

A Guide To Student Organizations

INTRODUCTION

NOTICE

It should be noted that these guidelines are a supplement to The Code of Student Rights, Responsibilities, and Behavior which governs the activities of individual students of the University. The purpose of the supplement is to comply with Section 5.03.06 of that code which states that the University is responsible for clearly setting forth rules, regulations, policies, and procedures that relate to student life.

On the Louisiana Tech campus, there are many types of student organizations to meet the needs of students. Some organizations honor and recognize students who have attained achievement in scholarship, etc., while other organizations are service, fellowship, or social-oriented. Governing, religious, professional, departmental, service, and special interest groups are also available. The principal aim of each student organization is to further the development of its members through wholesome activities and to promote the welfare of the University.

Louisiana Tech University assumes no legal responsibility or liability for the activities of student organizations. The University merely extends recognition and certain services to the organization.

Student organizations cannot contractually obligate the University nor do they represent the University. The University accepts no legal responsibility for the organization's activities.

STRUCTURE AND OPERATION OF STUDENT ORGANIZATIONS

I. Forming of Student Organizations

Individuals interested in forming a student organization should follow these steps:

A. Each proposed organization should identify all students interested in joining the organization. Each organization must have a minimum of ten members to be considered for official recognition. Each organization must enlist a Louisiana Tech University employee (faculty or staff) to serve as advisor. In the event of the resignation of an advisor, a new advisor shall be named and the Student Development Office notified within one month.

B. Leaders of the proposed organization should consult with a representative of the Office of the Director of Student Development for specific instructions.

C. The group of students should write a constitution and bylaws for the proposed organization.

D. The following general outline for proposed constitution and bylaws is to be followed by student groups seeking University recognition.

1. Name of the organization
2. Purpose (s) of the organization
3. Definition of membership
 - a. Define special memberships; e.g., alumni, associate, etc.
 - b. Clearly state qualifications for all types of memberships.
4. Organizational officer positions
 - a. List all officer positions.
 - b. Outline each officer's duties.

- c. Specify method of selection delineated and term of office.
5. Method of establishing regularly scheduled meeting times
6. Voting procedures
 - a. Describe procedure clearly and consistently.
 - b. Specify type of vote for officer elections, for amending the constitution, etc.
 - c. Please be specific as to type of members—e.g., those in attendance, the entire membership, the voting active members, etc.—when referring to members necessary to approve or pass a nomination, amendment, etc.
7. Establishment of parliamentary procedures
8. A method for amending the constitution and/or bylaws
9. Faculty advisor selection process, qualifications and term of office
10. Committee names and responsibilities

The constitution of every student organization seeking recognition by the University must contain a statement that the organization and its members agree to uphold and abide by the rules and regulations of Louisiana Tech University.

E. The proposed organization shall submit one typed original copy of the constitution and bylaws (on 8 1/2 x 11-inch bond paper) to the Subcommittee on Student Organizations through the Office of the Director of Student Development. A cover sheet for the document shall contain the following information:

1. Name of the proposed organization
2. Name, address, and telephone number of the person submitting the document
3. Name of faculty or staff member working with the proposed organization
4. Date the document was presented to the Director of Student Development

Upon receiving the constitution and bylaws from the organization's representative, the Director of Student Development representative will provide a receipt for the material and arrange for review of the material by the Student Organizations Committee.

F. Following notification by the Director of Student Development of the receipt of a list of officers, a copy of the membership roll, and a complete set of the official documents approved by the Student Organizations Committee, the organization is considered an official student organization and is entitled to function as a regular part of the University community.

II. Re-establishing Recognition

Student Organizations that have been recognized in the past by the University shall follow the same guidelines as listed in "Forming of New Student Organization." Groups with past indebtedness to the University shall be required to pay all debts prior to the reestablishment of recognition.

In addition, groups attempting to reorganize that have faced previous disciplinary action by the

Student Organization Committee shall be required to appear before the full Student Organizations Committee to apply for recognition.

