



Southern University at Shreveport

Policy and Procedure

Student and Other University Organizations

Purpose

To provide fair and reasonable guidelines and procedures for student and other organizations at Southern University at Shreveport.

Voluntary associations of students in student organizations are an integral part of the educational process at Southern University at Shreveport. The university has a positive responsibility to encourage such associations as a means by which students can develop civic and social awareness and responsibility. In doing so, it neither endorses nor disclaims any particular idea, system of thought, or point of view. Other university organizations also enhance campus life and contribute to the accomplishment of the mission of the university.

Policy

The university will maintain a procedure for registration and provide rules and regulations for university organizations.

Rules and Guidelines for Registered Organizations

1. University Organization Definition

University organizations are those whose active membership is composed entirely of students, and/or faculty, and/or staff. They are subcategorized into the following types:

- a. Student Organizations - groups organized for students;
- b. Student/Faculty Organizations - groups organized for both students and faculty;

2. Benefits and Privileges

The benefits and privileges of a registered organization follow:

- a. The opportunity to incorporate, as prescribed by university guidelines, the university name into the organization's name;
- b. Eligibility to reserve and use university facilities;
- c. The privilege to participate in university events such as orientation, homecoming, organizational fairs, etc.

3. General

- a. Only those organizations registered with the university may conduct activity on the university campus.
- b. The university shall not be responsible for injury or damage to persons or property resulting from the activities of the organizations or for any debts or liabilities incurred by such organizations.
- c. Organizations shall not engage in or condone any form of hazing. Hazing occurs when a person or organization who, in the course of another person's initiation into or affiliation with any organization, intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or to a third person.
- d. Organizations shall be held responsible for the conduct and actions of each member of the organization while acting in the capacity of a member or while attending or participating in any activity of the organization.
- e. Organizations must comply with all policies, regulations, and procedures established by SUSLA and with all laws, regulations, and ordinances, whether federal, state, or local.
- f. An organization must represent the interests of its members and control of the organization must rest with the local campus group. The organization must not have a knowing affiliation with an organization whose aims and goals are illegal.
- g. Registration of an organization (for other than a temporary period) will be on an annual basis and will be effective until the beginning of the next academic year (fall semester, unless rescinded sooner by the university). The registration of any organization shall be subject to renewal by the university for each ensuing year. Annual renewal of the registration shall be dependent on the organization's demonstration of compliance with its purposes, aims, and activities as stated in its

constitution, and compliance with all rules and regulations of the university. Registration forms are located in the Johnny L. Vance Activity Center.

- h. Any registered student organization may be placed on probation, suspension, or restriction, or have its registration withdrawn by the Vice Chancellor for Student Affairs after having been accorded due process.

4. Student Organizations

Freedom and Responsibility of Registered Student Organizations

Freedom of action granted a registered student organization also implies a responsibility of the organization for developing the direction, scope, and character of the organization in promoting the total educational program of the university. The only limitations placed upon this freedom are those imposed by the stated purposes of the organization, by university and board policy, and by law.

The university, through the registration process set forth, seeks the freedom of existence for student organizations and ensures that designated privileges and support are readily available equally to all organizations that uphold the registration requirements. The university does not, however, automatically endorse the mission, goals, or purpose of any organization. Southern University at Shreveport, while encouraging active participation in non-classroom activities, seeks to ensure that first and foremost students successfully meet their educational goals and requirements.

