

# **STUDENT ORGANIZATION HANDBOOK**

**[WWW.LSUE.EDU/ORGANIZATIONS/](http://WWW.LSUE.EDU/ORGANIZATIONS/)**

**LSUE**

— Division of —  
**Student Affairs**

## Non-Discrimination Policy

Membership to student organizations shall not be denied to students based on race, color, religion, sex, gender identity, national origin, age, disability, marital status, or veteran status.

## Anti-Hazing Policy

Any organization that is found to be responsible for hazing will face the minimum sanction of suspension for a determined period of time or the maximum sanction of expulsion. Below is the definition of hazing as it exists in the LSUE Code of Student Conduct:

Any reckless act or activity, occurring on- or off-campus, by one person alone or acting with others, directed toward one or more Students, that subjects that Student(s) to an unreasonable risk, sensation or fear of physical, mental, emotional, and/or academic harm for reasons related to that Student's status at the University. The same act(s) listed above that occur for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any registered organization or group whose members are or include other Students at the University. The intent of any person engaging in hazing activities or the consent or cooperation of any person who is a victim of hazing does not negate a potential violation of the Code. The definition will include any aspect of the Louisiana State Hazing Law R.S. 17:1801.

## Required Constitution Information

All constitutions should include the following Required articles designated by the “R” for each.

### Constitution Information and Checklist

This checklist is designed to facilitate your constitution preparation as a component needed to be considered a registered student organization.

Please use this list as follows:

1. Follow the sequence of headings as shown;
2. Include all required information. Articles are listed as **Required (R)** or **Optional (O)**.
3. Place a check in the blank space preceding the articles and items included in your Constitution and Bylaws. Be prepared to show a University representative where these items are included in your document.
4. Write your constitution as briefly as possible.

#### Checklist:

- \_\_\_ **Article 1:**        **(R) Name and purpose of the student organization**
- \_\_\_ **Article 2:**        **(R) Membership**
- \_\_\_ A.            **(R)** Only students enrolled in the University can be a member of student organizations.
- \_\_\_ B.            **(O)** Types of memberships.
- \_\_\_ C.            **(R)** Non-Discrimination Clause: *“No person will be denied membership on the grounds of race, color, or national origin, be excluded from participation, be denied the benefits of, or be subject to discrimination as defined by the Civil Rights Act of 1964.”* Be sure that nothing in your constitution violates this clause.
- \_\_\_ D.            **(R)** Method of admitting new members.
- \_\_\_ E.            **(R)** Method of dropping members.
- \_\_\_ **Article 3:**        **(R) Officers: Title of offices, terms of offices, elected or appointed**
- \_\_\_ A.            **(R)** Duties and powers of officers.
- \_\_\_ B.            **(R)** Rules for elections or appointments.
- \_\_\_ C.            **(R)** Provisions for filling unexpired terms.
- \_\_\_ D.            **(O)** Recall procedures.

Numbering does not have to be the same and can vary broadly.

Access sample constitutions and a blank template on the Student Organizations webpage.

## New Student Organization Registration Requirements

For a prospective student organization to be recognized as an active, registered student organization, the following must be submitted to the Office of Student Affairs:

- 1) List of least **6 student members** who have agreed to be a part of the organization
- 2) A **faculty or staff advisor** who has agreed to serve
- 3) A Constitution**
- 4) The **New Student Organization Registration Form**, located on the Student Organizations webpage (last step)

After all of the above are received by the Office of Student Affairs, the Dean of Student Affairs will review the request and issue a letter of approval and confirmation of registered status to the advisor and the President.

New student organizations can be registered at any time of the year.

## Requirement of Annual Registration Renewal

All student organizations are required to renew their membership on an annual basis by submitting the **Registration Renewal Form**, located on the Student Organizations webpage.

This form allows organizations to update the officers for the new academic year, and if any changes have been made to the constitution, a new constitution can be submitted to be kept on file in the Office of Student Affairs.

## President Common Duties

- Presides at all meetings of the organization
- Calls special meetings of the organization
- Schedules all practices, classes, and other activities of the organization
- Submits requests for facilities for organization activities
- Appoints members to all standing committees
- Completes annual recognition forms

- Represents organization at official functions
- Maintain contact with organization advisors
- Maintains contact with national organization
- Remain fair and impartial during organization decision making processes
- Votes in cases where there is a tie
- Coordinates Organization elections

## Vice President Common Duties

- Assume the duties of the president as needed
- Serve as an ex-officio member of standing committees.
- Plans officer's orientation and organizational retreats.
- Coordinates organizational recruitment efforts.
- Represents organization at official functions.
- Remains fair and impartial during organizational decision making processes coordinate organization elections.

## Treasurer Common Duties

- Keep all financial records of the organization
- Pay organization bills
- Collects membership dues
- Prepares and submits financial reports to the members
- Prepares an annual budget
- Prepares all budget requests for funds
- Is familiar with accounting procedures and policies
- Advises members on financial matters (venders, ticket selling procedures, etc.)
- Coordinates all fundraising initiatives

## Secretary Common Duties

- Keep record of all members of the organization
- Keeps a record of all activities of the organization
- Keeps and distributes minutes of each meeting of the organization
- Creates and distributes agendas for each meeting of the organization

- Notifies all members of meetings
- Prepares organizations calendar of events
- Schedule all practices, classes, and other activities of the organization
- Obtains an appropriate facilities for organization activities
- Prepares and files any report required
- Handles all official correspondence of the organization
- Manages organization office space
- Collects organization mail from the advisor or where mail is received

## Member Recruitment

All registered student organizations are invited to attend all:

- Involvement fairs
- New student orientations
- Bengal Days
- Other university-sponsored events aimed at recruiting new students

You can request a table to recruit members in the Acadian Center (or elsewhere on campus) any time!

