** Organization plans an event for LSUA students, faculty or staff or surrounding community.

## Event Approvals

### Average Approval Timeline

**General Events:** General events (i.e. general meetings, student organization event) **MUST** be submitted to Student Life 5 business days prior to the event date.

**Big Scale Events:** 10 business days are required for big scale event (i.e. Event with staging, off campus vendors etc.)

### Film and Movie Screenings

Student organizations who are interested in showing films or movies at meetings and events must comply with the Federal Copyright Act (Title 17 of the U.S. Code), which governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a home video copy of a movie carries with it the right to show the movie outside the home. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved. To show a video on campus, your organization must purchase a “public performance” license from the company listed below:

Swank Motion Pictures, Inc.

<http://www.swank.com>

(800) 876-5577

Fees are determined by such factors as the number of times a particular movie will be shown, anticipated audience size, location, etc. While fees vary, they are generally inexpensive for smaller audiences. Fees may be waived if a request is granted from the company responsible for producing the film or movie. For more information on the law on “Public Performances,” visit <https://www.swank.com/collegecampus/copyright/> (Swank Motion Pictures. Inc, 2017).

Once the organization makes the “public performance” license purchase, the organization is required to provide documentation to Student Life via email.

### Online Streaming Services

Student organizations who are interested in showing films, movies, television shows and any other content available via a streaming service (i.e. Netflix, Amazon, Hulu, Sling etc.) must still adhere to that company’s terms and conditions within the user agreement. Which may still require obtaining a “public performance license” to screen the film or movie.

### Unaccompanied Minors

LSUA Student Life follows the unaccompanied minor policy LSU Campus Life established in 2018.

Student Organization activities are not covered under PS-88, no student organization activities can allow minor children to participate without a parent, legal guardian or designated caregiver present with them

- Field days, movie nights, activities, etc.

No waiver or other agreement should be used by student organization members, LSU, or event partnering organizations to release parents/guardians/caregivers from the responsibility of monitoring minor children at a student organization event.

- If this presents an issue, discontinue hosting the events to protect yourself, your organization, LSUA, and LSU.

## Free Speech

### Free Speech Permanent Memorandum 79 Freedom of Speech and Expression

Summary of Permanent Memorandum 79. For the complete Permanent Memorandum, select the link above. General Policy Statement: Louisiana State University is fully committed to free speech among students, faculty, staff, and visitors. To fulfill our primary role of discovering and disseminating knowledge, a free interchange of ideas is necessary. LSU prides itself on upholding free expression and believes that a culture of intense inquiry and informed argument generates lasting ideas. This freedom comes with a responsibility to welcome and promote expression for all people and all ideas, even when in disagreement or opposition.

### Peaceful Assembly

#### Division for Student Engagement

As stated in PM-79, LSUA acknowledges the right and privilege of individual students, groups of students, and registered student organizations to assemble peacefully on campus.

Peaceful assemblies by student organizations are not required to be scheduled or registered with the Division for Student Engagement unless the event meets one or more of the following criteria:

- The event will be held in a University facility, the interior of a building or other area where access is restricted.
- The event may reasonably require the use of University resources (tables, utilities, equipment, etc.) or involvement of a service department of the University, e.g., the directing of traffic and/or parking, managing a crowd, providing of electricity to the site, setting up stages or platforms, placing special trash receptacles in the area, providing tables and/or chairs and inspection and/or cleanup after the event.
- Any event involving amplified sound

- Any event that poses reasonable safety concerns or may involve prohibited activities listed in PM-79.

Although the University does not require the registration and scheduling of events that do not meet one or more of the above criteria, students or student organizations who plan such events are strongly encouraged to schedule and register such events at least 10 days in advance with the Division for Student Engagement.

Events that do meet one or more of the criteria listed above, must be registered with the Division for Student Engagement at least five days in advance, although more time is strongly recommended and in some cases may be necessary (e.g. events involving security).