III. Changing Constitution

Any proposed changes must be included in a revised copy of the complete constitution and submitted to the Office of the Director of Student Development. Following the action of the committee, the organization will be notified by the Director of the committee's decision. No change in a student organization and/or bylaws can become effective until officially approved.

IV. Violation of Constitution and /or General Violations

If a student organization violates provisions of its constitution and/or bylaws (as on file in the Office of the Director of Student Development), the Student Organizations Committee will recommend the appropriate disciplinary action against the organization, which may include but is not limited to (a)warning; (b)probations; (c)revocation of University recognition; (d) restrictions.

GENERAL GUIDELINES

REVIEW OF CONDUCT AND ACTIVITIES

Activities of each student organization are subject to review by the Vice President for Student Affairs and/or the Student Organizations Committee, in addition to the review exercised by Councils, Association, Departments, Colleges, or other groups to which the student organization may be related.

Review of specific activities—e.g., direct violations of University or Departmental policy or guidelines outlined within this manual, such as, but not limited to hazing, unacceptable social behavior, harassment, public disturbances, etc.—may be brought before the Student Organizations Committee by any individual, association, organization, or private interest provided the following procedure is followed:

A. The activity is clearly defined by this manual or other University publications as an unauthorized activity or violation of policy.

B. The possible violations of the policies defined within should be provided in a typewritten statement to the Office of the Vice President for Student Affairs. The report must be accurate with locations, times, and as many witnesses as possible, and shall be signed by the individual presenting the alleged violations. This individual shall also provide his/her own address and telephone number in the report.

If a student organization violates provisions of its constitution and/or the Student Organization Agreement (on file in the Office of the Director of Student Development), the Vice President for Student Affairs or his designee may issue a directive to the agent of the student organization detailing the concerns of the University and the appropriate course of action to resolve the matter. The agent of the student organization may request that the behavior or the sanction that was imposed by the Vice President's Office be reviewed by the Student Organizations Committee. This procedure is outlined in the Student Organization Relationship Agreement found in this manual.

HAZING

Hazing violates University regulations. (See Section 3.01:20 of the Code of Student Rights, Responsibilities, and Behavior.) It shall be the duty of all current and potential student organization members and pledges to report immediately, in writing, any violation of the hazing policy to the Vice President for Student Affairs in 305 Keeny Hall. Any violation(s) of this policy shall be investigated and appropriate disciplinary action taken.

RETAINING RECOGNITION

For a student organization to be considered as continuing on active status, the following conditions must be met annually:

A. At least one representative from each organization must be in attendance at the Mandatory Fall Meeting. This meeting is held in the Student Center the third Monday of Fall Quarter.

B. The organization must have on file in the Student Activities Office an updated registration packet which includes Registration Form, signed forms verifying understanding of University alcohol and hazing policy, and University Relationship Agreement. This packet must be updated each Fall Quarter and is due in the Student Activities Office by October 15th. An organization failing to complete registration will be suspended immediately through the end of winter quarter. Reinstatement for spring quarter is contingent upon completion of registration by January 31.

C. An organization must have a minimum voting membership of ten (10) student members by the end of the quarter during which its recognition is first granted and for every quarter thereafter. Any exception to this regulation must be approved by the Student Organizations Committee.

D. The organization may not have any outstanding debts to any department of the University.

E. Every student organization must require each member of its organization to read and sign the regulations of Louisiana Tech University concerning alcohol use and hazing. This document must be on file in the Student Activities Office by October 15 of each school year.

F. Each organization shall have a faculty advisor. In the event of the resignation of an advisor, a new advisor shall be named within one month. Notification of this new advisor will be made to the Director of Student Development in Tolliver Hall.

SIGNS AND POSTERS

In order that defacing or possible damage to the outside of buildings or other structures (such as light standards and trash cans) or parts of the landscape (such as trees and shrubs) may be avoided, no signs shall be affixed to any University structure or landscaping on any occasion. Anyone desiring to post material within a building at any place besides those so designated for

posting must first secure special permission from the University faculty or staff member in charge of the building; otherwise, such materials will be removed.

