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LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

TO: Dr. Monty Sullivan
LCTCS President

FROM: Dr. Emily Campbell
Chief Enrollment Management Officer

Dr. Amber Blair
Director of Student Engagement and Grant Initiatives

SUBJECT: For Board Approval: Revisions to LCTCS Policy #2.005, Student Organizations and SGA, as replacement for LCTCS Policy #2.010 LCTCS Student Government Associations and LCTCS Policy #2.006 Participation in the Council of Student Body Presidents (COSBP) for Louisiana Community and Technical College Student Body Presidents

DATE: May 18, 2020

FOR BOARD APPROVAL:

Recommendation: Staff recommends that the Board approve the attached revisions to LCTCS Policy #2.005, "Student Organizations and SGA," as replacement for LCTCS Policy #2.010 LCTCS "Student Government Associations" and LCTCS Policy #2.006 "Participation in the Council of Student Body Presidents (COSBP) for Louisiana Community and Technical College Student Body Presidents."

Background: After staff review of these three existing policies, inconsistencies and conflicting information became apparent. Revisions to LCTCS Policy #2.005 seek to combine three student organization policies into one concise, clear, and accurate policy. The attached revisions also incorporate required hazing education responsibilities of all student organizations, as stipulated in LCTCS Policy #2.003 "Campus Safety and Hazing." Proposed revisions have been reviewed and approved by the Chief Student Affairs Officers and by the President's Advisory Committee of Chancellors.

History of Prior Actions: With current proposed revisions submitted to the Board for review and advisement at the February 2020 Board meeting, LCTCS Policy #2.006 "Participation in the Council of Student Body Presidents (COSBP) for Louisiana Community and Technical College Student Body Presidents" was approved on May 8, 2002. It has not been revised since its initial adoption. LCTCS Policy #2.010 LCTCS "Student Government Associations" was approved on October 12, 2005. It has not been revised since its initial adoption. LCTCS Policy #2.005, "Student Organizations and SGA" was approved on November 14, 2012. It has not been revised since its initial adoption.

Fiscal Impact: N/A

Benefits to the System: The revisions to Policy #2.005 will combine and clarify the definition of "organization," the credit hour requirements for SGA presidents, correct

APPROVED

Sk 6/10/20

LCTCS BOARD OF SUPERVISORS

policy references no longer in existence, clarify the representative structure for COSBP and the Board of Supervisors, and make concrete in policy the responsibilities of student organizations related to campus safety and hazing.

Approved for Recommendation to the Board
Dr. Monty Sullivan

Date

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 2.005

Title: Student Organizations

Authority: Board Action	Original Adoption: November 14, 2012
Effective Date: November 14, 2012	Last Revision: November 12, 2019

Background

The Louisiana Community and Technical College System (LCTCS) Board of Supervisors recognizes that student organizations play a significant role in the education of students at the campus level. The LCTCS affirms the right of all students to join and participate in meetings of registered student organizations, including the Student Government Association (SGA). Therefore, each community and technical college campus shall allow and promote student organizations. More specifically, the Board encourages the establishment of an SGA within each LCTCS college.

Definition of Organization

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

The college or campus may recognize 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.)

Registration of Student Organizations

The registration of a student organization, including SGA, is at the discretion of the college or campus and is dependent upon the successful completion of all required registration criteria. Colleges may set forth specific criteria for recognition as an official student organization. Such criteria shall be put forth in writing and must be standard for all student organizations on the college campus.

Membership

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.

Advisors

Supervision of student organizations, including SGA, shall be the responsibility of the Chief Student Affairs Officer, Campus Dean, or authorized designee. 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.

Requisitions for Equipment, Supplies and Operating Services

All student organization purchases must follow the Purchasing Procedures established by the respective college/campus. Requests for equipment, supplies, and operating services such as dues, subscriptions, rentals etc., must be submitted to the Controller/Accounting Office. The requests must be submitted on the College's requisition form, signed by the Student Organization President or Treasurer, and approved by the Student Organization advisor and the Chief Student Affairs Officer or Campus Administrator for the college/campus. Any documentation showing approval for the expenditure must be attached and kept on file in the respective Student Organization advisor office.

