LSU NEW ORLEANS



REGISTERED STUDENT ORGANIZATION HANDBOOK

Office of Student Involvement and Leadership

@belongatLSUNewOrleans

LSU New Orleans

REGISTERED STUDENT ORGANIZATION HANDBOOK

INTRODUCTION

This handbook is designed to facilitate the initiation and growth of student organizations and includes pertinent information about policies, procedures, and resources that affect organizations, advisors, student members and their operations within the University. The Office of Student Involvement and Leadership (SIL) believes that participation in a student organization is one of the most rewarding ways in which a student can be involved. Registered Student Organizations (RSO's) are a vital part of campus life and affords students the opportunity to interact with others at the University, while fostering learning outside the classroom.

RSO officers, members, and advisors should refer to this handbook as needed; the policies and expectations set forth in this document will help RSO's understand the rights and responsibilities they hold at the LSU New Orleans.

DEFINITION OF A STUDENT ORGANIZATION

A Registered Student Organization (RSO) at LSU New Orleans is defined as any student organizational group that meets the following criteria:

- Established in order to contribute to students' personal interests and development
- Meets all registration requirements as outlined in this handbook
- Annually registers with the Office of Student Involvement and Leadership
- Understands and adheres to university policies and procedures governed by the Office Student Involvement and Leadership as well as local, state, and federal laws

University-sponsored student organizations adhere to the criteria above and are supported through departmental funds or student fees. Additionally, a University department or office acknowledges the organization as part of its activities and works closely in a supervisory capacity with the organization. This designation is not elective but assigned by the University.

Current sponsored student organizations include:

- Ambassadors
- Greek Council
- International Student Organization (ISO)
- Leadership Cabinet
- Model United Nations
- Orientation Leaders
- Residence Hall Association (RHA)
- Student Activities Council (SAC)
- Student Government Association (SGA)

REGISTRATION PROCESS

The student organization registration process ensures the rights of LSU New Orleans students to freely form associations, define the relationship between the University and organizations, determine the requirements for registration, and verify that the privileges received through registration and the policies and procedures that govern LSU New Orleans Registered Student Organizations are administered in a fair and nondiscriminatory manner.

There are two types of registration: re-registration and "new" registration. Typically, the registration process for a student organization takes two (2) weeks for approval after all required materials are received by the office. Notification of registration approval will be sent by e-mail to the organization's president, advisor, and contact person within 10 business days.

Delays may occur if all requirements are not completed by the organization. Organizations will be e-mailed with a list of requirements to fulfill to satisfy registration requirements.

Registration does not imply endorsement of the organizations' activities and actions by the university. Registration is a privilege that may be withdrawn for violation of university policies, procedures, student conduct code, and state, local and federal laws. Any violation of these policies should be reported immediately to the Office of Student Involvement and Leadership (UC 222, 504-280-6349) and the Office of Student Affairs (UC 248, 504-280-6620).

GETTING STARTED

There are basic questions you should ask before you register a group as a student organization about why you are forming a group and how you will manage members in your group.

PURPOSE:

- How will your organization be defined?
- What are your proposed goals?
- What are you hoping to accomplish?
- What role do you want to play?
- How will you pick an advisor?
- Is there a department with whom you can or will be affiliated? What makes this organization unique?

MEMBERSHIP:

- Are there other people you already know who would want to join?
- How are you going to recruit others? How will you convince them to join?
- What will this organization have to offer? Can other people find this elsewhere?
- What kind of commitment will members have to make?

FRATERNITY AND SORORITY EXPANSION

In order to add a Greek letter organization at LSU New Orleans, the Expansion process must be followed. For more information expansion process, please contact sil@uno.edu.

SUBMITTING THE REGISTRATION FORM

Getting started on the right foot will help make your organization run smoothly. The following guidelines give you step-by-step procedures for establishing a student organization. Follow them carefully, and feel free to ask questions. Any SIL employee can provide you with assistance: e-mail sil@uno.edu or call 504-280-6349.

STEP ONE: SELECTING MEMBERS AND A FACULTY/STAFF ADVISOR

All Registered Student Organizations (RSO's) at the LSU New Orleans must have five (5) LSU New Orleans student members and an advisor who is a member of university faculty, professional staff, or a Graduate Student Worker/Graduate Assistant/Teaching Assistant of the University (with SIL approval). This individual can provide you with valuable experience and ideas that will help your organization function. Please be sure that the advisor(s) is/are aware of their role in the organization. Certain university documents will require your advisor's authorization and signature.

The five-member organization registration requirement maybe waived for NPHC fraternities and sororities. However, when an NPHC organization has no undergraduate members, the NPHC chapter is "inactive." Please contact the Fraternity & Sorority Life Advisor, greeklife@uno.edu, to learn more about guidelines for inactive Greek organizations.

STEP TWO: COMPLETE THE STUDENT ORGANIZATION REGISTRATION FORM

The Student Organization Registration Form can be accessed on the SIL website (http://sil.uno.edu) under "Student Organizations". (Paper forms are available upon request). Submitting this form begins the registration process; your organization is not registered until your president, contact person, and advisor have received a registration confirmation e-mail from sil@uno.edu.

STEP THREE: SUBMIT A CONSTITUTION

All student organizations must have a current constitution on file with the Office of Student Involvement & Leadership. Re-registering organizations must have a constitution less than 4 years old on file in order to be approved.
A model constitution can be found at the end of this document or online.
Every student organization must include the following statements in their constitution:

1. Statement of Name
2. Statement of Purpose
3. Statement of Membership
4. Statement of Non-Discrimination
5. Statement of No Hazing
6. Statement of Executive Officers
7. Statement of Duties of Executive Officers
8. Statement of Removal, Resignation, Vacancies
9. Statement of Standing Committees
10. Statement of Advisor
11. Statement of Meetings
12. Statement of Elections
13. Statement of Dues (if necessary)
14. Statement of Amendments
15. By-laws (a statement on how your organization will function)

STEP FOUR: ANTI-HAZING ACKNOWLEDGEMENT FORM & TRAINING

Hazing is any action taken or any situation that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person's willingness to participate. In the interest of ensuring our students' safety and in conjunction with University Policy, state and federal law, the Office of Student Involvement & Leadership requires that organizations submit an anti-hazing acknowledgement form as a condition of registration. Additionally, all members of your organization must complete the mandatory 2 hour Hazing Prevention Training (online or inperson) every academic year. Instructions to complete the training on Canvas will be distributed to all students via e-mail each fall semester; instructions are also available by request to sil@uno.edu.

If you're not sure whether something happening to you or to someone else is hazing, ask yourself these questions:

- Would I feel comfortable participating in this activity if my parents were watching?
- Would we get in trouble if a school/college administrator walked by and saw us?
- Am I being asked to keep these activities a secret?
- Am I doing anything illegal?
- Does participation in this activity violate my values or those of this organization?
- Is this causing emotional or physical distress or stress to myself or to others?
- Am I going to be able to get a job if I have to put a criminal arrest on my application?

If you suspect that hazing has occurred in a student organization, please report the incident via the Incident Reporting Form.

STEP FIVE: APPROVAL & NOTIFICATION

The Office of Student Involvement and Leadership must approve all new or re-registering student organizations. If the Organization Registration Form has been properly completed (the registration form is filled out correctly, the organization has an advisor, at least five (5) members, a current constitution and anti-hazing policy acknowledgement form is on file) then the organization president, contact person, and advisor(s) will be contacted via e-mail from sil@uno.edu regarding their approval. Failure to meet the requirements will result in the denial of your organization registration.

