



## **POLICIES & PROCEDURES**

**Title: Student Organizations**  
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**Department: Student Services**

### **Purpose**

Louisiana Delta Community College (LDCC) encourages our students to become involved in student organizations and activities on campus. The College abides by the Louisiana Community & Technical College System policy #2.005.

### **Scope**

All LDCC students and prospective students.

### **Policy**

#### **Definition of Organization**

An Organization is an association, corporation, order, society, corps, cooperative, club, service group, social group, band, spirit group, athletic team, or similar group whose members are primarily students at, or former students of, a postsecondary education institution, including the national or parent organization of which any of the underlying entities provided for in this definition is a sanctioned or recognized member.

#### **Types of Organizations**

LDCC recognizes the following types of student organizations:

1. Honor, Leadership, and Recognition Societies
2. Divisional Organizations and Recognition Societies
3. Political Organizations
4. Governmental Organizations
5. Specialty Organizations (religious, athletic, military, occupational/trade, etc.)

Membership in student organizations shall be limited to students, faculty, and staff of the college except for Honor, Leadership, and Recognition Societies that may include other persons as provided for in their national constitutions.

All college policies and the Student Code of Conduct will be adhered to while participating in

any student activity or organization. Students will be allowed freedom of association with organizations, which promote the interests of the academic community or College. The membership and actions of student organizations will be determined by vote of only those persons who hold bona fide membership in the College community. Each student organization must have a staff or faculty advisor. The advisors will assist and help guide the organization to ensure self-governance and that college policies are met.

Student organizations are open to all students without regard to race, creed, or national origin. Students and student organizations are free to examine and discuss all questions of interest to them and are free to express within the Code Student of Conduct, opinions publicly and privately. Organizations are allowed to invite and hear any person of their choosing, in keeping with the educational objectives of the College. As members of the academic community, students are free to express their views on issues of institutional policy and on matters of general interest to the student body, as long as college policies and student code of conduct are adhered to.

### **Advisors**

Supervision of student organizations, including SGA, shall be the responsibility of the Dean of Student Success Services. Each student organization must have an advisor who is a member of the faculty or staff of the college or campus. The responsibilities of the advisor are as follows:

1. Provide support and guidance to the organization in order to ensure that the purpose of the organization is being fulfilled.
2. Offer counsel and advice on the roles and responsibilities of the organization.
3. Attend regular and special meetings and events of the organization.

### **Financial Transactions**

All student organization accounting transactions must follow the accounting procedures established by LDCC (see LDCC Policy #SS\_108). The College ensures documentation regarding the management of the student organization and/or funds will be properly maintained. Any documentation showing approval for the expenditure must be attached and kept on file.

### **Policies Specific to the Student Government Association**

The SGA shall operate under a constitution approved by the student government association and chancellor or designee.

#### **A. Credit-Hour Requirement**

In order to be eligible to serve as SGA President, a student must carry the minimum number of credit hours per semester stipulated in the LDCC's SGA Constitution and Bylaws and must maintain satisfactory academic progress. At no time shall the President carry fewer than the designated hours.

#### **B. Adequate Work Environment**

The following are the minimum mandated requirements for an SGA officer:

1. Assigned office space, which is defined as an office or cubicle.
2. A minimum of one computer with email and internet capability.

3. A separate phone line.
4. Access to office supplies (may be charged to the SGA budget).
5. Access to photocopier and fax machines.

### **C. Equipment**

All property procured by or assigned to the SGA is property of LDCC and will be tagged with a State of Louisiana identification tag and included in the College's master inventory file, in accordance with the College's Management and Control of State Property policy.

Before the end of each spring semester, the SGA advisor will obtain from the College's Property Control Officer the official list of all property assigned to the SGA Office. The incoming SGA President, under the supervision of the SGA Advisor, will conduct a physical inventory of all property assigned to the SGA Office. Upon verification of the SGA inventory, the outgoing SGA President will be relieved of responsibility for this property. This shall include any keys issued to SGA executive board members.