Policies Specific to the Student Government Association

SGA is recognized as the student governing body of each campus or college. The SGA shall operate under a constitution approved by the student government association and chancellor/director.

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 college's SGA Constitution and Bylaws and must maintain satisfactory academic progress. At no time shall the President carry fewer than the designated hours.

Adequate Work Environment

Communication between the administration and Student Government Association is very important, and it is imperative that each campus/college provide an adequate and stable office environment for the association.

The following are the minimum mandated requirements for all SGAs in the LCTCS:

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.

Financial Matters

A college/campus is authorized to collect SGA fees and to maintain them in a separate account. Any college/campus without a student activity fee must coordinate a formal referendum to allow students the opportunity to vote on the assessment of activity fees. An affirmative vote of the student body for a student activity fee must be approved by the Board of Supervisors.

The SGA executive board must establish a budget approved by the SGA Senate and SGA Advisor each academic year. In cases where the SGA advisor is not the Chief Student Affairs Officer/Campus Administrator, the budget must be approved by that individual as well. Funds may be expended from an SGA account by authorization of a legally constituted officer of an SGA with co-approval of a college's chief student personnel officers/campus administrators or his/her official designee. SGA officers shall have access to monthly budget reports including monthly balance reporting. At the end of each fiscal year, all unexpended monies will revert to a Reserve fund.

SGA Equipment

All property procured by or assigned to the SGA is property of the college/campus 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 that 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.

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 the chief student affairs officer/campus administrator of the college/campus. Each institution shall develop policies and procedures related to tuition waivers and/or salaries provided to the SGA executive officers listed above.

Tuition Waivers: A waiver of tuition, exclusive of student assessed fees, shall be granted by the college/campus under the jurisdiction of the Board to the SGA executive officers of those colleges 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). Each institution shall publish 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.

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/Campus committees deemed by the Chancellor/Director of the College to be appropriate.

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).

Representation

Each year, the SGA President from each college shall represent the institution at COSBP. In cases where multiple student government associations exist within a single college, the college shall coordinate the selection of one representative for the institution. The college/campus shall publish the policies and procedures for the selection of this individual.

Each college SGA president shall have one vote on the COSBP (according to COSBP bylaws). .

Executive Board

COSBP shall elect an Executive Board to coordinate its functions. All executive power of COSBP shall be vested in the Executive Board. Each office may be occupied by Member School presidents from the same member system only once in consecutive years.

The Executive Board shall be comprised of the following:

- A. Student Member of the Louisiana Board of Regents;
- B. Chair - shall be the chief executive officer of COSBP;
- C. Vice- Chair - shall be the assistant to the chief executive officer of COSBP;
- D. Secretary - shall be the clerical officer of COSBP;
- E. Parliamentarian - shall be the keeper of the meetings;
- F. Student Member of the LSU System Board of Supervisors;
- G. Student Member of the SU System Board of Supervisors;
- H. Student Member of the UL System Board of Supervisors; and
- I. Student Member of the LCTC System Board of Supervisors.

Each institution 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.

Student Board of Supervisors Seat

In an effort to strengthen communication between the Board of Supervisors and the students of its member colleges, the Board formally recognizes and supports the college/campus SGA and in turn has established guidelines for the selection of the LCTCS student board members in accordance with RS 17:1806.

LCTCS Council of Student Body Presidents

The LCTCS Council of Student Body Presidents shall consist of one SGA president from each of the community and technical colleges in the System. This group shall be charged with electing the Student Board of Supervisors members and will serve as a working group representing the interests of the students attending System colleges.

