



Student Organizations Policy

(This document is an addendum to the *Student Code of Conduct*)

Table of Contents

General Information for Student Organizations	2
Registration	2
Access to Membership.....	2
General Membership Requirements	3
Organizations Serving the General Study Body.....	3
Calendars and Announcements	3
Scheduling Activities	3
Use of University Facilities and Grounds	3
Conduct at Activities	3
Lines of Authority.....	3
Organization Advisors.....	4
Information Regarding Specific Types of Student Organizations	4
Service Organizations.....	4
Honors Societies	4
Student Government Association	4
Greek-lettered Organizations.....	4
University Policy Governing the Collection of Income (Cash) and the Disbursement of Funds	5
Off Campus Bank Accounts.....	5
Southern University System Cash Handling Policy	5
Collection of Cash and Fees.....	5
Departments and Authority	5
Additional Information.....	6

General Information for Student Organizations

Student organizations represent the student body and the University. The success of student organizations depends largely upon how sincere students are in their commitments to work with fellow students, advisors, and the University's administration in planning, promoting, and holding well-organized activities.

Registration

All student-related clubs and organizations must be registered with the Office of Student Organizations to have official University recognition. Each student organization is required to submit a registration form annually to the Office of Student Organizations. Before an organization is considered registered, it must have the approval of the Coordinator of Student Organizations, Dean of Students, and Vice Chancellor for Student Affairs & Enrollment Management.

Access to Membership

Membership in any Southern University and A&M College student organization is open to all full-time students enrolled in on-campus degree programs. Students that are cross-registered (and not fully enrolled at Southern University) or enrolled in on-line degree programs are not eligible to participate in student organizations. SUBR-SUSLA Connect students are eligible to participate in student organizations; however they are not eligible to run for Student Government Association positions. SUBR-SUSLA Connect students are allowed to vote in general Student Government Association elections, i.e. SGA President, SGA Vice President, and Miss Southern.

Membership in any student organization includes only those written requirements set forth in that organization's constitution and by-laws, and those set forth by the *Student Code of Conduct* and University policies. If the organization has a nationally affiliation, its guidelines and policies must be adjusted to conform to the University's policies and procedures.

Auditions or tryouts are held by groups which require members to have certain skills or performing abilities. These

auditions or tryouts are not intended as pledge activities. Organizations in this category are athletic teams, bands, musical groups; cheerleaders, dance groups, debate societies, military organizations, and quiz bowl teams. Other organizations wishing to hold auditions or try-outs must receive written permission from the department involved and the Office of Student Organizations. At no time shall auditions or tryouts be conducted in a manner which causes injury or bodily harm to a student. Pledging of any kind is prohibited. Any organization found guilty of pledging, hazing, or any similar activity will face disciplinary sanctions.

General Membership Requirements

Most student organizations are open to any full-time student in good academic standing (cumulative 2.0 GPA) who does not have any judicial judgments or pending cases. Organization members holding officer positions must maintain a 2.5 cumulative GPA to remain actively in position. The exception to this is Greek-lettered organizations and the Student Government Association.

Organizations Serving the General Study Body

The largest student organization on campus is the Student Government Association (SGA). All full-time students automatically become members of the SGA upon registration and payment of the SGA fee. All students meeting the basic qualifications for office can run for an SGA position. All offices are filled by popular vote. Elections for these offices are held in the spring, with the exception of freshman class elections. Any vacancies from spring elections will be filled during freshman fall elections.

Calendars and Announcements

The Office of Student Life must approve any document before it can be posted on University property. Only registered student organizations are permitted to hold meetings and activities in campus facilities. All organizations' calendars of events must be approved by the Office of Student Life at the beginning of each semester and on a monthly basis as events are added. Organizations failing to meet these requirements will face sanctions.

Scheduling Activities

Any activity must be scheduled in accordance with University policies and procedures, at a time and in such a manner that will not disrupt normal operations and other activities of the University. All activities held off-campus must have the approval of the Director of Student Life. Unbecoming conduct at an off-campus event will be treated as if the event were held on campus.

Use of University Facilities and Grounds

The use of University facilities for extracurricular activities is a privilege, not a right. Facilities are assigned on a first-come, first-served basis through the University's building request process. Building request forms must be submitted 7 business days prior to the scheduled event. Failure to complete and submit a building request form in the time frame set could result in access to the facilities being denied. Organizations must agree to assume financial responsibility for any damage, abuse, or loss of property which occurs while using the facility. Funds owed to the University as a result of any such incidents must be paid within three business days of the incident. All activities of the organization will be automatically suspended until all financial requirements have been satisfied. Organizations claiming areas on campus must receive approval from the Office of Student Life before placing any materials in and/or area campus.