## Marketing

### Principle

LSUA is committed to the First Amendment of the United States Constitution and the free speech values it embodies. As an institution of higher education, LSUA recognizes the importance of free and open debate on all matters. Distribution of printed material on campus raises a number of issues that are unrelated to the content of the message being conveyed by that printed material. LSUA has an obligation to take reasonable steps when appropriate to protect its students, faculty, and staff from invasions of privacy, impediments to safety, and interference with the University's educational, research, and service missions. To protect those interests, LSUA reserves the right to impose content-neutral and reasonable time, place, and manner restrictions on the distribution of printed material on campus.

### General Rules

1. Posters, fliers, and bulletins may not be placed on any LSUA buildings, doors, walls, utility poles, trees, shrubbery, or any other surface. Posters, fliers, and bulletins may be placed on designated bulletin boards in accordance with any rules established by the department or office responsible for the bulletin board.
2. Distribution of printed material on other areas of the LSUA campus is subject to reasonable, content-neutral regulation of time, place, and manner to protect the interests of LSUA and its students, faculty, and staff, including, but not limited to, vehicular or pedestrian traffic congestion, construction activities, space available or required, parking needs, event security, litter mitigation, landscaping limitations, emergency contingencies and public safety considerations, the prevention of obnoxious distribution of literature, unwelcome hawking and face-to-face solicitation, the frequency or duration of requested use, the volume or frequency of other requests or reservations, the university's own planned use of its facilities for athletic or other events, and potential for interference with the university's educational mission.
3. No chalking allowed at any location on campus.

### Students and Student Organizations

1. The Office of Student Life oversees distribution of printed material on campus by

students and recognized student organizations and is responsible, with appropriate involvement from other components of the LSUA Division of Student Engagement, for enforcing LSUA's policies in this area as they pertain to students and recognized student organizations.

2. Individual students acting solely on their own behalf do not need prior approval to distribute printed material to other individuals on campus by personally offering to hand it to them, outside of the areas designated in section

3. In general, the following guidelines will apply to distribution of printed material by students. However, the Vice Chancellor of Student Engagement shall have authority to impose additional requirements or waive these guidelines in order to promote the best interests of LSUA.

- i. No fliers, brochures, cards, or other printed material may be placed on car windshields.
- ii. Advertising for student events, groups, and activities will generally be permitted, subject to reasonable restrictions to protect the interests of LSUA.
- iii. No printed material may be offered for sale without expressed approval
- iv. Organizations should include the organization name on any printed materials intended for distribution on campus

### Promotional Items

Division of Finance and Administration

318-427-4407

If promotional items are sold or distributed, the organization must have approval from Finance and Administration. The promotional item design must be emailed to Sarah Black at [SBlack@lsua.edu](mailto:SBlack@lsua.edu) for approval before Student Life will approve the event. Student organizations may use the LSUA logo or other indicia if approval is granted from Finance & Administration Office. This approval includes, but is not limited to, T-shirts, hats, calendars, decals, banners, or any other apparel or non-apparel items. The approval is obtained by submitting a PUR522 at [www.lsua.edu/pur522](http://www.lsua.edu/pur522) and receiving an approval form.

### Use of University Name and Indicia

The Trademark Licensing Office within the Division of Finance and Administration promotes, protects, and regulates the University's name and identifying marks. These marks include the name, logos, seal and all identifying marks, symbols and slogans associated with LSUA. The University has registered its marks with the U. S. Office of Patents and Trademarks and the Louisiana Secretary of State to protect the integrity and identity of the marks. Proper use of LSUA's name and marks stimulates public awareness and support for the University. Prior written permission is required through the Trademark Licensing Office for use of the University's name or marks for anything other than official University purposes.

The following applies to student groups, organizations, and sport club teams.



## Use of University Name

The Louisiana State University of Alexandria is a trademark of The Board of Regents and can only be used by organizations that are officially sponsored by a university department.

A registered student organization or sport club team may use the University name in its title, publications or letterhead to show its status as a registered student organization at LSUA, but may not use the name in a manner as to create confusion between it as an organization and the University itself nor in a manner that would in any way constitute an endorsement, approval or underwriting of any organization, product, activity, service or contract by Louisiana State University and/or Louisiana State University at Alexandria.

