

SOUTHERN UNIVERSITY LAW CENTER  
STUDENT ORGANIZATION FORMATION  
HANDBOOK

Office of Student Affairs  
Southern University Law Center  
Baton Rouge, Louisiana

*Revised 05113*

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## STUDENT ORGANIZATION INFORMATION

### REGISTRATION

Each student organization is required to complete an Organizational Registration Form and return it to the Office of Student Affairs by September of each year. **ONLY REGISTERED STUDENT ORGANIZATIONS ARE RECOGNIZED AND PERMITTED TO HOLD MEETINGS AND ACTIVITIES ON CAMPUS.**

### A NEW ORGANIZATION

A new organization must submit a constitution and/or by-laws, a statement of purpose for the organization, and its type of requirements and qualifications for membership. The constitution should state that each officer must be enrolled in twelve (12) or more hours per semester (Fall and Spring), and have a minimum cumulative grade point average of 2.00/4.00 when elected and while in office. It should also state that the organization will abide by all University policies and procedures found in this handbook, the Code of Student Conduct manual, as well as comply with federal, state, and local laws. **NOTE: A constitution must contain the following:**

1. Name of organization
2. Purpose of the organization
3. Organizational structure
4. Articles of how the organization should operate and the composition of its membership
5. Term of office (for officers)
6. Criteria for membership

The Constitution or by-laws must contain a provision that all amendments are not effective until approved by the Office of Student Affairs. An organization roster of at least eight interested students must accompany the request.

The request will be submitted to the faculty for approval. Request for organizations must be submitted in the fall semester of an academic year. Request not submitted for approval by the October faculty meeting will not be considered until the next academic year. New organizations must be approved no later than the October faculty meeting. After faculty approval, the next step is to complete the Organization Registration Form. Once this procedure has been completed, a letter of approval will be forwarded to the organization advisor(s). The organization may reserve university facilities for business meetings after obtaining approval from the Vice Chancellor for Student Affairs. The organization should request through the Office of Student Affairs a university custodial account number for the receipt of all funds the organization collects. **A new organization may not be chartered or registered after midterm of each semester.**

## **MAINTAINING A CHARTER**

All chartered organizations must complete the Organizational Registration Form. All current information must be submitted to the Office of Student Affairs no later than the third week of classes each Fall semester. The Office of Student Affairs must be notified within 2 weeks of any changes to the registration information.

## **ADVISOR**

Each student organization is required to have an advisor. The advisor must be a fulltime member of the Law Center's faculty.

Because of size and/or diversity, some organizations may wish to have more than one advisor. It is permissible to have more than one member of the faculty with the organization providing he/she has time to devote to the organization. However, only one person is to serve as the principle or head advisor.

Organizations select their own advisors. In selecting an advisor, organizations should make certain that the prospective advisor has a sincere interest in advancing the goals and objectives of the organization.

The advisor must give his/her written approval (usually a signature only) before any activities may be held by the organization.

## **PRIVILEGES FOR RECOGNIZED STUDENT ORGANIZATIONS**

Officially recognized organizations are eligible for the following privileges:

- Organizations may use Law Center services, equipment, facilities, and resources for business, recreational and social functions. A minimum charge may be assessed for certain facilities.
- Participation in University activities and programs and inclusion in Law Center publications compiled by the Office of Student Affairs is open to all recognized student organizations.
- In accordance with Law Center policies, recognized students organizations may sponsor campus speakers/consultants and lectures.
- Once student organizations are registered and approved, they are fully recognized.
- Assistance and advisement from the Vice Chancellor for Student Affairs is available to all Recognized Student Organizations.
- NOTE: Security is required for any facility after 5 o'clock PM and weekends.

