



# **McNeese State University**

**2009-2010**

## **Student Organizations Handbook**

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Dean of Student Services  
Holbrook Student Services Building, Suite 108  
Box 92535  
375 Beauregard Drive  
Lake Charles, LA 70609  
337-475-5706 (main)  
337-475-5603 (fax)**

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# Student Organizations Manual

## Table of Contents

### Sections

1.	<u>General Information</u> . . . . .	4
	Student Services Staff	
	Contact Information	
	Welcome	
2.	<u>Mission Statements</u> . . . . .	5
	McNeese State University	
	McNeese Division of Administration & Student Affairs	
	McNeese Office of Student Services	
3.	<u>Student Organization Policies</u> . . . . .	6
	Introduction	
	Administration Authority	
	Policy Updates	
4.	<u>Category Descriptions of Recognized Organizations</u> . . . . .	7-8
	Academic	
	Chartered	
	Greek	
	Honors	
	Multicultural	
	Political	
	Professional	
	Recreational	
	Religious	
	Residence Hall	
	Service	
	Special Interest	
	Spirit	
	Sports Club	
5.	<u>Organization Formation, Activation, and Reactivation</u> . . . . .	9-12
	New Organizations	
	Conditions	
	Organizations Inactive for Non-Disciplinary Reasons	
	Organizations Inactive for Disciplinary Reasons	
	Existing Organizations	
	Disciplinary Revocation of National Charter	

6.	<u>General Operating Procedures for Student Organizations</u> .....	12
	Academic Performance	
	Class Attendance and Excused Absences	
	Community Service and Service Learning	
	Contracts and Agreements.....	13
	Constitutions of Student Organizations	
	Distribution of Food and Beverage	
	Distribution of Literature.....	14
	Event Security.....	15
	Facilities Use	
	IMPORTANT NOTES.....	16
	Faculty/Staff/Alumni/Constituent Advisors.....	17
	Financial Responsibility.....	17
	Fund Raising	
	Agency Accounts and Forms	
	Greek Organizations.....	19
	Greek Governing Boards	
	Auxiliary Groups	
	Hazing.....	21
	Hours of Operation	
	Insurance and Indemnification of Outside Parties.....	22
	Media Relations	
	Public Forum and Free Speech	
	Signs, Posters, and Bills	
	Standards of Conduct	
	Student Government Association.....	23
	SGA Executive Officers	
	Student Senate	
	Supreme Court	
	Removal from Office.....	24
	Sound Amplification Systems & Broadcasting Standards	
	Travel.....	26
	University Policies & Procedures	
	Use of University Name, Seal, Logo, or Emblem	
	Use of University Vehicles.....	27
	Weapons	

**McNeese State University  
Student Services Staff**

Vice President  
Administration & Student Affairs  
Dr. Kalil Ieyoub

337-475-5503  
[kleyoub@mcneese.edu](mailto:kleyoub@mcneese.edu)

Dean of Student Services  
Dr. Toby Osburn

337-475-5706  
[tosburn@mcneese.edu](mailto:tosburn@mcneese.edu)

Associate Dean of Student Services  
Ms. Olivia Macon

337-475-5706  
[omacon@mcneese.edu](mailto:omacon@mcneese.edu)

Associate Dean of Student Life  
Dr. Chris Thomas

337-475-5609  
[thomas@mcneese.edu](mailto:thomas@mcneese.edu)

Student Activities Coordinator  
Mr. Kedrick Nicholas

337-475-5609  
[knicholas@mcneese.edu](mailto:knicholas@mcneese.edu)

Office of Student Services  
Holbrook Student Services Building, Suite 108  
Box 92535  
375 Beauregard Drive  
Lake Charles, LA 70609  
337-475-5706 (main office)  
337-475-5603 (fax)

Student Union Annex Office  
New Ranch, Suite 207  
Box 92780  
Lake Charles, LA 70609  
337-475-5609 (main office)  
337-475-5608 (fax)

**Welcome!**

This manual has been put together to serve as a resource and to assist organizations in becoming more familiar with the University's policies and procedures. As a recognized student organization and as a student leader, you are responsible and accountable for your organization's actions and the information contained in this booklet. Please know our office stands ready to assist you and your organization in any way possible. If you have any questions or concerns regarding your organization or this manual, please stop by our office.

## **McNeese State University Mission Statement**

McNeese State University, a selective admissions institution, provides education, research, and service that support our core values of academic excellence, student success, fiscal responsibility, and university-community alliances. The University's fundamental educational mission is to offer associate, baccalaureate, and specific graduate curricula distinguished by academic excellence. The University engages in collaborative ventures to benefit industry and to enhance economic development and cultural growth in this region and beyond.

The foundation for student success begins with faculty commitment to excellence in teaching, research, and creative and scholarly activity. At McNeese State University, a member of the University of Louisiana System, students cultivate skills for critical thinking and effective expression and gain an understanding of the global community. The learning and social environment integrates discipline-specific knowledge with the values of lifelong learning, ethical responsibility, and civic engagement.

## **McNeese Division of Administration & Student Affairs Mission Statement**

The mission of the Division of Administration and Student Affairs is to create a campus culture that promotes the academic, emotional, physical, and social development of students within a safe and secure educational context. The Departments of Burton Coliseum, Career Services, Financial Aid, Student Services, Student Union and Recreational Sports Complex, University Bookstore, and University Police collaborate with all divisions of the University and with the broader Southwest Louisiana region to assist students in successfully navigating the collegiate environment and developing their full potential to become productive members of the community.

## **McNeese Office of Student Services Mission Statement**

The mission of the Office of Student Services is to promote undergraduate and graduate student development through engagement in extracurricular activities and leadership development, experiential residence life programming, student support services, and civic responsibility. The Office of Student Services supports the University's core value of student success and contributes to instilling within students a sense of ethical responsibility and civic engagement. The Departments of Residence Life, Dining Services, Student Health Services, and Student Services collaborate with key units in all divisions of the University to strengthen the culture of learning and improve the quality of co-curricular life on the campus.

