

The Office of Student Engagement and Leadership

STUDENT ORGANIZATION HANDBOOK



2022-2023

GRAMBLING
STATE UNIVERSITY

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INTRODUCTION

Office of Student Engagement and Leadership (SEAL) is the coordinating unit for all organizations at GSU. There are a variety of organizations from which to choose that will suit the needs of most students. Through the years, students have learned about civic responsibility and activism through their involvement in student organizations. Therefore, students are strongly encouraged to use this resource to get involved and make a difference in the lives of others whether at the University, the local community, or beyond. Additional information regarding student organizations may be obtained from the SEAL office or by reading the Student Handbook. The student organization office is in the Favrot Student Union, Office # 218. The office telephone number is (318) 274-3334. Organizations eligible to register at GSU include departmental, professional, honors, leadership organizations, special interest groups (political, religious, athletic, etc.) and social fraternities and sororities.

What is a Student Organization?

A student organization is defined as a group of currently enrolled Grambling State University (GSU) students who unite to promote a common interest. Only currently enrolled undergraduate students may serve as officers or vote on organizational matters. GSU recognizes the vital contributions that student organizations make to the quality of life on the university campus; however, recognition as a GSU student organization is not to be interpreted as an endorsement or approval of the purpose and/or activities of any organization by GSU. Grambling State University organizations serve at the pleasure of the University.

If it is alleged that a registered student organization or its members have failed to comply with university policies and procedures, the state of Louisiana law/statutes, federal law or statutes, the university may investigate and render sanctions, as it deems necessary. Failure to comply with university policies and procedures may result in various penalties, including suspension or revocation of recognition. A student organization that has been suspended loses all privileges and benefits granted to student organizations.

Opportunities for Students Who Join Student Organizations

Student organizations provide leadership skills development opportunities and experience in assuming responsibilities. The goal of organizations is to support the intellectual, spiritual, and academic development of students. All student organizations must go through a process of recognition before they can officially function under the name of Grambling State University. An organization that is national in scope may establish a chapter on campus if the proper authority grants approval. Any group of students who wish to establish an organization may do so, provided they follow the University's regulations governing student organizations and support the general purposes of the University may establish for those organizations.

CATEGORIES OF ORGANIZATIONS

Grambling State University recognizes a variety of student clubs and organizations. SEAL maintains current information for each registered student organization, its purpose, advisors, and a complete roster of its active membership. Each semester, a list of current organizations is published.

University Established Organizations

The departmental organizations are established/sponsored by university departments and/or the University. Departmental organizations include Student Government Association and the Graduate Student Government Association, Student Union Board, Student Organization Council, Yearbook, Gramblinite, Freshman Class, Sophomore Class, Junior Class, Senior

Class, Band, Orchestral Dance Company, Cheerleaders, and Honda Quiz Bowl Team. For more information on the GSU Spirit Group policy please access the following link: <https://www.gram.edu/faculty/policies/docs/66001%20-%20Spirit%20Groups.pdf>

NATIONAL PAN-HELLENIC COUNCIL

The National Pan Hellenic Council (NPHC) is composed of nine national/international Greek sororities and fraternities. These organizations are: Alpha Phi Alpha, Alpha Kappa Alpha, Delta Sigma Theta, Iota Phi Theta, Kappa Alpha Psi, Omega Psi Phi, Phi Beta Sigma, Sigma Gamma Rho and Zeta Phi Beta.

ALL organizations, regardless of category or affiliation (graduate or undergraduate: departmental or other status). MUST register with the Office of Student Engagement and Leadership as directed each semester.

OTHER CATEGORIES OF ORGANIZATIONS RECOGNIZED BY THE UNIVERSITY

The following are but a few examples of the types of organizations currently authorized on campus

Honor Organizations

Grambling State University honor organizations recognize high levels of academic achievement and generally require a demonstrated interest in a particular career or academic discipline.

Political

Political organizations are established in support of members of political parties, and/or candidates seeking office.

Professional/Academic/Honorary

Professional/academic organizations are established to provide students with a preview of their anticipated professional careers. Group activities include speakers, field trips, and promotion of internships, volunteer work and fieldwork.

Religious organizations are established to serve as a spiritual outlet for students of a particular religious persuasion or denomination.

Service/Social/Special Interest

Service organizations are established to promote volunteerism for on-campus and off-campus/community projects. Additionally, service organizations provide students with the opportunity "to give back" to their university and community. Social organizations are established as an outlet for students to get involved in the campus community and foster social networks.

Health and Wellness

Health and wellness organizations serve to connect students with similar interests involving wellness. Many assists with bettering the student body through programming, advocacy and opportunities for educating others about health issues.

Media & Publications

Media organizations work to produce media and publications for their fellow students at GSU.

Sports Clubs/Organizations

Sports clubs represent student led sports teams. They provide leadership opportunities for students who are interested in a sport or activity. These clubs are committed to improving the quality of life for students and encouraging healthy lifestyles.

REGISTRATION OF ORGANIZATIONS

Student organizations must register in the fall and spring semester; at a time specified by SEAL. A new student organization is any student/campus group that has not been registered within the

two (2) years with SEAL. Any organization that has not been active within the previous two years must re-apply by submitting a new application.

A new organization may not duplicate the goals or objectives of an existing organization. Organizations are formed to contribute to the student's educational growth, social development, leadership skills and total community involvement at GSU and surrounding areas.

The following information is required of all student organizations:

1. A statement containing the name and purpose(s) of the organization.
2. The group's purpose must be in alignment with federal, state, local laws and University mission, policy and procedure.
3. The name, title, and signature of the officers of the organization, local addresses, phone numbers, email addresses and student identification numbers of all officers must be contained within the application documents.
4. A list of members detailing names, and student identification numbers must accompany the application forms.
 - a. All members of the organization must be admitted and enrolled as full-time students (12 hours).
 - b. Maintain roster of currently enrolled GSU undergraduate student members and officers
 - c. Clubs/organizations must consist of at least ten (10) members including officers.
 - d. Clubs/organizations must have an advisor who is a full-time faculty or staff member at Grambling State University
 - e. Attend the Student Organization Registration-Orientation fall and spring semester program.
5. All members are to sign a statement of understanding regarding the University's hazing policy, and it is to be filed in the organization's file in SEAL.

1. REGISTRATION PRIVILEGES

Any registered organization in good standing at the University enjoys special benefits on campus. They include some of the following:

- A. The use of university facilities for university approved organization meetings and approved activities. (Organizations may not reserve state property or facilities for outside groups or businesses).
- B. The opportunity of sponsoring or conducting on-campus fund-raising events.
- C. The right to use an official mailing address and mailbox (space availability basis) at the University.
- D. The opportunity to participate in and coordinate activities with other University organizations.
- E. The opportunity to participate in Student Organization Day.
- F. The opportunity to distribute literature at appropriate University locations.
- G. The opportunity to seek funding from the Student Government Association.
- H. The opportunity to use SEAL as a resource for program planning and organizational development.
- I. The opportunity to be listed in the "SEAL Organizations Directory." The directory is sent to various offices throughout the campus, distributed to interested individuals and posted on the website.
- J. All organizations must have a copy of the organization's Constitution and Bylaws, and other affiliated organization constitutions; and Constitution/Bylaws are to be submitted to SEAL.

K. A statement certifying affiliation with the regional/ (inter)national organization must be submitted to SEAL along with all documentation.

L. All organizations must have an agency account with the GSU finance office.

The registration of an organization does not mean that the University supports or adheres to the views held or positions taken by such groups/organizations.

Student Organization Code of Conduct

Agencies of the state of Louisiana operate under the Code of Authority is found in Louisiana Revised Statutes, Acts, Concurrent Resolutions, etc. as the following: Any violation of the following regulations by a registered student/organization may result in disciplinary sanctions against the organization.

Louisiana Revised Statutes—17:10; 17:3101 through 17:3109 (1969); 17:3024 (1969).

Acts—Act No. 68 (1894), Act No. 529 (1968). Concurrent Resolutions No. 293 (1970) Title 1, OF THE DISTINCTION OF PERSONS, Act 37, Age of Majority (1972). Student Due Process No. 464 (2022)

The Code of Student Conduct creates an expectation of behavior that the University deems acceptable. Its primary purpose is to ensure that students will not be deprived of life, liberty or property without due process. Although every student has rights guaranteed by the U.S. Constitution, these freedoms cannot be enjoyed, exercised, or protected in a community which lacks order and stability. It is, therefore, each student's responsibility to adhere to the conduct and standards prescribed by the University, the Board of Trustees for the University of Louisiana System, and those established by local, state, and federal laws. **Please refer to the Student Code of Conduct Handbook Article VI: Indecent, Obscene, Immoral Behavior or Profanity Guidelines.**

Admission to Grambling State University assumes that students will behave as responsible members of the academic community. As a condition of enrollment, all students assume responsibility to observe standards of conduct contributing to the University's educational mission.

All registered student organizations:

1. Must comply with the eligibility requirements and financial regulations published in the Student Handbook; and the Student Code of Conduct handbook.
2. Shall not discriminate based on age, color, creed, disability, national origin, race, religion, sex, or sexual orientation unless pursuant to an exception recognized by law (e.g., fraternity, sororities).
3. Are not exempt from discipline for such actions under this policy that constitute violations of federal, state, local laws, and University policies and regulations may be subject to additional action by an appropriate judicial body;
4. Can be subject to disciplinary action because of actions of individual members of the organization undertaken while representing the organization;
5. Shall be responsible for all activities and/or damages resulting from its events. The organization must exercise reasonable caution to ensure that its action and its agent's action on its behalf do not cause damage to the property of students, University employees, other organizations, or the University.
6. Shall be responsible for compliance with university policies, the Student Code of Conduct, including, but not limited to, the use of university facilities and grounds, electronic information technology and facility reservation;

7. Shall ensure that invitations to events taking place in a University facility are limited to students, faculty and staff of the University unless an exception is specifically authorized in accordance with appropriate facility use policies;
8. May not knowingly organize, sponsor, cosponsor or in any way coordinate an event in university facilities with any student organization that has been prohibited from participating in that type of event or has had its registered status terminated;
9. Shall be responsible for compliance with University Alcohol Beverage Regulations, state statutes and city ordinances regarding possession, consumption and sale of alcohol beverages or other drugs, including controlled substances, at any event. An organization shall be responsible for verified instances of underage student organizations consuming or possessing an alcohol beverage or other violations of any of the above rules at any event; and
10. Shall abide by decisions of the University designated representative and/or the coordinator for student organizations regarding complaints arising out of this policy

GRADUATE STUDENT ORGANIZATIONS

The Graduate Student Organizations (GSA) represents graduate students of GSU, to provide a means of responsible and effective graduate student participation in the planning and conduct of university affairs. The SA acknowledges the diversity of human experience and seeks to further knowledge within our disciplines by eliminating biases and prejudices. The GSA adopts the continuing policy that no individual shall be discriminated against based on race, age, disability, national and or ethnic origin, marital status, gender, or sexual orientation.