## RECOGNIZED STUDENT ORGANIZATIONS

To maintain the privileges of a recognized student organization and remain in good standing with Southern University Law Center, organizations must fulfill the following responsibilities:

- On-going communications between each recognized student organization and the Student Bar Association is a must.
- Each organization is responsible for the attendance of its president, advisor(s), or other designated officers upon the request of the Student Affairs Office for various events or meetings.
- Any changes in officers, members, amendments or variations made to an organizations' constitution or bylaws must be submitted to the Student Affairs Office within two weeks of the change.
- Organizations must meet and maintain all financial obligations to Southern University Law Center. However, any recognized student organization holding a fund-raising activity on campus must have an account number in the Comptroller's office and submit any funds raised into that account within twenty-four (24) hours.
- Organizations must not charge exorbitant fees for membership and must explain the purpose of all fees assessed for any reason.
- Officers and members of recognized student organizations must follow the policies and regulations of Southern University Law Center, as well as abide by all local, state, and federal laws governing student-sponsored activities. This includes but is not limited to, discrimination and membership, hazing, alcohol and drug abuse, disorderly conduct and destruction of property.

Additionally, the Louisiana State Office of Risk Management does not routinely consider student organizations as entities of the State of Louisiana or of Southern University Law Center. The fact that Southern University Law Center requires a chartering process does not alter this position. **NOTE: By virtue of a student accepting a position of leadership in an organization, the student should understand that he or she assumes the responsibilities and possible liabilities for his or her respective organization.**

## Summary of SULC Student Organization Policies

### Fund Raising, Email and Events

1. **Fund Raising:** The Chancellor has permitted outside fundraising only when the student organization clearly communicates to the donor that the funds are not going to the Southern University Law Center, but directly to the student organization. The organization must complete a fund raising request form for all fund raising that must be approved by the Office of Student Affairs.
2. **SULC Email:** The SBA President, as the chief executive officer of the SBA, has been given the responsibility for emails that go to the entire student body from the SBA, student organizations or individual students. In order to assist the SBA President in this task, the SBA Vice President and Secretary may send emails to the student body, subject to the approval of the SBA President. Emails promoting social events at bars, parties and other like events are not authorized to be sent by the SBA, through the SULC email system.

Any decision by the SBA President to not send an email is subject to review by the Office of Student Affairs. The review is only to determine if said email could have been sent. This review can be done by first submitting, in writing, to the SBA President the reasons you are going to request a review. If the basis is that an email of a similar type was sent on behalf of another organization, you must provide a copy of the email detailing the similarities. If the SBA President still believes that the decision not to send the email was correct the SBA President will sign the review request letter, documenting their reason for denial on the letter, and the review request letter may be submitted to the Office of Student Affairs.

3. **Events:** The Office of Student Affairs will approve event request provided the following process is followed. Fill out a Student Organization Event registration form with the SBA. After the SBA receives the form they will verify that no conflicts with other student events exist and will coordinate the room. All flyers for the event must be stamped by the Office of Student Affairs.

## ORGANIZATION SUSPENSION FOR MISCONDUCT

### LINE OF AUTHORITY

Recognition by a university of a student association does not preclude regulation by the university. Reasonable regulations as to time, place, and manner which are not unduly burdensome may be imposed upon all campus organizations and such organizations must comply with them. *Healy v. James*, 408 U.S. 169, 92 S.Ct. 2338, 33 L.Ed. 2d 266 (1972). A college administration may impose a requirement that a group seeking official recognition affirm in advance its willingness to adhere to reasonable campus law. Such a requirement does not impose an impermissible condition on the students' associational rights. Their freedom to speak out, to assemble, or to petition for changes in school rules is in no sense infringed. It merely constitutes an agreement to conform with reasonable standards respecting conduct. This is a minimal requirement, in the interest of the entire academic community, of any group seeking the privilege of official recognition. *Id.* at 193. (*See also*, 14A C.J.S. Colleges and Universities § 46).

In addition to the College administration's broad rulemaking power to assure that the traditional academic atmosphere is safeguarded, it may also impose sanctions on those who violate the rules. For instance the Student Affairs Committee's admonition to students in the Healy case suggests one permissible practice: recognition, once accorded, may be withdrawn or suspended if students fail to respect campus law. *See, id.* at 194 citing for examples, *University of Southern Mississippi Chapter of Mississippi Civil Liberties Union v. University of Southern Mississippi*, 452 F.2d 564 (CAS 1971); *American Civil Liberties Union v. Radford College*, 315 F.Supp. 893 (W.D.Va.1970).

Members of an organization shall channel their concerns to the University administration through the president and advisor of the particular organization.