5. Student Organization Social Function Registration

- a. Definition - The term "social function" herein refers to parties, dances, swaps, mixers, picnics, or the like sponsored by an organization.
- b. Registration of Events - All on-campus social functions sponsored by or hosted by a student organization must be registered with the Student Center Board, using a Activity Clearance Form. The university will not approve registration of activities for any organization that is delinquent in its financial obligations to any department or agency of the university.
- c. Closed Parties - The following guidelines are for closed parties.
 - (1) It is strongly recommended that all student organizations hosting a social function limit attendance to dates, and invited guests to minimize safety and legal risks. While security guards are not required at parties (with the exception of on-campus parties during basketball weekends they are highly recommended.
- d. Security – At all social functions on campus which are open to the general public, either free or through paid admission, the sponsoring student organization must

hire security guards to assist with maintaining control over who attends and the behavior of those in attendance. (Security must be organized through and registered with University Police.) The number of security guards needed will depend upon the size and nature of the event and will be determined in consultation with the University Police.

e. Alcohol – Unlawful sale, possession, or consumption of alcoholic beverages, including beer and wine, by students on campus is prohibited. While the university has no control over off-campus social functions, the following guidelines concerning the use of alcohol at student organizations off-campus functions are suggested:

(1) Organizations and individual student members will abide by all federal, state, and local laws and Southern University at Shreveport policies.

(2) No organizational funds may be used to purchase alcohol.

(3) SUSLA is a dry campus however:

- Non-alcoholic beverages should be served;
- Food (preferably low salt, high protein) should be served;
- No alcohol should be consumed at the event; and
- An effective system should be in place to transport drinkers home (e.g., buses or non- drinking designated drivers).

(4) Appropriate and reasonable behavior is expected of all students and their guests who attend an event associated with registered organization of Southern University at Shreveport. The health and safety of students and their guests will be taken into consideration when planning and implementing an activity.

f. Hours for Social Events - On-campus social events may be conducted on Sunday through Thursday until 12 a.m., and on Friday and Saturday until 1 a.m. the following mornings. In exceptional circumstances, special permission may be granted by the Student Center Board or Vice Chancellor for Student Affairs to extend the above times for termination of social events. The termination time must be specified on the Activity Clearance Form.

g. Outdoor Amplified Music

6. Financial Needs for Student Organizations

(1) This shall be determined by the Student Government Association and the Office of the Vice Chancellor for Students Affairs based need and completion of proposal form.

Procedures

1. Registration of Organizations

a. Student/Faculty Organizations

In order to obtain registration as an organization, a group must present their petition to organize to the Student Government Association. Applications and information are available in this office (670-6456). The five steps listed below constitute a petition for university registration:

- (1) Hold organizational meetings. Groups may hold three organizational meetings.
- (2) Elect officers. Fill out information requested on the application (submit 10 copies).
- (3) Draw up a constitution and by-laws (submit 10 copies).
- (4) Make a list of members' names and student IDs.
- (5) Provide the name(s) of organizational advisor(s).

b. All Organizations

- (1) Submit a statement of assurance of compliance signed by an officer of the organization that it will adhere to all rules and regulations, policies and procedures of Southern University at Shreveport and with all laws and ordinances, whether federal, state, or local.
- (2) The petition is submitted to the Student Government Association which renders a favorable or unfavorable decision. This decision is subject to review by the Vice Chancellor for Student Affairs, Director for Student Activities, and Student Government President.
- (3) The petitioning group is notified as soon as the final university decision regarding registration is made. Upon receipt of the letter of registration, the group may then assume all privileges and activities of a registered organization until registration expires or is withdrawn. All on-campus activities of the petitioning group, both before and after registration, must be registered in the Johnny L. Vance Student Union.

2. Space Scheduling

- a. University organizations must contact the Student Center Board for Activity Clearance Forms to reserve the facilities needed. After contacting SCB, the student organizations will provide the following information on the Activity

Clearance Form: person in charge, time of activity, food service (if applicable), and custodial service (if applicable), details for "set-ups" for meetings, including microphones, lights, chairs, stages, etc. Other university organizations should also contact the building supervisor.

- b. The Student Center Board will determine if requested facilities are available for use.
- c. The activity will be placed on the university's activity calendar by Student Center Board.
- d. Activity Clearance Forms will be routed by students to the proper person including: the representative of the scheduling organization, the organization advisor, the Johnny L. Vance representative, and the building supervisor. If applicable, the Housing and Residence Life representative, the Director of the Student Union, the University Police, and the Director for Student Activities will also need to sign the form.
- e. If outdoor space is desired for a function, the organization is encouraged to register the activity with Activity Clearance Form in order to better coordinate activities.
- f. University-wide scheduled events have precedence as to time and facility.