# Student Organization Policies

## **INTRODUCTION & BENEFITS**

Students with common interests are encouraged to form officially recognized student organizations. Benefits of University recognition include:

- Access to University facilities for programs and activities.
- Representation in the Student Government Association Senate.
- Potential to apply for and receive funding through the SGA Senate and/or student fee assessments.
- Opportunities to participate in co-curricular learning, service, and social activities that strengthen the overall college experience.
- Leadership development of group members.
- Ability to seek co-sponsorship of programs with University offices and organizations such as Student Union Board and Student Government.

Organizations complementing the University's mission and positively contributing to student life are highly valued within the University community. Recognition by the University is a privilege of association extended to student organizations and is revocable if the organization does not comply with University policies or the law.

## **OBLIGATIONS OF ORGANIZATIONS**

Along with the above mentioned benefits come obligations of the organization back to the University. Failure to maintain the required duties can result in disciplinary action against the organization up to revocation of University recognition. Recognized organizations are required to:

- Maintain accurate and up-to-date paperwork with the Student Union Office.
- Maintain communication between organization officers, advisors, and the University.
- Maintain accurate and complete financial records involving organization funds.
- Remain compliant with all University policies and if applicable all national organization policies.
- Complete at least one campus- or community-based service project per semester and provide evidence of completion to the Student Union Annex Office.
- Maintain a cumulative organizational GPA of 2.5. If an organization falls below a 2.5 it must demonstrate a commitment to improving member GPAs. Organizations failing to meet the minimum and failing to demonstrate a commitment to improvement for three consecutive semesters will no longer be recognized by the University.
- Maintain and be responsible for a dedicated area on campus in regards to regular trash pickup and general tidiness.

## **ADMINISTRATIVE AUTHORITY**

The Vice President of Administration and Student Affairs oversees a broad array of services and resources that directly impact student life. The Dean of Student Services is designated by the Vice President as the administrative officer charged with ensuring student organizations positively contribute to the quality of campus life and comply with appropriate rules and regulations of the University. The Dean of Student Services, Assistant/Associate Deans of Students, and/or the Student Discipline Committee may impose sanctions on individuals and groups found to be in violation of University rules and regulations. The Student Organizations Committee considers requests for recognition that have been declined by the Dean of Student Services and considers appeals related to disciplinary investigations of organizations.

## **POLICY UPDATES**

Changes to this policy are effective the date noted above. Updates to this policy occur on a regular basis, and student organizations, their advisors, and their officers are solely responsible for maintaining awareness of policy changes that may impact their operations. Visit the Student Affairs website at [www.mcneese.edu/students/](http://www.mcneese.edu/students/) to access the latest version of this and other key policies impacting students and student life.

## **CATEGORY DESCRIPTIONS OF RECOGNIZED ORGANIZATIONS**

While some organizations are small in scope and number and others large and broad, all serve an integral part as members of the McNeese campus community. Realizing student organizations are inherently diverse, McNeese has developed the following categories for recognized organizations:

**Academic:** Students organized to further develop interest, knowledge, discussion, or study of an academic major or field.

**Chartered:** These organizations have been selected to support the ongoing mission of the University and therefore are assigned specific resources and fees. Student organizations which are recipients of assessed fees are considered chartered organizations (i.e. Debate Council, Cheerleaders, Cowgirl Kickers, Log, Contraband, Student Union Board, & Student Government Association.)

**Greek:** Social, Greek–lettered organizations with national affiliations are key components of campus life at McNeese. Realizing their contribution and the desire for their optimum function means groups must be organized under one of the following Greek Governing Councils at McNeese State University:

- Interfraternity Council (IFC)
- McNeese Panhellenic Council (MPC)
- National Pan-Hellenic Council (NPHC)

In the interest of maintaining a healthy Greek community, all Greek organizations must belong to the Greek Unity Board (GUB.)

**Honors:** Nationally recognized honorary organizations affiliated with academic departments, majors, or activities.

Multicultural: Students organized to celebrate the value and interests of one or many cultures or ethnicities.

Political: Students organized to support the interests, actions, and affiliations with various political parties or issues.

Professional: Students organized to pursue mutual interests and goals in preparation for entry into various professions.

Recreational: Students organized to compete informally and/or through competition in various recreational activities.

Religious: Students organized to celebrate and support religious interests.

Residence Hall: Students organized under recognized representative leaders from their respective residence halls.

Service: Students organized to provide community service and perform philanthropic events for the McNeese campus and surrounding communities.

Special Interest: Students organized to promote and pursue particular interests or issues pertaining to lifestyle choice, society, or socialization.

Spirit: Students organized to promote, protect, and maintain spirit and traditions at McNeese State University.

Sports Club: Student athletic clubs comprised of non-scholarship student-athletes organized under the Intramural/Recreational Sports Complex of McNeese State University. Sports clubs are not affiliated or regulated by the NCAA. Sports clubs that compete with clubs from other colleges and universities must do so under the direction of the McNeese Recreational Sports Complex.

## **ORGANIZATION FORMATION, ACTIVATION, & REACTIVATION**

### **New Organizations**

New organizations may apply for University recognition under the following conditions:

1. Minimum five charter members and at least one advisor from among the University faculty, staff, or University alumni/constituents. (Alumni/constituent advisors are subject to approval by the Dean of Student Services.)
2. The organization can fulfill a useful purpose within the University community, the organization is compatible with the role, scope, and mission of the University, and provisions of the organization's charter and/or constitution complement the University's mission, vision, and policies.
3. Completion and submission of appropriate application and registration forms to the Dean of Student Services (see Appendix 1, 2 and 3).
4. Submission of a constitution and by-laws or other similar documents outlining the organization's mission, terms of membership, and operating procedures.
5. Acceptance of the University's hazing policy.