All organization presidents are automatically members of the SULC Student Leadership Summit. The creation of the SULC Student Leadership Summit was done in the 2003-2004 school term. The Summit is comprised of all of the Presidents of student organizations and the SBA Vice President. The SBA President is an ex-officio member of the Summit and attends as he or she feels necessary. The Summit meets monthly with the Vice Chancellor for Student Affairs to discuss various issues facing student organizations. This meeting additionally allows for better coordination of student activities.

## ALCOHOLIC BEVERAGES

Alcoholic Beverages or the consumption of is not permitted on the Southern University Law Center Campus without permission of the Chancellor.

## HAZING POLICY

Southern University Law Center defines hazing as any willful act by anyone student alone or acting with others, directed against any other student that:

- Subjects the student(s) to indignity or humiliation;
- Intimidates the student by threatening or ostracizing him/her in public;
- Submits the student to sham or disgrace among fellow students;
- Humbles, or is calculated to humble the pride, stifles the ambition, or blight the courage of the student attacked;
- Discourages the student from remaining at the Law Center, or causes him or her to leave the campus rather than to submit to such acts;
- Constitutes a legal assault, by striking, beating, bruising, maiming or any other act of physical violence, or even seriously threatening to do such acts.

Additionally, each member must be informed of the Louisiana Revised Statute, Title 17 Education Chapter 5, State Colleges and Universities, Part III Miscellaneous Provisions pertaining to the Hazing Statue 1801.

This statue reads:

*s 1801. Hazing Prohibited,' penalties*

*Hazing in any form, or the use of any method of initiation into fraternal organizations in any educational institution supported wholly or in part by public funds, which is likely to cause bodily danger or physical punishment to any student or other person attending any such institution is prohibited*

*Whoever violates the provisions of this Section shall be fined not less than ten dollars no more that one hundred dollars, or imprisoned for not less than ten days not more than thirty days, or both, and in addition, shall be suspended from the educational institution and not permitted to return during the current session or term in which the violation occurs.*

## **FACULTY ADVISORS**

Faculty advisors play an important role in the life of a student organization. All student organizations are required to have a full time Law Center faculty member as their advisor of record. Advisors provide leadership and are role models that help students to build and maintain a successful student organization.

### **WHY BE AN ADVISOR?**

Involvement with a student organization offers the following numerous advantages to a faculty member:

- A unique opportunity to get to know and work with students outside of the classroom or office;
- The reward of watching a student organization develop to its fullest potential;
- The reward of helping students develop their individual leadership skills and talents;
- The chance to informally share knowledge and expertise on relevant topics with students;
- The opportunity to feel satisfaction and accomplishment through making a special contribution to a particular group of students;
- And the opportunity to give something back to the Law Center.

## **RESPONSIBILITY OF THE ADVISOR TO STUDENT ORGANIZATIONS**

There are many responsibilities that a faculty advisor must live up to. They include:

- Remaining informed about the plans and activities of the organization;
- Providing long-term continuity within the group and be familiar with the organization's history;
- Assisting in orientation of new officers;
- When possible, attending the events sponsored by the organization and assisting in setting the tone for various activities;
- Providing direct assistance in planning and evaluating programs;
- Remaining informed on Law Center policies and procedures governing student organizations in order to assist students in their interpretation and implementation of projects;
- Assisting the organization in setting realistic goals and objectives each academic year;
- Assisting the students in maintaining a balance between the academic and social/cultural aspects of student life;

## **RESPONSIBILITY OF THE ORGANIZATION TO THE ADVISOR**

The student organization is required to:

- Assist in clarifying the organization's perception of the role of the faculty advisor;
- Give the advisor an opportunity to express an opinion on issues that affect the welfare of the organization;
- Keep the advisor informed of what is happening in the organization, both positive and negative;
- Invite the advisor to all meetings and activities;
- Take the advisor's schedule into consideration when arranging meetings and events;
- Agree to support the rules and regulations of the University;
- Make the advisor(s) feel like a welcomed part of the group;
- Be open and honest with the advisor;

## HOW TO CONDUCT MEETINGS

Organizational meetings have several functions. They give members an *opportunity* to discuss and evaluate goals and objectives and remain current with all events and activities. Most importantly, meetings allow groups to pull resources together for planning and decision-making.