There are special occasions when banners may be posted outside the Student Center. Organizations seeking permission to do this should contact the Director of Student Development.

ACTIVITIES

Unauthorized Soliciting, Advertising, Selling, and Distribution of Material

Students, student organizations, groups of students, solicitors, agents, salesmen, etc., may not solicit, advertise, sell, or distribute material of any nature on University-owned or University-controlled property without approval. Request for approval should be in writing and directed to (a) the Director of Residential Life/Housing for the areas of residence halls and married housing; (b) The Director of Student Development for the Student Center, Tolliver, and Centennial Plaza; (c) the Vice President of Financial Affairs / Comptroller for all academic facilities, Library, maintenance area, etc.; (d) the Director of Athletics for intercollegiate athletic fields; and (e) the Superintendent of Maintenance for all other outside areas. Requests for approvals for other University facilities should be directed to the appropriate facilities manager.

Organization Membership and Advisors

Only individuals who are affiliated with the University as students, faculty, or staff may become actives, pledges, or members of student organizations. Organizations may elect, in compliance with their constitutions, honorary and alumni members: however, these members may not vote or hold office. Each organization must have a faculty advisor to be eligible for recognition by the University.

Social Events

I. Only organizations which are officially recognized by Louisiana Tech University may schedule an event on campus. Inactive organizations or organizations on probation or suspension cannot sponsor activities on the Louisiana Tech University campus.

II. All functions of an essentially social nature sponsored by student organizations on the campus of Louisiana Tech must be registered and approved. A registration form detailing the planned activity must be completed, filed with the Office of Student Activities, and approved at least two weeks prior to the event. To secure a meeting area, reservations of the facility must be made.

III. On-Campus Parties, Functions, and/or Social Events:

A. A University representative is required to be in attendance at on-campus parties, functions, and/or social events sponsored by student organizations for their membership and invited guests. The representative must be a full-time member of the University faculty or administrative staff.

B. One (1) University representative and one (1) or more law enforcement officers as deemed appropriate by the Chief of University Police (officers to be employed at the expense of the sponsoring organization) are required to be in attendance at on-campus parties, functions, and/or social events sponsored by student organizations and open to the University community.

C. Student Organizations exist to meet the needs of the students of Louisiana Tech University. Events sponsored by recognized student organizations should be within the role, scope, and mission of the sponsoring organization. No activity may be sponsored by a recognized student organization on the Tech campus whereby students of other universities or the general public are active participants (i.e. dances, skating parties, swimming parties, etc.) It is permissible for a student organization to sponsor an event where the general public is admitted as spectators (i.e. lectures, talent shows, pageants, concerts, etc.) provided the activity meets the role and scope of that organization. When the event is open to the public, as well as the University community, one (1) University representative and two (2) or more University law enforcement officers—to be employed at the expense of the sponsoring organization as deemed appropriate by University Police—are required to be in attendance.

D. When an event is canceled, it is the responsibility of the student organization to cancel all services it has contracted (e.g., University Police, Food Service, services from Buildings and Grounds, and facility reservation). Failure to do so will result in charges and fees to the organization.

E. Louisiana Tech University is recognized by the federal/state government as a alcohol- and drug-free zone, in accordance with the Drug-Free Schools and Community Act Amendments of 1989 (Public Law 101-226). No student organization will be permitted to sponsor events whereby alcohol is served on the Louisiana Tech University campus.

IV. Off-Campus Parties, Residences, Functions, and/or Social Events

A. Student organizations or groups will assume complete responsibility for off-campus activities, including the conduct of any and all participants attending such functions. Failure to accept and/or discharge this responsibility will subject the violating student organization or group to suspension of social privileges and/or revocation of University recognition.

B. All construction affiliated with a student organization, including, but not limited to, props, walkways, decks, and swimming pools, shall be in compliance with City and State building codes.