GSAs are required to have graduate students as officers can have undergraduates as members. For more information on the GSA, please contact the Graduate Student Association.

CREATING A NEW ORGANIZATION

Students interested in creating a new student organization or an organization previously authorized and has been dormant for more than two years will complete the New Student Organization Application form (NSOA). A new organization must not duplicate the guiding principles/purpose of an existing organization and must have at least 10 undergraduate or graduate (for graduate organizations) students interested in becoming members. All involved students must take to Anti-hazing Course on CANVAS: Click the following link for the CANVAS course: <https://grambling.instructure.com/courses/11165> click the picture on the announcement and "enroll" when you access the course.

To begin, the process is as follows:

1. Groups applying to start a New Student Organization at GSU should inform the Office of Student Engagement and Leadership that they propose a new group and may then reserve a meeting space on campus.
2. If the organization is nationally affiliated:
 - a. Submit letter of authorization to colonize on campus
 - b. Complete New Student Organization application
 - c. Submit letter of support from advisor (advisor must be full time faculty/staff) of the organization. (Required).
3. At least 10 founding members (fulltime students) with minimum GPA of 2.0 involved to proceed with the following:
 - a. reserve space on campus to hold three meetings prior to the official chartering of the organization, the organization will not receive recognition until the following semester after application is approved if all requirements are met.

- b. Business during these meetings should be limited to constitution drafting and forming the proposed organization's structure.

The NSOA will list the prospective president, treasurer, and other officers. A drafted constitution, using the sample constitution format provided by the SEAL must be utilized and the proposed advisor must sign the advisor agreement form. The application and other required documents will be reviewed by the SEAL office who will contact the organization to inform them of status.

Graduate students are not eligible to hold leadership positions in Undergraduate GSU-registered organizations. Faculty and staff may participate in club activities at the discretion of the executive board and advisor but may not be voting members, hold officer roles, or benefit directly from club funds. Alumni are not permitted to be members or participate in any SEAL-recognized organizations.

An organization is registered when their completed registration forms are received by the office of SEAL.

REGISTRATION PROCESS

All organizations must register each semester with SEAL. This includes completing the "Student Organization Registration Form, Organization Update Form", the "Membership Roster Form" and the organization must provide all constitutions that govern the organization. Once reviewed and approved, the organization will be granted operational status.

Failure to complete the Minimum Requirement Standards or to register by the deadline will result in the organizations' loss of privileges to function at the University, lose eligibility to apply for space, lose funding privileges and inclusion in "SEAL Organizations Directory."

After the application is submitted to SEAL along with all documentation, it is reviewed. Upon review of the application, the organization president and advisor will receive notification of approval or denial of the application.

DENIAL OF REGISTRATION

SEAL will deny registration when:

1. The organization is not formed for an educational purpose, i.e., furtherance of academic, social, recreational, religious, political or other special interests;
2. The group requesting registration has not complied with SEAL requirements, or the request for registration is incomplete, contains false material;
3. The group does not have a minimum ten students who are committed to joining the organization;
4. The request is to create an organization that is a subsidiary of a currently registered student organization;
5. The request involves an organization that is under a sanction imposed by SEAL or the University;
6. The request is to register as an organization under a new name when a former organizational name is under a sanction imposed by SEAL;
7. The request is to register an organization under suspension, termination or equivalent sanction from its off-campus affiliate; and,
8. The organization has been previously registered and has delinquent debts.
9. Organizations operating for business purposes will be suspended upon discovery of their true intent.

If registration is denied, the student or group of students may appeal the denial to the Associate

Vice President for Student Affairs.

TERMINATION OF REGISTRATION

A registered student organization may have its registration terminated for the following reasons:

1. Request for self- termination;
2. Failure to register with SEAL;
3. Failure to comply with the rules, regulations, policies, and guidelines of GSU;
4. Request for termination by the national organization chartering the GSU organization;
5. Failure to achieve the Minimum Performance Standard (SEE PAGE 7);
6. Failure to place organization funds in a university account;
7. Failure to pay SEAL membership fines;
8. Failure to pay organization debt on/off-campus; and
9. Failure to comply with state and federal law

CHANGES IN ORGANIZATION

Student organizations must notify SEAL of changes in the organization's constitution and bylaws, officers, advisors, and additions to membership and changes in purpose. A copy of the changes must be provided to SEAL at least one week after the change occurs. Revised constitutions and bylaws are subject to SEAL's approval. (Note: Revisions should be made on the document with the date of revision recorded on the document).

SANCTIONS FOR FAILURE TO FOLLOW PROCEDURES

If it is determined that a group/organization has not followed university policy and procedure as directed by SEAL, (i.e., failure to attend meetings, etc.) the organization/club may be fined/suspended or other penalty assessed.

MEMBERSHIP REQUIREMENTS

Membership is open to any student enrolled in a degree program at GSU who meets the university's and the organization's eligibility requirements. These requirements are:

1. Reasonable conditions and obligations of membership, except that:
2. No student shall be excluded from membership based on race, color, national origin, religious creed, age, political views, sexual orientation, or handicap, except where legal via state and federal laws as with Greek sororities and fraternities;
3. No student shall be excluded from membership based on sex, unless:
 - a. the organization is a fraternity or sorority
 - b. the primary purpose of the organization is to engage in sports, and/or the major purpose or activity involves bodily contact
 - c. No constitutions of registered student organizations and affiliated organizations shall contain provisions for discrimination as stipulated in the rules and regulations contained in this outline.
3. Active members and students being considered for membership must be in good standing with the University, maintain a 2.0 cumulative grade point average (for non-NPCH organizations) or above as mandated by the organization and must not be subject to university disciplinary action (i.e., judicial, SEAL, etc.).
4. All organizations are responsible for the conduct of their members and must adhere to the rules of SEAL and regulations of the University. If found guilty of misconduct, that is, in

violation of the Student Code of Conduct Handbook the student and/or organization will be referred to the Office of Office of Student Conduct for appropriate review of the incident and appropriate disciplinary action.

5. All candidates and members must be excluded from membership activities if they do not complete the Anti-hazing course on CANVAS. To complete the CANVAS course, click the link <https://grambling.instructure.com/courses/11165>

OFFICERS AND REPRESENTATIVES

- A) Each registered student organization must have at least three officers or official representatives, one of whom must be in charge of the finances of the organization. The "Treasurer" should oversee the finances.
- B) Officers/representatives must be currently enrolled as a full time (12 hours) student at GSU and be a member of the registered student organization. Graduate students cannot be elected as an officer in an undergraduate organization.

ADVISORS

Advisor Requirements

ALL registered student organizations must have at least one advisor who is a full-time member of the GSU faculty/staff. SEAL and an active member of their respective organization must approve the advisor. If an active member of the organization, who is a GSU faculty/staff is not available to act as an advisor, a non-member may be selected by the organization and submitted to SEAL for approval.

The advisor's role is to ensure the organization complies with all university and national organization guidelines. As well as, in compliance with all state, local, and national laws. The advisor's responsibility cannot be delegated to another person unless approved by SEAL. The advisor must be fully aware and up to date on all organizational activities and guidelines. During intake activities especially, the advisor must be present and fully informed and involved.

The advisor should be able to certify that all financial obligations of the organization are met locally and nationally and that funds are deposited in the University account.

Responsibilities of the Advisor

The responsibilities of advisors are to:

1. Be present at all of the organization functions, meetings, events, etc., during the entire period of the activity;
2. Discuss goals and objectives;
3. Provide constructive criticism when deemed necessary; and positive praise on accomplishments.
4. Attend the organization's elections to ensure proper procedure is followed.
5. Attend SEAL orientation and monthly meetings held during the fall and spring semester;
6. Be familiar with the organization's constitution and bylaws to assist with their interpretation. Assistance should be provided in orienting new officers and promoting leadership development;
7. Know the goals of the organization, and how to efficiently facilitate the achievement of these goals while abiding by university policies and procedures. The advisor should be aware of the policies and procedures in the University organization handbook
8. Sign all requisitions. The advisor who is on record as the official advisor at the time the

requisition is presented for processing must sign all requisitions

9. The advisor's role is to supervise the planning of all activities to ensure optimum success of any undertaking for the organization and its members
10. Be involved with the group's activities and assist the group in evaluating its progress toward reaching its desired goals. This ensures open communication with various officers and members can effectively guide the organization in fulfilling its purpose.
11. Ensure that all organizational events comply with federal, state, parish and municipal laws. Ensure that events respect federal, state, parish and municipal laws. He/she must implement sanctions for any violations within the organization. He/she must report any serious violation of university policies and procedure, Federal, State, Parish, and local laws to the SEAL

Resources

There are numerous resources on campus to assist advisors in effectively working with student organizations. They include assisting student organizations with university policy and procedure, student leadership, fiscal management, project planning, conflict resolution, problem solving, and student counseling service; SEAL, can assist in the identification of appropriate resources.

ORGANIZATIONS MINIMUM PERFORMANCE STANDARDS

To ensure that registered organizations remain active and visible, the following Minimum Performance Standards must be maintained for funding or other opportunities. If at the end of a semester, an organization has not achieved the minimum requirements, it will lose all privileges of a registered organization; i.e., suspended, expelled or fined.

