

# Louisiana Tech University

## Student Organization Contract

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(insert your organization's name)

### **General Responsibilities**

Louisiana Tech University is an equal opportunity institution and will not endorse any organization which shows bias based on race, color, religion, or ethnic origin. As undersigned agents for the below listed organization, we agree to abide by this regulation of Louisiana Tech University.

Student Organizations should afford students an opportunity to enhance their intellectual, physical, mental, social, spiritual, and professional well being. The signature of the respective agents of the University and the student organization president and faculty advisor indicates that both parties have read *The Student Handbook for Louisiana Tech University*, agree to abide by the regulations, and have willingly decided to enter into this contract.

### **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 (e.g., 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*

It is the policy of Louisiana Tech University that a university employee serving as the faculty advisor of a student organization, club, group, or other organization registered with the University not have care, custody, and/or control of any funds of the organization and that the duly appointed and/or elected officers (e.g., treasurer &

president) of said organization, who is not a full-time employee of the university, be solely responsible for the receipt, deposit, and/or expenditure of such funds.

**[This form must be signed by your President and Faculty Advisor.]**

This policy does not apply to an organization whose fees are collected by the University. The funds of these organizations will be appropriately maintained by the University.

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 advisory duties are in no way associated with his employment at the University.

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

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

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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.

I hereby certify that I am familiar with *The Louisiana Tech University 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, and/or control over the funds of the organization.

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Faculty Advisor's Signature

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Date

I hereby certify that I am familiar with the Louisiana Tech University 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 Tech University or any variation thereof and/or the university's tax identification number does not appear on any organization accounts maintained with a financial institution (e.g.; bank, credit union, savings and loan association, etc.).

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date

*(If Applicable)*

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

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date