Number of Representatives

There shall be two student members on the Board of Supervisors of the LCTCS. One student member will be elected by the membership of the LCTCS Council of Student Body Presidents for the community colleges. The other student member will be elected by the membership of the LCTCS Council of Student Body Presidents for the technical colleges. Both elections will take place under the management and supervision of the System Office and Board of Supervisors.

Term of Office

The term of office for both LCTCS student board members shall not exceed one year.

Vacancy in Office

A vacancy in office of either student member shall be filled for the unexpired portion of the term in the manner as the original appointment was made.

Responsibilities of Student Organizations and Members

Student organizations, including SGA, are entities of the college/campus and therefore expected to abide by the policies and procedures outlined in the college/campus catalog, student handbook, and other college related publications. In addition, student organizations, including their members, prospective members, visitors, and organization volunteers are held to 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 the 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 the LCTCS or College/campus.
11. Any violation of confidentiality with respect to information afforded based on official representation of the LCTCS or affiliated college/campus.

Sanctions

The Chief Student Affairs Officer, 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.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 2.005

Title: **Student Organizations** ~~and SGA~~

Authority: Board Action	Original Adoption: November 14, 2012
Effective Date: November 14, 2012	Last Revision: N/A <u>November 12, 2019</u>

Background

The Louisiana Community and Technical College System (LCTCS) Board of Supervisors recognizes that student organizations play a significant role in the education of students at the campus level. The LCTCS affirms the right of all students to join and participate in meetings of registered student organizations, including the Student Government Association (SGA). Therefore, each community and technical college campus shall allow and promote student organizations. More specifically, the Board encourages the establishment of an SGA within each LCTCS college.

Definition of Organization

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.

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Types of Organizations

The college or campus may recognize 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.)

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Registration of Student Organizations

The registration of a student organization, including SGA, is at the discretion of the college or campus and is dependent upon the successful completion of all required registration criteria. Colleges may set forth specific criteria for recognition as an official student organization. Such criteria shall be put forth in writing and must be standard for all student organizations on the college campus.

Membership

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.

Advisors

Supervision of student organizations, including ~~SGA~~ SGA, shall be the responsibility of the Chief Student Affairs Officer, Campus Dean, or authorized designee. 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.

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Requisitions for Equipment, Supplies and Operating Services

All student organization purchases must follow the Purchasing Procedures established by the respective college/campus. Requests for equipment, supplies, and operating services such as dues, subscriptions, rentals etc., must be submitted to the Controller/Accounting Office. The requests must be submitted on the College's requisition form, signed by the Student Organization President or Treasurer, and approved by the Student Organization advisor and the Chief Student Affairs Officer or Campus Administrator for the college/campus. Any documentation showing approval for the expenditure must be attached and kept on file in the respective Student Organization advisor office.

Policies Specific to the Student Government Association

SGA is recognized as the student governing body of each campus or college. The SGA shall operate under a constitution approved by the student government association and chancellor/director.

Credit-Hour Requirement

~~The position Student Government Association President requires that in order to be eligible to serve as SGA-Community College President, a student must carry a minimum of 12 the minimum number of credit hours per semester stipulated in the college's SGA Constitution and Bylaws and must maintain satisfactory academic progress. To serve as a Technical College President a student must carry a minimum of 9 credit hours per semester and must maintain satisfactory academic progress.~~
At no time shall the President carry fewer than the designated hours.

Adequate Work Environment

Communication between the administration and Student Government Association is very important, and it is imperative that each campus/college provide an adequate and stable office environment for the association.

The following are the minimum mandated requirements for all SGAs in the LCTCS:

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.

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Financial Matters

A college/campus is authorized to collect SGA fees and to maintain them in a separate account. Any college/campus without a student activity fee must coordinate a formal referendum to allow students the opportunity to vote on the assessment of activity fees. An affirmative vote of the student body for a student activity fee must be approved by the Board of Supervisors.