Completed applications are forwarded to the Dean of Student Services for review. If approved, the organization will receive written notification, and may begin functioning as an officially recognized University organization. Denied applications may be appealed to the Student Organizations Committee for review within 10 class days of the date on which the denial was received. The Committee generally meets as needed to consider appeals by student groups. If the Committee approves the organization's request, the organization is immediately recognized and considered in good standing. If the Committee denies the request, no further appeals exist, and the organization may attempt to re-apply for recognition during the next long academic term (Fall or Spring). The Student Organizations Committee consists of the following persons:

Vice President of Administration & Student Affairs (Chair)  
President, Student Government Association  
President, Greek Unity Board  
President, Student Union Board  
Chair of the Student Discipline Committee  
Graduate Assistant, Office of Student Services  
Coordinator of Student Activities

Appeals of denied requests should be made in writing to:

Student Organizations Committee Chairperson  
Division of Administration & Student Affairs  
Box 92455  
Lake Charles, LA 70605

Once organized and approved, groups may request access to University facilities (as available), may choose to participate in student government activities, and may begin to impact the quality of the student life experience.

## **Organizations Inactive for Non-Disciplinary Reasons**

Student organizations that have gone into inactive status due to low participation, lack of interest, or other non-disciplinary factors for two academic years or less are eligible to reactivate at any time by complying with items 1-5 above. Organizations inactive for more than two academic years are considered new and must complete the same procedure as other new organizations.

## **Organizations Inactive for Disciplinary Reasons**

Student organizations having been suspended, expelled, or otherwise deactivated for disciplinary reasons by the University must adhere to the following process in order to apply for reactivation:

- Fully adhere to the terms of disciplinary action taken against the organization within the prescribed period of time associated with the disciplinary action.
- Fully comply with the process for recognition of new student groups as outlined above.
- Appeal for reactivation as outlined below:
  - Submit a formal letter, generated and signed by all members of the local student interest group, to the Assistant Dean of Student Services or a designee requesting consideration for reactivation by November 1 for spring reactivation and by April 1 for fall reactivation. This letter should contain a brief explanation of the issues leading up to disciplinary action against the group and an explanation of steps taken and/or changes in conditions and group composition that will provide assurance that problems requiring disciplinary action have been adequately addressed and resolved.
  - Submit a formal letter, generated and signed by at least two members of the University faculty or staff, indicating support for reactivation of the organization, expressing confidence in the organization's ability to positively contribute to campus life, and identifying specific assurances that prior problems and conditions have been adequately addressed.
  - Submit a formal letter, generated by the national chartering authority for the organization (if applicable) indicating eligibility for reactivation of a local chapter.
  - Appear for a hearing before the Dean. The faculty/staff advisor and acting organization president will be given the opportunity to speak for up to 15 minutes each on behalf of the application. The Dean or a designee will ask questions, consider the request, and render a decision within 10 class days. Approvals will include a date, usually within 30 calendar days, upon which the organization is considered reinstated. Denied requests may be appealed to the Student Organizations Committee within 10 class days. The Dean will forward appropriate documentation and materials to the Committee. The Committee chairman will notify the applying organization of the date, time, and location of the meeting. No further appeals shall exist beyond the Student Organizations Committee. The Student Organizations Committee may operate under rules it deems appropriate under the guidance of the Chair.

Approvals will result in an automatic two year probationary period during which the Dean, Student Organizations Committee, Student Discipline Committee, and national office officials (if

applicable) will closely monitor the organization's activities and compliance with appropriate laws, University policies, and chapter regulations. During this period, the Dean is authorized to invoke temporary suspensions of group operations in order to conduct thorough and unfettered investigations into possible improper or illegal conduct should credible allegations arise. Investigative suspensions lasting longer than 30 calendar days may be appealed to the Student Organizations Committee. Organizations denied reactivation may not reapply until September of the academic year following the date of the Student Organizations Committee's denial.

### **Existing Organizations**

Organizations continuously operating in good standing on the campus are required to provide the following items to the Dean on an annual basis:

- Updated contact information for organization officers & advisor(s), current mailing address, and anticipated standing meeting information, if available.
- Updated roster of group members (first and last name).
- Updated hazing policy agreement.
- Updated copy of organizational constitution if there are substantive changes from the constitution on file.

Mid-year changes in organization contact information (officers, advisors, address, meeting information, group membership) should be immediately reported to the Dean to ensure uninterrupted communication between the University and the organization.

### **Disciplinary Revocation of National Charter**

Any organization whose local charter/chapter is revoked or dissolved for disciplinary reasons by its national charter authority is automatically dissolved by the University for the period of time indicated by the national office plus one year. Such groups are able to apply for recognized status under the same terms as groups under disciplinary sanction by the University.

Regarding disciplinary matters, the University will use the Student Discipline Committee when dealing with individuals, and the Student Organizations Committee when dealing with organizations.

## **GENERAL OPERATING PROCEDURES FOR STUDENT ORGANIZATIONS**

### **Academic Performance**

The purpose of enrollment and attendance at the University is, first and foremost learning, and a strong commitment to academics and student success is a core value of the University. All student organizations must establish and enforce minimum standards of academic performance for their members and officers. Students must be continuously enrolled and in good academic standing with the University in order to participate as members in recognized student organizations. Members who fall out of good standing with the University due to discipline or academic matters are strictly prohibited from participating in any activities of any student organization whether such activities occur on or off campus. Good standing assumes current enrollment in at least three hours, 2.0 GPA, and absence of any active disciplinary sanctions by the University. Organizations demonstrating outstanding academic achievement are encouraged to apply for the McNeese Student Organizations Academic Achievement Award awarded each spring semester.

Organizations receiving direct student fee assessment funding must establish and enforce standards of academic performance that include minimum levels of course enrollment and the grade point average necessary for elected leaders. The Dean must confirm academic eligibility of any candidate for elected or appointed office within organizations receiving direct student fee assessment funds prior to election or appointment proceedings.

For policies regarding academic requirements and social Greek-lettered organizations please refer to the Greek organizations section.