Conduct at Activities

Organizations are responsible for the conduct of those attending their activities. It is the responsibility of the organization to incur the cost of any security needed. Organizations may be suspended for the misconduct of their members and event guests.

Lines of Authority

The president and advisor serve as official representatives of student organizations and must ensure that all University regulations are followed. Members should channel any concerns through the president and/or advisor of the organization.

Organization Advisors

Advisors of record must be full-time faculty or staff at Southern University and A&M College. Owing to size and/or diversity of members, some organizations may wish to have more than one advisor. That is permissible, but only one person may serve as the primary or official advisor (advisor of record). In selecting an advisor, students should make certain that the prospective advisor has a sincere interest in the goals and objectives of the organization and has time to work with the group. The advisor must approve and sign all requests for on-campus and off-campus activities to be held by the organization. In doing so, the advisor signifies endorsement of the event and will be held duly responsible.

Information Regarding Specific Types of Student Organizations

Service Organizations

Service organizations are designed to foster community and University service experiences. Their focus may be social awareness, political awareness, aid to youth and the elderly, women's issues, legal issues, general aesthetics, religion, or prospective careers. The minimum academic requirement for membership in these organizations is a GPA of 2.0.

Honors Societies

University honors societies are usually chapters of nationally affiliated organizations. Requirements for membership in these organizations are usually set by the national group with recommendations from the University's administration. The minimum academic requirement to obtain membership is usually a cumulative GPA of 3.0. The local chapter may require a higher average but not a lower one.

Student Government Association

The Student Government Association (SGA) is the largest student organization on campus. All full-time students are automatically members of this organization. Student Government Association officers or appointed staff are required to have a minimum cumulative GPA of 2.75, maintain full-time status, and have no University judicial actions or pending cases in order to qualify for an elected position and to maintain the position once elected. The minimum academic requirements for officers set forth by the SGA Constitution are as follows:

- President of the SGA: Cumulative GPA of 2.75; junior classification at the time of spring elections (Must not graduate before the following May); judicial clearance
- Vice President of the SGA: Cumulative GPA of 2.75; junior classification at the time of spring elections (Must not graduate before the following May); judicial clearance
- Miss Southern: Cumulative GPA of 2.75; junior classification at the time of spring elections (Must not graduate before the following May); judicial clearance
- Men's Federation President/Vice President: Cumulative GPA of 2.75; junior classification at the time of spring elections (Must not graduate before the following May); judicial clearance
- Association for Women Students President/Vice President: Cumulative GPA of 2.75; junior classification at the time of spring elections (Must not graduate before the following May); judicial clearance
- Class Presidents: Cumulative GPA of 2.75; classification commensurate with elected position; judicial clearance
- Class Vice Presidents: Cumulative GPA of 2.75; classification commensurate with elected position; judicial clearance
- Class Senators (five from each class): Cumulative GPA of 2.75; classification commensurate with elected position; judicial clearance
- Class Queens: Cumulative GPA of 2.75; classification commensurate with elected position; judicial clearance

Greek-lettered Organizations

Greek-letter organizations include all groups that identify with Greek letters, including National Pan-Hellenic Council members, and music, social, and service organizations. For National Pan-Hellenic Council organizations, each organization must have a minimum of nine members to be current financial members of the National Pan-Hellenic Council and to be considered a chapter at Southern University and A&M College. Specific membership criteria for Greek-letter organizations can be found in the *Greek Life Code of Conduct*.

University Policy Governing the Collection of Income (Cash) and the Disbursement of Funds

Off Campus Bank Accounts

No campus unit or other University entity shall establish bank accounts off-campus. All accounts shall be set up through the Comptroller's Office at Southern University and A&M College. This applies to University departments, colleges, clubs/organizations, programs, institutes, and the like, and any other University-affiliated organizations.

Southern University System Cash Handling Policy

The cashiering function for Southern University and A&M College is centralized in the Comptroller's Office.