C. All organizations scheduling off-campus activities where alcohol will be present must abide by the following guidelines:

1. The possession, use, and/or consumption of ALCOHOLIC BEVERAGES must be in compliance with any and all applicable laws of the state, parish, and city.
2. No alcoholic beverages may be purchased through the chapter treasury nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. At all chapter parties in which alcohol is present, the members of the organization and their guests are responsible for bringing their own alcoholic beverages (BYOB). Any violation of the “BYOB”

intent will be disciplined as such. A cash bar with a licensed and insured vendor may be substituted for “BYOB.” A fair market value for the alcoholic beverage must be collected by the vendor, and the student organization is not allowed to subsidize the sale. The student organization is responsible for insuring that all applicable laws of the state, parish, city, and the University are followed and that the proper permits and licenses are obtained prior to the event.

3. No alcoholic beverages of bulk form (keg, jungle juice, etc.) may be purchased or used. Kegs of beer will not be allowed. A keg is considered a common source of alcohol. Providing a common source of any alcoholic beverage—be it beer, alcoholic punch, or an open bar—implies that it is provided by or on behalf of the organization, regardless of who actually purchased it.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal “drinking age”).
5. The possession, sale, and/or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES is strictly prohibited.
6. No organization may co-sponsor an event with an alcohol distributor, charitable organization, or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present.
7. No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host groups or organizations.
8. OPEN PARTIES where alcohol is present—meaning those with unrestricted access by non-members of the organization without specific invitation—shall be prohibited. Private parties can be held on organization property or through leasing a facility. A guest list should be retained during “private parties” and kept on file for three (3) weeks following.
9. No member shall permit, tolerate, encourage, or participate in “drinking games.”
10. The University strongly encourages the hiring of police or security personnel at any event where alcohol is present.

V. University Activities Calendar

A University Activities Calendar is available so that student organizations may check to determine what activities have already been scheduled in an effort to arrive at an optimum date for their event. Registering is a combined responsibility of the Director of Student Development and the student organization involved.

USE OF UNIVERSITY FACILITIES

- I. Before an organization may use a campus facility, a member of the organization must contact the Office of Student Activities and secure a Request for Facilities/Activity Registration form. Each facility on the campus has

guidelines for use. The director of the desired facility will insure that the planned activity is in compliance with University regulations. This form must be completed and returned to the Office of Student Activities.

- A. On the date of the reservation requested, it will also be necessary for organizations to provide the "GREEN COPY" of the reservation form. Either bring it or a copy of it to the Student Activities Office prior to 5 p.m. on the day of the event or provide the form to the night managers on duty. Without the proper authorization forms, we cannot guarantee access to the facility, so please provide the necessary documentation.
- II. The scheduling of classes will take precedence over all other uses in a campus facility. Reservations or requests for a facility or space in a facility used for academic and non-academic purposes will honor academic needs as first priority between 8 am and 5 pm, Monday through Friday, and will be handled on a first-come, first-served basis within those categories. (This does not restrict non-academic use when academic work is not officially scheduled.)
- III. The University may honor the request of another group for space already assigned if:
 - A. Suitable alternate space is available for the group making the initial request;
 - B. No other suitable space is available for the second group requesting the space.
- IV. Organizations using University facilities other than during the regular custodial day will be charged overtime rates for services necessary for readying the facility for regular use.
- V. Cancellation of reserved dates should be made promptly with the Student Activities Office and the person in charge of the facility. A form for canceling reservations on campus should be filled out in the Student Activities Office.
- VI. If, after an organization has reserved University space, it is decided that the intended use of the University facilities is not in the best interest of the University, the University reserves the right to cancel the reservation.
- VII. Any organization decorating a building on the campus must receive the approval of the person in charge of the facility, subject to review by the Director of the Physical Plant.
- VIII. If a student organization incurs a debt to the University, it should be paid promptly. If all indebtedness to the University is not cleared at the end of each quarter, the student organization will lose University reservation privileges for the next quarter. Continued failure to pay debts to the University could result in loss of University recognition.
- IX. Please be sure that all signs and posters advertising events have been properly authorized by the Office of Student Activities. All signs and posters without

proper authorization will be taken down and discarded.