RSO's seeking approval will also be required to have a minimum of (1) officer and advisor attend a RSO Orientation Meeting in person or online. Orientation is an annual requirement for students and advisors, therefore it must be completed every year after registration. Information regarding these orientations is disseminated via LSU New Orleans e-mail.

SPECIAL CONDITIONS OF APPROVAL:

Club Sports and Athletic Groups: Sports or club sports team registrations are also forwarded to the Office of Recreation and Intramural Sports (RIS) for additional approval. RIS may require additional information before approving team registration.

National Organizations: Chapters of national organizations must be registered to operate on campus and are subject to additional recognition policies and procedures by their national organization and administrators in the Office of Student Involvement and Leadership.

Sororities and Fraternities: Fraternities and Sororities have additional requirements and/or procedures. If you are a Greek letter organization, in addition to these procedures for Registered Student Organization, please be sure your organization has reviewed the requirements/procedures listed at http://greeklife.uno.edu.

CONDITIONS OF REGISTRATION

The following conditions of registration are required for student organization approval:

1. Complete and return the Organization Registration Form to the Office of Student Involvement & Leadership (SIL).
2. The organization has five (5) current LSU New Orleans student members and has at least one (1) advisor who is either University faculty, professional staff, or graduate assistant/graduate student worker/teaching assistant for the entirety of the academic year.
3. No organization rules, constitution, or by-laws conflict with the university policies and procedures. In addition, the purpose and activities of the organization are not in violation of local, state, or federal laws
4. The mission of the registering organization is not a replication of a current RSO.
5. A group seeking recognition must not be a commercial enterprise or be an unsolicited and or unrecognized auxiliary of a larger organization.
6. The organization takes financial responsibility of any equipment that it has borrowed and is aware that if it is broken, lost, or stolen, the organization agrees to take responsibility for all necessary costs.
7. That those persons who have signed the Organization Registration Form have been elected or appointed to serve in the capacities listed according to the organization's constitution, and by signing this form assume responsibilities of such offices, and registered agents.
8. The executive board members and officers of the organization are full-time, LSU New Orleans students in good standing with the University and have at least a 2.0 GPA.
9. That the "Authorized and Responsible Agents" (including executive board members and advisors) are authorized to act for the Organization in its relations with the University.
10. In the event the organization is delinquent in a financial obligation, the authorized and responsible agents are responsible for resolving the financial obligation. If not resolved, the payment shall be assumed by the organization's advisor(s). Usage of university facilities and services will be terminated until financial obligations have been resolved.
11. Members of the organization are aware of how to report suspected incidents of hazing per the University's Anti-Hazing Policy.
12. Membership and leadership is not limited on the basis of age, color, race, gender, religion, national origin, sexual orientation, physical ability, economic status, political persuasion, veteran status or weight. However, as long as no student is excluded from participation the following organizations are exempt whose primary purpose is as follows:
    a. Social fraternities and sororities may select members based on gender. (See Regulations under Title IX of the Education Amendments of 1972.)
    b. Religious-based organizations may use beliefs as criteria for selection of membership to the extent outlined in its constitution and by-laws which state that it is affiliated with a specific religion, doctrine, or church and whose primary purpose is to promote and espouse certain beliefs that are religious in nature. Furthermore, a religious-based organization cannot discriminate on the basis of, nor inquire about the religious background or beliefs of students for admission into its meetings.
    c. Academic Organizations may limit and/or select members based on academic criteria that may include academic major/minor, GPA, year in school, talent/skills, etc. as outlined by the academic department on the local, state or national levels.
13. Organizations engaging in business or activities cannot represent the institution without prior approval, including but not limited to scholarship, fundraising, endorsements, advertising or promotional items such as t-shirts using the University name and logo. Organizations seeking approval must contact the Office of Student Involvement and Leadership and the University Marketing Office at 504-280-6366.

SPECIAL CONDITIONS OF REGISTRATION FOR GREEK LETTER ORGANIZATIONS

1. Chartering an Organization: Organizations interested in chartering as sororities or fraternities will be referred to the Office of Student Involvement and Leadership for additional requirements. Please e-mail greeklife@uno.edu with any questions or concerns.
2. NPHC Fraternity and Sorority Inactive Status Due to Membership Attrition: By definition, an undergraduate chapter must be comprised of enrolled collegiate members to remain active and in good standing. The chapter must re-generate membership on a continual basis in order to sustain itself long-term. When the situation arises where a chapter does not have any remaining undergraduate members, the chapter shall be immediately placed on inactive status. Organizations who are inactive may host informational or tabling events with special permission from the Office of Student Involvement and Leadership. These programs should focus on enhancing visibility of the chapter in order to increase membership. However, inactive organizations are ineligible to vote in NPHC Council, hold leadership positions, or participate in NPHC programming without special permission/invitation from the university.
3. Deactivation: If an organization decides to dissolve or becomes inactive, Student Involvement and Leadership must be notified within 24 hours. The office will then inform all necessary departments and personnel.
4. Reactivation: If a previously inactive organization wishes to re-activate, student representatives will need to contact the Office of Student Involvement and Leadership. The office will advise the student organization of the necessary procedures to complete the re-registration process.

BENEFITS OF REGISTRATION

Registration of a student organization permits an organization:

1. The use of the University's name in conjunction with that of the organization's official purposes and business, ***i.e., the Babysitter's Club at LSU New Orleans***
2. The privilege of sponsoring activities and events on campus;
3. The privilege of using University facilities and property under University policies governing that usage, as administered by Campus Booking and Facility Services;
4. The privilege of distributing literature, flyers, posters, banners and organizational materials according in compliance with the LSU New Orleans Freedom of Expression policy;
5. The receipt of relevant publications and inclusion in mailings by SIL and Student Affairs;
6. The access to the services, such as student organizational workshops and Student Organizational Activities Resource Center (e.g., borrowing equipment, banner materials, etc);
7. The ability to request an organizational e-mail address provided by the university;
8. The privilege to solicit membership on campus under the organization name;
9. The privilege to solicit funds on campus under the organization name when such solicitation is in accordance with established University policies.

LIMITATIONS OF REGISTRATION

1. The organization is a "registered" group and not an official component of the University.
2. The organization may not act on behalf of LSU New Orleans
3. The organization may not enter into any contractual obligation in the name of the LSU New Orleans
4. Registration expressly permits the organization to operate only on campus. Off campus activities are the sole responsibility of the organization, its officers and members, unless expressly approved and/or sponsored by the University.
5. Participation in the activities of the student organization is voluntary and all attendant risks are assumed solely by the organization, its officers, members and non-member participants.

NOTIFICATION OF ORGANIZATIONAL CHANGES

In an effort to keep files current, RSO's should notify the Office of Student Involvement and Leadership **within 10 business days** of changes in the organization's status during the academic year (e.g., changes in advisors, officers, phone number, web address, constitution and/or bylaw changes).

RESPONSIBILITY OF MEMBERSHIP

The responsibility of an organization for the behavior of its members and guests extends to familiarizing them with LSU New Orleans policies and procedures as they pertain to their conduct. An organization shall be held responsible for the individual and collective conduct of members associated with the organization, sponsored activities and functions.

An organization assumes responsibility for members' behavior when:

- An individual is acting as a member of the organization, with or without official sanction, rather than as an individual student;
- An event is held or sponsored, officially or unofficially, in the name of the organization;
- The conduct and action of individuals are in the name of the organization;
- The conduct, by its nature and upon review of the circumstances, is deemed to be an organizational
- offense by the Office of Student Involvement and Leadership.