Collection of Cash and Fees

No unit of any campus or of the System as a whole, no program or individual, is authorized to assess or to collect fees or monies of any kind without the prior permissions of the Chancellor, the System Vice President for Finance and Business Affairs and Comptroller, the System President and the Board of Supervisors. The Board may, if it so elects, delegate such authority to the President and may authorize her to further delegate some or all of such assessments to the Chancellors or other System unit heads. In the case of student organization fundraisers and event admissions, authorization must be granted from the Coordinator of Student Organizations, Dean of Students, Vice Chancellor for Student Affairs and Enrollment Management, and the Vice Chancellor for Finance and Administration prior to any funds being collected.

Where fees or monies of any kind are collected, they must be deposited in accounts established at Southern University and A&M College. Moreover, uses of the monies must be clearly delineated and justified and budgets prepared and approved before expenditures can be made. All cash (currency, coin, or checks) received by any employee or student at the University must be promptly (the day received) turned over to the Cashier of the University for proper receipting. Exceptions to this rule are only allowable under circumstances where other have been designated in writing as being authorized to receive cash in a department or organization, and charged with the responsibility for reporting the same to the Cashier. The names of these persons must be reported in writing by the head of the Department, and approved by the Dean or appropriate Vice Chancellor and President-Chancellor. After approval, the names of these persons must be forwarded to the Office of the Comptroller. The approved names must also be forwarded to the Campus insurance representative for bonding purposes. Fees or other monies for programs cannot be charged without Board approval, exclusive of long-standing fees already collected as a part of registration tuition and fees or graduation fees. Penalties for violating these policies for employees shall include suspension without pay or termination of employment through the use of appropriate procedures established by the Board for all classes of personnel. Penalties for students and student organizations may range from fines to expulsion.

While the Southern University Alumni Federation and the Southern University System Foundation both serve to maintain accounts (when checks are made payable to these organizations) for certain departments, colleges and departments or programs, these organizations cannot and will not be used to circumvent the lawful usage of the monies so entrusted to them. Anyone found guilty of fraudulent use of these organizations and/ or the University for their own personal gain, or to influence the personal gain of others, or to otherwise deliberately misuse monies awarded through the Federation or the Foundation (or any other support group, for that matter) will be subject to dismissal from employment at the University and to prosecution for any criminal acts.

Departments and Authority

It shall be the responsibility of the head of a department to monitor and supervise the actions of an employee designated the responsibility of collecting cash within a department. For student organizations, that responsibility falls on the advisor and the Coordinator of Student Organizations. Such collections can only be made with the prior proper approval. Even with approval, the cash received shall be recorded on, approved, pre-numbered University receipts obtained from the Office of the Comptroller, Cashier Section to be used for that specific purpose. The funds as collected, and intact, must be turned in, daily, before the Cashier's Office

closes, and properly receipted by the University Cashier. In cases where this is not possible, arrangements must be made for securing the funds in locations or safes approved and properly secured to the satisfaction of the University. Failure to properly secure any funds of the University will be treated as a personal liability of the employee who has custody of the funds. The employee's supervisor shall, also, be held accountable for maintaining security of the funds.

Additional Information

Southern University and A&M College student organizations must also be aware of the following information:

- There shall be no postings of any material or paraphernalia by student groups on any buildings, trees, or University signs. Postings should be done on approved campus bulletin boards or areas only after materials have received proper approval from the Office of Student Life. Any materials that remain posted for up 48 hours after the conclusion of an event (signs, poster, etc.) will be disposed of and organizations/individuals will be subject to fines to be paid before another event is held or placed on the student's account. This is inclusive of student elections and organizational programs and weeks.
- Any organization that has a designated area (i.e. tree) on the Southern University and A&M College campus is expected to maintain that area. There shall be no trash/debris or other items not sanctioned by the University within the areas. Student organizations must gain proper permission from the Office of Student Life before placing anything on the campus. The Office of Student Life will coordinate with the proper University authorities on space planning and proper protocol of such areas.
- All flyers, posters, or other advertising materials must be approved (via a stamp) by the Office of Student Life before posting or distribution on the Southern University and A&M College campus.
- Events planned by student organizations must be approved by the Office of Student Life. Events not approved by the University will be subject to immediate cancellation. All events must reflect the positive nature of the University whether occurring on or off campus.
- Student organizations seeking to post events on the Office of Student Life events calendar must receive prior approval of such events from organization advisors and University personnel. This approval is done through the building and facilities request process. Building and facilities request forms are required to be completed at least 7 working days prior to an event being scheduled.
- All initiation, orientation, intake, or induction proceedings of any student organization must receive prior approval before proceeding.