### **Class Attendance & Excused Absences**

All student organizations are expected to promote class attendance as a measure of individual and group success. Occasional excused absences, when necessitated by events and activities where students are officially representing the University for a previously approved purpose, may be granted only on approval of the Provost & Vice President of Academic Affairs. Requests for excused absences should be submitted early in the academic term to ensure adequate time for processing and review (preferably within the first two weeks of class, where possible). Contact the Associate Dean of Student Life for assistance with requesting pre-approved excuses for absences and note the University's class attendance policy at <http://www.mcneese.edu/policy/attendance.htm> for additional information.

### **Community Service and Service Learning**

All student organizations must participate in community service and service-learning initiatives, and must demonstrate a good faith effort to broadly involve their members in these activities. Organizations must log and turn in hours worked on community and service learning projects to be eligible for the McNeese Presidential Volunteer Service Award and for the United States Presidential Volunteer Service Award which are awarded in the spring semester. Every recognized organization is required to complete at least two community service/service learning activities each year. Organizations are required to write up a short summary of these activities including date, time, location, number of members and numbers of hours worked, and turn that information over to the Student Union Annex Office for compilation purposes.

## **Contracts and Agreements**

Student organization officers and members, including those in organizations who receive funds obtained through student fee assessments, are not authorized to independently enter into contracts or agreements of any kind on behalf of the University. Proposed contracts and agreements that involve expenditure of University funds, including those obtained through student fee assessments, must be authorized through the University's normal approval process, and must reflect the approval of the organization president and advisor prior to processing through the Business Office. Such contracts must be fully processed by appropriate University officials no less than 14 days in advance of the proposed event. The President of McNeese State University or his/her designee is the only individual authorized to enter into contracts using University funds, including student fee assessments. No proposed contracts will be considered without appropriate approvals at all levels of the organization and University.

State regulations pertaining to use of public funds are applicable to student fee assessment expenditures. Appropriate approvals, purchase orders/requisitions, and bid requirements apply to use of these funds. Contact the Dean for guidance with respect to potential contracts and agreements, including those that involve purchase of goods and services with student fee assessments and other University funds.

## **Constitutions of Student Organizations**

All recognized student organizations are required to submit a constitution upon application for recognition by the University. Constitutions should be reviewed annually by organization members, and revisions submitted to the Dean as changes are finalized. While it is not necessary that constitutions be lengthy, protracted documents, they should sufficiently communicate the essential aspects of group purpose, terms of membership, and operating principles.

The University values the belief that organizations are self-regulating entities held to their constitutions. The University does, however, retain the right to supersede any organization's constitution if it is believed to be in the University's best interest.

## **Distribution of Food and Beverages**

The University's contracted dining services agent is the exclusive provider/ responsible vendor of alcohol service for student-sponsored events on University owned or controlled property. Such events require and are subject to written approval by the University President. No outside alcohol sales or service is permitted for student-sponsored or directed events.

The University's contracted dining services agent is the exclusive provider of catering services for student-sponsored events on University owned or controlled property. No outside vendor is permitted to prepare or provide catered meal services for student-sponsored or directed events. The Dean may authorize exceptions to this policy on a case by case basis, and such exceptions will ordinarily involve permitting the University's contracted caterer the opportunity to competitively bid for services related to the proposed event.

Student organizations who occasionally provide free food and beverages to students during events as a means of promoting their organization may contact the Dean to request special accommodations relative to the specific proposed event. Pre-prepared food items such as baked goods, pizza, and sealed drinks (water, soft drinks) may be brought to the campus for fundraising or free social purposes on approval by the Dean. Any food preparation occurring on

the campus must be done under the oversight of the University's contracted dining services provider. Normal and customary fees may be assessed to the sponsoring organization to ensure that appropriate health department regulations pertaining to food handling are followed and that the health and safety of the student population is protected.

BYOB ("Bring Your Own Bottle") alcohol and cash bar service are prohibited at student-sponsored or directed events occurring on University owned or controlled property.

See "Important Notes About Events" below for information pertaining to University policy and procedures regarding alcohol distribution at student events occurring on University owned or controlled property.

### **Distribution of Literature**

Recognized University student groups are permitted to distribute literature regarding student events in the Old Ranch, New Ranch, and Quad. Distribution of literature is not permitted in interior dining areas. Distributing groups are expected to remove discarded literature from the premises and appropriately discard it at the conclusion of the distribution. Printed literature that is sexually explicit or that promotes use and consumption of tobacco, illicit drugs, and alcohol are inconsistent with the University's educational mission and are prohibited. Contact the Dean of Student Services for approval to distribute literature. Event literature may be posted only in approved areas and on approved surfaces provided appropriate authorization is secured in advance. Literature that is taped to windows, sidewalks, trees, utility poles or other surfaces, attached to doors or passed under doors, and placed on automobiles is strictly prohibited. Writing on sidewalks is unsightly and discouraged. Clean-up fees may be assessed against organizations that litter the campus with improperly secured or discarded literature.

## **Event Security**

It is the organization's responsibility to begin a dialogue with University Police regarding security issues for any events on campus so any issues can be dealt with in a timely manner. University Police is the exclusive provider of security for events occurring on University owned or controlled property. Use of personnel privately secured by one group to function as guards, parking lot security, "bouncers," and other tasks is strictly prohibited. Private arrangement with non-MSU law enforcement agencies for on-campus event security is strictly prohibited. Ten-day advance payment for security fees is required, and additional fees may be assessed following the event if crowd size is substantially higher than estimated. Providing for a safe and responsible event environment requires a good working relationship between the sponsoring organization and our University Police.

## **Facilities Use**

Recognized student groups may request to use University facilities at no charge. Considerations taken into account when reviewing requests include: 1) evidence that the event is actually sponsored by and for a recognized MSU student group; 2) evidence that the event is primarily designed to benefit MSU students; 3) availability of requested space or venue and appropriateness to the proposed event; and 4) capacity of the University and requestor to provide a safe and secure environment for the event. Most commonly used areas include Student Union Annex Rooms, the Old Ranch, and the Quad. Contact the Student Union Annex Office (337-475-5609) for information about reserving Union and Old Ranch rooms, the Quad, and other common areas of the campus.