The following suggestions can make your organizational meetings more successful productive and even fun:

1. Before the meeting, establish the purpose or reason for the meeting
2. Develop an agenda with officers and advisors;
  - I. Call to Order
  - II. Approval of Agenda
  - III. Announcements
  - IV. Officer's Reports
  - V. Committee Reports
  - VI. Unfinished Business
  - VII. New Business
  - VIII. Adjournment
3. Distribute the agenda and circulate background material. Lengthy documents or articles may be distributed prior to the meeting so members will be prepared, feel involved and up-to-date.
4. Choose an appropriate meeting time and place which is suitable for the size of your organization. Set a time limit and stick to it. Remember, members have other commitments and will be more likely to attend if the meetings are productive.
5. If possible, arrange the room so that members face each other (circle or semi-circle). For large groups, try u-shaped rows. A leader has better control when he/she is centrally located.

## **POLICIES REGARDING USE OF LAW CENTER FACILITIES**

Request for use of space in academic as well as non-academic facilities can be made by filling out a Building Facility Request Form, which can be picked up in the Student Affairs Office of the Baton Rouge Campus. No request will be granted without a completed Building Facility Request Form including all necessary signatures. Activities to be held in a Law Center facility after 5:00 p.m. or on weekends may require additional charge by Southern University Law Center for a normal maintenance or security fee.

Request for accommodations for recruiting and/or fund-raising in academic buildings can also be made through the Student Affairs Office. These forms must be completed by the president of the student organization, approved by the organization's advisor and the chief academic official in charge of the building before being returned to the Student Affairs Office for approval by the Associate Vice Chancellor. Forms should be submitted to the Student Affairs Office at least 24 hours prior to the scheduled event.

The use of Law Center Facilities for extra-curricular activities is a privilege and not a right. Facilities are assigned on first-come, first-serve basis with feasibility as a determining factor. Organizations must agree to assume financial responsibility for any damage, abuse, or loss of property, which occurs while a facility is being used by the organization. Funds owed to the Law Center as a result of any such incidents must be paid within three (3) days after the activity is held. All activities of the organization shall be automatically suspended until all financial requirements have been satisfied.

### **SCHEDULING OF ACTIVITIES**

All activities held by student organizations must be approved by Associate Vice Chancellor before plans are finalized. Activities are scheduled in accordance with Law Center policies and procedures. Activities must be scheduled at times and in a manner, which will not disrupt the "normal" operation of the Law Center or other activities of the Law Center.

## POLICY POSTING AND ADVERTISING OF EVENTS

The Student Affairs Office will approve and stamp documents for posting. Approval for posting does not endorse the actual occurrence of any events or activities.

A student organization wishing to post a sign on campus shall observe the following guidelines:

- When posters or fliers are presented for approval (stamped), please provide **no more than ten (10)** original posters/fliers. Anything additionally will **not** be stamped for approval.
- No student organization may post or carry a sign or flier on campus that includes non-permissible solicitations, or contains materials that are obscene, vulgar, libelous, or a form of harassment.
- Only signs and fliers may be posted on Law Center property.
- Included on each sign must be the name of the student organization and a contact phone number. Student organizations must receive approval from the office responsible for the building in which the material will be posted (i.e. the dean or manager).
- Fliers or signs must be posted on bulletin boards only. Posting on doors, windows, walls, etc. is not permitted. Bulletin boards are under the jurisdiction of a school, department, or administrative official. Permission should be received from the appropriate official prior to posting on such boards.
- All signs and publishable materials written in a foreign language must contain a translation in English before it may receive a stamp of approval for posting.
- No one may remove a sign posted in accordance with this policy without permission from the student organization or from the Law Center official/office that authorized the sign to be posted.
- Each sign must be removed by the organization no later than two (2) days after the expiration date. The area around which the sign was posted must be cleared.
- Any documents approved by the Student Affairs Office must be sponsored by a registered organization.

## **DISTRIBUTION OF LITERATURE**

Southern University Law Center recognizes that the student's rights as a citizen to speak and write freely are protected by the First Amendment.