MEMBERSHIP

Membership in a Registered Student Organization shall be restricted to LSU New Orleans students, faculty, and staff. Officers and/or registered agents of organizations are required to be LSU New Orleans students. When an organization, whether national or local, has a selective membership (i.e., honor and recognition societies, or professional, service and social groups) the selection of members must be made without reference to race, creed, sex, national origin, sexual orientation or physical ability.

RESPONSIBILITY OF THE STUDENT ORGANIZATION

The responsibilities of the registered organization to maintain active status include the following:

- Complete the annual RSO registration form.
- Notify the Office of Student Involvement and Leadership within 10 business days of any and all revisions in RSO officers, advisors and/or constitution.
- Maintain accurate financial records and accounts of all revenue-generating activities.
- Maintain good academic and disciplinary standing with the university.
- Adhere to all university policies, procedures and regulations (e.g., Student Conduct Code, and LSU System's Policies) and local, state, and federal laws.
- Participation in university events for registered organizations.
- Attend annual student and advisor orientations.
- Have all members complete required annual hazing prevention training.

STATEMENT OF RESPONSIBILITY

Registered Student Organizations in good standing with the Office of Student Involvement and Leadership and LSU New Orleans are accorded certain rights, privileges, and benefits. Organizations have the responsibility for demonstrating an understanding, and compliance with university policies and procedures as they pertain to the RSO & Advisor Handbook and the Student Conduct Code. Registration does not imply the university's endorsement of the actions, behaviors, or activities of a student organization and its members. Organizations and their individual members who join together in any enterprise bearing the name and credit of the University, and involving the receipt and expenditure of money, shall be held responsible for their own actions and behaviors created by the organization.

For more information, see the LSU New Orleans Administrative Policy SA-05.4: Student and Student Organization Rights, Freedoms, and Responsibilities.

WITHDRAWAL OF ORGANIZATION

Organizations are subject to University regulations and policies, the Student Code of Conduct, RSO and Advisor Handbook, and local, state, and federal law. Students, University employees, and the public may initiate disciplinary action against a student organization for alleged violation of such policies and regulations.

Registration status can be **withdrawn** by the Office of Student Involvement and Leadership and further university disciplinary actions can occur for any, but not limited to, the following reasons:

- Violations of University policies, procedures and regulations (e.g. LSU System Policies, the RSO and Advisor's Handbook and Student Code of Conduct);
- Violation of any state, federal, or local laws that could result in an organization facing criminal charges, civil charges, and/or University penalties;
- Failure to return or pay for any lost or stolen equipment that an organization has borrowed;
- Hosting any on-campus event without prior approval;
- Failure to pay organization debts that are outstanding for more than 90 days;
- Non-compliance with organization registration procedures and constitution requirements, including falsification or misrepresentation of any registration/re-registration information. (e.g., officers, advisors, etc.);
- Any misrepresentation of LSU New Orleans, a student organization and/or its intentions;
- The national organization revokes the student organization's charter or denies affiliation;
- Listing LSU New Orleans students who are not currently enrolled in coursework (including students who have stopped out or are graduates) on organization registration forms;
- Repetitive violations of any nature.

The Office of Student Involvement and Leadership will periodically run "Eligibility Checks" on the status of student officers and members to verify eligibility. It is the responsibility of the organization and its advisors to verify that all members are current students. It is the responsibility of advisor to verify that officers maintain a 2.0 GPA or higher, in addition to other eligibility requirements.

RESPONSIBILITIES OF THE ADVISOR

The University requires organizations that are seeking registration status to have an advisor. The scope of an organization's activities, the effectiveness of its officers, the time commitments of the advisor, and several other factors determine the nature of an advisor's involvement with the organization. A successful organization is one that not only recognizes the value of having a good advisor, but also uses that advisor as a resource whenever and wherever necessary.

Per the Clery Act, advisors for Student Organizations are considered **Campus Security Authorities** with responsibilities to report criminal incidents or concerning behavior to Campus Safety when acting in their role as an organization advisor. Incidents of sexual misconduct must be reported to the campus Title IX Coordinator.

AN ADVISOR'S FUNCTION IS AS FOLLOWS:

- To serve as a resource on the organization's development and understanding of University policies/procedures (i.e. attending an advisor training and reviewing the university policies/procedures online);
- To understand and advise as it pertains to the organization's understanding of legal liability and risk management;
- To foster the continuity of an organization from year to year;
- To assist in the area of program content and purpose;
- To act as an authorized and responsible agent of the organization;
- To oversee the fiscal management and operations of the organizations' finances;
- To hold the organization members accountable for their actions and behavior;
- To monitor the academic progress and success of members of the organization;
- To ensure that all member are current students and that all executive board members have a 2.0 GPA and are full-time students.

ADVISOR EXPECTATIONS CHECKLIST

- Attend Advisor Roundtables
- Call meetings of the executive committee when necessary
- Explain University policy when relevant to the discussion
- Speak up during discussion when the advisor thinks the group may make a poor decision
- Initiate ideas for discussion when the advisor believes they will be helpful to the group
- Attend 2 organizational events per semester (if applicable);
- advisors must be present for the duration of any organization event at which alcohol is served
- Mediate interpersonal conflicts that may arise
- Take the initiative in developing teamwork and cooperation among the officers
- Be familiar with University resources and procedures that affect group activities
- Request to see the treasurer's books at the end of each semester
- Be a custodian of all group paraphernalia, records, etc. during the summer and between officer transitions
- Keep the official files of the organization Inform the group of infractions of their bylaws, codes, and standing rules
- Veto a decision when it violates a stated objective, the bylaws, or University policy
- Take an active part in the orderly transition of responsibilities between old and new officers
- Cancel any activities when you believe they have been inadequately planned, will violate University rules, or are unsafe

RELATIONSHIP WITH LSU NEW ORLEANS

LSU New Orleans recognizes the importance of its relationships, privileges, and benefits afforded to RSO's. However, it should be mutually understood that RSO's are **NOT** sanctioned by the University (exceptions include University-sponsored organizations); nor is the university responsible for any contracts, actions/behaviors, or other acts or omissions by an RSO officers, members and advisors; or that the university approves of all the RSO's goals, objectives and activities.

The activities of students and student organizations are not insured in any way by the LSU New Orleans. Individuals and organizations wishing to insure the activities of their members can purchase insurance independent of the University by contacting any insurance agency.

RELATIONSHIP WITH NATIONAL/INTERNATIONAL ORGANIZATIONS

Organizations that have a relationship with a "parent" or national/international organization must present documentation regarding their affiliation upon request. Chapters of national organizations must be registered to operate on campus and are subject to additional recognition policies and procedures by their national organization, the Dean of Students, and administrators in the Office of Student Involvement and Leadership.

STATEMENT OF COMPLIANCE

The "Statement of Compliance" outlines that the RSO agrees to and complies with the university guidelines and procedures that include but are not limited to:

- Disclosure of the purpose of the student organization and that it operates in accordance with its stated purpose and constitution;
- Disclosure of any external affiliations and provide the constitution and bylaws of any such organization with which it may be affiliated;
- Submit all Office of Student Involvement and Leadership paperwork in a timely manner;
- Refrain from the use of deceptive recruitment practices and the use of coercion;
- Under no circumstances participate in any illegal or discriminatory practices;
- Maintain student officers in good academic and social standing with the university;
- Adhere to University regulations and local, state and federal laws;
- Conduct all activities in a manner consistent with the educational mission of the University;
- Conduct all activities in a manner that contributes to the intellectual, ethical, psychological and personal growth of its members;
- Under no circumstances participate in advocating, inciting or participating in any material interference or physical disruption of the University;
- Under no circumstances shall the student organization for the financial enrichment of any officer, member, external affiliate, or candidate for public office;
- Under no circumstances, directly or indirectly, use University resources for the express benefit of external affiliates;
- To use dues, membership fees and other fundraising for the benefit of the organization.

