

SOUTHERN UNIVERSITY LAW CENTER



STUDENT ORGANIZATION HANDBOOK

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

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ORGANIZATION REGISTRATION

Each student organization is required to complete an Organizational Registration Form and a Handbook Acknowledge Form and return them to the Office of Student Affairs by **September 15th** of each year. **ONLY REGISTERED STUDENT ORGANIZATIONS ARE RECOGNIZED AND PERMITTED TO HOLD MEETINGS AND ACTIVITIES ON CAMPUS.**

MAINTAINING A CHARTER

All chartered organizations must complete the Organization Registration Form. All current information must be submitted to the Office of Student Affairs no later than **September 15th of each year**. The Office of Student Affairs must be notified within two (2) weeks of any changes to the registration information.

PRIVILEGES FOR RECOGNIZED STUDENT ORGANIZATIONS

Officially recognized organizations are eligible for the following privileges:

- Assistance and advisement from the Vice Chancellor for Student Affairs is available;
- Use of 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 publication compiled by the Law Center;
- Sponsor campus speakers/consultant and lectures in accordance with Law Center policies;

NOTE: Security is required for any activity at a facility after 5 o'clock PM and weekends.

FORMING A NEW ORGANIZATION

A new organization must submit a constitution and/or by-laws, a statement of purpose for the organization, and its requirements and qualifications for membership. The constitution should state that each officer must be currently enrolled at the Law Center and have a minimum cumulative grade point average of 2.3/4.00 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. While the Law Center recognizes students' rights to freely associate and form groups, organizations may not be formed for a purpose that violates local, state, or federal law.

A constitution must contain the following:

1. Name of the 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); and
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.

Request for organizations must be submitted in the fall semester of the academic year. Requests for new organizations must be submitted no later than **October 1** of each academic year. Requests submitted after **October 1**, will not be recognized until the next academic year.

After official recognition of the new organization, the next step is to complete the Organization Registration Form. Once this procedure has been completed, a letter of recognition will be forwarded to the organization advisor(s). The organization may then enjoy all privileges of recognized student organizations including the right to reserve facilities.

The organization should go through the Office of Student Affairs to establish a university custodial account number for the receipt of all funds the organization collects.

ORGANIZATION ADVISOR

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

Because of size and/or diversity, some organizations may wish to have more than one advisor. It is permissible to have more than one faculty advisor provided they have time to devote to the organization. However, only one faculty member is to serve as the principal or head advisor.

All organizations, with the exception of the Student Bar Association, select their own advisors through a majority vote of the organization members. 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 Vice Chancellor for Student Affairs shall serve as the adviser for the SBA.

The advisor must agree to advise an organization annually. Organization leaders must confer with the advisor about organization events.

WHY BE AN ADVISOR?

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

- 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 being 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; and
- 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; and
- Be open and honest with the advisor.

MAINTAINING PRIVILEGES

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 Office of Student Affairs for various events or meetings.
- Any changes in officers, members, amendments or variations made to an organization's constitution or bylaws must be submitted to the Office of Student Affairs 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 collected 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, raffles, discrimination, 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.

FUNDRAISING

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 fundraising request form for all fundraising that must be approved by the Office of Student Affairs. Forms are available in the appendix of this handbook.

SULC EMAIL

The SBA President, as the chief executive officer of the SBA, has been given the responsibility for email that goes 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 not to 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.

STUDENT LEADERSHIP SUMMIT

All organization presidents are automatically members of the SULC Student Leadership Summit. The SULC Student Leadership Summit was created 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. The Summit meets at least once each semester with the Office of Student Affairs to discuss various issues facing student organizations, to discuss Law Center policies and procedures, to enhance leadership among student organization presidents, and to allow for better coordination of student activities.

STUDENT ORGANIZATION EVENTS

The Office of Student Affairs will approved activity requests provided the following process is followed.

- The organization should fill out a **Student Organization Event Registration Form**.
- The form should be presented to the SBA to coordinate with other events, and help coordinate a room.
- If the event requires food, the form should also be presented to the Director of Facilities/event coordinator to coordinate ordering and food service.
- All flyers for the event must be stamped by the Office of Student Affairs.