FUND-RAISING EVENTS

- I. Recognized student organizations may sponsor fund-raising events for which they sell tickets, sell products, charge admission, or solicit funds on University premises. Clearance for sponsoring fund-raising events is obtained as follows:
 - A. Secure approval for fund-raising events from the Student Activities Office. This should be approved by the Director of Student Activities at least two weeks prior to the scheduled event.
 - B. Register the event properly by completing the registration blank for student activities, and if applicable, the request form for use of college facilities.
- II. An organization shall not contract for entertainment, secure the use of a facility, purchase tickets for sale, or pursue a fund-raising event until such event has been properly registered.
- III. Only recognized student organizations may register fund-raising events on the campus. The student organization registering the event will assume the entire responsibility for the event. An individual or group of individuals not representing a recognized student organization will not be permitted to register or sponsor fund-raising events on the campus.
- IV. **Using credit card sales as a fund raiser is not allowed** on the campus of Louisiana Tech University.

FRATERNITY HOUSING

Fraternities are an integral part of the University's student life. There is a time honored tradition to allow an on-campus housing exemption to those students participating in Greek life, providing that both the student and the fraternity is in good standing with the University.

Fraternities that are a part of the Interfraternity Council are allowed to have a predetermined number of residents live at their fraternity house, provided the student has a minimum of 30 hours and a minimum 2.0 gpa. Each quarter every eligible fraternity shall submit a house list to the Dean of Student Life two weeks prior to Fee Payment. The house list will include the name and campus wide identification number for every student living at the fraternity house. Attached to the house list will be a Fraternity Residence Approval Form completed by each resident and signed by the president of the fraternity.

It is the responsibility of the president and house manager of each fraternity to make sure that the house list is complete and that the students living at their house are eligible to do so.

Any student living in the fraternity house having less than 80 hours is required to purchase a meal plan.

Fraternities that are found to have submitted inaccurate house lists face being fined the amount of room and board that is owed to the University. The individual student involved shall also be liable for payment of these fees. Any fraternity found in violation a second time during a one year period will face the fines as listed above and will lose the privilege granted by the University for fraternity housing. After a one year period, the fraternity may petition the University for reinstatement of residence facilities following the procedures listed below.

Any fraternity wishing to join the Interfraternity Council shall petition the University for permission to have students live at its facility. This petition should be made to the Dean of Student Life. Exemptions are not automatic and will be reviewed on a case-by-case basis. Any fraternity wanting to increase its housing capacity shall petition the Dean of Student Life for an increase in its allowed exemptions.

GRADE RELEASES

Interfraternity, PanHellenic, and Panhellenic-recognized organizations that require chapter grade reports to maintain affiliation and recognition with a national organization will request these reports through the Dean of Student Life each quarter in writing. Any other organization that is a recognized student organization may request grade releases through the Office of the Registrar. The written request will include the name, social security number, and signed student consent form from each individual member allowing the University to release each student's GPA to a named chapter representative for the sole purpose of academic verification of GPAs to the national organization. Use of student information not listed as directory information under FERPA regulations for purposes other than those listed on the release form are not allowed. Violations can be referred to the Student Organizations Committee.

STUDENT ORGANIZATIONS RELATIONSHIP AGREEMENT

INTRODUCTION

Inherent in any organization, such as a University, is a basic philosophy of operation. This philosophy leads to a system of values and beliefs that the University develops over time. These values and beliefs themselves then become the guiding principles to be followed in the decisions and actions of the institution.

Louisiana Tech University is a community of scholars whose members include its students, faculty, and administrators. The mission of the University is to provide excellent educational opportunities for qualified students within the State of Louisiana and from the region, nation, and foreign countries. The University emphasizes quality academic instruction and promotes a high degree of interaction among students, faculty, and the University community.

At Louisiana Tech University the development of the whole person is of paramount concern. It is for this reason the University assists students in the development of student organizations. These organizations have been created to extend the educational opportunities beyond the main campus and beyond traditional curricula.