The SGA executive board must establish a budget approved by the SGA Senate and SGA Advisor each academic year. In cases where the SGA advisor is not the Chief Student Affairs Officer/Campus Administrator, the budget must be approved by that individual as well. Funds may be expended from

an SGA account by authorization of a legally-constituted officer of an SGA with co-approval of a college's chief student personnel officers/campus administrators or his/her official designee. SGA officers shall have access to monthly budget reports including monthly balance reporting. At the end of each fiscal year, all unexpended monies will revert to a Reserve fund.

SGA Equipment

All property procured by or assigned to the SGA is property of the college/campus 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 that 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.

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 the chief student affairs officer/campus administrator of the college/campus. Each institution shall develop policies and procedures related to tuition waivers and/or salaries provided to the SGA executive officers listed above.

Tuition Waivers: A waiver of tuition, exclusive of student assessed fees, shall be granted by the college/campus under the jurisdiction of the Board to the SGA executive officers of those colleges not to exceed the value of four full-time equivalent values ~~(LCTCS Policy # 2.0009 Scholarships)~~ of tuition, exclusive of student self-assessed fees (i.e. Fall, Spring, Summer) ~~(LCTCS Policy #5.025 Institutional Aid)~~. Each institution shall publish 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.

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/Campus committees deemed by the Chancellor/Director of the College to be appropriate.

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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).

Representation

Each year, the SGA President/~~CEO~~ from each college shall represent the institution at COSBP. In cases where multiple student government associations exist within a single college, the college shall coordinate the selection of one representative for the institution. The college/campus shall publish the policies and procedures for the selection of this individual.

~~Each college SGA president shall have one vote on the COSBP (according to COSBP bylaws). Each community college SGA president shall have one vote on the COSPB board. The Louisiana Technical Colleges shall elect one representative for the technical colleges within the system. The student government presidents representing the LTC will collectively have one vote at COSPB (according to COSBP by laws).~~

Executive Board

~~COSBP shall elect an Executive Board to coordinate its functions. All executive power of COSBP shall be vested in the Executive Board. Each office may be occupied by Member School presidents from the same member system only once in consecutive years.~~

~~The Executive Board shall be comprised of the following:~~

- ~~A. Student Member of the Louisiana Board of Regents;~~
- ~~B. Chair - shall be the chief executive officer of COSBP;~~
- ~~C. Vice- Chair - shall be the assistant to the chief executive officer of COSBP;~~
- ~~D. Secretary - shall be the clerical officer of COSBP;~~
- ~~E. Parliamentarian - shall be the keeper of the meetings;~~
- ~~F. Student Member of the LSU System Board of Supervisors;~~
- ~~G. Student Member of the SU System Board of Supervisors;~~
- ~~H. Student Member of the UL System Board of Supervisors; and~~
- ~~I. Student Member of the LCTC System Board of Supervisors.~~

Each institution is responsible for verifying that the SGA President is eligible to serve on ~~the COSBP~~ ~~COSPB~~ according to the constitution of the SGA, the policies of the LCTCS, and the constitution of ~~COSPB~~ ~~the COSBP~~.

Student Board of Supervisors Seat

In an effort to strengthen communication between the Board of Supervisors and the students of its member colleges, the Board formally recognizes and supports the college/campus SGA and in turn has established guidelines for the selection of the LCTCS student board members in accordance with RS 17:1806.

LCTCS ~~Student President's Council~~ Council of Student Body Presidents

The LCTCS ~~Student President's Council~~ ~~of Student Body Presidents~~ shall consist of one SGA president from each of the community and technical colleges in the System. This group shall be

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charged with electing the Student Board of Supervisors members and will serve as a working group representing the interests of the students attending System colleges.

Number of Representatives

There shall be two student members on the Board of Supervisors of the LCTCS. One student member will be elected by the membership of the LCTCS ~~Student President's~~ Council of Student Body Presidents for the community colleges. The other student member will be elected by the membership of the LCTCS ~~Student President's~~ Council of Student Body Presidents for the technical colleges. Both elections will take place under the management and supervision of the System Office and Board of Supervisors.