For more information on compliance, please visit the University Compliance webpage.

TITLE IX AND MANDATED REPORTING

Title IX of the 1972 Education Amendment (i) prohibits discrimination on the basis of sex in educational institutions and (ii) requires colleges and universities receiving federal funding to combat gender-based violence and harassment and respond to survivors' needs in order to ensure that all students have equal access to education.

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. While the University encourages all campus community members to report incidents of harassment or discrimination, several classifications of employees have been identified as "mandatory reporters" for Title IX purposes.

If an organization is planning an event that relates to Title IX, the Title IX coordinators in the Office of Student Affairs must be notified at least one week before the event.

Examples of that programs are: (a) awareness programs; (b) bystander intervention programs; (c) ongoing prevention and awareness campaigns; (d) primary prevention programs; and (e) education on risk reduction.

- **Awareness Programs:** Awareness programs consist of community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce sexual misconduct.
- **Bystander Intervention:** Bystander intervention consists of safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. It also includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options and taking action to intervene.
- **Ongoing Prevention and Awareness Campaigns:** Ongoing prevention and awareness campaigns must consist of programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to, and skills for addressing, dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.
- **Prevention Programs:** Primary prevention programs must consist of initiatives and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.
- **Education on Risk Reduction:** Risk reduction consists of options designed to decrease perpetration and bystander inaction and to increase empowerment for victims to promote safety and to help individuals and communities address conditions that facilitate violence. Additional options may include designation and publication of "red zones" (i.e., times and places of high incidence of crimes, including sexual violence).

For more information, see the Title IX, Education Amendments of 1972, or contact the University Compliance Office via e-mail at compliance@LSU New Orleans.edu and phone 504-280-6872 or the Office of Student Affairs at 504-280-6620.

PROHIBITING DISCRIMINATION, HARASSMENT, AND RETALIATION

This policy prohibits discrimination and harassment involving current employees, enrolled students and applicants of LSU New Orleans. This policy also prohibits retaliation against any employee, student, or applicant for reporting or assisting in the investigation of prohibited conduct. This policy applies to (1) all aspects of the employment relationship; (2) admission and treatment of students in the University's educational programs and activities; and (3) participation in or access to University sponsored programs, activities or facilities.

For more information, see the LSU New Orleans Administrative Policy AP-BA-32.6: Prohibiting Discrimination, Harassment, and Retaliation.

STATEMENT OF PRIVACY

In accordance with **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OF 1974,** the Office of Student Involvement and Leadership reserves the right to release RSO Registration and Directory Information for public access, (e.g., in person, print publications, in writing, or database). Organizations and their individual members have the right to request that all or any compiled information be maintained for the private and confidential use of the LSU New Orleans. Objections to public access requests for RSO registration information should be submitted in writing to the Office of Student Involvement and Leadership upon the completion of the RSO Registration Application and Process.

For more information on FERPA, please see LSU New Orleans Administrative Policy AA-12.4: Privacy and Access to Student Records or visit the University Registrar in Administration Building 112.

STATEMENT OF INDEMNIFICATION

Registered Student Organizations and their officers, individual, active, and associate members agree to indemnify and hold harmless the LSU New Orleans Board of Trustees, the LSU New Orleans and its officers, agents, and employees from and against any and all liability loss, claims, damages, or expenses for personal injury, loss of life, personal property arising from or relating to the university performance, any activity undertaken on their respective officers, agents, and employees. RSO's understand and agree that its officers, members, staff nor activity participants are covered or protected by the University's insurance policies. In the event of any legal claim or action against a registered student organization, the university will not provide legal defense or support for the RSO or any such officer, members, staff or activity participants.

STATEMENT OF NON-DISCRIMINATION

Registered Student Organizations shall be in compliance with federal and state non-discrimination and equal opportunity laws and regulations pertaining to non-discrimination on the basis of race, color, sex, gender, marital status, veteran's status, religion, ancestry, age, sexual orientation, national origin, financial status, and disability. In accordance with the Civil Rights of 1964, Sections #504 and #508 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, RSO's shall not discriminate on the above bases ~~in~~ all University recruitment, hiring, training, programming and promotions. RSO's are **required** to have a non-discrimination st~~atement or~~ clause included in their constitution. The official name of a registered student organization shall not be construed or interpreted as denying open membership or prohibiting participation in any program or activity. Any violations of this statement should be reported to the Office of Student Involvement & Leadership, University Center 222.

For more information on non-discrimination, please see LSU New Orleans Administrative Policy BA-32.6: Prohibiting Discrimination, Harassment, and Retaliation.

DISABILITY-RELATED ACCOMMODATIONS

All events sponsored by RSO's should be planned so as to provide complete participation and access to persons with disabilities. This includes the accessibility of university facilities and spaces, as well as the awareness of special needs like interpreters, attendants, and transportation needs to any on-campus events. When in doubt, discuss special circumstances with University personnel or the Office of Disability Services, University Center 248, 504- 280-6222. You can also e-mail atatc@uno.edu.

It is important that events and outreach are accessible to all Privateers. If a student reaches out to you indicating that they require disability-related accommodations, you must do all you can to provide reasonable accommodations!

Sign Language Interpreter and Captioning

Some students will need to have a sign language interpreter or a real-time captioner present during an event or videoconference meeting. If a student requests one of these services for your event, send the following details to Schedule@yourccgroup.com and copy sil@uno.edu:

- Date of meeting:
- Time of meeting (Start/End):
- Consumer (student's name) and contact info, especially email: Point of Contact (your information):
- Your meeting ID number/link
- Interpreter or CART transcription needed

All videos posted by RSO's must be captioned or have a transcript available immediately to the viewer. To add captioning to a YouTube video:

- Go to your Video Manager by clicking your account in the top right > Creator Studio > Video Manager > Videos.
- Next to the video you want to add captions or subtitles to, click the drop-down menu next to the Edit
- button.
- Select Subtitles and CC.
- Click the Add new subtitles or CC button.

Making content accessible is in everyone's best interest!

Posting Photos

If you are posting a photo to social media, you should provide a description so that individuals who cannot view the photo still know what it is.

Adding AltText in Instagram

- Take a photo or upload an existing photo to Instagram. Tap Next.
- Tap Advanced Settings at the bottom of the screen
- Click Write Alt Text.
- Write your alt text description in the box. Use first person and descriptive language in your alt text description. The tap Done.
- Use your arrow in the top left corner to go back to image. Click Share

Publicizing Events

Pre-event publicity should always include the following statement:
"If you require disability-related accommodations, please contact [HOSTING ORGANIZATION CONTACT NAME, EMAIL, AND/OR PHONE] advance of the event".

Information is also available on the Office of Accessibility Services website: Administrative Policy OP-10.4: Americans with Disabilities Act.

FINANCIAL DISCLOSURE STATUS

The LSU New Orleans reserves the right to request a financial report and as such, Registered Student Organizations may be subject to auditing of their financial transactions, expenditures and receipts by the Office of Student Involvement and Leadership.