The general rule is that the University name cannot precede the name of the student organization.

There are two student organizations at LSU Alexandria that have permission for the official use of logo; Student Government and LSUA Ambassadors. These organizations may use the words “Louisiana State University of Alexandria”; “LSUA”; “Tank”, or other trademarked words in their name.

The second type of student organizations at LSU Alexandria is registered student organizations. Registered student organizations are not considered “officially sponsored” by the university and, therefore, may **ONLY** use the name of LSU Alexandria or abbreviation LSUA but without the official font. Student organizations cannot use the official logos, Tank name, Tank Logo, athletic logos, or LSUA Oak Tree logo without permission from Sarah Black.

The correct reference to LSUA is by Louisiana State University of Alexandria or LSUA.

## LSUA Agency Accounts

Agency accounts are maintained for student organizations which make use of university services, but are not sponsored by, or closely associated with, the university mission. These accounts are for groups or organizations which hold activities on the campus, or have an officer who is an employee of the university that is authorized to acquire goods or services through the university on behalf of the organization. In order to keep the integrity of the organization separate from the university, no revenue can come from university funds. All sources of revenue must come from membership dues, registration fees, donations, earnings of the organization, etc. Off-campus vendor payments are made by submitting the invoice and proper documentation to Accounts Payable. Since the university is not responsible for reporting W-2 or 1099 income on agency funds, payments for salaries or wages are not allowable expenses. The University accounting system can be used for internal transactions (ITs) for catering, housing, meeting room rental, supplies, etc. To set up an Agency Account form # AS502 Request for Agency Account must be submitted to the Office of Accounting Services. The organization name, taxpayer ID number (if one exists, there is no need to apply for a taxpayer ID number to use an Agency Account), purpose of account, and source(s) of funding should be provided. Specific guidelines for the



disposition of any excess funds at the conclusion of the group activity should be provided (i.e.: return to national office or forward to next host institution)

All requests for agency accounts are reviewed in detail by Accounting Services prior to approval. The nature of the activity and source of funds are carefully examined. Any factors that are judged to preclude the use of an agency fund will result in the denial of the request. Questions regarding the establishment and/or use of agency accounts should be directed to the Office of Accounting Services, (318) 473-6407.

## Fundraising

Fundraising by student organizations is allowed at LSUA, in accordance with University policies and processes, local and state laws, and the LSUA Code of Student Conduct. Fundraising is a type of event, therefore the Event Approval & Registration Form is required.

Student Life defines fundraising as any event, program, or activity in which money or items are collected for the purpose of raising funds for the organization, a philanthropy, or donating goods to charities.

Some examples include donations, ticket sales, sale of items, or collection of goods (i.e. canned food drives with donations to a food bank).

The Student Life staff is happy to assist student organizations with questions, to offer suggestions, and to help student organizations comply with the fundraising approval process. To request a meeting, call (318) 427-4403 or email [HMalone@lsua.edu](mailto:HMalone@lsua.edu).

To be approved, fundraisers must comply with the following:

- The event must be submitted for approval at least 10 business days prior to the fundraiser.
- In addition to submitting the event for approval, student organizations must gain approval for the use of university facilities prior to gaining approval for the fundraiser from Student Life. Approval of the fundraiser and event does not constitute approval of space.
- If the organization is interested in soliciting off-campus businesses or organizations for donations of money, services or products, the organization must first seek approval from the LSUA Foundation. A list of all potential donors/sponsors must be emailed to [sthaxton@lsua.edu](mailto:sthaxton@lsua.edu) for approval prior to gaining approval for the fundraiser from Student Life.
- Student Life defines an auction as the process of buying and selling goods or services by offering them for bid (silently or otherwise), and then selling the item to the highest bidder. Auctions are allowed as fundraisers when entire net proceeds of the auction are devoted to a charitable or educational organization (per Louisiana Revised Statute 4:707.B).

