

OFFICE OF THE CHANCELLOR  
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

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SUBJECT: GUIDELINES FOR STUDENT ORGANIZATIONS

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PURPOSE: To establish guidelines for student organizations, clubs, groups, and other organizations registered with the University

#### GENERAL POLICY

The LSUA Student Organizations and Activities Committee has established the following guidelines for student organizations:

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.

The policies and actions of a student organization shall be determined by a vote of the membership.

A group making application for a charter must submit copies of its constitution and by-laws (in a quantity equal to the number of members of the Committee on Student Organizations and Activities) to the office of the administrator in charge of student organizations. This must be done at least three weeks before the proposed date of the charter. The constitution and the by-laws must include the following:

1. Each active member must be registered as a student at LSUA.
2. All active members shall be designated members with privileges and, as such, have the right to vote, hold office, or serve as chairman of a committee.
3. All other members shall be designated members without privileges and, as such, do not have the right to vote, hold office, or serve as chairman of a committee.

4. All officers must have a GPA of 2.0 or higher and must meet all other reasonable academic standards established by the student organization. Qualifications for the organization's officers must be included in the constitution and by-laws.

A group making application for a charter must submit to the office of the administrator in charge of student organizations two copies of the Student Organization Application for Recognition Form signed by the faculty advisor(s) and officers of the organization.

Organizational funds in excess of \$25 shall not be expended without prior approval of the members or the executive committee if such is called for in the organizations's by-laws.

In addition to complying with regulations relative to the formation and retention of organizations, all organizations must:

1. Submit to the Director of Student Services an exact membership list and current list of officers no later than one month after the beginning of classes each semester.
2. Comply with University policies pertinent to clubs, organizations, and associations. Most of these will be contained in the "Student Handbook."

All student organizations **must** have an advisor as a source of information and counsel. The advisor shall be a full-time member of the faculty or staff of the University or have the approval of the Student Organizations and Activities Committee. The advisor(s) is chosen by the student organization. Student organizations can also request the advisor's resignation.

The advisor shall maintain regular contact with the organization, keeping informed of its activities and financial operations; offer advice and information with regard to the organization's programs and policies; serve as liaison (or mediator) between the administration and the organization. The faculty advisor should be notified of and invited to all meetings and social functions.

#### CLUB OF THE YEAR AWARD

The Student Organizations and Activities Committee annually selects the "Outstanding Club" for an award at the Honors Day Convocation. Each club, organization, and association shall submit an annual report of its activities to the Director of Student Services. The selection of "Outstanding Club" is made primarily based on the committee's interpretation of the club that best fulfilled its purposes as stated in its constitution. A point system form must be submitted with the annual report. Therefore, only approved clubs in good standing, organizations, and

associations with approved constitutions and by-laws are eligible for the award. Guidelines as established by the *Paper Tiger*, *Sauce Piquante*, *Jongleur*, and religious organizations will be accepted in lieu of a constitution. Guidelines must be submitted to the administrator in charge of student organizations for approval by the Student Organizations and Activities Committee.

### RESPONSIBILITY OF THE ORGANIZATIONS

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 the Student Organizations Handbook.

### RESPONSIBILITY OF THE UNIVERSITY TO STUDENT ORGANIZATIONS

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 problems 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.

### CATEGORIES OF STUDENT ORGANIZATIONS

For the purpose of establishing policies and/or granting charters, the Committee divides student organizations according to the following classifications: national and local; and within these the following:

Governing	Religious	Professional
Honorary Service	Special Interest	International
Sports	Special Interest	Fraternities and Sororities
Military	Political	

## PROCEDURES

### Request for Permission to Organize

All student organizations must make application in writing to the Office of Student Services. This formal request is initiated by completing the forms available for the purpose at the office of the administrator in charge of student organizations. The application shall be accompanied by a copy of the constitution, by-laws, and other matters concerning the purpose, procedures, and conduct of the organization, together with a list of members and letters of approval from the faculty advisor and University faculty group, if a department is concerned.

When the form has been filled out and the necessary documents prepared, the request shall be presented in person by one or more members of the organization to the administrator in charge of student organizations. This officer will consider the request and present it to the Committee on Student Organizations and Activities for consideration and recommendation. The Committee may meet with members and sponsor(s) before making a recommendation and will hear appeals.

### Request for Permission for a Local Group to become a Chapter of a National Group

The petition from a local group to affiliate with a national group, and the approach of a national to a local, must be presented to the Committee on Student Organizations and Activities before any definite negotiations are undertaken. The petition shall be presented first to the administrator in charge of student organizations who will forward it, along with recommendations, to the Committee on Student Organizations and Activities. This presentation must be made thirty days before the Committee's consideration of the petition.

The procedure for the organization of a new chapter of a national social fraternity or sorority or for a national social fraternity or sorority to form a colony or approach a local shall be determined by the Committee on Student Organizations and Activities, with the approval of the Director of Student Services and the Provost and Vice Chancellor for Academic and Student Affairs.

## FISCAL RESPONSIBILITIES FOR STUDENT ORGANIZATIONS, CLUBS, GROUPS, AND OTHER ORGANIZATIONS REGISTERED WITH THE UNIVERSITY

### Authority

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

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 Bursar Operations and follow all procedures, policies, and guidelines that apply to these accounts. This section of the policy applies to organizations such as SGA, *Sauce Piquante*, *Paper Tiger*, *Jongleur* and Student Activities.

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.

Certification

I hereby certify that where our organization's local constitution, national constitution, or code of conduct is in conflict with University policy, University policy will prevail. I also agree to make the necessary revisions to properly reflect University policy in our organization's constitution.

**Faculty Advisor Certification** - The faculty advisor must sign one of the following two options.

1. I hereby certify that I am familiar with the Louisiana State University at Alexandria Student Handbook and agree to abide by the policies detailed therein. I also certify that I have read the preceding document, and that I exercise **no** care, custody, and/or control over the funds of the organization.

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Faculty Advisor's Signature

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Date

2. I hereby certify that I am familiar with the Louisiana State University at Alexandria Student Handbook and agree to abide by the policies detailed therein. I also certify that I have read the preceding document, and I **will** exercise care, custody, and/or control over the funds of the organization that shall be maintained in an LSU A agency account.

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Faculty Advisor's Signature

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Date

**Certification of Organization President**

I hereby certify that I am familiar with the Louisiana State University at Alexandria Student Handbook and agree to abide by the policies detailed therein. I also certify that I have read the preceding document, and that the name of Louisiana State University at Alexandria or any variation thereof and/or the University's tax identification number does not appear on any organization accounts maintained with a financial institution (i.e., bank, credit union, savings and loan association.)

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Organization President's Signature

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Date

**Advisor's Signature** (If applicable)

I hereby certify that my role as \_\_\_\_\_ Advisor for the student organization is in no way associated with my employment at Louisiana State University at Alexandria.

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Advisor's Signature

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Date