*Request for Facilities Use* forms (see Appendix) can be obtained at the Student Union Annex Office and the Office of the Dean of Student Services. This form must be completed and turned in a minimum of 10 business days prior to the event taking place. Requests for facility use must be approved and signed in the following order: organization president, organization advisor, and building/venue coordinator. Once these approval signatures are obtained, the Dean of Student Services, Director of Facilities and Plant Operations, and Chief of University Police will review the request and render a decision. While facilities are generally available to student groups at no cost, certain events and programs may involve additional effort by the University, particularly with respect to electrical output capacity for public address systems, fire safety compliance, and event security. Costs for such efforts are beyond normal daily operations of the University and are passed through to the reserving organization. Groups requesting use of facilities will be informed, in advance, of any anticipated charges and may be required to pay the estimated amount in full in advance of the event. Unforeseen factors may also result in additional charges due and payable within 10 days of conclusion of the event (fees for cleaning, damages, and last-minute set up needs).

Under no circumstances shall a University-approved student organization use its official status to sponsor an event on the campus that is designed to cater primarily to the general public in order to achieve reduced or waived fees for use of University facilities.

## **IMPORTANT NOTES:**

- Student events occurring on campus are for MSU students. Alternative venues throughout Lake Charles and Calcasieu Parish are more appropriate for general public events.
- Current MSU student identification is required for attendance at campus events, and the general public has no assumed or implicit right of attendance at student events. Terms for admission of guests vary from event to event, and are subject to the approval of the Dean of Student Services in advance of the event.
- Student events are to be attended then promptly exited upon conclusion of the event. Loitering on University premises outside event venues or on sidewalks, parking lots, and grounds, “cruising” parking lots and campus streets, and failure to immediately clear event venues and parking areas upon event conclusion are prohibited and are grounds to be immediately barred from University owned or controlled property.
- Campus events must receive complete approval and facility reservations must be confirmed, in writing, at least 10 days prior to the event and before advertising and promotions regarding the event are initiated. Premature issuance of advertising and promotions will not be a basis for approval.
- Event organizers must receive complete approval and facility reservations must be confirmed, in writing, before student organizations request issuance of agreements or contracts with outside vendors (caterers, disc jockeys, speakers, performers, and related vendors and contractors). Premature execution of contractor and vendor agreements will not be a basis for improper reservation/use of campus facilities.
- Event organizers should ensure adequate volunteer personnel are on hand to assist with set-up, break-down, equipment removal, and campus premises restoration at the conclusion of the event, particularly for events that involve movement of tables, chairs, and related items to exterior areas such as the Quad and Housing Courtyard and other locations. It is the responsibility of event organizers to ensure that exterior areas are free of debris and that University, personal, or contractor equipment is removed and stored in its proper location immediately following the event. Improperly cleaned areas may result in assessment of fees by the University to the event organizer.
- Alcohol may be served at student-sponsored campus events with prior written request to the Dean of Student Services and approval of the University President. Upon receipt of the President’s written authorization to serve alcohol, the sponsoring group must provide, attached to the Facilities Use Request Form, a proposed plan for managing alcohol service at the proposed event. This plan must be received and approved by the Dean of Student Services, Director of Facilities and Physical Plant, and Chief of University Police at least 10 days in advance of the proposed event, and should include text and diagrams/sketches of the proposed venue(s) and processes through which alcohol service will occur.

## **Faculty/Staff/Alumni/Constituent Advisors**

Advisors are encouraged to become actively involved in developing leadership skills of group officers, promoting organization activities and participating in group life. Advisors are expected to regularly attend group meetings, maintain a general awareness of activities and initiatives undertaken by the group, and guide the group in general administration of the organization (budget development, financial management, membership rules, event planning).

Advisors are required to attend events and activities that involve the use of substantial campus facilities and services. Failure of an advisor to properly oversee group activities may result in disciplinary action against the organization. Activities conducted without the knowledge and consent of the organization advisor may constitute hazing and could result in disciplinary action against the group. The Dean of Student Services reserves the authority to remove/appoint advisors for student groups in instances where insufficient advisor oversight results in excessive violations of University rules and regulations that impair the group's ability to properly function. Such action may be appealed to the Student Organizations Committee whose decision shall be final.

Members and advisors for groups that receive funding as a result of direct student fee assessment initiatives are held to a particularly high standard of conduct and performance. The Dean of Student Service retains the authority to confirm or veto recommended advisor appointments for organizations that receive direct student fee assessment funding through a student body referendum. Such action may be appealed to the Student Organizations Committee whose decision shall be final.

## **Financial Responsibility**

Organizations incurring charges or debts for services, materials, travel, and related expenditures are required to resolve all financial obligations in a timely and complete manner. McNeese State University assumes no liability for the debts of student organizations, and student organizations are not authorized to enter into contracts or agreements on behalf of the University.

Organizations are strongly urged to establish agency accounts with the University for the purpose of depositing, expending, and accounting for funds. These accounts are a free service to organizations and serve much the same function as a traditional checking account. In most cases these services can be provided in a 24 hour turn around time period. Services provided to organizations with agency accounts include:

- Checks cut on behalf of the organization.
- Reimbursement for organizational expenses incurred.
- Deposits received for the organization.

University accounting procedures will apply to all organizations using the University as a repository for funds. University policy requires organizations that fall under the following criteria to deposit, expend, and account for its funds in a University Agency Fund account, unless written approval is received from the Vice President of Business Affairs:

- Any account in which a University employee is designated as an authorized signatory on behalf of a student or departmental organization.

- Any account using the name of McNeese State University.
- Any account using the University's tax identification number.
- Any auxiliary account associated with an organization receiving direct funding through student fee assessments.

Organizations which receive direct student fee assessment funding through a student body referendum are expressly prohibited from obtaining outside bank accounts for any organization's funds raised, managed, or otherwise under the control of the group. Such funds must be deposited in an account through the University Business Office. The University considers student fee assessment funds to be public funds. Organizations which receive direct student fee assessment funding must manage these resources in compliance with all University accounting practices and state law. State and University regulations pertaining to, but not limited to, bidding, accounting controls, reporting, receivables and expenditures, and audits apply to these funds. Contact the Dean of Student Services, Vice President of Business Affairs, or Office of Internal Auditor for questions regarding compliance with University and state regulations.