In order to define the collective responsibilities of student organizations, to preserve necessary order, and to protect the integrity of the institution, the following relationship agreement has been established between the respective agents of the University and the recognized student organizations.

The responsibilities and regulations included herein are directed toward meeting both the mission and educational needs of Louisiana Tech University and the mission and educational needs of its student organizations. These needs are best addressed by defining the responsibilities and expectations inherent in any responsible student organization found in a University community. The regulations and responsibilities included in this agreement are not to be regarded as a comprehensive code of conduct. Instead, the purpose of this agreement is to define the expectations that Louisiana Tech University has for the educational benefits of any student organization and to denounce any behavior by members of any student organization that violates or interferes with the basic purpose and process of the educational mission of the University or with the rights of any member of the University community.

DEFINITIONS

Terms and phrases when used in this agreement have been defined within or may be found in the Code of Students Rights and Behavior:

- “Student Organization” A group or association of students which has complied with the formal requirements for University recognition.

- “Group” Students who have not yet complied with the formal requirements of the University for recognition as an organization.

- “Faculty Advisor” Member of the University faculty or Administrative staff, employed by the University, who has agreed to work with the student organization and to assist the members in the governance of its organization as provided in the organization’s constitution. The advisor should be free to act separately from the agent of the University. It is also the individual responsibility of the faculty advisor to abide by and to assist in ensuring that all of the members of the organization abide by University, state, and local laws. The behavior of a faculty advisor as related to the student organization is subject to review by the University’s Student Organizations Committee.

- “Authority” The authority referred to in this document is promulgated by the Office of the President of Louisiana Tech University and the power and authority delegated that office by the Board of Supervisors for the University of Louisiana System.

- “Agent of University” The individual designated by the University to represent the University in all matters pertaining to student organizations.

“Agent of Student Organization”	The individual designated by the student organization to represent the student organization in all matters affecting the organization and the University. This individual must be a full time member of the student organization and must be a full time student at the University. Official recognition of the agent of the organization will be the presidents, vice president, treasurer, in that order, unless official written notice is received to the contrary by the Department of Student Life.
“Student Organizations Committee”	The governing committee for ALL matters involving student organizations. The authority of the committee is based on Section 6.04:11 of the Louisiana Tech University Code of Student Rights, Responsibilities, and Behavior.
“Student Organizations Review Board”	The appeal committee for all recognized student organizations. This committee is the final level of appeal for all decisions of the Student Organizations Committee. The composition of this committee, authority, and what constitutes a quorum are defined within.
“Administrative Suspension”	Temporary suspension of all activities, official meetings, gatherings of a group for any other reason than to conduct business pertinent to the successful operation of the organization and to resolve whatever issue prompted the suspension of the group’s activities. This sanction is in the authority of the Vice President for Student Affairs. This suspension may not exceed ninety days without the consent of the University’s Student Organizations Committee.
“Constitution”	The basic laws and principles of a student organization that determine the powers and duties of the organization and guarantees certain rights to the students within the organization.
“Implicate”	To involve the University community or any of its members in a manner other than what has been specified in this agreement. To implicate the University is not permissible and will be handled through the code of authority defined herein.
“Agreement”	Formal requirements for University recognition as a student organization (defined).

LENGTH OF CONTRACT

The length of the Student Organizations Contract with the University is from October 15 to October 14 of each year.

RESPONSIBILITIES OF THE UNIVERSITY

The University has the responsibility for creating and maintaining a system of order on campus which includes the following:

Providing an environment that will enable each member of a student organization to pursue academic endeavors;

Requiring that student organizations demonstrate habits, attitudes, and standards of behavior which will enhance both the mission of the University and the mission of the student organization;

Providing opportunities whereby members of student organizations are afforded the opportunity to display leadership in spiritual, mental, moral, and social activities;

Protecting and maintaining high academic standards;

Setting forth clearly stated rules, regulations, policies, and procedures that relate to student organizations;

Providing due process for those organizations accused of violations.