Term of Office

The term of office for both LCTCS student board members shall not exceed one year.

Vacancy in Office

A vacancy in office of either student member shall be filled for the unexpired portion of the term in the manner as the original appointment was made.

Responsibilities of Student Organizations and Members

Student organizations, including SGA, are entities of the college/campus and therefore expected to abide by the policies and procedures outlined in the college/campus catalog, student handbook, and other college related publications. In addition, student organizations, including their members, ~~prospective members, visitors, and organization volunteers and invitees~~ are held to 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 the 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.

~~Offenses-Actions warranting sanctions and/or criminal penalties, include, but are not limited to, the following: are listed below:~~

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.

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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 the LCTCS or College/campus.
11. Any violation of confidentiality with respect to information afforded based on official representation of the LCTCS or affiliated college/campus.

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Sanctions

The ~~C~~ehief ~~S~~tudent ~~A~~ffairs ~~O~~fficer, or appropriate ~~collegesystem~~-personnel, may impose sanctions up to and including refusal or cancellation of student organization recognition and/or membership within any organization.

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Right to Appeal

~~If an~~ Within 10 days of receipt of notice that an authorized representative has imposed a sanction on an organization or member, the organization or member may appeal the decision in writing ~~to the Executive Vice President of the LCTCS, according to college policies and procedures and LCTCS Policy #2.004 Student Conduct and Appeal Procedures.-~~

~~The Executive Vice President may grant the appeal, uphold the decision, or modify the sanction. The decision of the Executive Vice President is final.~~

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Policy # 2.006

Title: PARTICIPATION IN THE Council of Student Body Presidents (COSBP) FOR LOUISIANA COMMUNITY AND TECHNICAL COLLEGE STUDENT BODY PRESIDENTS

Authority: Board Action

Original Adoption: May 8, 2002

Effective Date: May 8, 2002

Last Revision: Initial

In order to promote communication among students within a System, and across the system in which they are a part, and to further educational and social interests while maintaining an atmosphere congenial to the advancement of higher education, students from the four higher education systems established the Council of Student Body Presidents of Louisiana.

The LCTCS supports the mission of COSBP, and has established the following guidelines for LCTCS student participation in COSBP.

Representatives for COSBP

Each year, student government elections are held on each campus. Student government officers are elected by their peers for a one-year term.

Each community college shall elect one student body president to represent his/her college. When there is only one student government organization on the college campus, the elected student government president becomes the representative for that particular campus. In the case where multiple student government associations exist within a single college, the college should develop policy and procedures to specify how it will select/elect the student representative for COSBP (this student shall be the same student serving on the LCTCS Student Presidents' Council).

The Louisiana Technical College shall elect one representative from each district. The LTC is also responsible for developing guidelines to govern the election of district student government president representatives. The elected LTC Student Government Presidents from each district will be eligible to have a seat on the LCTCS-SPC and shall have the option to attend COSBP. However, the eight students representing the LTC will collectively have one vote at COSBP (according to COSBP Bylaws).

Academic Expectations

The LCTCS recognizes that COSBP has its own set of bylaws that governs the organization. However, it is the expectation of the LCTCS that students that wish to serve as student leaders at COSBP maintain good standing at the college at which he/she is enrolled. ♦

Forfeiture of Opportunity to Serve

♦ At the beginning of each semester, it is the responsibility of student body presidents participating in COSBP or serving as Student Board members to provide a letter from the Registrar from the college at which he/she is enrolled to verify his/her academic standing.