TAX ID NUMBER OR EMPLOYER IDENTIFICATION NUMBER (EIN#)

Any Registered Student Organization that engages in raising or spending money will need to maintain proper financial accounts and records of their transactions. The financial accounts and records should not be the same as any individual or member accounts. Registered Student Organizations can request a Federal Taxpayer ID or EIN # specific to their student organization from the IRS. The Registered Student Organization should file Form SS-4 with the IRS to apply for this number. The Office of Student Involvement & Leadership does not maintain records of student organization Tax ID #'s.

ORGANIZATION FUNDING AND FUNDRAISING

The Office of Student Involvement and Leadership does not provide funding for Registered Student Organizations' activities and events. However, Registered Student Organizations may submit a budget request or complete bills for funding through Student Government Association. Information regarding Student Government Association bills and budgets is available on the Student Government Association website.

Registered Student Organizations **may** implement fundraising activities to support the mission of their organization. Fundraising is defined as to include all events and activities through which funds are collected by a registered student organization. Fundraising by definition, does not exclude solicitation of donations or events or activities, which produce no profits after expenses. Fundraising is typically limited to bake sales and car washes with prior approval from the Office of Student Involvement and Leadership. To arrange other forms of fundraising, organizations must schedule an appointment with a SIL staff member for approval.

Donations from individuals or business made directly to an organization are not tax-deductible to the donor. Making them tax deductible will make the transaction more appealing to potential donors. There are two ways to make donations to an organization tax deductible.

Work with the LSU New Orleans Foundation to set up an account. All tax-deductible donations will go to this account and the individual or business will receive the proper documentation for their donation.

Student organizations can apply for their own non-profit tax identification number through the IRS. Apply on both the federal and state level.

TAX EXEMPT STATUS

Registered Student Organizations are registered by the University as independent and separate from the University, conducting itself as a non-profit entity. RSO's are considered independent and autonomous from the University and therefore do not have access to the University's tax-exempt status. The only exemptions are those Registered Student Organizations "sanctioned" or directly funded by the University (for example: Student Government Association, Student Activities Council, Ambassadors, etc.).

Solely the taxing authorities do not grant recognition of Non-Profit status or Tax-Exempt status. **Non-Profit** status can be a state law concept. **Non-Profit** status may make an organization eligible for benefits such as sales tax, property, and income tax exemptions. An organization requesting **Tax-Exempt** or **Non-Profit** status must go through a federal and/or state application process.

To qualify as **Tax-Exempt** from federal taxes, an Organization must meet requirements set forth in the Internal Revenue Code. For more information see **Types of Tax-Exempt Organizations** or **Publication 557** on the **IRS Website at www.irs.gov**. The IRS also has excellent resource material on the life cycle of a tax-exempt entity on its website that explains the appropriate procedures that an Organization must take to be tax-exempt and to maintain its exemption.

RAFFLES AND LOTTERIES

Registered Student Organizations wishing to conduct a raffle must obtain a Charitable Gaming License through the State of Louisiana Office of Charitable Gaming and produce a copy of this license to the Office of Student Involvement and Leadership prior to the scheduled raffle. Poker tournaments, lotteries, and similar games of chance are considered gambling and are regulated by the state. Gambling in violation of law is prohibited by the state and the Student Code of Conduct.

A free alternative would be to offer door prizes instead.

RISK, LEGAL LIABILITY AND LIABILITY RELEASE

The LSU New Orleans does not assume liability for a Registered Student Organization's financial transactions, group activities, or the actions of individual group members. It is understood by the University that students are adults; and that the organizations to which they belong are expected to obey the University policies, state and federal laws, and take responsibility for their conduct. The University recognizes that students and student organizations are not agents of the University and the University will not assume any responsibility for them on or off campus. The University cautions that student organizations can be disciplined if their conduct threatens or causes disorder causes public disturbances, danger to themselves and others, or property damage.

For more detailed information, please see the Louisiana Office of Risk Management webpage at http://www.doa.la.gov/pages/orm/index.aspx.

ADVISOR LIABILITY

LSU New Orleans faculty and staff, as well as fraternity and sorority alumni, who agree to serve as advisors for a Registered Student Organization assume the potential risk of legal liability for actions of the student organization. While no specific statement can be made regarding an advisor's liability for a student organization, proven negligence is typically the basis for a judgment against a person serving in such a capacity. Legal action is rarely taken against an advisor; however, individuals should be made aware of the risks involved when serving in an advisory capacity. Advisors should adhere to University policies and procedures and should be well-informed concerning the plans,

behavior, and actions of the student organizations and/or members in order to reduce the potential for legal action to be taken.

RISK MANAGEMENT

Any activity undertaken by a Registered Student Organization may contain an element of risk. Part of the responsibility of any RSO is to minimize risks. While it is not possible to completely avoid risk, careful planning can prevent and, in many circumstances, eliminate the greatest risks for both the RSO and its members.

> The term "risk", for the purposes of the RSO and Advisor Handbook, refers to the potential loss, damage, or danger associated with an activity, decision or event. Any possibility of loss, harm or damage to individuals, property or organizations associated with an activity or event would be considered to be risk.

The goal of risk management is to identify, control, and minimize the negative impacts to your organization and participants. Due to the nature of RSO activities, certain types of risk are more prevalent than others. For more information on any particular activity/event, assessing potential risk for your organization, or risk management in general, contact the LSU New Orleans Risk Management Coordinator, 504-280-6768.

The Office of Student Involvement and Leadership recommends the use of **"Liability Release and Assumption of Risk & Release" Waivers.** Waivers can fulfill an important function. Waiver forms can provide documentation that a student acknowledges and understands the potential risks inherent in an activity prior to engaging in it. While possession of a signed waiver may dissuade someone from pursuing legal action, it will not protect the organizers from any possible responsibility.

Although the usage of **"Liability Release and Assumption of Risks" Waivers** are intended to exempt the organizers from any liability that may come from the risky aspects of a program or activity, these waiver forms **DO NOT** hold the power to exempt the registered student organization, the University, or the students from the liability.

These waiver forms can be completed according to the organization's specific needs and should be kept on file by the advisor for a minimum of two years. Any additional questions and copies of the forms can be directed to the Student Involvement & Leadership Office, University Center 222, 504-280-6349 or sil@uno.edu.

We suggest using the **risk management matrix** at the end of this document to help you make decisions on how best to mitigate or eliminate risk in your meetings and events.

FREEDOM OF EXPRESSION & FREE SPEECH

The LSU New Orleans deems the free and open inquiry into all matters fundamental to the mission of higher education and is committed to the preservation of the lawful, free expression of ideas, subject only to reasonable time, place, and manner restrictions.

For more information, see the LSU New Orleans Administrative Policy AP-SA-02.7: Freedom of Expression.

POSTING GUIDELINES

A student or organization wishing to post a sign on campus shall observe the following guidelines, as outlined in Administrative Policy AP-SA-02.7: Freedom of Expression:

OUTDOOR SIGNAGE ON CAMPUS

- All signs must have the university logo on them and abide by university branding standards.
- Only registered student groups and university departments may post outdoor signs.
- Student organizations must have their signage approved by the Office of Student Involvement and Leadership before posting.
- University departments must have their signs approved by University Marketing before posting.
- All signage should be placed outside of the path of travel; they should not be placed on sidewalks or in front of doorways, but they can be placed to the side of walkway entrances.