Organizations that do not fall under the criteria listed above may desire to obtain off-site banking services but are strongly discouraged to do so. Off-site banking account records for organizations are difficult to maintain with the revolving student leadership of organizations and have greater potential for abuse. Registered organizations with private bank accounts are strongly encouraged to exercise great care in obtaining and maintaining their accounts. Two signatures (one officer and one advisor) should be required in order to execute all transactions (check writing, funds withdrawals, funds transfers, etc.) to ensure an appropriate level of checks and balances.

All organizations shall prepare and present to their entire general membership a complete accounting of all funds (received, expensed, and encumbered) during each long academic term (fall, spring) of each year. All organizations receiving student assessment fee funds from the University are required to present regular financial reports to the Student Fee Oversight Committee, and are further required to make formal financial presentations at regularly scheduled meetings of the Committee. Contact the Dean of Student Services for a sample of the format that should be used when reporting financial activity to the Student Fee Oversight Committee.

McNeese State University reserves the authority to request copies of financial statements and related financial documents for the purpose of conducting disciplinary investigations, routine financial audits, and determining eligibility for continuing recognition of student organizations. The University will not shield from criminal prosecution persons who improperly use organization resources for their own benefit. Failure to cooperate with University inquiries into financial matters is a violation of University policy and may result in disciplinary action against individual members and the entire group.

## **Fundraising**

All fundraising activities occurring on the campus must have the advance approval of the Dean of Student Services or a designee. Fundraising activities on and off the campus must be conducted in a manner that positively influences the University's reputation and image with the campus community and the general public. A proper accounting of expenses and receipts

relative to any fundraising activity must be recorded and reported, in writing, to the group advisor and members within 30 calendar days of the activity. Any organization wishing to conduct fundraising events on campus must deposit all funds involved into an agency or foundation account. Failure to properly account for expenses and income relative to fundraising activities and failure to deliver promised goods are grounds for disciplinary action by the University. The University reserves the right to audit fundraising records and activities of officially recognized student organizations.

### **Greek Organizations**

The University recognizes and values the rich traditions of Greek life, and encourages a strong Greek presence on the campus. Greek organizations best embodying the values and priorities of the University are those who:

- Proactively collaborate with the University at large, the Division of Administration and Student Affairs, and other Greek and non-Greek organizations to promote a vibrant, positive Greek life experience on the campus.
- Demonstrate a clear and visible commitment to academic excellence and achievement among their officers and members.
- Support the University's mission by clearly articulating expectations for standards of conduct through regular orientations, discussion sessions, and other appropriate communications with members.
- Assertively address issues pertaining to alcohol and substance abuse through educational, peer mentoring, and chapter disciplinary programs.
- Maintain high standards of compliance with University, National Office, Federal, State, and Local laws and regulations.
- Adhere to the University's hazing policy at all times.
- Embrace and promote the University's diversity policy at all times.
- Promote wellness and healthy living principles, in word and action, among their members.
- Embrace standards congruent with the North-American Interfraternity Conference, the National Panhellenic Conference, and the National Pan-Hellenic Council.

### **Greek Governing Councils**

Greek social fraternities and sororities share a great deal; they also have individual nuances related to their governance. McNeese recognizes this and has formed governing bodies to serve our three distinct groups. The Interfraternity Council, or IFC, serves our groups belonging to either the North-American Intrafraternity Council or the Fraternity Leadership Association including Kappa Alpha Order, Kappa Sigma, and Theta Chi. The McNeese Panhellenic Association, or MPA, serves our groups belonging to the National Panhellenic Conference including Alpha Delta Pi, Chi Omega, and Phi Mu. The National Pan-Hellenic Council at McNeese State University serves our historically African American groups including Alpha Kappa Alpha, Alpha Phi Alpha, Iota Phi Theta, Kappa Alpha Psi, Omega Psi Phi, Phi Beta Sigma, Sigma Gamma Rho, and Zeta Phi Beta.

All Greek social fraternities and sororities officially recognized by McNeese State University are required to participate in regularly scheduled meetings of the Greek Unity Board. This council, under the leadership of the Associate Dean of Student Life, brings together representatives from the various Greek groups in order to enhance communication, collaborate on issues and activities of common interest, develop policy recommendations regarding fraternities and sororities, and promote University-wide awareness of Greek life. Greek Unity Council is the primary communication tool between Greek organizations and University administration.

Because scholarship is the primary reason for attending college, the following policies are in place regarding leadership positions, and voting rights within the governing councils:

1. Only those currently enrolled students with a cumulative McNeese GPA of 2.5 or better are eligible to serve as an officer in any of the Greek governing councils.
2. Only organizations maintaining a cumulative chapter GPA of 2.5 or better have a right to vote at the governing board meetings. Organizations are responsible for providing the Student Union Annex Office updated chapter rosters at the beginning of each semester so the chapter GPA can be verified.

Greek organizations are leaders on campus and are held to higher standards than other recognized student organizations at McNeese. Scholarship is a cornerstone of ALL Greek letter social organizations and the University calls upon Greek organizations to maintain a 2.5 cumulative chapter GPA. Organizations failing to maintain this GPA requirement will be placed on probation and have their voting rights for the governing boards suspended. Organizations falling below a 2.5 must demonstrate their commitment to academic success to the University by improving their cumulative chapter GPA in the following semesters. Organizations with three successive semesters of a cumulative chapter GPA below 2.5, who do not demonstrate a commitment to improving their academic standing, will no longer be recognized by the University.

### **Auxiliary Groups**

Auxiliary Groups or “little sister, little brother” organizations are inconsistent with the University’s mission and are strictly prohibited. They are not recognized by the University, and any Greek organization or Greek members with an affiliation to ANY auxiliary group may be subject to disciplinary action.