ORGANIZATION SUSPENSION FOR MISCONDUCT

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).

ALCOHOLIC BEVERAGES

The possession or consumption of alcoholic beverages is prohibited in any form on University owned or controlled property: including residence halls, restrooms, stadium, etc., unless prior approval has been granted by the respective Chancellor. The respective Chancellor of each campus, at the recommendation of the Vice Chancellor for Student Affairs, may grant permission to any person, group of persons or organizations to serve or permit the service of any alcoholic beverage within the confines of the University facilities during social events consistent with this policy when it is deemed to their satisfaction that the user of the facility is both willing to and capable of implementing this policy during and throughout the duration of said social event.

DRUGS

It is the policy of the Southern University and A&M System to maintain a drug-free workplace and environment conducive to the learning process. All employees/students are notified that it is unlawful to manufacture, distribute, dispense, possess, or use any illegal drug or alcohol or to abuse a controlled substance in the workplace and classroom or other related areas associated with the learning process including the dormitories. Such actions are prohibited on all University property and at any other location where employees/students are conducting University business.

POSSESSION OF WEAPONS

Unauthorized possession of a weapon—gun, knife, or any other dangerous instrument—is prohibited on campus. See Student Code of Conduct for additional information.

TABACCO USE

The SUS is a 100% Tobacco-Free. Smoking and tobacco use of any kind will be prohibited on all SUS campuses and/or other properties owned and/or leased locations/premises; all internal and external areas, parking garages, and parking lots; all entrances and exits; and in all SUS owned and/or leased vehicles. Employees may not smoke in their own or others' vehicles when the vehicles are parked on SUS properties. This policy will be in place at all SUS sponsored events—both on our premises and at external locations hosting such events, including non-University hours and will further apply to all faculty, staff, students and visitors. The entire policy may be found on the Southern University System's website.

HAZING

(The full hazing policy and Hazing Prevention Handbook is located on the Law Center Policy Page)

PROHIBITION AGAINST HAZING

The Southern University Law Center ("Law Center") strictly prohibits hazing in all forms. The Law Center is committed to providing a supportive educational environment free from hazing, and one that promotes its students' mental and physical well-being, safety and respect for one's self and others. To this end, the Law Center has implemented policies and procedures in compliance with this policy and shall take prompt and appropriate action to investigate and effectively discipline those accused of such conduct in a manner consistent with all applicable laws. This document is a brief overview of the Law Center's Hazing Prevention Policy.

DEFINITIONS (LA. R.S. 17:1801)

Under the Law Center Hazing Prevention Policy, hazing is defined as the intentional, knowing, or reckless act, occurring on or off University property, by one person alone or acting with others, directed against an individual when both of the following apply:

- a. the person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress; and
- b. the act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:

- a. physical brutality (such as whipping, beating, paddling, striking, branding, electric shocking, or placing of a harmful substance on the body) or similar activity;
- b. physical activity (such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics) that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress;
- c. activity involving consumption of food, liquid, or any other substance, including but not limited to an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm that adversely affects the physical health or safety of the individual or causes severe emotional distress;
- d. activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

THE DUTY TO ASSIST

In accordance with La. R.S. 14:502(A)(1), any person at the scene of an emergency who knows that another person has suffered serious bodily injury shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the injured person by seeking or reporting the need for medical assistance from the appropriate authority.

In accordance with La. R.S. 14:502(A)(2), any person who engages in reckless behavior, including hazing, that results in serious bodily injury shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the injured person by seeking or reporting the need for medical assistance from an appropriate authority.

DUTY TO REPORT

It shall be the duty of all students and organizations to immediately report, in writing, any violation of this policy to the appropriate University official. Any violation of this policy shall be investigated and appropriate disciplinary action taken.