Note: All departments scheduling meetings within their facilities should notify Office of Student Activities of their meetings in order that an updated record can be kept on all university activities.

The Vice Chancellor for Student Affairs is responsible for the review of this operating policy every four years or as needed.

Official registration of University organizations occurs through the Student Government Association. Information and forms may be obtained from the Student Government Association, Johnny L. Vance. Telephone: 670-6456.

If your organization is a local chapter of a national organization, you must include one copy of the constitution of the national organization.

SAMPLE CONSTITUTION
ARTICLE I
NAME

The name of this organization shall be _____. (If you wish to use Southern University within the organization name, request this of the committee. Religious organizations may not use Southern University in their titles.)

ARTICLE II
PURPOSE

The primary purpose of this organization shall be to _____.

OR

The specific purposes of this organization shall be the following:

- A. To provide _____.
- B. To promote _____.
- C. To _____.

ARTICLE III
LOCATION AND GOVERNMENT

- A. The location of this organization shall be Southern University.
- B. The organization shall be governed by this Constitution and By-Laws*.
(*If you are including By-Laws)
(*DO NOT include the words "By-Laws" if they are not part of your constitution.)

ARTICLE IV
MEMBERSHIP

- A. Membership categories shall be the following (membership or inactive members):
 - 1. Active or full membership shall be composed entirely of faculty, students, and staff.
 - 2. Inactive members shall be composed of alumni and honorary members; however, inactive members may not be allowed to vote or hold office.
- B. Qualifications for membership (list them).
- C. Membership selection procedure (state how you choose members).

ARTICLE V OFFICERS

A. All executive powers of (Name of Organization) shall be vested in a President, Vice-President, Secretary, and Treasurer (continue if needed). These officers shall be appointed/elected in the fall/spring semester in a manner prescribed by the By-Laws and shall serve a term of one semester/year. (Only refer to By-Laws if you include them).

B. Duties and Powers of Officers:

1. Duties and powers of the President
 - a. _____.
 - b. _____.
 2. Duties and powers of the Vice-President
 - a. _____.
 - b. _____.
 3. Duties and powers of the Secretary
 - a. _____.
 - b. _____.
 4. Duties and powers of the Treasurer
 - a. _____.
 - b. _____.
- (Continue with other officers if applicable.)

C. Executive Board (define if needed).

D. The advisor of (Name of Organization) shall be a member of the faculty or staff at Southern University.

1. The advisor (will/will not) have a vote.
2. List alternatives for selecting advisor(s).
3. Advisors must sign all financial transactions and University approval forms (including Activity Forms) for events.

E. Describe removal from office or impeachment proceedings.

ARTICLE VI MEETINGS

A. Specify how meetings will be conducted (i.e. Order of Business).

B. Describe if and how Parliamentary Procedure will be used. (i.e. Garfield Jones or

Robert's Rules of Order)

- C. If there is a called meeting, the members will be notified at least _____ weeks/days prior to that meeting through a written or verbal notice.
- D. List the procedure for calling a meeting.
- E. A quorum shall consist of some figure you set, e.g., 50 percent plus 1, 3/4 of the membership, or 2/3 of the membership. Some define a quorum as "all members present at a meeting." You should try to realistically judge a figure that will permit you to regularly conduct business, but guard against allowing a handful of people to do so.

ARTICLE VII DUES AND ASSESSMENTS

- A. State how the amount of dues and assessments will be determined and who will determine them.
- B. State when these dues and assessments will be paid.
- C. It must be stated that all financial transactions must be signed by the faculty/staff advisor and the President or Treasurer.

ARTICLE VIII AMENDING PROCEDURE

- A. Amendments to this constitution shall be proposed in writing at least _____ days/weeks prior to the time they are to be voted upon.
- B. Adoption of amendments shall be by a 2/3 vote or a 3/4 vote of either the total membership or of those present and voting.