### **D. Tuition Waivers and Wages for SGA Officers**

A tuition waiver and/or salary may be provided to the president, vice president, treasurer, and/or secretary with specified office duties and office hours to be supervised by the SGA advisor and/or Dean of Student Success Services.

**Tuition Waivers:** A waiver of tuition, exclusive of student-assessed fees, is granted by LDCC under the jurisdiction of the Board to the SGA executive officers not to exceed the value of four full-time equivalent values of tuition, exclusive of student self-assessed fees (i.e. Fall, Spring, Summer) (LCTCS Policy #5.025 Institutional Aid). LDCC publishes the SGA executive board positions eligible for the tuition waiver. The waiver of tuition shall remain in effect for the duration of the respective terms of office. Out-of-state tuition may be waived if deemed appropriate for the SGA President only.

**Salaries:** A salary may be paid, with SGA derived funds to the president, vice president, treasurer, and/or secretary, if adequate resources are available. If resources are available through student activity fees and a salary is to be paid, the salary amount shall be determined by the SGA at each institution with the approval of the chief student affairs officer. Salary amounts shall be in alignment with the State of Louisiana's scale for student employees.

- Elected SGA officers may be paid for their services at an hourly rate using the following scale:
  - 80 hours maximum per month for each member of the executive board.

Each college/campus shall publish guidelines regarding loss/reduction of waiver or salary based on failure to perform duties as outlined in the SGA constitution or failure to fulfill the responsibilities as set forth by the organization, college, or campus.

### **E. Representation on College Committees**

To provide an avenue for students to connect with institutional decision-making, members

of the SGA executive board or senate will be appointed, with voting privileges, to any College committee deemed by the Chancellor to be appropriate.

### **Council of Student Body Presidents of Louisiana (COSBP)**

In order to promote communication among students within the System and the State, students from the four higher education systems established the Council of Student Body Presidents of Louisiana (COSBP).

#### A. Representation

Each year, the SGA President from LDCC shall represent the institution at COSBP. Each college SGA president shall have one vote on the COSBP (according to COSBP bylaws). The College is responsible for verifying that the SGA President is eligible to serve on the COSBP according to the constitution of the SGA, the policies of the LCTCS, and the constitution of the COSBP.

### **Responsibilities of Student Organizations and Members**

Student organizations, including SGA, are entities of LDCC and therefore expected to abide by the policies and procedures outlined in the College Catalog, student handbook, and Student Code of Conduct. In addition, student organizations, including their members, prospective members, visitors, and organization volunteers are held to Louisiana Community & Technical College System Standards. Pursuant to College policy and LCTCS Policy #2.003 Campus Safety and Hazing, each organization as defined in this policy and in R.S. 17:1801.1 shall provide annually at least one hour of hazing prevention education to all members, prospective members, and anyone who is employed by or volunteers with the organization. The education may be provided in person, electronically, or both. Each organization shall submit a report annually to the institution with which it is affiliated relative to the students receiving such education evidenced by an attestation of the student receiving the education. The hazing prevention education required under these provisions shall include information about criminal penalties for the crime of criminal hazing. Information shall also be provided to organizations on their obligations under the law, including the duty to investigate and report; and on the possible loss of funding and other penalties applicable to organizations under the Hazing Laws.

Actions warranting sanctions and/or criminal penalties, include, but are not limited to, the following:

1. Hazing by subjecting college students to unnecessary and excessive abuse, humiliation, or physical danger or by committing any action or causing any situation that recklessly or intentionally endangers the mental or physical health or involves the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization. (See LCTCS Policy #2.003 Campus Safety and Hazing).
2. Interference, coercion, or disruption that impedes, impairs, or disrupts the College mission, processes, or functions, or interferes with the rights of others on college property, or the rights of registered student organization.
3. Conduct that is disorderly, abusive, drunken, violent, or excessively noisy.