RESPONSIBILITIES OF THE STUDENT ORGANIZATION

When an institution of higher education extends and a prospective group of students accepts the privilege to join the University community, the student organization is obligated to assume the responsibilities of a mature individual which are held to include the following:

To abide by the organization's constitution and bylaws that were presented and approved by the University.

To abide by the behavioral standards of the Board of Supervisors for the University of Louisiana System and the University, as well as abide by local, state, and federal laws;

To hold inviolate the rights of others in matters of expression and assembly;

To recognize that one's behavior reflects not only upon one's self, but also upon the organization, the institution and its citizenry and is judged in this manner;

To follow the doctrine of common decency and acceptable behavior commensurate with the aspiration implied by a University and by the organization;

To respect the rights and property of others within the University community;

To respect the property of the University and the various agencies housed on campus;

To refrain from using the name of the University in an official capacity without the express written permission of an authorized administrator or official of the University except for the

purpose of identifying affiliation;

To hold harmless the University of all responsibility in negotiation of contracts, lease agreements, and the payment of any debt or other obligations;

To insure internal control within the organization;

To obtain a member of the University faculty /staff to serve as an advisor to the student organization;

To assist the University in the investigation of matters pertaining to University policy or local or state laws;

To notify the University in writing of a change in leadership within seven days of change;

To provide the University with an accurate, up-to-date roster of presiding officers and faculty advisors;

To attend the mandatory student organization meeting each Fall;

To provide the e-mail address of the President and have this account checked twice weekly.

PRIVILEGES OF STUDENT ORGANIZATIONS

To associate with the name of Louisiana Tech University.

To use University facilities for meeting, social events, and recreational activities.

To participate in structured recreational activities with other recognized student organizations.

To recognize for membership the respective student organizations in all elections, pageants, and awards offered to the student body.

To receive professional advising from the Student Life Staff.

To utilize the business support services of the institution.

To receive programming support from various Student Affairs departments.

AUTHORITY OF THE STUDENT LIFE OFFICE

The Vice President for Student Affairs or his agent has the authority to direct the activities of a student organization in an effort to correct the inappropriate behavior of the organization's membership and/or immediately suspend that activity or student organization which is interfering with the operation of the University community or which is not in keeping with the mission of the University or the student organization. This administrative suspension shall be for a period not to exceed ninety days and will be subject to the review of the University's Student Organizations Committee.

Any activity which leads an individual to believe that the University is condoning an activity, behavior, or belief that is found to be offensive to a group or an individual within the University community is subject to suspension until further review by the University's Student Organizations Committee.

OFF-CAMPUS VIOLATIONS

Students apprehended for off campus violations of local, state, and federal laws are clearly within the jurisdiction of civil authority. The University's concern may extend to off-campus violations of local, state, and federal laws if the individual student, a student organization, or group of students uses the University's name to falsify its position or to associate it with a cause not appropriate to the mission of the University or when it serves to reflect on the quality of citizenship of the individual, organization, or group.

Student organizations or groups will assume complete responsibility for off-campus activities including the conduct of any and all participants attending such functions. Failure to accept and/or discharge this responsibility will subject the violating student organization or group to review by the University's Student Organizations Committee.

STUDENT ORGANIZATION COMMITTEE

All disciplinary hearings will be closed except to those involved in the hearings. Other meetings of the Student Organizations Committee are open. Any request to the Student Organizations Committee to consider changes in the guidelines to the student organization contract or student organization manual must be submitted in writing to the office of Student Life or Chairperson of the Student Organizations Committee.

Composition

Chair - Faculty/Staff member appointed by the Vice President for Student Affairs
Faculty Senate representative
Interfraternity Council president
Panhellenic president
Student Government Association president
University staff member appointed by the Vice President of Student Affairs
Chief of University Police
IFC Advisor
Panhellenic Advisor
Director of Multicultural Affairs
Union Board president

Quorum

The presence in person of five members of the Student Organization Committee consisting of chair, two student representatives and two faculty/staff representatives (or their duly appointed representative) shall constitute a quorum. The chair of the committee will vote only in the event of a tie vote.