### **Hazing**

Hazing is a violation of Louisiana law, a violation of University policy, and inconsistent with the University’s philosophical and practical commitment to equal opportunity and non-discrimination. Adherence to the University’s hazing policy is a condition of institutional recognition. Hazing activities by individuals within recognized student groups may result in disciplinary sanctions against individuals and the entire group membership. Sanctions may include, but are not limited to, suspension or dismissal of individual members and/or entire organizations. The University will not shield from criminal prosecution persons who violate civil hazing laws. Rather, the University will actively assist local and state authorities in investigating

hazing allegations and enforcing criminal penalties against persons found to have violated hazing laws.

The Dean of Student Services will investigate allegations of hazing within student organizations. University Police may also conduct concurrent criminal investigations of hazing incidents. The Dean of Student Services or the Student Discipline Committee may impose sanctions including, but not limited to, suspension or dismissal of individuals and/or groups found to be in violation of the University hazing policy. The Dean of Student Services may also temporarily suspend operations of registered student organizations in order to conduct thorough and unfettered investigations of hazing allegations. Investigation suspensions lasting longer than 30 calendar days may be appealed to the Student Organizations Committee.

The McNeese State University Hazing Policy is available in the Office of the Dean of Student Services or at [www.mcneese.edu/students/antihazing.php](http://www.mcneese.edu/students/antihazing.php).

### **Hours of Operation**

The University maintains standard hours of operation that generally include a business day lasting from approximately 7:45 a.m. to 4:30 p.m., with changes occurring due to seasonal factors. Student-sponsored events that require substantial use of University resources should be scheduled during regular business hours in order to control costs to the organization and promote broad student involvement. Student organizations may conduct on-campus events at other times, subject to approval through normal processes of the Dean of Student Services office. Student events should generally conclude by 10 p.m. during the week (Sunday through Thursday) and 1 a.m. on weekends (Friday and Saturday). Exceptions may be considered on a case-by-case basis and will be reviewed based on the University's academic calendar, scope of event, security needs, and related issues, and are subject to the approval of the Dean.

### **Insurance & Indemnification of Outside Parties**

Any third-party contractor, vendor, or provider of goods or services entering the University campus is required, by state regulation, to provide evidence of insurance indemnification before entering the campus. This regulation applies to the entire University community, and includes caterers, entertainers, performers, disc jockeys, broadcasters, and other service providers whether or not services are provided for a fee. Contractors, vendors, or other providers must provide insurance limits no less than commercial general liability with \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage; automobile liability with \$1,000,000 combined single limit per accident, for bodily injury and property damage; and, where applicable, worker's compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage. Contact the Dean of Student Services for additional information and guidance on ensuring compliance with this regulation. Events using improperly insured providers are subject to immediate cancellation by the University.

### **Media Relations**

The University seeks to foster an open and transparent flow of communication with the community through print and broadcast media. In order to ensure accurate and timely exchange of information, students are encouraged to use the services of the Office of Public Information and Communications. This office can help coordinate interviews with student

groups and members, issue press releases, and oversee related media relations activities. Students or student groups should never directly or indirectly identify themselves as official spokespersons for the University. This role is delegated by the President to the Director of the Office of Public Information and Communications. Contact the Office of Public Information and Communications at 337-475-5635 for questions and assistance regarding interactions with the media.

### **Public Forum & Free Speech**

Individual persons interested in promoting their ideas in a public manner may apply to use the University's Public Forum. Contact the Dean of Student Services or visit the Student Affairs website at [www.mcneese.edu/policy/pubforum.php](http://www.mcneese.edu/policy/pubforum.php) for specific policy information regarding use of the Public Forum.

### **Signs, Posters, and Bills**

Recognized student groups may post signs, posters, and bills promoting events and activities associated with the organization. Such signs and posters must be reviewed and approved by proper building coordinators and may be affixed to bulletin boards and other designated locations only. Items posted on glass doors, windows, walls, sidewalks, and other locations, without the expressed, written consent of the Dean of Student Services, are strictly prohibited. Signs, posters, bills, push cards and other printed materials that are sexually explicit, or that promote use and consumption of tobacco, illicit drugs, and alcohol are prohibited. Contact the Associate Dean of Student Life to obtain approval for posting items in the Old Ranch and New Ranch. Contact individual building coordinators to request approval for postings in academic buildings. Cleaning and removal fees for improperly posted fliers and promotional material will be passed directly to the organization sponsoring the promoted event.

### **Standards of Conduct**

Students who are members of recognized University organizations, sports teams, and other official groups are, as far as the general public is concerned, representatives of the University. As such, students in these organizations are expected to maintain the highest standards of academic, ethical, financial, legal, personal, and professional conduct at all times. Organization members are especially responsible for ensuring that their behavior is without reproach and appropriate during any situation or context in which they appear to be engaged in official activities and business pertaining to the organization and/or the University.

Organizations and their members who fail to conduct themselves in a manner consistent with civil and criminal law, the University's mission, Code of Student Conduct, and administrative policies and regulations of the University are subject to disciplinary action that may include criminal prosecution and/or administrative sanctions by the Dean of Student Services or the Student Discipline Committee. Serious violations may result in dismissal from leadership roles, dismissal from student organizations and teams, termination of organization-funded employment and scholarships, and suspension or dismissal from the University. Note the University's Code of Student Conduct for detailed information regarding student judicial processes and procedures at [www.mcneese.edu/students/code.php](http://www.mcneese.edu/students/code.php).

## **Student Government Association**

Student Government Association (SGA) is composed of three branches: executive, legislative, and judicial. The Associate Dean of Student Life serves as advisor to SGA. SGA is the primary vehicle through which students voice their interests and concerns regarding University policies and practices, and serves as the primary student-led conduit for developing co-curricular leadership initiatives that directly impact students.

Questions regarding programs or activities of the SGA should be directed to the executive offices located in the Old Ranch between University Dining Services and The Contraband newspaper offices. Visit the SGA website at [www.mcneesesga.com](http://www.mcneesesga.com) for additional information and regular updates about events and activities originating with student government.