NOTE: BY ITS NATURE, THE CONSTITUTION SHOULD BE DIFFICULT TO AMEND; THEREFORE, IT SHOULD NOT INCLUDE PROVISIONS SUBJECT TO FREQUENT CHANGE. (i.e., MEETING TIME AND PLACE, AMOUNT OF DUES, ETC.)

ARTICLE IX REVISION

Revision of this Constitution shall be undertaken only if a motion of revision experience is approved by a(2/3 or 3/4) vote of the members present and voting.

If such a revision is approved, it shall be undertaken by a committee appointed by the President of (Name of Organization). The President shall appoint a member to serve as Chairman of the Revision Committee.

The revision of this Constitution shall be by ballot and shall require a (2/3 or 3/4) vote of the members present and voting.

ARTICLE X NON-DISCRIMINATION CLAUSE

(Name of Organization) does not discriminate of the basis of race, color, religion, national origin, sex, age, sexual orientation, group affiliation, handicap/disability, or veteran status.

BY-LAWS – HOW TO WRITE

The By-Laws are next in importance to the Constitution, but are not required to be a registered MSU student organization. The By-Laws include such things as meeting times, method of calling special meetings, duties of officers, details concerning selection of members, name of standing committees, dues and means of amending the By-Laws.

The By-Laws should not include items which are basically procedural or relate to matters of business organization. These latter items are the proper concern of the standing rules. The amending clause should include a requirement that members should receive notice in advance of a meeting at which amendment of the By-Laws is to be considered.

Ordinarily, amendments of the By-Laws require a special majority in order to pass (such as 2/3 or 3/4 or a majority of all members). As with the Constitution, the proposed By-Laws should be considered by paragraph, amended as desired by the organization, and then approved as a whole.

Southern University at Shreveport



COUNCIL OF SOUTHERN CLUBS & ORGANIZATIONS

APPLICATION FOR UNIVERSITY REGISTRATION OF A NEW ORGANIZATION

A petition for registration includes: 1) 10 copies of this application form; 2) 10 copies of the proposed constitution; and 3) One list of members. Please submit to the Student Government Association, located in Johnny L. Vance Student Activity Center

Date Application Submitted: _____

Name of Organization: _____

Type of Organization: Student Student/Faculty University-Related

Purpose of Organization:

Organization Classification:

Departmental/Academic

Greek

Honoraries

Political

Recreational/Hobby

Service

Ethnic/International

Fine/Performing Arts

Religious

Publications

Faculty Advisor: _____ **Phone:** _____

Building and Room #: _____ **Mail Stop:** _____ **Email:** _____

President: _____ **Email:** _____

Local Address: _____ **Phone:** _____

Number of Members: Student _____ Faculty _____ Non-University* _____

**(Non-University members can be inactive members only, i.e., cannot hold offices or vote)*

Usual Meeting Place:

Proposed Frequency of Meetings:

What month is Officer Election/Transition?

Person Making Application: _____ **Phone:** _____

Mailing Address: _____ **Email:** _____

Signature: _____ **Date:** _____

**SOUTHERN UNIVERSITY at SHREVEPORT
REGISTERED STUDENT ORGANIZATION UPDATE FORM**

Name of Organization

Club Number
(for office use only)

Officers

President _____ Telephone # _____

Local Address _____

E-mail Address _____

Vice President _____

Secretary _____

Treasurer _____

Faculty Advisor

Name _____ Telephone # _____

Campus Mail Stop _____ Office Bldg. & Rm. _____

E-mail Address _____

Organization Information

Usual Meeting Time and Day _____ Location _____

Date of Next Officer Transition _____

Are new members accepted at any time? _____

If not, when is the next date new members will be accepted? _____

Required Statement

As the president of my organization I agree that we will obey federal, state, and local laws and University regulations. I understand that failure to do so may result in loss of University registration.

President's Signature

Date