Have fun giveaways to bring prospective students to your table

Have a good elevator speech – Practice it!

## Member Retention

Yay! They come to a meeting... Now what?

You need to have a member retention strategy.

- Keep them engaged.
- Plan for officer transition.
- Don't be "click-ish!"

## Motivating Members

- People need to feel important
- Give praise/recognition (pg. 10)
- Give people status
- Communicate

- Develop purpose
- Encourage participation towards reaching a group goal
- Develop a sense of belonging (remember, don't be "clickish!")

## Advisor Resources

### What does an advisor do?

- Attend organization meetings and events
- Meet individually with organization officers & members
- Facilitate officer transition activities
- Help prepare the organization's budget
- Review and edit organization communications
- Interpret university policies and processes
- Provide historical context for the organization
- Share university information with members
- Mediate inter-personal conflict

### What should an advisor not do?

- Prepare the agenda
- Record attendance at meetings & events
- Record meeting minutes/notes
- Take and record membership dues
- Lead the meetings
- Vote

## Event Planning Essentials

### Reserve space on campus:

Submit the **Event Registration Form** on the Student Organizations Webpage (at least 2 weeks in advance of the event):

[www.lsue.edu/organizations/](http://www.lsue.edu/organizations/)

### Advertise Your Event

Go to [www.lsue.edu/](http://www.lsue.edu/) and click the Event Calendar to submit your event to be hosted to this calendar.

Registered student orgs do not need prior approval to post materials on campus for events. Post away!

Email [helpdesk@lsue.edu](mailto:helpdesk@lsue.edu) with a digital file to request that it be displayed on digital signage on campus TVs.

### **Get Food and Drinks for Your Event**

Contact Chartwell's Dining Services at [jjoubert@lsue.edu](mailto:jjoubert@lsue.edu) to place your catering request. Try to submit catering requests at least two weeks in advance.

### **Get your Audio/Visual equipment reserved**

Contact the Office of Student Affairs to inquire about A/V capabilities of the space and for recommendations for booking A/V equipment on campus and/or externally.

## **Event Planning Tips for Consideration**

### **WHO is involved with the event?**

Who will be involved with planning and implementing the program (organization members, faculty/staff, non-students, etc.)?

Are committees appropriate for planning? If so, who should be on them?

Who needs to approve the program?

### **WHY are we doing this?**

Does the event contribute to our organization's mission?

### **WHAT will the event accomplish?**

What will the event accomplish?

What is your target population (e.g. students, community members, faculty, etc.)?

What is the estimated attendance?

### **WHEN WILL THE EVENT HAPPEN?**

Does the date conflict with exams, holidays, breaks, or other important events?

Will the event be held at a date/time that is optimal for the intended audience?

### **WHERE will the event happen?**

Has a facility request form been submitted for approval far enough in advance?

Is there a rain back-up location (if outdoors)?

Are all necessary facility request forms submitted for approval?

## **SGA Co-Sponsorship Fund**

This is a fund generated from student fee money with a primary purpose of dedication to registered student organization operations and initiatives. This fund generates approximately \$60,000 annually.

### **Who is eligible for Co-Sponsorship Funding?**

Active registered student organizations who are in good standing with the Office of Student Activities.

An event or program sponsored by an RSO defined as lasting no longer than a consecutive three-day period.

### **Funding Guidelines**

Student organizations should never use personal funds with the expectation of being reimbursed by SGA for approved funding requests. All purchases are made by the Office of Student Affairs or other office on campus with the approval of the Office of Student Affairs, and all University and state purchasing guidelines must be followed.

Refer to the Student Government Governing Documents for specific information related to the SGA Co-Sponsorship Fund.

## **University Travel**

LSU Eunice follows the LSU Permanent Memorandum 13 (PM-13) on University Travel, and all registered student organizations must also follow

the regulations published in PM-13. All students travelling who are representing the University must request to travel and be approved prior to the trip. Student employees should submit a Spend Authorization in Workday, and non-employee students should fill out and submit an AS-516 form to the Business Affairs Office. These requests to travel should be submitted at least two weeks prior to the trip to allow for ample time to receive the signatures needed. Student organizations who are not familiar with travel policies, procedures, and regulations should contact the Office of Student Affairs for guidance well in advance of the trip.

## Fundraising

Student organizations are encouraged to fundraise to fund organization operations and initiatives. All fundraising activities should be approved by the LSUE Foundation in advance.

All student organizations are expected to follow local and state gambling laws and regulations.

## General Guidance and Support

The Office of Student Affairs supports all student organizations towards the achievement of their missions. Contact the Office of Student Affairs, and request to meet with the Dean of Student Affairs for any questions or guidance on policies, procedures, or issues that you may need assistance with.

**Office of Student Affairs**  
Mumphrey Center, Room 112  
PO Box 1129, 2048 Johnson Hwy  
Eunice, LA 70535

Phone: 337-550-1218

Email: [stuaff@lsue.edu](mailto:stuaff@lsue.edu)