No LCTCS Student Government President will forfeit his/her vote or his/her opportunity to serve on any higher education boards.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Policy # 2.010

Title: LCTCS STUDENT GOVERNMENT ASSOCIATIONS

Authority: Board Action

Original Adoption: October 12, 2005

Effective Date: October 12, 2005

Last Revision: Initial

The LCTCS Board of Supervisors recognizes the value of Student Government Associations (SGA) at the colleges under the jurisdiction of the Board and encourages the establishment of an SGA within each LCTCS college. This is mutually beneficial to both the student body and to the individual institutions. An SGA shall operate under a constitution approved by the student government association in consultation with the president/chancellor for the college. A college is authorized to collect SGA fees, and to maintain them in a separate institutional account. Funds may be expended from an SGA account by authorization of a legally-constituted officer of an SGA with the co-approval of a college's chief student personnel officers or his/her official designee. SGA officers shall have access to budget reports including monthly balance reporting.

PROCEDURES

Purpose:

To establish policies and procedures for the coordination and approval of Student Government Association activities and the control and accountability of SGA funds and equipment

Scope and Applicability:

This policy applies to the Student Government Associations (SGAs) within the Louisiana Community and Technical College System (LCTCS).

Background:

The mission of the Student Government Association is to provide vital co-curricular activities to enhance individual student development; promote social and recreational activities, and outreach opportunities to the community; promote participation in self-government; and promote the high standard of education.

Operational Basics:

Because Student Government Associations are approved campus organizations, their activities come under the auspices of the College and necessary procedures and controls must be developed and implemented to ensure SGA functions and activities are in compliance with the policies of the LCTCS Board of Supervisors and statutory requirements of the State of Louisiana.

Advisor:

Each college SGA shall work under the auspices of a trained SGA advisor. The individuals selected should have sufficient time established within their work schedules to adequately serve the student organization in this capacity. The responsibility for the quality of the SGA advisory experience should be retained under the auspices of the college's chief student affairs officer. The Advisor will serve as a liaison between the SGA and the College administration. The chief student affairs officer will designate the Advisor. The administrator in charge of the SGA on the campus or site has overall responsibility for ensuring that the Student Government Association is in compliance with the policies of the Louisiana Community and Technical College System (LCTCS).

Credit-Hour Requirement:

The position of Student Government Association President requires a time commitment to the College and the Louisiana Community and Technical College System. Therefore, all Student Government Association Presidents of LCTCS colleges must be carry at least nine-credit hours per semester and must maintain satisfactory academic progress. At no time during the semester shall a SGA President fall below carrying a nine credit-hour load. Should a vacancy in office exist, the student assuming the role of President must also carry a minimum of nine credit-hours and maintain satisfactory academic progress. Students elected to serve on the Louisiana Community and Technical College System's Board of Supervisors must be full-time students, which is defined as carrying a course load of twelve or more credit hours, and must be in good academic standing.

COSBP:

In accordance with the LCTCS Policy #2.006, SGA Presidents are expected to attend the Council of Student Body Presidents' (COSBP) meetings, and can/will be removed from the roster if they fail to attend the regularly-scheduled meetings. The provision for removal from the COSBP roster was approved by the statewide Council of Student Body Presidents. Therefore, it is imperative that the college/campus make a commitment to reimburse students for travel expenses in accordance with the Office of State Purchasing PPM – 49. Reimbursement of COSBP-related expenses shall be deducted from the budget dollars allocated by the college/campus to the SGA as well as any self-generated fees collected by the SGA. If available, a college/campus should approve the use of the college vehicle for the SGA officers and Advisor to travel to these required meetings.

Adequate Work Environment:

In order to ensure a fully functional Student Government Association and to maintain a healthy communication between the administration and students, it is imperative that each campus provides an adequate and stable office environment (including the financial planning for furniture, equipment) for the association.