### **SGA Executive Officers**

SGA executive officers include a president, vice president, and treasurer who are elected each spring by student election. SGA also utilizes part-time student employees and volunteers in managing a variety of projects and initiatives related to student government operations.

### **Student Senate**

Student Senate is composed of representatives from approved student organizations and serves as the legislative branch of SGA. Approved organizations are eligible for a seat on the Student Senate and are strongly encouraged to participate. Senate application and appointment procedures may be obtained from the Student Government Association Office located in SGA Office Suite of the Old Ranch. The Student Government Association Senate meets each Wednesday at 4 p.m. in Farrar Hall, Baker Auditorium, Room 130.

### **Supreme Court**

Led by a Chief Justice and associate justices, the Supreme Court serves as the judicial branch of SGA. Justices are nominated by the SGA President and are subject to confirmation by the Student Senate. Once confirmed, the justices ensure SGA rules and regulations are properly followed and provide judicial review and interpretation of the SGA Constitution. The Supreme Court also oversees election processes and procedures for SGA.

## **Removal from Office**

Organization members, senators, justices, advisors, agents, and officers may be dismissed from office by resignation, constitutional impeachment or removal, or disciplinary sanction by the University. Any person arrested on charges of law violations related to performance of their duties in a student organization is automatically placed on administrative leave from any and all leadership roles within the organization in question pending outcome of criminal and University investigations. The University reserves the authority to remove from office persons whose actions (violations of University policy or civil law) reflect negatively upon the image and reputation of the University.

Any person convicted of a crime related to the performance of duties in a student organization is automatically dismissed and permanently barred from membership in all University recognized organizations. Such persons are also rendered ineligible to participate in University commencement ceremonies, Honors Day activities, Homecoming Court, and all other public events, activities, and communications designed to showcase student achievements before the University community and general public.

## **Sound Amplification Systems & Broadcasting Standards**

Sound amplification systems are permitted during indoor and outdoor student events. Indoor event sound accommodations can usually be obtained at no cost through the University, particularly in venues permanently equipped for such purposes. Outdoor event sound equipment and technical assistance may require privately-funded use of a third party provider. Since the University's primary business is teaching and learning, sound amplification systems should not interfere with daily campus activities and are subject to sound level monitoring and modification by appropriate University officials.

Broadcasting occurring on the campus via individual media player, amplified sound system, disc jockey, media broadcaster, or entertainer/performer must be acceptable for play over public airwaves regulated by the Federal Communications Commission and must occur in accordance with applicable copyright law.

## **Student Identification Card**

All currently enrolled University students must obtain and maintain an official student identification card. ID cards may be obtained through University Police. Failure to possess and present a current student ID card may prevent a student from entering and participating in events and activities sponsored by the University. Students on campus or in attendance at any University sponsored or controlled event must present current University identification upon request by any University faculty, administrator, or police officer. Failure to do so may result in immediate suspension from the activity and additional disciplinary action.

## **Travel**

Organization travel must be approved in advance by the organization president and advisor, and may require advance approval/purchase through the University's Business Office. Any person driving a University vehicle must have completed the McNeese Driver Training course available online. Members of organizations who travel on official University business must be accompanied by an advisor for any travel that involves overnight stays outside of a 125-mile radius of Lake Charles unless this requirement is waived by the Dean of Student Services. Organization advisors may impose more rigorous travel restrictions. The sponsoring group is responsible for funding advisor travel at customary rates for vehicle use, airline fare, hotel accommodations, and per diem. Appropriate travel precautions should be observed at all times by all parties (use of safety belts, shared driving to relieve fatigue, incremental stops for rest and essential services, proper vehicle loading/occupancy) to ensure safety of all parties concerned. Illegal possession and/or use of alcohol and drugs or other prohibited materials or substances while traveling on University organization business is strictly prohibited and may result in disciplinary action. Under no circumstances may alcohol, illegal drugs, weapons, or other prohibited materials or substances be transported in a University-owned or controlled vehicle, including vehicles rented with funds obtained directly or indirectly through student fee assessments. Travel days should be limited to the minimum number necessary. Added expenses due to arriving early or staying beyond what is necessary becomes the sole responsibility of the student or advisor.

## **University Policies & Procedures**

University policies, as the primary information resources that guide student life activities and operations, trump individual student organization policies. Constitutions, by-laws, and related rules that complement the University's policies are strongly encouraged and help ensure ease of communications and operations between individual organizations and the University. Visit [www.mcneese.edu/policy/](http://www.mcneese.edu/policy/) for a comprehensive listing of University policies.

## **Use of University Name, Seal, Logo, or Emblems**

Approved student organizations may NOT use the University's name and/or replicas of the University's seal, logo, or emblem for advertising, promotions, publications, T-shirts, and related print media without approval by the Office of Public Information and Communications.

Approved student organizations are NOT allowed to use "McNeese" in their name as it implies a direct relationship/sponsorship between the organization and McNeese. Only those organizations authorized by the University to receive student fee assessments may use "McNeese."

## **Use of University Vehicles**

University vehicle use is limited to organizations that receive student assessment fee funding. Vehicles must be returned to the Physical Plant & Facilities Office and keys properly surrendered immediately upon return to the campus. Advance written approval of the Dean of Student Services is required to reserve and use University vehicles. Possession, use, and/or presence of alcohol, tobacco, illegal drugs, or other illegal or inappropriate material is strictly prohibited while occupying or operating a University vehicle, including vehicles rented for official University business. Any person driving a University vehicle must have completed the McNeese Driver training.

## **Weapons**

Possession and/or use of any weapon, gun (including weapons designed to propel an object using non-incendiary methods), or other device or object designed to injure or inflict pain, maim, or otherwise disable or render another person immobile, is a serious violation of University policy and will not be tolerated at events occurring on campus or on property owned or otherwise controlled by the University. Disciplinary proceedings and criminal prosecution, where appropriate, will apply. Note the University's weapons policy at [www.mcneese.edu/hr/weapons.htm](http://www.mcneese.edu/hr/weapons.htm).