SIGNAGE POSTING TIME

- Signage may not be posted any earlier than 14 days before the date of the event.
- All signage must be removed within 24 hours of event completion. Ideally, signs will be removed immediately following the event, but in cases in which immediate removal is not possible due to the end time of the event, removal must complete by 8:30 a.m. the following day.

DAMAGED SIGNAGE

- Signs that are bent or damaged as a result of weather or other factors must be repaired or removed immediately.

OFF CAMPUS SIGNAGE

A City of New Orleans ordinance prohibits the placement of temporary signs on the neutral ground except in the following highly controlled instances: garage sales, real estate open houses and political signs. No commercial signs are ever allowed. The terms of placement and fines are outlined in the City of New Orleans Code of Ordinances, Part 2 Article 3, Section 134 sub-sections 121-130.

PLACEMENT OF SIGNAGE

Yard Signs	Large Signs	A-Board Signs
Yard Signs may only be posted in the following areas, not to exceed the quantity listed in parentheses, and must not be closer than 100 feet from any other yard sign: The Quad (4) The Cove (1) Outside the UC (4) Near Engineering Building (1) Near Kirschman Hall (1)	Large coroplast signs may be installed by Sodexo for groups in a limited number of areas. These areas may include: The Cove The University Center Pontchartrain Hall The Quad Near the four roadway entrances to campus	A-Board signage should be limited and, when used, should be distributed in such a way as to reduce clutter in entryways. The Quad (4) The Cove (1) Outside the UC (2) Near Engineering Building (1) Near Kirschman Hall (1)

POSTERS, NOTICES, FLYERS, LEAFLETS AND SIGNS

Groups not affiliated with the LSU New Orleans are required to obtain permission to post non-commercial posters, notices, flyers, leaflets and signs on University-owned property. Only university affiliates may use chalk on sidewalks. Student organizations must register chalking with Student Involvement and Leadership in advance.

Areas where these approved postings can be displayed include Student Government Kiosks and approved bulletin boards located within University Buildings. Appropriate approval from Student Government Association personnel and/or building coordinators is required prior to posting.

Unless otherwise permitted, no posters, notices, flyers, leaflets or signs may be affixed to windows, buildings, sidewalks, posts, fountains, waste receptacles, trees or stakes and may not be affixed to sticks.

Literature distribution must not in any way impede vehicular or pedestrian traffic. Normal instructional, research, and administrative activities must not be disrupted. All individuals distributing printed materials on campus shall clean the area around which the materials were distributed to discourage littering.

All posted materials should clearly indicate the name of the individual and/or organization and should be posted in such a manner as not to damage the area to which it is attached. Masking tape or painter's tape is acceptable; liquid paste and/or liquid cement is not acceptable.

Posters, notices, flyers, leaflets and signs will be removed at regular intervals.

SOCIAL MEDIA

The use of social media is common for university departments, students, and employees. These communication tools have the potential to create a significant impact on organizational and professional reputations. The LSU New Orleans has developed policies to properly portray, promote and protect the institution. Any person using social media for organization or LSU New Orleans purposes must adhere to the following guidelines:

- Bear in mind that your posts on social media (e.g., LSU New Orleans app, Facebook, Twitter, Instagram, Snapchat, etc.) reflect upon yourself, your organization, and the University.
- Always adhere to LSU New Orleans's policies and procedures.
- Any video created and posted online must be captioned or have a transcript made immediately available.

You must add the following statement to your LSU New Orleans-affiliated social media accounts:

> ***"The statements and images posted on this social media page do not necessarily reflect the total views of the LSU New Orleans, its constituents, partners or donors."***

For the specific policies regarding social media, please see the LSU New Orleans Office of Marketing website.

LSU NEW ORLEANS NAME AND LOGO USAGE

The purpose of the LSU New Orleans Name/Logo Usage Policy is to protect and regulate the use of the University's Name, slogans, logos and official insignia. The university reserves the right to approve and license merchandise for those products or merchandise which promote the image of LSU New Orleans and demonstrate quality and good taste. Any commercial use of the name, slogans, logos and other related insignia associated with LSU New Orleans in ~~any~~ manner **must** follow the Style Guide and be pre-approved by the University Marketing Office and licensed with an authorized vendor. For more information, review the LSU New Orleans Identity Standards.

The LSU New Orleans logo may not be edited or altered in any way.

Merchandise purchased or produced by an organization for profit or not-for-profit must be approved in advance by the University Marketing Office. For more information contact the Office of Student Involvement and Leadership. Failure to do can result in penalties being accessed by the university. No student or student organization may make use of the institutional name of the University for the purpose of solicitation unless permission is obtained in writing from the Dean of Students.

For more information on the logo, branding, and the university platform, review the LSU New Orleans Administrative Policy OP-23.2: Use of University Indicia.



DRUGS AND ALCOHOL

It is the expectation of the Office of Student Involvement and Leadership that the consumption of alcohol at organization-sponsored events be responsible and in accordance with University policy and state/federal law. Consumption of alcohol by individuals under 21 and drug use is prohibited.

Alcohol Policy Acknowledgement: ***A form completed by an organization hosting a registered social event at which alcohol beverages are to be served, which specifies the conditions of alcohol service and certifies that the organization understands and agrees to abide by University policies and applicable federal, state, and local laws governing such alcohol beverage service. The form must be completed in order to have an event with alcohol and is offered at the beginning of each semester.***

For more information, please see LSU New Orleans Administrative Policy AP-SA-01.4: Alcohol and Events To schedule a training, please contact the Office of Student Affairs at 504-280-6620 (University Center 248).

SECURITY

Per Administrative Policy SA-02.7: Freedom of Expression: "For events in which alcohol will be served, both affiliated and unaffiliated groups are required to have, at the group's expense, one Department of Public Safety and Security officer present for every 100 people estimated to attend."

Organizations hosting an event with alcohol must arrange security with the Department of Public Safety and Security to be present for the duration of the event, including 30 minutes before and 30 minutes following the event. The LSU New Orleans Department of Public Safety and Security requires at least two weeks advance notice. Outside security companies may only be used with the permission of the Department of Public Safety and Security. The University reserves the right to determine the number of officers and other security measures required for the activity. Organizations that fail to arrange security through the Department of Public Safety and Security are subject to University sanctions, including the loss of campus privileges.

Students may contact Campus Safety at unopd@uno.edu or 504-280-6371.

CAMPUS POLICY ON WEAPONS

The LSU New Orleans, as part of the University of Louisiana System, is designated as a "Firearm-Free Zone" as defined in Louisiana Law Revised Statute 14:95.6, which states "a firearm-free zone is an area inclusive of any school campus and within one thousand feet of any such campus, and within a school bus. According to Louisiana Law Revised Statute 14:95.2, the definition of a "school" is any elementary, secondary, high school, vocational-technical school, college, or university in this state.

For more information, see LSU New Orleans Administrative Policy SA-04.3: Weapons on Campus.

AWARENESS AND SENSITIVITY POLICY

A fundamental principle of the LSU New Orleans is that there be an environment of mutual tolerance and respect, which is free of hostility toward, discrimination against, or harassment of any person based on race, color, religion, sex, disability, gender, national origin, age, sexual orientation, marital or veteran status, or any other status protected by law. Every member of the university community is held strictly accountable for his or her behavior with regard to this standard.

Registered Student Organizations should prohibit discriminatory and/or culturally insensitive language, behavior and content from their sponsored activities. All RSO's are encouraged to strive for awareness and sensitivity in all

programs, activities, publications, advertisements and services offered that may have a negative impact on the University, any individual(s), and/or group, as they relate to race, color, religion, sex, disability, gender, national origin, age, sexual orientation, marital or veteran status, or any other status protected by law.