To meet the Minimum Performance Standards all organizations must:

1. Submit the Annual Officer Registration transition form between April 15 and May 15 of the spring semester for the following year;
2. Sponsor a table or booth during Club and Organization Day;
3. Attend scheduled orientation/registration program in fall and spring;
4. Attending monthly meetings. NPHC members' monthly meetings are separate from general student organization monthly meetings; SEAL will assess fines for failure to attend meetings.
5. Must complete two (2) self-determined community service projects each semester; and complete University service projects each semester as selected by the University and/or SEAL office.
6. Maintain a minimum of 10 students as members;
7. Deposit all organization funds in a university account;
8. Pay SEAL /GSU NPHC dues or fines owed from previous semester at the beginning of the next semester;
9. Have a designated representative to attend SEAL monthly meetings; the NPHC members must have three designated delegates to attend PHC Council meetings;
10. Attend the SGA Banquet if invited;
11. Must participate in the Miss GSU Coronation with a queen and escort representing the organization.
12. Submit minutes and attendance roll of the organization's meetings within two days of last organization meeting;
13. Attend Leadership Seminars as scheduled for student leaders;

14. Provide volunteer services to SEAL and the University upon request.

Charter Renewal Requirements

1. All social Greek letter organizations and music/band organizations must be in good standing with their national office
2. All organizations are subject to the rules, regulations, requirements and decisions of the University
3. Organizations will operate under the supervision of the Division of Student Affairs and specifically the Office of Student Engagement and Leadership (SEAL).
4. All organizations are required to adhere to the regulations of the University and their charter requirements to maintain active status.
5. All organizations should understand that the University maintains the right to revoke the organizations' charter for non-compliance and other violations of the University standards of conduct.
6. When disciplinary action is taken, against a student organization and/ or its members, the organization and/or individual members will lose their right and privilege to function on the campus
7. Each organization must renew its charter annually as directed by the SEAL)
8. Complete the update form and current membership roster each spring semester
9. Failure to comply with registration requirements will result in a monetary penalty.
10. All NPHC affiliated organizations must be an active member of the Pan-Hellenic Council
11. Each organization will determine their Pan-Hellenic Council representative
12. Organizations must maintain at least ten (10) active members
13. Organization officers must maintain a 2.5 GPA; members must maintain a 2.0 GPA.
14. Provide a list of members currently registered at GSU who are inactive and reason for inactive status, ex., (financial, disciplinary, academic). Inactive members are prohibited from participating in all chapter activities. Involvement of inactive students will result in disciplinary action imposed against the organization.
15. Must provide all information requested by the SEAL or the Student Affairs office.
16. All members with less than a 2.0 GPA must be inactivated immediately.

ORGANIZATION ACTIVITIES

Activities of each organization are subject to review by SEAL, Vice President for Student Affairs (or designee), the Office of Student Conduct Office, University police as well as departments, colleges, or other groups to which the organization may be related.

GENERAL MEMBERSHIP INTAKE GUIDELINES

Intake Regulations

1. No organization/club shall intake members prior to meeting the requirements of the college/university and its national organization.
2. No intake activity should be held without the presence of the advisor(s).
3. HAZING in any form, physical and mental abuse is prohibited and will not be tolerated.
4. The filing of a list of attendees at the organizations' informational as well as the list of the selected candidates, with SEAL within 24 hours of each event or event described as an informational meeting, is required.
5. All students interested in joining a student organization authorized at GSU, must take the Anti-Hazing certification course sponsored by the SEAL. GSU Anti-Hazing certification

course is on CANVAS and is continuously available.

General Membership Intake Procedures (MIP)

The following are expectations and requirements regarding membership intake programs for all recognized **Social Non-Greek** (NPHC) and Music Organizations at GSU: At all times, all organizations are required to follow the Membership Intake Program (MIP) developed and disseminated by the SEAL and respective Regional/National Headquarters.

1. All intakes occur two times a year, once in the fall, in the month of October, and one time in the spring, in the month of February (any changes must first be cleared with SEAL). Organizations can choose fall or spring dates. Not fall and spring in an academic year.
2. All chapters are responsible for educating undergraduates regarding all MIP policies, procedures, and appropriate activities.
3. When a chapter initiates the MIP, the following must be completed with SEAL:
4. Pick up a MIP packet from SEAL.
5. Complete all required forms and submit them to SEAL.
6. Notify SEAL of any subsequent changes in and results of MIP candidate(s) status.
7. The organization must provide verification that approval from the Regional/National Headquarters has been granted to conduct membership intake. Will need confirmation in writing.
8. Each chapter must submit a calendar of events for intake activities, Intent to Conduct Form, and the Hazing Compliance Form at the initial notification of SEAL of intent to conduct membership intake. The calendar of events should include a timetable of all intake activities with places, dates and times. Activities to be included on the calendar, if applicable are. All intake activities must end before the start of homecoming in fall semester and before spring fest activities in spring. Intake activities must pause during mid-terms:
 - a. Informational and interest meetings
 - b. Selection date(s)
 - c. Start/end date of the new member's official process/education (all activities in between)
 - d. Initiation date
 - e. Presentation of New Members
 - a. a) If the presentation of new members includes a probate show, submit a copy of the University Facility Use Form, protocol and the Activity Clearance form required to proceed with this activity two weeks in advance.
 - b. If the presentation of new members does not include a probate show, the method used should be included on the Activity Clearance Form and discussed before approval will be granted.
9. The Intent to Conduct Membership Intake Form must contain the original signature of the chapter president and the primary chapter advisor. All organizations that are not NPHC or GSU authorized Music/Band organizations will follow the guidance found in the form found in the following www.life/clubs/docs/Form%20Hazing%20form%20simple%20mem%20intake.pdf
10. The presentation of new members which have been cleared by the SEAL office must take place within the calendar set forth by the SEAL.
11. The presentation of new members will be scheduled at the discretion of SEAL.

1. No alcoholic/drugs will be permitted
2. In the event of unlawful or disruptive behavior during a presentation, those identified will be referred to the Office of Office of Student Conduct to determine penalties for inappropriate behavior.
3. In the event of unlawful or disruptive behavior during a presentation, those identified will be referred to the Office of Student Conduct to determine penalties for inappropriate behavior.
4. The duration of the probate show should be no longer than three (3) hours. Following the show, members must vacate the area within 30 minutes (This will help with crowd disbursement).
5. The presenting organization will be responsible for ensuring the site is left in its original state after use.
6. All organizations are responsible for visitors who are members of their organization.
7. Disruptions by other organizations will not be tolerated. This includes walking through presenters' show, talking over the presenting organizations or other disruptive behavior.
8. Intake activities must take place on campus.
9. At the conclusion of the intake process (immediately after induction), an updated membership roster must be turned in to SEAL within two days of induction.
10. If proper paperwork is not submitted within the time designated by SEAL, intake activity will be denied or suspended without regard to the organization's progress in its process.
11. All candidates and members must be excluded from membership activities if they do not complete the Anti-hazing course on CANVAS. To complete the CANVAS course, click the link <https://grambling.instructure.com/courses/11165>

Intake Violations

Violations of the intake process may result in probation, immediate interim suspension until investigation is complete and expulsion if the investigation results in confirmation that hazing was involved in activities of the organization. Whether the chapter will be placed on probation or receive automatic suspension is based upon the infractions and is at the discretion of SEAL Director, Vice President for Student Affairs, or other University governing body (i.e., Office of Student Conduct (OSC) or GSU Police Department). The investigation of hazing violations may be referred to the Office of Student Conduct or the GSU Police Department. Adjudication of cases may be referred to OSC, upon the discretion of SEAL, or the VP for student affairs or its surrogate.

Violations include, but are not limited to:

1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paperwork, etc.)
2. Holding membership intake without conforming to the intake guidelines set forth in this handbook.
3. All students participating in membership intake must comply with and the GSU Student Code of Conduct and its requirements
4. All incidents of hazing must be reported first to SEAL immediately and before any organization outside the University is notified. This includes the national, regional or district office of the organization.
5. Disregard of guidelines for any activity related to intake conducted in defiance of previous warnings by advisors or other University personnel.
6. Failure to adhere to Presentation of New Membership Guidelines by any student/advisor will

be subject to disciplinary sanction.

If the intake activities begin without the knowledge and signed approval of the SEAL Director and if the chapter has not adhered to these intake guidelines, intake activities will cease immediately, and the chapter may be placed on suspension. These sanctions will be administered appropriately at the discretion of the SEAL Director.

Proper planning is the key to any successful event, and the Department of Student Activities staff are available to assist student organizations as needed.

Events taking place within the Favrot Student Union (FSU) are supported by student union staff.

GUIDELINES GOVERNING SOCIAL NPHC- MUSIC ORGANIZATIONS

Grambling State University (GSU) is host to all organizations affiliated with the National Pan Hellenic Council (NPHC) and organizations affiliated with the national music and band sororities/fraternities through the music department which have particular requirements and conditions to fulfill through their national governing bodies. GSU grants recognition to student organizations with the understanding that:

- a. The organization will comply with the mission of the University and its national body.
- b. The organization is committed to improving the quality of student life through building strong social relationships
- c. Provide service to the community and school
- d. The organization is committed to scholastic achievement and leadership development

A list of organizations that must follow these University guidelines follows:

NPHC Fraternities

NPHC Sororities

Alpha Phi Alpha Fraternity, Inc. Alpha Kappa Alpha Sorority, Inc.

Iota Phi Theta Fraternity, Inc. Delta Sigma Theta Sorority, Inc.

Kappa Alpha Psi Fraternity, Inc. Sigma Gamma Rho Sorority, Inc.

Omega Psi Phi Fraternity, Inc. Zeta Phi Beta Sorority, Inc.

Phi Beta Sigma Fraternity, Inc.

Band/Music Organization/ Fraternities/ Sororities

Phi Mu Alpha Sinfonia, Inc. Sigma Alpha Iota International Music Fraternity

Kappa Kappa Psi Tau Beta Sigma Honorary Band Sorority

NEW MEMBER RECRUITMENT

Students currently registered at GSU for a minimum of 12 semester hours and 30 hours completed at GSU before the semester within which he/she is establishing eligibility may participate in membership intake. Hours earned in a dual high school GSU undergrad program can be used for qualifying hours earned. Students must meet the following criteria:

1. A full-time GSU student
2. Thirty (30) academic of credit hours earned at GSU, non-remedial, and is officially classified as a sophomore or above at the end of the previous spring semester. Hours earned in
3. Has at least a 2.50 cumulative grade point average
4. Was enrolled full-time and completed the semester at GSU prior to intake
5. It is in good standing with the University (academically; and no disciplinary sanctions during the past two years.
6. Officially cleared by the Office of Student Engagement and Leadership

7. Chapters are forbidden to send students to registrar's office to request transcript for intake purposes. (Transcripts can only be requested through the Office of Student Clubs and Organization for membership intake purposes).
8. All chapters must conduct membership intake during the fall or spring semester during the time allotted for intake purposes. Intake calendar will be published.
9. Chapters are not permitted to participate in intake activities at other Universities
10. Grambling State University students are not allowed to be initiated or join other Greek letter organizations at another college or university.
11. Chapters from other universities cannot participate in intake activities at Grambling State University.
12. A list of final candidates selected to become members must be filed in the Office of Student Engagement and Leadership within 24 hours of selection.
13. ALL intake activities must be held on the GSU campus
14. Candidates must attend class during intake process
15. If a candidate drops a course during the intake process, it must be reported immediately to SEAL.