If an organization has taken disciplinary action against any of its members or potential members for hazing or has reason to believe that any member or potential member of the organization has participated in an incident of hazing, the organization shall report the incident to the University. If an organization or any of its members or potential members has been disciplined by a parent organization for hazing, the organization shall report the incident for which the organization was disciplined to the University.

HOW TO REPORT

You can report incidents of hazing by filling out the Uniform Hazing Incident Reporting Form found in the SULC Hazing Prevention Handbook, and the SULC Student Affairs Office.

ORGANIZATION OBLIGATIONS

Each organization shall provide annually at least one hour of hazing prevention education to all members and prospective members. The education may be provided in person, electronically, or both. Each organization shall submit a report annually to the University relative to the students receiving such education evidenced by an attestation of the student receiving the education.

Organizations also have a duty to report incidents of hazing to the university, incidents in which the organization has taken disciplinary action against a member or potential member for hazing, as well as incidents in which a parent organization has disciplined a member for hazing.

CRIMINAL SANCTIONS

Under La. R.S. 14:40.8, an individual who commits an act of hazing may be fined up to \$10,000 and/or imprisoned for up to five years.

If an organization has knowledge of hazing and fails to report it to law enforcement, the organization may be fined up to \$10,000.

In addition to criminal penalties, any individual or organization who violates La. R.S. 14:40.8 shall be expelled, suspended, or dismissed from the University.

Under La. R.S. 14:502(C), failure to comply with the duty to give assistance may be punishable by a fine of up to \$2,000 and/or imprisonment for up to five years.

UNIVERSITY SANCTIONS

Violation of the Law Center hazing policy can result in sanctions imposed under the Southern University Law Center Non-Academic Code of Student Conduct, which depending upon the circumstances surrounding the hazing incident, could result in expulsion from the Law Center.

WHERE TO FIND THE SULC HAZING PREVENTION POLICY

The full Southern University Law Center Hazing Prevention Policy can be found in the SULC Hazing Prevention Handbook which is located in the SULC Code of Student Conduct Manual in the Student Organization Handbook. The Manual can be found in your orientation materials, in newsstands throughout the Law Center, in the Office of Student Affairs, and on the Law Center website under the policies page.

WHO TO CONTACT FOR MORE INFORMATION

If you have questions about the SULC Hazing Prevention Policy, please contact the Associate Vice Chancellor for Student Affairs Shenequa Grey at sgrey@sulc.edu.

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, and preferably send the agenda out ahead of the meeting.
3. Suggested order of meeting:
 - Call to Order
 - Approval of Agenda
 - Officer's Reports
 - Committee Reports
 - Unfinished Business
 - New Business
 - Announcements
 - Adjournment
4. 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.
5. Choose an appropriate meeting time and place which is suitable for the size of your organization. Set a time and stick to it. Remember, members have other commitments and will be more likely to attend if the meetings are productive.
6. If possible, arrange the room so that members face each other (circle or semicircle). For large groups try u-shaped rows. A leader has better control when he/she is centrally located.

POLICIES REGARDING USE OF SUBR AND 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 Vice Chancellor. Forms should be submitted to the Student Affairs Office at least twenty-four (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 a 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 the Vice Chancellor for Student Affairs before plans are finalized. Organizations are responsible for determining what other activities are scheduled prior to scheduling an activity. When an activity conflicts with a previously scheduled one, the first approved activity will be given priority.

Activities are scheduled in accordance with Law Center Policies and Procedures (this includes, rooms, parking for guest speakers, etc). 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. The Student Bar Association is the liaison between student organizations and the Law Center for the scheduling of rooms for activities.

POLICY ON POSTING AND ADVERTISING OF EVENTS

The Office of Student Affairs 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 present for approval/stamping, please provide **no more than ten (10)** original poster/fliers. Anything additionally will not be stamped.
- 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, flyers and other 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 materials posted in accordance with this policy without permission from the student organization or from the Office of Student Affairs.
- All postings or signs must be removed by the organization no later than two (two) days after the expiration date. The area around which the sign was posted must be cleared.
- Any documents approved by the Office of Student Affairs 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 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