The following are the minimum mandated requirements for all SGAs in the LCTC System:

- Assigned office space, which is defined as an office or cubicle
- At least one computer / with e-mail and Internet capability.
- A Separate phone line
- Access to office supplies (which may be charged to the SGA budget)
- Access to photocopier and fax

Financial Obligations

Budget:

All colleges that do not currently have student activity fees must coordinate a formal referendum to allow students the opportunity to vote on the assessment of an activity fee or not assessing an activity fee. By vote of the student body and with the approval of the LCTCS Board of Supervisors, the college may establish a reasonable student activity fee. For campuses with fewer than 2,500 students, the activity fee will become part of the SGA budget, in addition to funds already allocated from the college's budget to support SGA activities.

The budget must be approved by the SGA Senate. Approval of the respective SGA Advisor is required. Once SGA Senate approval is gained, the budget is then submitted to the Chief Student Affairs Officer.

Requisitions for Equipment, Supplies, Operating Services:

All purchases must follow the [Purchasing Procedures established by the respective institutions](#). Requests for equipment, supplies, and operating services, such as dues, subscriptions, rentals, etc., must be submitted to the Controller's/Accounting Office. The requests must be submitted on the College's requisition form, signed by the SGA President and Treasurer, and approved by the SGA Advisor, the administrator in charge of the SGA on the campus, the Dean of Student Affairs of the campus/site (if applicable), and the Chief Student Affairs Officer. A copy of the Senate minutes approving the expenditure must be attached and kept on file in the respective SGA Advisor's Office.

Inventory of SGA Equipment:

All property procured by or assigned to the SGA is property of the College and will be tagged with a State of Louisiana identification tag and included on 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 that 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.

SGA Financial Records:

The Controller's/Accounting Office is responsible for maintaining a separate SGA account for self-assessed fees used to finance SGA activities and all SGA expenditures. **At the end of each fiscal year, all unexpended monies will revert to a Reserve Fund.** The Controller's Office will provide a Monthly Statement of Income and Expenditures to the administrator in charge of the SGA with a copy to the SGA President.

Tuition Waivers and Wages for SGA Officers

Tuition Waiver for SGA Officers:

A waiver of tuition, exclusive of student self-assessed fees, shall be granted by the institutions under the jurisdiction of the Board to the SGA officers of those colleges not to exceed the value

of four full-time equivalent values (LCTCS Policy # 2.009 Scholarships) of tuition, exclusive of student self-assessed fees (i.e. Fall, Spring, Summer). The waiver of tuition shall remain in effect for the duration of the respective terms of office. Out-of-state tuition, if deemed appropriate, may be waived for the SGA President only.

Salaries:

A salary may be paid, with SGA-derived funds, to the president, vice president, treasurer, and/or secretary (i.e. with specified office duties and office hours to be supervised by the SGA advisor and the chief student personnel officer of the college) 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, in collaboration with the college leadership. Salary amounts shall be in alignment with the State of Louisiana's scale for student employees. These salaries must be approved by the college's chief student personnel officer and/or his/her official designee.

Elected SGA Officers may be paid for their services at an hourly rate in alignment with the State scale, with hours as follows:

President and Vice President:	80 hours maximum per month
Secretary:	80 hours maximum per month
Treasurer:	80 hours maximum per month

****Receipt of tuition waiver and salary by the above-listed SGA Officers shall be contingent upon performance of assigned duties and tasks as set out and defined in the respective SGA Constitution. The SGA Advisor is expected to verify the hours worked by the SGA's Officers.**

Student Representation on College Committees

To provide an avenue for students to connect in institutional decision-making, students will be appointed, with voting privileges, to any College committees deemed by the Chancellor of the College to be appropriate for student representation, as well as to any campus committees chosen by the Chancellor, LTC Vice Chancellor or his/her designee of that campus to be appropriate for student representation.

Procedures:

During each Spring Semester, the Student Government Association Presidents will be sent a list of the standing committees on which students will serve the next academic year. The SGA presidents will in turn recommend a pool of students to the Chancellor. From these pools the Chancellor will appoint students to each appropriate committee of the College at the time faculty and staff appointments are made. For campus committees, students are recommended by the campus Student Government Association President and appointed as appropriate.