If there is any violation of the intake rules and guidelines, the organization will face the possibility of losing its charter and severe penalties will be imposed.

Candidates should be aware of and avoid participating in activities that demonstrate that he/she is in the intake process which include activity such as examples as follows:

1. Dressing alike, dressing up, walking in lines
2. Addressing members as "big brother/sister
3. Not talking while on campus
4. Candidates cannot participate in off campus activities/meetings with members of the organization
5. Cannot participate in parading or chanting, etc.
6. Organization members/candidates may not participate in group meetings, gathering, step practices, service projects, and fund raisers
7. Intake activities are prohibited in residence halls
8. Candidates shall not be forced to give donations or raise money to purchase any items for any reason. Such acts will result in disciplinary sanctions.

Members and candidates who violate these guidelines will face disciplinary action by the Office of Student Affairs. Please do not participate in any activities described above unless special approval is received from the Division of Student Affairs. Requests for approval must be submitted in writing to the Office of Student Engagement and Leadership for exceptions to any intake guidelines.

Please review the GSU Anti Hazing Policy. Any type of hazing is strictly prohibited and may result in expulsion of the chapter and members involved in hazing activity.

club meetings, activity results, and club needs, will an organization be able to maintain a good accountability record.

Chapter Membership Requirements

- A. Chapter Officer Must be a full-time student
 1. Financially active with chapter, regional and national level
 2. Not under academic/ disciplinary sanctions
 3. Have and maintain a minimum 2.50 GPA
 4. Students with less than 2.0 GPA shall be automatically dropped

B. General Membership Status

1. Members in undergraduate chapters must be full time students with undergraduate level status
2. Students from other chapters will not be recognized at GSU and must be excluded from official affiliation/activity with the GSU organization.

Activities Prior to Intake

1. The names of all prospective members must be submitted to the Office of Student Engagement and Leadership to provide judicial records and grade clearance before the interview. The SEAL office can only accept the transcript and GPA forms officially submitted directly from the Office of the Registrar to validate eligibility.
2. All Intake activity forms campus/organization intake forms must be completed and submitted to the Office of Student Engagement and Leadership for approval before the Intake Period starts.
3. During the initiation period, no organization shall conduct any part of its membership intake procedures without advisors present.
4. At the request of the VP for Student Affairs, Dean of Students, the Student Health Center staff may, at random, examine candidates at any time, before, during and after the intake period to safeguard the health and wellness of students being initiated. Any evidence of physical or mental harm will be reported to the VP for Student Affairs, Dean of Students, Office of Student Judicial Affairs and the GSU Police Department.
5. The University will determine the intake calendar/schedule and organizations must comply with the University's schedule.
4. It is suggested that organizations conduct intake in the spring, as they will be better able to complete MIP without conflict with the University calendar. MIP conducted in the fall semester may have to adjust the calendar of activities. Activities conflicting with the University calendar will not be allowed to proceed or be completed in the spring semester. Those intake activities will have to be re-authorized in the following academic year. Keep in mind that some of the candidates may be ineligible by that new calendar.

Intake Period

The intake period will include the following:

1. Notification/Advertisement for Intake
2. Informational Seminar
3. Certification of candidates by SEAL
4. Application Package Review
5. Interview of candidates
6. Vote by chapter to select candidates
7. Approval from regional and /or national office
8. Education-Instruction-Training of Candidates
9. Initiation into organization
10. All funds received from candidates for membership must be deposited in the University Account.
11. If a candidate is terminated during the intake process, a written report must be submitted with reasons for termination and signed by the candidate, intake chair and advisor.

ANTI-HAZING POLICY-ALL STUDENT ORGANIZATIONS

In accordance with the purpose and philosophy of the University of Louisiana Systems and the laws of the State of Louisiana, which include the belief that true fellowship can be nurtured only in an atmosphere of social and moral responsibility. Hazing is inconsistent with student organizations' responsibility to conduct safe, constructive student development programs. Grambling State University is committed to the development of students through academic and extracurricular activities and in keeping with its commitment to a positive academic environment, does hereby unconditionally oppose any situation created intentionally or unintentionally to produce mental, physical, psychological, or emotional discomfort as well as embarrassment, harassment, or ridicule. Participating in any form of hazing or allowing you to be hazed in any form is forbidden by any student(s) or organization(s) including but not limited to the Greek organizations, clubs, band, and athletic teams affiliated with Grambling State University. The following definition has been developed to clearly inform the University community as to the position and stand on what is considered hazing at our institution.

A. Definition of Hazing

Any action taken or situation created on or off university premises (membership intake is explicitly not to take place off campus) to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include, but are not limited to:

1. Paddling in any form, slapping, pushing;
2. Forced inducement or the causing of another to consume any food, liquid or other substance;
3. Creation of excessive fatigue, physical and psychological shocks, kidnapping, coercion resulting in menial tasks being performed;
4. Personal money being expended on non-permissible essential pledge/intake activities, wearing apparel which is conspicuous and not in good taste (i.e. derogatory, racist, etc.), engaging in public stunts, morally degrading or humiliating acts, games or activities, having work sessions which interfere with scholastic activities, any other activities which are not consistent with fraternal law, rituals or policies from the respective state, regional, or national offices, or the regulations and policies of this educational institution, using drugs and/or alcoholic beverages;
5. Apathy or acquiescence in the presence of hazing is not a neutral act; it is a violation of this policy.
6. All candidates and members must be excluded from membership activities if they do not complete the Anti-hazing course on CANVAS. To complete the CANVAS course, click the link <https://grambling.instructure.com/courses/11165>

Participation in any pledging or membership intake process activity must not be a mandatory requirement. Also, organizations cannot require physical examinations, or any other requisites not sanctioned by the national body and the institution. Penalties for violations of the Hazing Policy shall be assessed to fit the nature and degree of the offense.

It shall be the responsibility of student organization members and candidates to report all complaints in writing concerning hazing violations to the Office of Student Engagement and Leadership (SEAL), Office of the Vice President for Student Affairs, Office of Student Conduct, or University Police Department. Cases will be handled individually. Additionally, organizations and/or individual students found responsible for violating the Hazing Policy shall be subject to disciplinary action through the Office of Student Engagement and Leadership, or cases can be referred to the Office of Student Conduct. The prospect of a university judicial hearing does not

prevent the possibility of criminal charges.

POLICY ON CONDUCT/DISCIPLINE OF STUDENT ORGANIZATIONS

This policy strengthens the standards expected of recognized student organizations at GSU. The policy also is a means to provide for an expedient and effective process for handling those situations when the University's standards of conduct are not upheld. This policy's intent is to protect the rights of the student organizations while assuring organizations are held accountable to their members, the University and the community at large. Any organization determined to be responsible for violating the GSU code of conduct will be sanctioned in accordance with the violation. Student organizations may appeal any disciplinary sanction imposed upon them. Additional information on student organization disciplinary and appeal procedure can be found with the GSU office of student conduct handbook appeal process.

EXPECTATIONS FOR STUDENT ORGANIZATIONS AND STUDENTS DURING AN INVESTIGATION OF ALLEGED MISCONDUCT

Student organizations and students that are under investigation for misconduct must support and cooperate with all aspects of the student judicial process to determine if violations have occurred. Refusal to participate fully and truthfully in an investigation to determine if alleged violations have been committed could lead to consequences not favorable to the non-compliant student/organization. All members or subject to cooperate fully and honestly with any University investigation that violates the student code of conduct and the Anti-hazing policy. A student/organization(s)' refusal to cooperate in a hazing investigation could lead to adverse consequences for students and/or the organization. Full disclosure as well as physical exams (i.e., includes submission to body checks by university is expected from all parties.

Disciplinary Procedures for Violations of the Student Organization Code of Conduct

All student organizations are supervised by the Dean of Students Office. All student organizations and groups are subject to the rules and policies of GSU, including the GSU Office of Student Conduct handbook. The Dean of Students office shall conduct a thorough investigation independently via SEAL or in conjunction with the Office of Student Conduct or refer the case to the Office of Student Conduct for adjudication.

Any student, University faculty, staff, student organization or community member may bring an allegation of a violation of the Code of Conduct as provided within this Policy.

1. A complaint that a student organization has violated any provision of the Student Code of Conduct must be submitted in writing or via email to the SEAL within one week of alleged misconduct. The complaint must include a statement of the facts upon which the allegation is based, the name and mailing address and telephone numbers of the complainant and any documentation regarding the complaint. All complaints for reasons other than a Student Code of Conduct violation, should contact the Office of Student Conduct, GSU police, or other appropriate governing body directly).
2. The SEAL Director may, depending on complaint, forward a copy of the complaint directly to the Office of Office of Student Conduct.
3. The office will (1) review complaint to determine if a violation has occurred;

If complaint has merit:

- a) Investigate
- b) Collect statements
- c) Meet parties involved

- d) Render a decision
 - e) Forward to the Office of Student Conduct
4. After appropriate review by the Director of SEAL and/or the Vice President for Student Affairs (if deemed necessary) a student organization's registration status may be suspended on an interim basis pending final resolution of the complaint. Examples include but are not limited to if:
 - a. The student organization is unresponsive to the Student Judicial Affairs or Director's inquiries;
 - b. It is deemed necessary for reasons of health or safety;
 - c. It is deemed necessary due to a repetitive complaint history;
 - d. Or the student organization is alleged to have engaged in egregious or discriminatory behavior to the degree that an immediate temporary suspension is warranted.
 - e. A decision to suspend will be in effect until:
 - (a) The situation is mutually resolved;
 - (b) The complaint process is completed; or
 - (c) An exception is granted by Office of Student Conduct, SEAL or the Vice President for Student Affairs.
 4. In consultation with SEAL, and within a reasonable amount of time from the receipt of the complaint, the Office of Student Conduct Office or the SEAL will determine if an investigation is warranted.
 5. If a violation of the Student Handbook or any federal, state, or local laws does exist, the Director of the Office of Student Conduct, SEAL Director, or designee, shall continue the investigation.
 6. If the Director(s) determines that a possible violation of the Code of Conduct does not exist, the complaint shall be dismissed.
 7. The Director of the Office of Student Conduct, in consultation with the judicial panel/committee or the Director of SEAL may, before a final decision is issued, resolve a complaint with the student/organization for the imposition of discipline.
 8. Following the fact finding/information gathering process, the following shall occur:
 - a. Dismissal of the complaint;
 - b. Call a meeting of the judicial committee/board or the Director of SEAL to hold a formal hearing on the complaint; or
 - c. Mutually resolve the complaint
 9. If a formal hearing on the complaint is necessary, it shall:
 - a. Be open only to the members of an ad hoc judicial board, Director of SEAL, the complainant and student representatives of the student organization against which the complaint was filed. (Under most circumstances, the president will represent the organization). Any board member may remove himself or herself from hearing a complaint if a clear conflict of interest exists for a member, and the member refuses to remove him/herself, the judicial board may remove the member by majority vote. If the Chair is removed, the judicial board shall appoint an Interim Chair to handle the proceedings of the complaint.
 - b. Permit the complainant or student representatives to have an advisor present at any point, but in an advisory capacity only.
 - c. Allow for the SEAL Director or designee to present a case in favor of the allegation, using witnesses and evidence as relevant.
 - d. Allow for student representatives of the student organization to provide notarized witness

statements and present witnesses and evidence in the student organization's defense.

Plot Regulations-GSU National Pan-Hellenic Council/Legacy Organizations

Oversight of organization plots on campus is the responsibility of the Office of Student Engagement and Leadership, University Facilities Department, and the Vice President of Student Affairs

The University requires the following basic regulations:

- The designated organizations with the assistance of the University Facilities Department shall maintain the aesthetics of the assigned plot area
- The University Facilities Department will dismantle plots whenever an organization fails to register for two consecutive academic years. Advance notice will be sent to the organization advisor by the Office of Clubs and Organizations
- Currently, only the member organizations of the National Pan-Hellenic Council member organizations, Phi Mu Alpha, Kappa Kappa Psi, Groove Phi Groove, Tau Beta Sigma, Sigma Alpha Iota, Alpha Phi Omega, Phi Beta Lambda, Omega Tau Pi, United African American Men and together with the Society of Distinguished Black Women, and Pershing Rifles will be authorized to establish plots on the campus.
- Plots are established at the risk of the organization as the University may withdraw approval at any time due to the needs of the University. The University may change or implement its strategic plans as deemed necessary.
- Plot specifications:
 - Plots cannot exceed 9X9 ft. total area
 - Each plot shall be confined within its borders, so as not to infringe upon the border of another area plot
 - All plot locations will be confined to areas approved by the University.
 - Organizations may remain on plots previously approved, if the University agrees that the area conforms to such usage. Otherwise, another site can be chosen with the approval of the University
 - Should an organization receive approval to relocate their plot to a new location, another approved organization may establish a permanent plot in the abandoned area. Organizations may only move one time to establish a plot unless the move is necessitated by future University purposes
 - The GSU Facilities Department, after consulting with the Vice President of Student Affairs or designated representative(s) must approve all new plots, construction and landscaping ideas
 - Improper materials including loose bricks, hazardous chemicals, paint, or other materials deemed such by the Facilities Department are not allowed in the plot areas. Use of such materials will result in their removal at the respective organization's expense
 - Absolutely no changes can be made to plots without approval of the University administration/ representative and a majority vote of all plot holders; paint decoration/adornment on trees is prohibited
 - Facilities Department personnel will determine the stability and safety standards of structures on all plots
 - All equipment, benches and monuments must meet the approval of the Facilities Department and the vice president for student affairs and must be uniform
 - Organizations will be allowed two (2) uniform benches, a uniformly designed monument

and letters of the same height and width for each plot. No additional adornment may be added to the plots

- Benches may be ordered from manufacturer with organization's choice of color with their letters embossed or engraved on the seat back facing front
- No structure on plot may exceed 6ft. in height
- Each plot is subject to monthly inspections by the Facilities department. Failure to pass inspection will result in probation status for the plot. Failure to pass subsequent inspection will result in termination and removal of the plot for a period of one academic year. This penalty is for failure to maintain the plot only, not a penalty against the organization for regular course of business purposes.
- Campus organizations qualifying for a plot cannot be on probation/suspension or other penalized status
- Organizations under disciplinary action shall have their plot removed provided the action is suspension or probation that exceeds a full semester

Facilities Reservation

The FSU has meeting rooms, outdoor spaces, ballrooms, and lounge areas which can be reserved through the Reservations Office. Clearance forms for Student Organization events must be submitted two weeks prior to the event date.

Information for the Reservations Office, rules and regulations, please contact: <https://www.gram.edu/student-life/entertainment/fsu/reservation.php>

Student organizations may not make reservations on behalf of any formal or informal groups, university department, organization, or company. Non-student groups are subject to fees for use of the FSU.

For the reservation to be considered a student organization event, the event must be fully planned and executed by the student organization. Student organizations may make reservations ONLY for themselves and may not reserve space for other departments and/or communities. Student organizations and their officers may not make reservations on behalf of other formal or informal groups, clubs or companies, nor for purposes not consistent with the reserving organization's purposes. Reservations may not be transferred to another organization.

An event co-sponsored by two or more organizations, one primary organization will hold the reservation, and all cosponsoring organizations must be listed on the original reservation (no "hidden" co-sponsorship). The GSU Reservations Office is in the FSUB.

Reservations for meeting rooms should be made with the Campus Wide Activities Coordinator in Office 206 of the Favrot Student Union. All forms must be submitted at least two weeks prior to the proposed event date. Publicity should not be released until final approval has been given. Although occurrences are rare, Grambling State University reserves the right to supersede any reservation of a facility as needed due to scheduling conflicts.

All student organizations requesting use must register with the Office of Clubs and Organizations. Facilities Reservation Forms must have the advisor's signature and an Advisor must be present for all events.

| <u>Rooms</u> | | <u>Approx. Capacity (Lecture Seating)</u> |
|--------------|----------|---|
| | | |
| Rapides | Room 234 | 40 |

| <u>Rooms</u> | | <u>Approx. Capacity (Lecture Seating)</u> |
|------------------------|----------|---|
| Lincoln | Room 242 | 100 |
| Ouachita | Room 243 | 45 |
| Lafayette | Room 244 | 40 |
| Black & Gold Room | | 250 |
| T.H. Harris Auditorium | | 2100 |

Large Event/Conference Planning

Conferences and large events must be given prior approval from the University administration.

GSU Contract Procedure

Organizations that sponsor a performer (DJ, Band, Speaker, Entertainer) on campus must execute a formal contract agreement before the program can take place. The Student Affairs Division is charged with managing the contract processes for such events for student organizations.

Contracts must include date, time location and performance length and should contain information about hotel accommodation, ground transportation, and hospitality (if agreed upon). The timing of payment should also be addressed; it is recommended that payment be made after goods are received or services are rendered and not in advance.

GSU Catering Service

Events at GSU that require food services must contact the University's official catering service: <HTTPS://GRAM.SODEXOMYWAY.COM/>

ORGANIZATION/MEMBER WIRELESS DEVICE/WEBSITE MAINTENANCE RESPONSIBILITY

When an internet Web site is created for a GSU student or student organization, or when individuals/organizations use wireless devices to transmit information, the organization and/or student will be held responsible for the content transmitted using those devices. All Web sites and wireless communications transmitted or created by GSU students and/or organization must be free of indecent, obscene immoral or profane content. Additionally, any depiction of dangerous, threatening, unsafe behavior, use and/or promotion of dangerous drugs or alcohol is strictly prohibited. Please refer to GSU judicial codes 4.06, 4.18, 4.19, 4.21, and 4.25 of the Student Judicial Affair Student Code of Conduct Handbook.

Misuse of Computer Resources

The unauthorized entry into a file to use read or alter the contents thereof or transfer a file for any purpose. These include transmitting obscene, harassing, or unlawful messages.

Electronic Communication

Acceptable use must be legal, ethical, and respectful of intellectual property, ownership of data, systems security mechanisms, and individual rights to privacy and freedom from intimidation and harassment.

Email Use Policy Unacceptable and inappropriate behavior includes, but is not limited to:

Student

Intimidation/Harassment – It is a violation of this policy to send/forward email that is obscene, harassing, or constitutes a threat to an individual's safety, as defined by law. Known threats to personal safety will be reported to University Police.

Junk email/SPAM – It is a violation of this policy to send junk email and SPAM email that disrupts Grambling State's email systems

Publicity and Promotion

Publication and Distribution

Students shall be free to publish and distribute their ideas in the form of newspapers, newsletters, leaflets, and the like, subject to time, place, and manner restrictions, so long as such use does not cause a material and substantial disruption to the functions or activities of the University.

The University shall provide reasonable space indoors and outdoors for the posting of signs, notices and posters by members of the University community and their organizations. Such signs, notices and posters may deal with any subject matter including, but not limited to, notices of meetings or events and expressions of positions and ideas on social or political topics and must clearly identify the author or sponsor of the materials when advertising for an event. University maintenance personnel or other University officials may remove any signs, notices and posters not advertising an event on the 1st and 15th of each month.

Organizations can utilize a multitude of digital and print mediums to promote programs and services. All approved advertising must be displayed, distributed, or placed in approved locations on campus. Advertising placed in inappropriate /unapproved locations will be removed immediately. Advertising on campus is a privilege not a right. The VP for Finance or the designer has the complete discretion to permit or disallow any type of advertising. Approval may be withdrawn at any time.

Approval to advertise does not indicate an endorsement, approval, or support by the University of the advertised event, entity, or establishment. The university assumes no liability for advertised events, entities, or establishments.

Please consult the FSUB for access approval or all information for use of any digital signage controlled by the student union.

Flyers created by the organization to promote an activity must be submitted to the VP for Student Affairs for review and receive the stamp of approval prior to display on campus.