Printed materials may be distributed on campus by a student or recognized organization in an orderly manner to those who wish to receive it as long as the material is not obscene, vulgar, libelous, or a form of harassment and does not contain non-permissible solicitation. Distribution must be conducted so as not to interfere with the free unimpeded flow of pedestrian and vehicular traffic, or to disturb or interfere with academic or institutional activities.

The following procedures must be adhered to when distributing literature at the Law Center.

1. All literature distributed on campus shall identify the student organization disseminating it.
2. No student organization may distribute literature by accosting individuals or by hawking or shouting.

## **CONDUCT AT ACTIVITIES**

The sponsoring organization is responsible for the conduct of those persons attending its activities.

If security is needed for an activity, the organizations must pay the security from its own funds. This should be taken into account when budgeting the organization's funds.

# *FORMS*

**SOUTHERN UNIVERSITY LAW CENTER  
ORGANIZATIONAL REGISTRATION FORM**

STUDENT ORGANIZATION \_\_\_\_\_

\_\_\_\_\_  
DATE

We, the undersigned, do hereby petition for approval and recognition on the Southern University Law Center Campus for the \_\_\_\_\_ school year.

**OFFICERS  
NUMBERS**

**SIGNATURE AND PHONE**

President _____	_____
Vice President _____	_____
Secretary _____	_____
Treasurer _____	_____
Other _____	_____

**MEMBERSHIP (Use additional sheet is necessary)**

1. _____	11. _____
2. _____	12. _____
3. _____	13. _____
4. _____	14. _____
5. _____	15. _____
6. _____	16. _____
7. _____	17. _____
8. _____	18. _____
9. _____	19. _____
10. _____	20. _____

**ADVISOR(S)**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Signature)

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Signature)

**SOUTHERN UNIVERISYT LAW CENTER  
FUNDRAISER AUTHORIZATION FORM**

Name of Organization \_\_\_\_\_

President's Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Advisor's Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Description of Fundraiser \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will this money be donated to a charity? Yes \_\_\_\_\_ or No \_\_\_\_\_

If yes, Name of Charity \_\_\_\_\_

Contact person \_\_\_\_\_ Phone No. \_\_\_\_\_

University Account Number \_\_\_\_\_

Approved:

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
President SBA

\_\_\_\_\_  
Vice President SBA

\_\_\_\_\_  
Vice Chancellor for Student Affairs

**SAMPLE**

**SAMPLE**

**SOUTHERN UNIVERSITY  
Associate Vice Chancellor  
For  
Student Affairs**

**BUILDING FACILITY REQUEST FORM**

Department Requesting Facility: \_\_\_\_\_

Facility requested: 1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

Date & Time of Request: \_\_\_\_\_ Size of Group \_\_\_\_\_

Purpose: (circle one) Fund-raising      Meeting      Recruitment      **Other**

(Please Explain)

Will Instrumental Media be used? (Circle one)      Yes      No

Described the physical arrangements and equipment needed for activity.

\_\_\_\_\_  
\_\_\_\_\_

Name of person requesting services: \_\_\_\_\_

Sign

Phone

1. \_\_\_\_\_

Advisor

Supervisor of Requested Facility

2. \_\_\_\_\_

Date

3. \_\_\_\_\_

Chief of University Police

Affairs

4. \_\_\_\_\_

Vice Chancellor for Student

(If activity extends beyond 5:00p.m or weekends)

\*\*\* FOR ALL EVENTS AFTER 5:00 P.M. OR WEEKEND YOU MUST SECURE POLICE SECURITY\*\*\*

**FORM MUST BE COMPLETED IN TRIPLICATE!**

*Student Organization Website Password Reset Form*

I hereby represent that I \_\_\_\_\_ am the authorized person to  
(Student Name)  
reset password for \_\_\_\_\_.  
(organization)

Approved Password Reset: \_\_\_\_\_

Student Organization Instruction Manual  
Acknowledgement Form

I have received a copy of the Southern University Law Center Student Organization Instruction Manual. I understand and acknowledge my responsibility to ensure that my organization conforms to the manual and all other applicable Law Center rules.

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President

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Date

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Organization