4. Discrimination against any person due to race, color, national origin, age, gender, gender expression, marital status, sex, sexual orientation, political or religious affiliation, or belief, except when the expressed and legitimate purposes of the organization require limitation as to sex or religion.
5. Knowingly enrolling as an official member or electing, appointing, or retaining as an elected or appointed officer or committee chairperson, any student on academic probation or under any disciplinary sanction.
6. Organizing, sponsoring implementation, or conducting programs or activities that are disorderly or that are violations of law or college regulations.
7. Distributing obscene matter or knowingly organizing, sponsoring, implementing, or conducting programs or activities that contain indecent or obscene behavior.
8. Recurrent financial over-obligation and non-payment of debts financially delinquent to the college.
9. Any violation of college rules or policies that apply to registered student organizations.
10. Any behavior, actions, or activities that would bring public disrespect, contempt, or ridicule upon LDCC or LCTCS.
11. Any violation of confidentiality with respect to information afforded based on official representation of the LDCC or LCTCS.

### **Financial Matters**

LDCC is authorized to collect all student organization fees and to maintain them in a separate ledger account to be accounted for, although actual funds collected shall be deposited into the LDCC bank account. In accordance with LCTCS Policy #2.002, students are allowed the opportunity to vote on the assessment of student-related fees that may comprise the student schedule of mandatory attendance fees. An affirmative vote of the student body for such fees must be approved by the Board of Supervisors.

All recognized student organizations shall have operational guidelines which at a minimum shall also include stipulations related to the financial management and oversight of the organization. Any remaining funds attributable to an organization, including when the organization ceases to exist, shall revert to the student government association.

### **Sanctions**

The Dean of Student Success Services, or appropriate college personnel, may impose sanctions up to and including refusal or cancellation of student organization recognition and/or membership within any organization.

### **Right to Appeal**

If an authorized representative has imposed a sanction on an organization or member, the organization or member may appeal the decision in writing according to college policies and procedures and LCTCS Policy #2.004 Student Conduct and Appeal Procedures.

### **How to Start an Organization**

1. Students, instructors, or staff members interested in starting an organization must submit their Constitution and By-Laws and fill out a Prospective Student Organization Form to the Department of Student Success Services.

2. The Dean of Student Success Services must approve and sign the constitution, bylaws, and Prospective Student Organization Form and must send the request to the Chancellor for final approval.
3. Club members and advisors are required to follow all club and organization guidelines and maintain the standings of the college Student Handbook.
4. Club advisors must maintain and update applications on file with the Department of Student Success Services.
5. An expense report of all funds should be reported to the Department of Student Success Services at the end of each activity. The report should include the name of the activity, date, monies collected, and expenditures.
6. Records are to be kept of fundraiser activities and expenses.

### **Scheduling Activities and Meetings**

All activities require approval of the Dean of Student Success Services. Applications for activities must be submitted to the Dean no later than two weeks preceding the scheduled activity. Whenever areas of the institution, are used for college activities, the group or organization sponsoring the event is held responsible for restoring the area to its previous condition. The organization must follow these steps to schedule an activity or meeting:

1. Scheduling must be two weeks prior to sponsoring each event.
2. The club president and the club advisor must sign the Student Activity Request Form.
3. The appropriate individuals must approve the space needed for the event.
4. The Dean of Student Success Services must approve the Student Activity Request Form.

### **Flyers and Posting Regulations**

Organizations are allowed to post a maximum of eight flyers two weeks prior to the event. The Department of Student Services and campus student services offices must stamp flyers before they are posted. All unauthorized postings will be discarded. Organizations cannot place postings in the hallways. Flyers will not be approved until the Student Activity Form is completed.

### **Communication and Representation**

1. All organizations are given the privilege of appointing a Club Senator to the Student Government Association. Check with the Department of Student Success Services to confirm SGA meeting days and times. Each senator must maintain a cumulative 2.0 cumulative grade point average and 8 hours of class work.
2. A complete roster of all current members of each organization is due by the third week of school each semester. Additions to the roster can be made at any time. Any organization without a completed form in their file will lose their organizational rights until the form has been forwarded to the Dean of Student Success Services.

An active list of all clubs and organizations and may be found on the College's website.