All marketing materials must be submitted for approval for display on campus

STUDENT/ORGANIZATIONAL LIABILITY

Advisors and organization officers occasionally express concern about student organizational liability for organization-related activities. There are a few fixed rules concerning liability, and the following may be helpful as general guidelines:

- A. Organization officers, members, and advisors may be civilly liable for harm resulting from either dangerous organization activities or those that create an unreasonable risk of injury. All students involved in organizations are advised to plan activities carefully, comply with all laws (including those related to the sale or consumption of alcohol and the use of vehicles and other equipment), and to neither endorse nor participate in activities that could result in injury to participants, bystanders, or property.
- B. Organization officers and advisors may limit their liability and protect themselves with the use of “waiver of liability” statements signed by activity participants.
- C. The purchase of a liability insurance policy is recommended for each organization

SAFETY & RISK MANAGEMENT

- A. Clubs are expected to abide by all national, state, and local health and safety regulations pertaining to their specific activity as well as normal safety procedures.
- B. If equipment is part of the organizations’ activity, regular inspections must be conducted according to applicable standards to ensure safe conditions and to identify possible safety hazards. Proper maintenance of equipment is mandatory.
- C. If an organization is traveling or participating in contests away from the University, the president of the organization should check out the first aid/safety procedures provided by the host campus. Students must abide by the student travel guidelines.
- D. Safety is a must, and the organization depends on the officers and advisors of each club to ensure that every possible precaution has been taken.

UNIVERSITY LOGO/SEAL/TRADEMARKS/COPYRIGHTS

The use of the name Grambling State University, or GSU, or the use of any GSU logo or seal, is prohibited unless prior approval is received from the Vice President for Student Affairs is obtained. The use of GSU trademarks, logos, and seal must conform to the Department of Communications Visual Identity Protocol. The University seal is restricted to official, formal, or commemorative use. Please contact the Department of Communication for directions.

Copyright Guidelines

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, may be utilized publicly. Neither the rental of or purchase of or lending of a film carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.

This legal copyright compliance requirement applies regardless of whether admission is charged. Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc., cannot be used legally for showing in colleges or universities or in any other site which is not properly licensed.

The concept of “public performance” is central to copyright. The circumstances that constitute public performance are clearly defined in the law: “A place open to the public or any place where a substantial number of persons outside of a normal circle of a family or its social acquaintances

are gathered.” Proper licenses are required for all public performances.

GSU Policy On Student Organization Events Open to the Public

The definition of an “open” and “closed” event is as follows: A “closed” event is one which is limited to the members of the student organization, their social dates, close family members, and appropriate University personnel. General invitations to the public may not be issued. Entrance fees or admission may not be collected at the door.

An “open” event is one to which the general public may be invited. Admission or entrance fees may not be collected at the door. The University will not authorize student organizations to sponsor events open to the public at any off-campus site where alcoholic beverages are sold or consumed. Organizations and officers which do so, nevertheless, and represent, in any way, that the function is an authorized function of a GSU organization, may be charged with fraudulent misrepresentation and brought before Office of Student Conduct or other University personnel for possible suspension/fine assessments from the University and revocation of charter.

Campus Events Open to the Public

1. All activities must be cleared by using the Facility Use and Activity Clearance forms. Forms must be completed and submitted to SEAL two weeks prior to the event.
2. The organization’s advisor must be present throughout the event.
3. Student organizations are responsible for the activities of non-student members and guests while they are participating in an activity of the student organization. All problems involving the behavior of guests, and the public must be addressed by the advisor, and the officer on duty.
4. The advisor is responsible for handling all dilemmas arising at the function/activity and if the need arises may contact the police and take other appropriate action.
5. The University is not responsible for the organization’s property left at the site or stored prior to and or after the event.
6. Alcoholic beverages may not be served on campus.
7. Monday through Thursday activities must end by midnight.
8. Friday and Saturday activities must end by 1 a.m.
9. If an entrance or admission fee is charged, the organization must follow an approved money-collection and accounting system for each event. The Official Accounting Report form may be found in the appendix. The organization will submit the Official Accounting Report to SEAL by noon the next workday following the event. A copy will be kept in the organization’s file.
10. Loitering around the site of a function is prohibited. People will be asked to enter the function or to leave the area.
11. The University police department will determine the need and number of police officers to work each event.
12. Events after 5:00 PM may require police service. Officer requirements will be determined by the nature/specifics of the event. Private security will need the approval of university police before the event.
13. The sponsoring organization is responsible for the cost of officers, custodians, and other personnel and services required by the event.
14. All aspects of the event must be organized and managed by members and advisors of the student organization. Any co-sponsorship or involvement by outside entities, businesses or individuals must be approved in writing in advance by the University.

15. Organizations are responsible for ensuring the site/facility is left in its original state after use. Organizations will be sanctioned if this policy is violated; i.e., judicial sanction, etc.

Student Conduct

Assemblies and Demonstration. Students shall be free to organize and associate to promote their common interests. Assembly and demonstration, just as speech and expression within the institution in public places, are permitted subject to reasonable time, place and manner restrictions for the maintenance of order, safety and security and is applicable to local, state and federal laws.

Dress Code Policy

Please refer to Code of Student Conduct Handbook: Article IV: Dress Code Policy, for specific instructions.

Grambling State University, a community of leaders preparing students to compete and succeed in their chosen careers, still maintains the traditional notion of acceptable dress attire. The personal appearance of every university student is a key component of maintaining a student-centered learning environment. To achieve the total educational process an appropriate dress code which promotes a positive image of the university must always be presented. Students are expected to dress in a positive learning environment, free from disruptions and distractions.

Students must adhere to any special dress standard set by groups presenting social programs such as musical arts, convocations, commencement, etc. Admission to such events may be denied if manner of dress is inappropriate.

Appropriate student behavior addressing the dress code policy shall be monitored by university faculty and staff.

Dances, Block Parties, Talent Shows, Etc. Open to the Public

The University reserves the right to limit admission to events to persons who:

- present a valid GSU ID;
- are accompanied by a student with a valid GSU ID;
- present a valid picture ID, either a driver's license or its equivalent (military, state, etc.);
- the university reserves the right to require that all attendees sign in, using a legible handwriting (if the writing is illegible, an officer of the student organization will print the students name next to the signature);
- if admission is charged, pre-sold tickets must be collected throughout the event until its termination;
- Reentering may require additional payment. (Attendees must have ticket stamped, wrist band, etc.);
- Security personnel may use handheld metal scanners as attendees enter the event.

THE ORGANIZATION'S FUNDRAISING/FUNDS/INCOME MANAGEMENT RESPONSIBILITY

Establishment of the Agency Account

All organizations MUST establish an internal "Agency" account through the University Comptroller's office. Any income derived from dues, fund raising events, and/or contributions to the organization MUST be placed in this account. This includes funds received by the organization from any source. All income must be placed in the organization's University account.

Advisors should have access to the University maintained financial records of their respective organizations. These records should be periodically reviewed with the Treasurer and potential problems should be identified as soon as possible.

Financial Procedures

All monies belonging to the organization must be deposited in and disbursed through a university bank account established for this organization in the office of the Comptroller/Finance Department; Long Jones Hall; 2nd floor.

The following statement must be inserted in each organization's constitution: "All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization in the Office of the Comptroller at GSU. All funds must be deposited within 24 hours of receipt. The advisors to this organization must approve and sign for each expenditure before payment.

All registered student organizations are encouraged and expected to make every possible effort to become financially self-sufficient. Organizations may generate funds in several ways:

- A) Establish dues or fees charged to members;
- B) Sponsor fundraisers;
- C) Promote sale of organizational services.
- D) Co-sponsorship with business, corporations, other student organizations GSU Colleges and/or Departments.

Dues and/or Fees

Dues and/or fees charged to members should be set fairly and must not be used as a means to discriminate against students in a manner that would be in violation of the University's non-discrimination policy. All students paying dues or fees must be accepted for membership. The dues and fees assessed must have been approved by the general membership body. These funds are to be deposited into the organization's University account.

FUNDRAISING

Solicitation Policy

Solicitation on the University campus is permitted only with the appropriate approval of the University.

Solicitation is defined as directly requesting donations, contributions, or other payments from individuals or groups for the purpose of commercial gain and does not include speech or conduct protected by the First Amendment. Students may use publicly available outdoor areas of the campus for protests, demonstrations, and similar non-commercial expressive activity protected by the First Amendment, so long as such use does not necessitate coordination or further planning on the part of the University.

Fundraising events and activities are designed to increase the visibility of student organizations and to encourage individuals to make financial contributions.

A fundraiser is an attempt, by a registered student organization to raise money for its own purposes to support a program or event, or to benefit a charity. The fundraiser must be student led and represent the initiative of student members acting independently of off-campus entities.

Student organizations are encouraged to raise additional funds through fundraising. The policies that govern student organization's handling of donations are established by the Division of Student Affairs, the Division of Advancement and the Controllers' Office because the University has a fiduciary responsibility to track and report all donations made to the University. To ensure that student organizations are complying With university policies, and laws, it is important that these established be rules followed.

There are University procedures which must be followed regarding fundraising. Student groups such as clubs and organizations may not solicit funds or donations on behalf of

GSU.

Student organizations must:

1. Clearly state that you do not represent the University, that your request is for a student group and would not qualify the donor for a GSU (educational) tax deduction.
2. Use your club/organizations stationery but do not University letterhead.
3. Not contact a large company or corporation such as “American Airlines”, “IBM”, “Ryder Corporation” etc., without receiving approval from the University Office of Development. Please schedule an appointment with the Director of Development or other office as directed.
4. First complete an Activity Clearance Form before conducting fund-raising events. If sales of edible items or other commodities that might conflict with campus auxiliary contracts are involved, Auxiliary Services as well as the Favrot Student Union must be notified of the sale.
5. Understand and respect that SEAL is not liable for actions by registered student/campus organizations and/or individuals with regard to fund-raising activities. The consumer has the right to register a complaint in writing which will be investigated by SEAL.

Retail Operation as a Fundraiser

Solicitation:

Solicitation on the University campus is permitted only with the appropriate approval of the University. Solicitation is defined as directly requesting donations, contributions, or other payments from individuals or groups for the purpose of commercial gain and does not include speech or conduct protected by the First Amendment. See the Student Code of Conduct Handbook for specific guidelines.