The Office of Student Involvement and Leadership will occasionally monitor and review Registered Student Organizations sponsored activities to assist in identifying and eliminating any inappropriate language content from activities, advertisement, publications, and policies deemed discriminatory or insensitive in nature.

ANTI-HAZING POLICY

All members of the University community must be provided the opportunity to function to the best of their individual abilities. One activity that has been an inhibiting factor in achieving the above stated purpose is the practice of hazing. Although hazing has concentrated itself in the social Greek community, other Student Organizations are not untouched by this unacceptable practice.

All members of your organization must complete the mandatory Hazing Prevention Training (online). Instructions to complete the training will be distributed to all students via e-mail each fall semester; instructions are also available by request to sil@uno.edu.

For the full policy, see LSU New Orleans Administrative Policy AP-SA-03.8: Hazing Prevention

TRAVEL

Registered Student Organizations engaging in travel to conduct official university business should be aware of some basic travel and safety guidelines. If you are planning any group travel as a student organization, you should create a travel itinerary to present to your advisor. Your advisor can work with your student organization to review and approve the travel.

Funding for organizational travel follows the same guidelines as funding for individual academic travel. Information on obtaining travel funds for students through the Student Government Association is available on the Student Government Association website.

More information for employees is available in the LSU New Orleans Administrative Policy BP-16.2: Travel Expense, Reimbursement, Travel and Non-Travel Advance Authorization and Settlement.

VIOLATION OF UNIVERSITY REGULATIONS AND POLICIES

The Office of Student Involvement and Leadership is responsible for monitoring the compliance of student organizations with University regulations and policies. All Registered Student Organizations associated with the LSU New Orleans are subject to the disciplinary guidelines outlined in the RSO Handbook and the Student Code of Conduct.

A complaint that a Registered Student Organization has committed an alleged violation or act of misconduct may be filed with the Office Student Affairs or the Office of Student Involvement and Leadership. The complaint may be filed by any campus or community member against the organization and/or individual member within the organization. All rights and regulations, including due process, for organizations and individual members are governed by the LSU New Orleans Student Conduct Code and this Handbook.

Reports of complaints about Registered Student Organizations or individual members should be forwarded in writing to the Office of Student Accountability and Advocacy as well as the Office of Student Involvement and Leadership for consideration and action. More information on the Student Code of Conduct and violations of the Code are available at the Student Affairs website: The Student Code of Conduct.

DISPUTES, COMPLAINTS & VIOLATIONS OF UNIVERSITY POLICY

In the event of disputes or complaints that may arise among or between members of a Registered Student Organization, the Student Involvement and Leadership professional staff are available to provide assistance in the mediation and resolution of conflicts and disputes that may arise. However, mediation is an option that must be requested by representatives of an organization.

For information on filing a dispute or complaint, contact the Office of Student Involvement and Leadership at sil@uno.edu.

More information on the Student Code of Conduct and violations of the Code are available at the Student Affairs and website: The Student Code of Conduct.

REGISTERED STUDENT ORGANIZATION CONDUCT VIOLATION POSSIBLE SANCTIONS

Any of the following disciplinary sanctions, or a combination thereof, may be placed upon an organization found in violation of the Student Code, the Registered Student Organization Handbook, or any other relevant University policy. The examples used below do not represent the definitive list of possible sanctions.

TYPES OF DISCIPLINARY SANCTIONS

Warning – A written, formal warning will be sent to the student organization leadership and saved in the organization's electronic file. Further violations may result in additional sanctions.

Probation Status – An organization is placed on probation. Organizations on probation may be required to meet additional sanctions/requirements before being removed from probation. Further violations occurring during the probationary time period may result in additional sanctions.

Loss of Privileges – A student organization may face a loss of privileges on campus. Privileges may include, but not be limited to meeting and event space reservations, funding support, the ability to recruit new members, eligibility for the involvement fair, use of SIL equipment, public listing on the university website.

Restitution – A student organization may be required to repay all monetary costs associated with damages that occurred at an event hosted or attended by said organization. Additionally, restitution may take the form of work/service required to repair, replace, improve or otherwise restore or enhance property or persons impacted by the organization's behavior. A student organization is responsible for paying/performing any restitution in a timely manner. Failure to do so will result in additional sanctions.

Educational Initiatives – Student organization leaders may be required to participate in educational initiatives that may include but not be limited to workshops/seminars, community service projects, etc.

Restorative Meetings – Facilitated meetings provide an opportunity for parties who have been harmed to talk with the parties who have engaged in the harmful actions, and hopefully find common ground about how to heal or build relationships and prevent harm in the future. These meetings are held in a structured manner and facilitated by staff who are trained to conduct these meetings. If restorative meetings are conducted, the facilitators will meet with the parties separately, ahead of time, to prepare for the restorative meeting and to assure that all parties are completely aware of how the meetings will be facilitated.

Suspension/Loss of Registration – A student organization may be subject to suspension/loss of registration for a defined period. Suspended organizations are disallowed from any affiliation with the LSU New Orleans, direct or indirect, and are not allowed to re-activate as an organization without prior written permission from the Office of Student Involvement & Leadership. A suspended organization must apply for reinstatement following the term of the suspension by submitting a letter to sil@uno.edu.

DEFINITIONS

Student: The term 'student' refers to an individual who is enrolled in, or registered with, an academic program of the LSU New Orleans (including classes offered on-line or through LSU New Orleans's auxiliary programs).

Student Organization (or Registered Student Organization or RSO) means an officially recognized group at the LSU New Orleans or a group seeking official recognition comprised of admitted students.

University-sponsored student organizations adhere to the criteria above and are supported through departmental funds or student fees. Additionally, a University department or office acknowledges the organization as part of its activities and works closely in a supervisory capacity with the organization.

LSU New Orleans Affiliates include students, as defined above, and/or LSU New Orleans employees, consisting of all full and part-time faculty and staff.

Unaffiliated Persons/Groups are defined as those groups or persons who are not university students and/or University employees.

MODEL CONSTITUTION

Constitution for _____
(Nameof Organization)

ARTICLE I Name

The name of this organization shall be the _____

_____

ARTICLE II Purpose

The purpose of this club is to provide an academic as well as social organization encouraging knowledge of all aspects of the field of _____ and also serving as a community of interest and activity for its members.

Membership

_____

Section 1: Membership shall be open to all students enrolled in the university.

Section 2: Active members shall be enrolled students and elected officers. Active members shall have the rights of voice, vote, and office holding.

Section 3: Associate members shall be faculty and previous organization members.

Section 4: Possible statement on dues.

ARTICLE III Officers

Section 1: Only active members shall be eligible for office within the organization.

Section 2: The terms of office for all elected officials shall be two (2) consecutive semesters beginning in the fall.

Section 3: The title of the elected officials shall be: president, vice president, secretary, and treasurer. (Names of other officers desired may be added).

Section 4: The duties of the elected officials shall be: (Add any additional duties as desired)

a: President:
1.shall preside over all meetings.
2.shall set date for the next meeting when the normal schedule conflicts within the school schedule.