Authority of the Committee

Measures of Discipline - The Student Organization Committee may use various measures of discipline, depending upon the seriousness of the situation, some of which are as follows:

Counseling - Establishes a series of private conferences with the student organization in an effort to help the membership better understand the importance of (a) assuming the responsibility of a mature citizen, (b) being able to adjust to the behavioral standards of the University community of which they as a student organization chose to be a member, and (c) being considerate of other people and their rights.

Reprimand - Consists of a letter which becomes a matter of record of an incident of behavior that

does not meet the acceptable standards of conduct by a student organization at the University.

Suspension of Social Privileges - Prohibits the student organization from sponsoring and/or attending any activities, or participating in activities sponsored by, but not limited to, the (a) Union Board, (b) Louisiana Tech Concert Association, (c) Student Center, (d) Intercollegiate Athletic Department, and (e) the Intramural Department.

Probation - Specifies a period of time in which the student organization is given an opportunity to prove that it can abide by the behavioral standards of the University.

Replacement and/or Repair to Property - Provides that the student organization must produce written evidence by a designated date that he/she has replaced and/or repaired to the owner's satisfaction any unauthorized damaged or appropriated property.

Areas Placed Off-Limits - Restricts the use of certain areas or facilities by the student organization.

Suspension of a Student Organization - the suspension of a student organization's contract and all the rights and privileges thereof for a specified period of time, thus prohibiting any group of students requesting recognition of the University under the same name or constitution during the period of suspension.

Recognition - To approve or disapprove official recognition.

APPEALS

Administrative Action of the Student Organizations Committee

Any student organization may appeal an administrative action of the Student Organizations Committee. The respective agent for the student organization shall notify in writing the Chair of the Student Organization Administrative Review Committee of its intention to lodge an appeal within five (5) business days after notice of the committee's decision. Late notices of intent to appeal will be accepted or rejected by the Chairperson of the Committee after hearing the agents reasons for failure to comply with the preceding sentence.

Composition

Vice President of Student Affairs or designee (Chair)
Representative from Division of Administrative Affairs
Representative from the Division of Academic Affairs
Representative from the Division of Alumni Affairs

Quorum

The presence in person of three members (2 members and Chair) of the Administrative Review Committee (or their duly appointed representative) shall constitute a quorum.

Any decision which has brought about an appeal will remain in effect until the final appeal is resolved.

Procedures for Appeals

A student organization may issue a written appeal of a decision by the Student Organization Committee if any of the following apply:

- A. procedural error
- B. new evidence

- C. unsupported conclusion
- D. disproportionate sanction

FINAL APPEAL TO THE PRESIDENT

From a Recommendation of the Administrative Review Board

Within three (3) business days after receipt of notice of a decision of the Administrative Review Committee, the complaining student organization shall have the right to appeal to the President of the University. To do so, the organization shall give written notification to the Vice President for Student Affairs of his intention to appeal to the President of the University. Late notices of intent to appeal will be accepted or rejected by the Vice President for Student Affairs after hearing the student's reasons for failure to comply with the preceding sentence. The entire record of the prior proceeding and all evidence previously presented shall be automatically transmitted to the President of the University. The organization may, at its discretion, submit additional written evidence which is relevant to the issue or issues before the President. The Vice President for Student Affairs or his representative will be present at this hearing. The President of the University may, at his discretion, take any one of the following actions:

- A. Approve the recommendation of the Administrative Review Committee; or
- B. Amend and approve the recommendation; or
- C. Return the recommendation for further study by either body.

It should be noted that this agreement is designed as a supplement to the Code of Student Rights, Responsibilities, and Behavior which governs the activities of individual students of the University. The purpose of the supplement is to comply with Section 5.03.06 of that code which states that the University is responsible for setting forth clearly stated rules, regulations, policies, and procedures that relate to student life.