In order for a retail operation to be considered part of a student organization fundraiser:

- A minimum of 20% per sale is to be donated back to the student organization
- The retail vendor has a maximum of two reservations per month as a fundraiser
 - The retail vendor fundraiser reservation is limited to one-day, every two weeks
 - No additional reservations will be approved for the semester.
- The student organization benefiting from the fundraising must be stationed at the table during the entire fundraiser; from start to finish.
 - The table must have at least one active member present, preferably a e-board member
 - The table must have a display and or handouts explaining what the student organization is, contact information, and what the fundraiser is in support of
- At the point of sale there must be a flyer posted that all can easily see, that has the:
 - Organization name/logo
 - How much is being donated from each sale

- Contact information for the organization
- What the funds raised will be used for

Failure to abide by these expectations may result in the reservation being considered a community event and it will be charged the appropriate rate. The University has the right to refuse the presence of a retail vendor.

All student organization funds must be deposited and dispensed through the GSU student organization account.

Fundraising Clearance form and Fundraising Worksheet can be found at the links below:

<https://www.gram.edu/student-life/clubs/docs/Form%20-%20Activities-Fundraiser.pdf>

<https://www.gram.edu/student-life/clubs/docs/Fundraising%20worksheet-Form.pdf>

Sale of Organizational Services

The sale of organizational services is an often-overlooked source of funds. If an organization has members with special talent, it may wish to sell these services to other organizations. For example, a public relations or advertising club might, for a fee, design advertising campaigns for other organizations wishing to promote a special event.

Co-sponsorships

Student organizations may solicit co-sponsorships by joining with another student organization(s), department or college, off-campus organization, to secure additional resources to present an activity. Through co-sponsorships, organizations may be able to conduct bigger projects with reduced risk for each sponsoring organization.

Please be reminded that an organization/club is not a business, and the number of fundraisers should be limited; and all approvals for fundraiser may not be authorized.

Raffle

Gaming activities are governed by state law. Before any activity associated with a raffle is initiated, Activity Clearance forms and the forms to apply for a state raffling license must be completed.

Rules for conducting raffles:

1. A fundraising Activity Form must be completed at SEAL before any activity associated with the raffle is initiated.
2. The sponsoring organization must apply for a limited license to conduct charitable gaming with the Division of Charitable Gaming Control of the State Department of Public Safety at least six weeks before the date ticket sales begin. Contact SEAL for a limited license application.
3. Ticket sales may not begin until the limited license is granted by the Division of Charitable Gaming Control.
4. Tickets may not be sold for more than \$1.00 each.

5. The value of the total number of tickets sold may not exceed \$3,000.
6. Total value of prizes may not exceed \$2,000.
7. All prizes must be purchased or donated before any chances are sold.
8. The sponsoring organization may conduct a raffle (or any other game of chance) no more than twice a year. Total gross sales for all raffles conducted during the school year may not exceed \$5,000.
9. The sponsoring organization must maintain records showing gross revenue from the raffle, detailed expenses of conducting the raffle, detailed reports of how the net proceeds from the raffle were spent.
10. These records must be kept for at least three years from the date of the raffle.

Organization Management

Minutes and Records

Accurate minutes and records are important to ensure continuity from year to year. Current members refer to meetings as a reminder of finished and unfinished business, what actions were taken, and what are needed to follow up. They also provide future members with insight into past decisions and events.

Minutes and records are most often the responsibility of the organization's secretary. The secretary should be reliable, timely, and organized. They should be able to discern what needs to be recorded and what does not. The secretary is also oftentimes responsible for notifying the membership about upcoming meetings including any important items to be discussed.

Minutes should include:

- Type of meeting (executive, standing committee, etc.,) date time and place;
- Time of call to order
- Approval and/or amendments to previous meeting minutes;
- List of those in attendance and those absent; record of reports from standing special committees;
- General matters
- Record of proposals, resolutions, motions, seconding, summary of the discussion, and a record of vote;
- List of action items
- Time adjournment.

Goal Setting

An organization without goals has no direction to move it forward. Members in a group without well-defined goals often have little commitment to the organization. Goals get people involved, motivate them to work on tasks, and give them a sense of accomplishment when they are realized.

Set goals to:

- Define an organization and give direction
- Motivate members by clarifying and communicating what the organization is striving for.
- Help members/leaders become aware of problems in time to develop solutions
- Help the organization plan ahead and be prepared
- Recognize accomplishments and successes.

Goals?

Goals are statements describing exactly what an organization wishes to accomplish. Goals should be reviewed periodically and changed according to the needs of the group.

When reviewing goals:

- Do goals fit with overall purpose of the group

- Are goals specific, measurable, attainable, and timely
- Are goals realistic given the groups standing and the groups resources
- Do members support what they help to create?

Objectives?

After goals are defined, objectives necessary to reach goals will be:

- Clear, concise statements of the group's plans to accomplish
- These are short term, measurable, and attainable over a period of time
- Objectives are specific to fulfill goals

Goals are broad terms and are implemented by establishing objectives which are critical to a groups' success

Evaluating

Opportunities to improve can be identified at meetings or retreats and can lead to developing an organization that meets the current needs and interests of the members. It is important to measure the organization's progress throughout the academic year through internal and external evaluation. Solicit feedback through surveys and online polls. These instruments can help to evaluate how the organization impacts the campus community.

Meeting Management

Meetings are essential for proper communication between members of a student organization. Creating a meeting agenda, prioritizing tasks, and managing time are important steps to successfully manage meetings. Be sure to determine a time that accommodates all members of the organization, reserve a space to meet on campus and give proper notice of the next meeting to all members. Members and president should be prepared with a report and plan of action at each meeting, so that the organization can progress from meeting to meeting.

Elections

When planning the annual calendar, give thought to the election timeline for the organization's leaders. Elections often occur during early April, to give sufficient time to transition the new leadership. Election procedures are in the organization's constitution with a listing of who is eligible to vote and participate. The organization advisor should be present during the proceedings, even if the election is being moderated by an outgoing board member.

Member Recruitment

Membership recruitment is important to ensure the long-term success of a student organization. Groups completing the new Student Organization Registration process are required to list at least 10 undergraduate students who are interested in becoming a member of the organization. New groups are permitted to host one interest session prior to being recognized by SEAL to recruit new members. At re-registration each year, every student organization must have at least 10 currently enrolled members listed on their organizational roster.

Successful recruiting is dependent on relationship building and marketing. Promoting the group through social media platforms is a free effective way to reach other students on campus. Registered student organizations are able to participate in the Student Organization Fair held each fall semester.

Delegation

Delegating, as a student leader, is integral to the success of the organization. It is important to be able to envision goals for the organization and know how to work with the team members in taking steps toward accomplishing the organization's goal. All members of the organization have their own unique talents and can contribute to the group in diverse ways. Leaders should try to identify their members' special abilities and talents and delegate tasks accordingly. By delegating the tasks of the organization, leaders can be more efficient with their time and focus their efforts on other important initiatives. Communication is key when delegating; avoid being a supervisor and find ways to motivate team members to accomplish their goals.

Officer Transition

Officer transition can be difficult but if properly managed can have a seamless transition, year to year. Anticipate your change in leadership by having retreats and other activities to train members who can potentially assume leadership roles in the future. Once leadership is in place, use the summer months to train them for their new role. Member involvement is meant to be a fun learning experience that allows leaders to build connections with others. It is important that the e-board members have strong healthy relationships with one another.

Public Health Policy

The University's top priorities are the health and safety of our students and all University community members. As a student Organization leader, it is important that the organization familiarize themselves with all information outlined in the University-wide guidelines for all meetings, programs, and events on campus apply to undergraduate student organizations.

Please refer to the GSU website for details and updates.

The health and safety of our students and all University community members, the University establishes specific protocols and requirements of students during public related health emergencies. Students may be required to provide proof of certain vaccinations, submit to regular testing related to health emergencies, maintain physical distance, observe curfews, and wear personal protection equipment, such as masks. Students may also be required to self-isolate or quarantine on or off campus as determined by Student Health Services or Housing and Residential Life. Students who do not follow the established protocols and requirements related to public health emergencies are subject to disciplinary action and may be removed from the campus community if necessary. Please check for updates on the GSU webpage for HEALTH EMERGENCY PROTOCOLS AT [https://www.gram.edu/returntocampus/ COVID19](https://www.gram.edu/returntocampus/COVID19)

INTERNAL & EXTERNAL COMMUNICATION

Members of organizations spend a lot of time communicating; therefore, it comes as no surprise that at the root of many organizational problems is poor communication. Effective communication is an important part of organizational success whether it is inter-group or external. The communication process responsibility should never be assigned to “someone else”. Therefore, the importance of the organization’s executive board taking the responsibility to facilitate communication between club members, the advisor, organization councils, SEAL and external contacts cannot be over emphasized. Only through the Executive Boards’ responsible attitude in reporting.

THE ORGANIZATION CONSTITUTION

All recognized student organizations must include the following in their constitution

- Organization name (can include abbreviation).
- Purpose and goals – General statement, type of activities, affiliation with other groups or national organizations.
- Membership eligibility standards and requirements – Outlines who is eligible for membership and any requirements that must be met before applying for membership
- Officer disciplinary procedures (notice) – Procedures for disciplining and/or removing an officer: including a notice to the officer of the issue.
- Officer Disciplinary procedures (perspective) Procedure for disciplining and/or removing an officer: a process by which the officer is given an opportunity to share his/her perspective. Member disciplinary procedures
- Member disciplinary procedures (notice) Procedures for disciplining and/or removing a member: a process by which the member is given an opportunity to share his/her perspective.
- Member disciplinary procedures (perspective) Procedures for disciplining and or removing a member: including a notice to the member of the issue.
- Officer selection processes (timing) – including the timing of the selection.
- Officer selection processes (process) voting membership or appointment process

- Officer duties – Specific officer duties listed for any elected, selected or appointed leadership position.
- Grade Point Average (GPA) and Student status requirement - Active members and students being considered for membership must be in good standing with the University, maintain a 2.0 cumulative grade point average (for non-NPCH organizations) or above as mandated by the organization.
- Officers/representatives of undergraduate organizations must be enrolled as full-time (12 hours) students at GSU and be registered student organization members. Officers must maintain a 2.5 GPA. Graduate students cannot be elected as an officer in an undergraduate organization.
- Graduate student organization members must maintain a 3.0 GPA and enrolled in at least six (6) hours.
- Student organizations may not enact requirements less stringent than those required by the University. Candidates for membership in National PanHellenic Council organizations must have a 2.5 GPA to submit their application for membership consideration.