## Food Trucks

Food trucks are not permitted on the campus of LSUA. Food sales from a food truck location are prohibited. However, food trucks can be contracted by a student organization to give away food/beverage items as a part of that particular organization's event as long as they are an approved LSUA Licensed Caterer. Those details must be listed in the initial event request to LSUA Student Life, and must be approved as a sponsor by Finance and Administrative Services.

## Travel

Traveling as a registered student organization can be a rewarding professional, academic and social experience. To ensure a successful trip, pre-planning of all trips 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 (such as funding from a department or Student Government) must first receive authorization to travel and purchase student trip travel insurance from the LSUA Office of Risk Management. Student organizations not traveling with assistance of LSUA funds must still purchase 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 <https://sites01.lsu.edu/wp/graduateschool/files/2014/03/Request-for-Authorizationto-Travel-AS292.pdf>. Student Trip Travel Insurance must be purchased prior to travel for each student through the Office of Risk Management. Forms can be found at <http://www.lsu.edu/riskmgt/insurances/student-travel.php>. Student Trip Travel Insurance provides coverage for a student while attending or participating in a university supervised and sponsored activity or function.

Finance and Administration

Risk Management

Abrams 114

(318) 473-6402

[vcfa@lsua.edu](mailto:vcfa@lsua.edu)

LSUA Risk Management provides Student Trip Travel Insurance coverage for students 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. Student Trip Travel Insurance is currently 10¢ per student per day.

To purchase Student Trip Travel Insurance, the Trip Travel Request Form and the List of Students must be filled out and sent to the LSUA Office of Finance.

If traveling in a University owned vehicle, rented or leased, the vehicle must be driven by an LSUA employee and 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. This form shall remain on file at the department level. The original may be requested if a claim is filed. Please contact LSU Risk Management at (225) 578-3297, in the event an accident has occurred and a claim needs to be filed. For more information or to download the forms, please go to the website located at <http://appl003.lsu.edu/pubsafety/riskmgt.nsf/index>.

## Campus Emergencies

Should the LSUA campus experience an emergency, student organization leaders and advisors should follow directions issued by the LSUA Emergency Response System and Campus Safety.

These instructions will be shared:

- to all LSUA student, staff and faculty members enrolled in the Emergency Text Notification system (see enrollment information on [www.lsu.edu/eoc](http://www.lsu.edu/eoc))
- on all computers connected by hard-wired to the campus internet system
- to all individuals with LSUA e-mail accounts (@lsua.edu e-mail accounts)
- as a header on all LSUA webpages
- and, on all LSUA social media platforms

These directions may include information on campus closures, area restrictions, or limits placed on campus hours. These directions may also include a cessation on all activities scheduled on campus or a cessation of all LSUA-related activities regardless of physical location. In the event of a full campus closure, organization leaders should not automatically seek off-campus locations for their scheduled events, but follow the directives of the LSUA Police as safety issues may exist off-campus as well. Student Life and its partners will help organizations reschedule events when given the all-clear by LSUA Police

LSU at Alexandria is dedicated to preserving a peaceful and safe environment for the entire University community. Students, faculty, staff and visitors are urged to be aware of and alert to any suspicious or possible criminal activity on campus, and to report all such occurrences to the University Police.

LSUA Police non-emergency telephone number is (318) 473-6427. For all emergencies, DIAL 911 from a cellular phone, or 9911 from any campus telephone. In addition, there are 13 blue Emergency Call Boxes placed around campus and The Oaks Residential Apartments, their locations are indicated on the Campus Map.

## Waivers

The Department of Student Life has a standard waiver that can be adapted for your organization's use by describing your activity in the Indemnity Clause.

