



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Changing Lives,
Creating Futures

Monty Sullivan
System President

Officers:

Willie L. Mount
Chair

Alterman L. "Chip" Jackson
First Vice Chair

Rhoman J. Hardy
Second Vice Chair

Members:

- Ellis Bourque, III
Tari T. Bradford
Cynthia Butler-McIntyre
Timothy W. Hardy
Jennifer Lee
Erika McConduit
Michael J. Murphy
Paul Price, Jr.
Stanton W. Salathe
Stephen C. Smith
Craig Spohn
Stephen Toups

Student Members:

- Matthew Durette
Franchesca Jimenez

Louisiana
Community
& Technical
College System

265 South Foster Drive
Baton Rouge, LA 70806

Phone: 225-922-2800
Fax: 225-922-1185

www.lctcs.edu

TO: Dr. Monty Sullivan
LCTCS President
FROM: Joseph F. Marin
Vice President of Operations
DATE: January 13, 2023
SUBJECT: For Review and Advisement: Revisions to LCTCS Policy #2.005 -
Student Organizations



FOR BOARD REVIEW AND ADVISEMENT

Recommendation: Staff recommends that the Board accept, for review and advisement, revisions to the attached LCTCS Policy #2.005 - Student Organizations.

Background: This suggested policy revision is a result of an internal audit of cash balances held by colleges on behalf of student organizations. The report was issued in August of 2022. The policy review suggested changes to the policy to ensure not only the accountability of cash balances of student organizations, but also processes to monitor, manage, regularly review and ultimately financially close-out student organization accounts upon their cessation. The proposed policy has been reviewed and approved by LCTCS college student affairs representatives and chief finance officers.

History of Prior Actions: This policy was originally drafted in November 2012 and updated in June of 2020 and June of 2022.

Fiscal Impact: N/A

Benefits to the System: These revisions will ensure the timely monitoring and management of student organizations and their financial accounts.

Handwritten signature of Monty Sullivan

Handwritten date: 3-8-23

Approved for Recommendation to the Board
Dr. Monty Sullivan, President

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: June 10, 2020

---

#### 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.

Commented [JM1]: Is the is campus or college level?

#### 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.

**Financial Transactions Requisitions for Equipment, Supplies and Operating Services**

All student organization ~~accounting transactions purchases~~ must follow the ~~accounting Purchasing Procedures~~ established by the respective college/campus. ~~Colleges will ensure documentation regarding the management of the student organization and/or funds will be properly maintained. 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 appropriate accounting office/respective Student Organization advisor office.~~

Commented [JM2]: Why wouldn't this be kept in the transaction file in the accounting office like all other transaction files?

**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 ~~or or designee, r/director.~~

Commented [JM3]: Should "director" be struck or does it need to be replaced with "campus dean"?

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

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Indent: Left: 0.75"

**B. 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.

Formatted: Indent: First line: 0.4"

Formatted: Indent: Left: 0.75"

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.

Formatted: Indent: Left: 0.75", Hanging: 0.25"

Formatted: Indent: Left: 0.75"

***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.~~

***C. 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.

***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 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.

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 3 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Indent: Left: 0.75"

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 3 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Indent: Left: 0.81"

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

Formatted: Indent: First line: 0.4"

Formatted: Indent: Left: 0.5"

***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 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.

Formatted: Font: Bold, Italic

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.38" + Indent at: 0.63"

Formatted: Indent: Left: 0.63"

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.

Formatted: Indent: Left: 0.92"

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.

Formatted: Indent: Left: 0.63"

***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.

**A. 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.

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Indent: Left: 0.75"

**B. 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.

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Indent: Left: 0.75"

**C. Term of Office**

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

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Indent: Left: 0.75"

**D. 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.

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Indent: Left: 0.75"

**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.

### Financial Matters

A college/campus is authorized to collect SGA 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 college/campus bank account. Any college/campus without a student activity fee must coordinate a formal referendum, in accordance with Policy #2.002, to allow students the opportunity to vote on the assessment of activity fees or other student related fees that may comprise the student schedule of mandatory attendance fees. An affirmative vote of the student body for a student activity such fees 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.

Each recognized student organization shall have an a charter or operational guidelines which at a minimum shall also include stipulations related to the financial management and oversight of the

Formatted: Font: Not Bold

Commented [JM4]: I don't know what this means? Sounds incorrect.

organization. Any remaining funds attributable to an organization, including when the ~~should the~~ organization ceases to exist, shall revert to the ~~student government association reserve account.~~ ~~college unrestricted operating budget.~~ Colleges should establish procedures to periodically review the status of student organizations.

Commented [JM5]: I'm not sure if this is a problem but something has to be done with any remaining funds.

Commented [JM6]: A college mentioned a review process on organizations status is needed to determine if they still exist.

#### **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.

Signature: Joseph J. Marin  
Joseph Marin (Mar 3, 2023 16:35 CST)

Email: jmarin@lctcs.edu











# I.7.Policy 2.005 Revisions Student Organizations Memo

Final Audit Report

2023-03-03

Created:	2023-03-03
By:	Sara Kleinpeter (sarakleinpeter1@lctcs.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAALcMJJU0FtJNe6ek9IOJYS9w9R_NUKD5Z

## "I.7.Policy 2.005 Revisions Student Organizations Memo" History

-  Document created by Sara Kleinpeter (sarakleinpeter1@lctcs.edu)  
2023-03-03 - 9:58:58 PM GMT- IP address: 68.72.117.244
-  Document emailed to Joseph Marin (jmarin@lctcs.edu) for signature  
2023-03-03 - 9:59:33 PM GMT
-  Email viewed by Joseph Marin (jmarin@lctcs.edu)  
2023-03-03 - 10:35:00 PM GMT- IP address: 104.47.55.126
-  Document e-signed by Joseph Marin (jmarin@lctcs.edu)  
Signature Date: 2023-03-03 - 10:35:18 PM GMT - Time Source: server- IP address: 68.105.38.238
-  Document emailed to Katie Waldrop (katiewaldrop@lctcs.edu) for signature  
2023-03-03 - 10:35:19 PM GMT
-  Email viewed by Katie Waldrop (katiewaldrop@lctcs.edu)  
2023-03-03 - 10:51:19 PM GMT- IP address: 104.47.70.126
-  Document e-signed by Katie Waldrop (katiewaldrop@lctcs.edu)  
Signature Date: 2023-03-03 - 10:52:10 PM GMT - Time Source: server- IP address: 24.158.216.220
-  Agreement completed.  
2023-03-03 - 10:52:10 PM GMT