You may use the following language to explain your policy on GPA requirement.

“The officers of this organization must meet the following requirements: (1) Have a minimum cumulative and semester grade point average (GPA) as stated below and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office.”

SAMPLE CONSTITUTION

Constitution of
Name of Organization at
 at Grambling State University
 Updated ___date___

Article I. Name

This organization shall be named Name of Organization at Grambling State University.

Article II. Statement of Purpose

Section 1. Guiding Principles

The purpose of Name of Organization is to: This portion should briefly reflect the goals of the organization and what purpose/mission it serves a formal summary of the aims and values of the organization

Article 1 - Name

Your name and/or acronym cannot duplicate that of an existing group, nor should it be confused for a university department or other GSU entity. We are looking for a name that clearly indicates your group's purpose and activities.

Article II – Purpose

This serves as your public description and mission statement for students and others to learn about your group. Be brief and succinct about your org's main purpose, goals and activities. Clearly distinguish yourself from other groups. Be short; 2- 4 sentences are best.

Article III - Activities and Scope

Briefly describe the general activities of your group as approved by the University. Your activities should draw from your new org proposal and as approved. This section will help interested students understand your activities. The University will also refer to this section when questions about the scope, scale, or activities of your group arise.

Please note that organizations cannot change or expand their scope without prior University consultation and approval. Changes to your group's approved activities and scope must first be reviewed and approved by the University through the Office of Student Engagement & Leadership. Depending on the desired new scope, a re-application may be required.

Article 4 - Membership Requirements

General membership requirements. Please see University Policies: Membership.

Membership in a University recognized voluntary student organization must be broadly open and welcoming to all GSU students that are interested in supporting the mission of the student organization. Recognized student organizations are expected to develop recruitment and membership practices that ensure open and easy access to their group's membership and activities with transparency.

A member is a student who is enrolled full time (12) hours, 2.0 Grade Point Average (GPA) or the organizations' minimum GPA can be higher; pay dues, if required, is involved, attends meetings and routinely participates in your org's planning and activities. Students who simply sign-up on a mailing list are not considered members.

Remember that University policy governing student groups requires that only currently enrolled undergraduate students be members of an undergraduate student organization. Faculty, staff, graduate students (exception graduate student organizations); post-doctoral scholars (postdocs) and other non-student community members may participate

in activities but cannot serve as leaders, members or engage in decision-making on behalf of the group; nor can they represent the group or the university.

In seeking members your group may ask for brief bio information such as name, email, phone and class/work schedule so that you can keep track of your members.

You may not ask students to fill out an application, submit GPAs or references or to interview. All such practices are against university policy. The Office of Student Engagement & Leadership will request GPAs from the office of the registrar to confirm that minimum qualifications are met.

A group may have additional requirements for leaders provided that they are clear, objective and fair (see the officer section, below).

Requirements for maintaining membership.

Organizations may have a short list of requirements for members to remain in good standing. All such requirements must be based on the member's activities and contributions to the group and must be applied consistently to all members. Maintenance requirements are useful for groups that want to ensure active and committed members. Possibilities include Meeting attendance.

Dues or other financial commitments. Student groups may charge dues for members. If so, groups must document any requirements in their constitution and make the information and payment process available to all members. Organizations must also have a well-documented refund procedure that is included in the constitution and on any group website.

Work responsibilities, such as attendance at events, commitment to org's mission, hours of community service, etc.

All practices should be clearly documented in your constitution and approved by the University through the Office of Student Engagement & Leadership before implementation.

Article 5 – Leadership Structure/Officers

The Positions. Describe the structure, titles, and responsibilities of your leadership roles, please see University policies: Leader/Officer Selection.

Authorized Representatives. The University requires that all organizations have three different authorized representatives that represent the organization to the University and others. While you have latitude in what you name these three positions they should include: 1) a president or chair, 2) a co-president, co-chair or vice-president and 3) a

financial officer. And all three must be different people. These three positions must also be chosen democratically, either by election or consensus of members.

Others. Many groups chose to have other leadership positions including a leadership corps, board, event chair, or secondary financial officer. In all cases, your constitution should include each position's names, responsibilities, and the total number of positions. For example, if you have a leadership corps, your constitution will include the number of students who serve. Also, your leader and officer corps should be small enough that there are opportunities for active membership and involvement in your organization for interested students.

How other leaders/officers are chosen. The three authorized representatives must be elected by the group membership. While the University prefers that all leaders/officers are elected, other positions may be selected if they follow University guidelines. Selection may occur via an application and interview (resumes and transcripts still prohibited). An application process is possible if your org uses a selection committee comprised of at least 5 members of the group and representing a variety of class years. Only short-term, ad hoc positions can be appointed by the org's president.

Elections/Selection. Describe how, by whom and when officers are elected.

Include all criteria for officer election and length of term. You may choose to indicate a desire for previous experience with your group or a specific activity, but it is suggested that this is done as a "recommendation" rather than a "requirement" since sometimes "requirements" are hard to fulfill.

The three authorized representatives must be elected from your group membership in order to ensure a fair, equitable and democratic process, although these positions may have specific criteria provided, they are documented in your constitution.

Groups that have a co-presidential structure may permit two people to run as a slate (maximum of 2). If an individual does not wish to run with a partner, the individual may run on their own. Elections of other positions as slates are not permitted.

Other positions should be filled using a democratic and fair process and can include elections, assignment by consensus or an application. An application process is possible if done by a team of members that broadly represents your organization's membership, including multiple class years. If such a selection process is followed, the "selection team" must include at least five members of your organization. Any application should be brief and should not ask for GPAs, which is against university policy.

Only short-term, ad hoc positions can be appointed by the org's President. For example, a webmaster, an event chair for a new or small event.

At no time should an individual student (e.g., outgoing president) make a unilateral selection of his/her successor.

Officer Removal. A removal procedure should include fair due process and respect for the individual under consideration.

Removal should be based on objective criteria included in your constitution and provide an opportunity for the individual in question to have due process by presenting a written statement or speaking to your organization before a decision is made.

The process should be fair, respectful and considerate of all those involved.

Article 6 – Decision-Making Process

Describe how group decisions (e.g., budget, programs, and policies) are made, and who is involved. Although there are many models you can follow, decision-making should be based on democratic ideals. Other points to consider:

If you are affiliated with a national organization, describe how your chapter works with the national org, ensuring your GSU group makes locally autonomous decisions. The current constitution of the national organization must be submitted to the Office of Student Engagement & Leadership.

The organization must work closely with an advisor, advisory board or department. Please review advisor agreement form. Some student organizations have the ability and autonomy to select their advisor.

Article 7 - **Dissolution of Organization**

A group's remaining funds or equipment in the event it dissolves or becomes the property of inactive will be transferred to the Office of Student Engagement & Leadership. Since you are operating in the name of GSU, money and property must remain within the University.

Article 8 - **Procedure to Amend Constitution**

Describe the process for proposing and adopting changes to this constitution. The adoption process should be by a vote. Different groups have different thresholds: majority, super-majority (two-thirds), consensus. Once drafted and approved by your members, final approval from the Office of Student Engagement & Leadership is required.

Student Organization Travel

All domestic travel by SEAL recognized student organizations is required to be registered with the Office of Student Organizations, prior to departure. Domestic travel is defined as any conference, performance, competition, service project, retreat or other social or

professional activity that takes place outside of Lincoln Parish and is supported by a university department or through other club funds.

All travel must relate to the purpose and guiding principles of the organization and must comply with the policies of the GSU as stated in the Student Organization Handbook. Travel should be scheduled so that it does not create an unnecessary interference with a student's academic responsibilities. Student-organization travel does not constitute an "excused absence" from class; traveler is responsible for notifying their faculty members and arranging to make up any work that is missed.

Noise and Amplified Sound

Events with amplified sound that are pre-approved by the Department of Student Activities are limited to 90db continuous and 95db peak levels, and indoor events are limited to 80db continuous and 85db peak. University staff may reduce levels further under certain circumstances (for example, classes in an area, other events nearby).

Music or video at breezeway tables, patio display booths, or at lower lounge areas shall be kept to "background noise" levels. If there are competing sounds, from different sources/groups the Student Activities department will determine which source or group will turn off sound.

The sound level for large concerts and events is limited to 98db up to 103db peak, 60 feet from stage.

Student Conduct While Participating in Organization Activities.

Any student(s) engaging in behavior that interferes with the safety and well-being of any member of the University and/or that interferes with the mission, purpose, function and process of the University will be subject to disciplinary sanctions outlined in Article VI Student code of Conduct Handbook

This includes conduct, which is disorderly, lewd or indecent. Such acts include improper body exposure or other unlawful acts directed toward any faculty, staff, student or University official. This also includes but is not limited to any unauthorized use of electronic or other devices to make an audio or video recording of any person or student without his/her knowledge, or without his/her effective consent when such a recording is unlawful.

Campaign Policy

Officially registered student organizations may table on behalf of one more candidate. The activity must be overseen by GSU students, and groups must remain within their assigned spaces. Solicitation at unauthorized locations around campus- including in residence halls, classroom buildings, and other public areas – is prohibited. The decision to support one or more candidates lies entirely with the student organization. Student

groups are not obligated to provide equal access to all candidates if they do not wish to do so.

Any group that wishes to bring candidates, other elected officials or candidate's "surrogate" must contact the GSU administration for policy and procedures that apply.

Voter registration for GSU students may only be conducted by registered organizations. The student group will be responsible for covering any security-related costs that may be incurred for the safety of students and visitors. Reservation fees for speaking events will be determined by the intended audience (student-nonstudents), media presence, and other factors.

Get out the vote initiatives by student organizations must follow specific guidelines related to the distribution and collection of voter registration forms. Groups. Groups must review and accept policies of the Lincoln Parish Registrar of Voters office prior to beginning any voter registration efforts.

Alcoholic Beverage Policy

The University prohibits the consumption of and provision for serving any alcoholic beverages by registered student organizations on/off campus.

Title IX

GSU has a zero-tolerance policy for gender and/or sexual misconduct. Student organizations are expected to follow the same policies as individual students. These policies can be accessed the required Anti-hazing course in CANVAS or directly at the following link on GSU website: <https://www.gram.edu/student-life/titleIX/>