Some key points to consider in waiver and release forms for your organization and/or activities are:

- Make sure the title of the document is clear, so everyone understands what they are signing
- Include spaces for the organization's name, the participant's name, and the name of the specific event
- Describe the activity and risks involved as specially and clearly as possible
- Include text "to hold harmless and indemnify the sponsoring organization" to ensure the participant read and understood risks involved and will not hold the organization liable in case of injury
- Include text asking the participant to give consent for medical treatment in case of injury
- A clear space for the participant to sign and date the form indicating acknowledgment
- If the participant is a minor (under the age of 18), he/she must have a parent/guardian sign the form
- Retain waiver for the specified amount of time (currently one academic year)

## Contracts

Contracts are a binding agreement between two parties in which each gives something in return for something else. Your organization may NOT enter contracts with anyone without prior approval from Finance and Administrative Services. Please contact Mary Lemoine for more information.

## Presidents' Council (Previously Student Organization Council)

The Presidents' Council is composed of presidents of student organizations. The President's Council is chaired by the Coordinator of Student Life. This group meets to discuss, coordinate and plan joint activities throughout the year. The Presidents' Council 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 Presidents' Council and to be present at each monthly meeting. All meetings are the first Thursday of the month at 3pm in the Live Oaks Conference Room.

## Risk Management

### 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.

1. No student organization shall employ a program of student initiation/pledge education which includes "hazing".
2. Hazing shall be defined as:
  - a. Any action taken or situation created, whether on or off university property, which is life threatening to the individual; and
  - b. 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.
3. 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:
  - a. Physical exercise, scavenger hunts, road trips, any activity resulting in excessive fatigue, physical or psychological shocks;
  - b. Wearing apparel which is uncomfortable to the individual, or if worn publicly, is conspicuous or not normally in good taste;
  - c. engaging in public stunts, 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;
  - d. 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;
  - e. Any activities which interfere with the student's scholastic responsibilities; and
  - f. The use of obscenities and vulgarities in dress, language or action.
4. 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.
5. 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.

Act 635 of the 2018 Regular Session of the Louisiana Legislature, creates the crime of criminal hazing, provides definitions and exceptions, and establishes exceptions and penalties;

Act 637 of the 2018 Regular Session of the Louisiana Legislature, creates an obligation to offer reasonable assistance, including seeking medical assistance, to someone who has suffered serious bodily injury caused by reckless behavior, including hazing;

Legal and Disciplinary Consequences of Hazing: Legal actions up to and including jail time and fines;  
College discipline (suspension or expulsion); Membership and organizational sanctions

### **Attend Hazing Training (mandatory of student organization members and athletes)**

National Hazing Hotline 1-888-NOT-HAZE (668-4293)

### **Non-Discrimination Policy**

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. Honorary and profession organizations whose national organization is exempt from Title IX must furnish proof by letter from the national office.
8. 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.

### **Alcohol Policy**

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.

## Student Organization of the Year, Advisor of the Year, Student Leader of the Year Awards

### Student Organization of the Year

Every academic year the Office of Student Life awards one organization the title of Student Organization of the Year award. In order to qualify for Student Organization of the Year, organizations must:

- Turn in Student Organization Registration forms before deadline
- Attend all seven of the Presidents' Council Meetings
- Participate in Trick or Treat Street
- Participate in Student Organization Browse
- Participate in at least two campus events (Orientation, Weeks of Welcome single event, etc)
- Host at least one organization event

### Advisor of the Year

The Office of Student Life recognizes the dedication of student organization advisors with its Advisor of the Year award. The nominated individual must serve as the official student organization advisor or co-advisor to a recognized student organization on the campus of LSU Alexandria. Advisors can be nominated by any person in the organization. Nominations are done by application in the Spring semester. An email will be sent out to all Student Organization presidents inviting them to nominate their advisor.

### Student Leader of the Year

The Office of Student Life

The nominated individual **MUST** be an active member of an official student organization on the campus of LSU Alexandria. Students do **NOT** have to be on the Executive Board of the organization to be nominated. Students can be nominated by any person in the organization. Nominations are done by application on the Spring semester. An email will be sent out to all Student Organization presidents and advisors asking for nominations.

### Award Process

The Student Organization and Events Council will blind vote on the winning Student Leader and Advisor award. All organizations that meet the criteria for the Student Organization of the Year award will be decided by a blind vote from the Student Organization and Events Council.