3.shall appoint members to chair committees, such as publicity, field trips, guest speaker coordinator, etc.
4.shall cast the deciding vote if there is a tie in normal voting procedure.
5.shall submit all official roster forms to the Director of Student Involvement & Leadership.

b: Vice President
1.shall preside over all meetings in the absence of the president.
2.shall act as advisor to all committees.
3. shall have the right to vote except when acting as president.

c: Secretary
1.shall preside over all meetings in the absence of the president and vice president.
2. shall have the right to vote except when acting as president.
3.shall keep accurate minutes of all meetings and shall keep all necessary records and maintain them.
4. shall be responsible for presenting a copy of the minutes to all members of the Faculty/Staff Advisor.
5. shall handle all organization correspondence.
6.shall keep a list of all active members.

d. Treasurer
1.shall preside over all meetings in the absence of the president, vice president, and secretary.
2. shall have the right to vote except when acting as president.
3. shall be in charge of all organization finances.
4. shall keep an accurate account of all finances and shall give a report at every meeting.
5.shall be responsible for submitting semester financial reports to the organization.

Section 5: Election of Officers
1.only active members shall be nominated for office.
2.to be eligible to seek or hold office, a student must be enrolled for 6 semester hours or more (or be certified as a full-time student if a graduate student), or if a first semester freshman, elected to an office in a student organization, attain a 2.0 or better average at LSU New Orleans in order to continue to hold office.
3.to be elected, it is necessary for a member to be nominated, and thereupon receive majority approval to those members present and voting.

4. the dates of election shall be set by the current slate of officers.
5. all voting will be conducted by secret ballot.
6. a member may be nominated to _____ positions (number dependant upon nature and size of group) but may only hold one position by election.
7. if there are any office vacancies during the year, with the exception of president, new elections shall be held at the next publicized meeting to fill the position. In the case of the presidency, the vice president will succeed and an election will be held for the position of vice president.

ARTICLE IV Advisors

Section 1: There shall be a member of the LSU New Orleans faculty or staff and shall serve in an advisory capacity to the organization.

Section 2: (Optional). There may be a member from the community to serve as advisor.

ARTICLE V Quorum,Meetings,andVoting

Section 1: A quorum shall consist of ____ officers and ____% of the active members. (State number and percentage. This should be dependant upon the size and nature of the group).

Section 2: Meetings will be held _____ (how often?)

Section 3: Emergency meetings will be called when deemed necessary, by a majority of the officers.

Section 4: A simple majority of those present and voting is required to pass a proposal. This should be _____ of the members present (State if this should be 2/3, 4/5, etc.).

Section 5: All meetings shall be governed by *Robert's Rules of Order.*

ARTICLE VI Financial Structure

Section 1: (Statement on dues and/or membership fees) (See ARTICLE II, Section 4).

ARTICLE VII Impeachment

Section 1: An officer may be removed from his or her position due to negligence of duty, inefficiency in office, or any other action which is considered detrimental to the name or purpose of the organization. An officer may be removed from office by a two-thirds vote of the active membership, present and voting, at a meeting of the organization.

ARTICLE VIII Amendments

Section 1: Amendments must be distributed in writing to the membership at least one week prior to a vote.

_____

DATE

THE UNIVERSITY of NEW ORLEANS

OFFICE OF STUDENT AFFAIRS

ANNUAL STATEMENT OF ACKNOWLEDGEMENT
FOR REGISTERED STUDENT ORGANIZATIONS

ANTI-HAZING POLICY, AP-AA-32.3

To: Office of Student Involvement & Leadership

On behalf of _____, I certify that
(Registered Student Organization Name)

_____, and its officers, members,
(Registered Student Organization Name)

or applicants for membership have received a copy of the LSU New Orleans Anti-Hazing Policy (AP-AA-32.3) via email and that _____
(Registered Student Organization Name)

understands and agrees to comply with the policy and law. I understand that if our organization is a high-risk organization (e.g., sports-related, fraternity or sorority), each member will also need to submit the Anti-Hazing Pledge form.

Organization President

_____	_____	_0_5_/1_2_/_2_0___
(Signature)	(Printed Name)	(Date)

Faculty or Staff Advisor

_____	_____	_____
(Signature)	(Printed Name)	(Date)

FOR OFFICE USE ONLY

Date Received:
Received by:

Risk Assessment Matrix

Campus Activities & Student Organizations

E H M L

1. List all aspects of your event actiivities on back page.
2. Identify risk associated with each activity. Be sure to think broadly about potential risk.
3. Use the matrix to determine the level of risk associated with each activity before applying any risk management strategies.
4. Brainstorm methods to manage risks. Find strategies you can apply to reduce the severity of the risk and the probability that something will go wrong.
5. Use the matrix to re-assess the activities, now that you have applied risk management strategies.
6. Determine if you have reached an acceptable level of risk by applying risk management strategies. Consider modifying or eliminating activities that have unreasonable risk associated with them. Remember to consider how the activity relates to the mission & purpose of your organization.

This form has been provided as an educational tool to help student leaders to develop a process for identifying and discussing potential risk issues. This form is intended for use as part of a larger event planning discussion on risk management. It is not designed to take the place of a careful review of applicable rules, policies, and laws, or discussion with an advisor. Completion of this form does not imply approval or authorization of your event by Texas State University - San Marcos.

For more information on risk management and event planning, please contact Campus Activities & Student Organizations at (512) 245-3219.

TEXAS STATE
LBJ Student Center

Campus Activities & Student Organizations
LBJ Student Center 4-11.1
601 University Drive
San Marcos, TX 78666-4616
o ce: 512.245.3219

This Risk Assessment Worksheet was created using ideas from:
The University of Texas, Texas A & M University, Jacobs Engineering, U.S. Marine Corps, and Kaiser Permanente.

PROBABILITY THAT SOMETHING WILL GO WRONG

SEVERITY OF RISK — Categor y	FREQUENT Likely to occur immediately or in a short period of time; expected to occur frequently	LIKELY Quite likely to occur in time	OCCASIONAL May occur in time	SELDOM Not likely to occur but possible	UNLIKELY Unlikely to occur
CATASTROPHIC May result in death	E	E	H	H	M
CRITICAL May cause severe injury, major property damage, signi cant nancial loss, and/orresult in negative publicity for the organization and/or institution	E	H	H	M	L
MARGINAL May cause minor injury, illness, property damage, nancial loss and/or result in negative publicity for the organization and/or the institution	H	M	M	L	L
NEGLIGIBLE Hazard presents a minimal threat to safety, health and well-beingof participants; trivial.	M	L	L	L	L

	RISK DEFINITIONS	Many events, without proper planning, can have unreasonable levels of risk. However, by applying risk management strategies, you can reduce the risk to an acceptable level.
E	Extremely High Risk	Activities in this category contain unacceptable levels of risk, including catastrophic and critical injuries that are highly likely to occur. Organizations should consider whether they should eliminate or modify activities that still have an “E” rating after applying all reasonable risk management strategies.
H	High Risk	Activities in this category contain potentially serious risks that are likely to occur. Application of proactive risk management strategies to reduce the risk is advised. Organizations should consider ways to modify or eliminate unacceptable risks.
M	Moderate Risk	Activities in this category contain some level of risk that is unlikely to occur. Organizations should consider what can be done to manage the risk to prevent any negative outcomes.
L	Low Risk	Activities in this category contain minimal risk and are unlikely to occur. Organizations can proceed with these activities as planned.

MANAGING RISK WORKSHEET

Be sure to list all aspects of your even, both risky and less risky.	Think through all the things that could go wrong, including worst-case scenarios.	Consider what your organization could do to manage the risk & bring it to a reasonable level.
Some examples include: driving, sports / recreation, collecting money, large events, outdoor events, meetings on campus, concerts, etc.		