Policies for Student Organizations at Lamar University
# TABLE OF CONTENTS

Welcome .......................................................................................................................................................................................... 4

Information for Student Organizations .................................................................................................................................................. 5

   About the Richard W. Setzer Student Center ................................................................................................................................. 5
   Mission Statement ........................................................................................................................................................................... 5
   Setzer Student Center Administration ........................................................................................................................................ 5

Office Of Student Organization Services ........................................................................................................................................ 5

Types Of Student Organizations At Lamar University .................................................................................................................. 6

Services for Student Organizations ...................................................................................................................................................... 6

   Mailboxes and Lockers .................................................................................................................................................................. 6
   Student Organization Directory and Historical Information ......................................................................................................... 7

Policies for Student Organizations .................................................................................................................................................. 7

   Definitions .................................................................................................................................................................................... 7
   Eligibility to Participate in Student Organizations ................................................................................................................... 7
   Grade Checks of Officers ......................................................................................................................................................... 8
   Appeals ...................................................................................................................................................................................... 8

Membership in Student Organizations ................................................................................................................................................ 8

   Non-Student Members of Student Organizations ....................................................................................................................... 8
   Single-Sex Organizations ........................................................................................................................................................ 8
   Declaration of Non-Discriminatory Practices .............................................................................................................................. 9

Rights of Student Organizations .................................................................................................................................................. 9

Responsibilities of Student Organizations ....................................................................................................................................... 9

Annual Registration Renewal ......................................................................................................................................................... 10

Meetings ....................................................................................................................................................................................... 10

Hazing Policy .............................................................................................................................................................................. 10

Starting a New Student Organization ........................................................................................................................................ 10

   Application ............................................................................................................................................................................... 10
   Eligibility ................................................................................................................................................................................ 10
   Recognition of Greek Social Organizations .......................................................................................................................... 11
   Provisional Recognition .................................................................................................................................................... 11
   Permanent Recognition and Charter .................................................................................................................................... 11

Policies for Advisors of Student Organizations ................................................................................................................................ 12

Student Organization Discipline ................................................................................................................................................ 12

   Organization Conduct Offenses ............................................................................................................................................... 12
   Administrative Offenses ......................................................................................................................................................... 12
   Sanctions ............................................................................................................................................................................... 13
   Appeals .................................................................................................................................................................................. 13
Campus Speakers Inside and Outside Setzer Student Center ........................................................................................................13
Procedure .....................................................................................................................................................................................14
Advertising ..................................................................................................................................................................................14
University Trademark Licensing Policies ........................................................................................................................................14
Event Policies ......................................................................................................................................................................................14
Off-Campus Events ...........................................................................................................................................................................15
Fiscal Policies ..................................................................................................................................................................................15
Travel Policies ................................................................................................................................................................................15
To All Lamar University Student Organization Leaders and Advisors:

Student organizations play an integral role in campus life at Lamar University by providing opportunities for students to develop and refine leadership skills and to interact and network with their peers, faculty, and staff. The Setzer Student Center Office of Student Organization Services is committed to assisting all student organizations in reaching their co-curricular goals.

To effectively and efficiently plan activities, organization leaders should be knowledgeable about available resources as well as university rules and regulations. Several of the policies and procedures for student organizations have been updated. Please thoroughly review this Handbook so that you will be informed. This Handbook provides information on policies, procedures, forms, and resources available to student organizations and advisors. Also, the Office of Student Organization Services expects the student organizations to conduct their affairs in accordance with state/national law and university policy. This Handbook outlines many of these expectations in summary form. Specific policies are found in the Student Handbook and the Code of Conduct.

The Setzer Student Center staff looks forward to assisting you and members of your organization with your out-of-classroom experience at Lamar University.

With Cardinal Pride,
Dr. Terry C. Mena
Associate Vice President of Student Engagement, and Dean of Students
INFORMATION FOR STUDENT ORGANIZATIONS

ABOUT THE RICHARD W. SETZER STUDENT CENTER

The Setzer Student Center was named for Dr. Richard W. Setzer, Lamar University President from 1967 to 1969. Dr. Setzer was an active and well-known participant in student life. The Setzer Student Center, AKA “the Set” serves as the center of campus life. Other entities located in the Set are the Barnes and Noble Bookstore, Dining Services food operations, the Student Government Association, New Student and Leadership Programs, Dean of Students and the Vice President for Student Engagement. The Set also has meeting rooms of various sizes available for use by student organizations.

MISSION STATEMENT

The Setzer Student Center provides programs that enhance personal, social, and leadership development to compliment the educational growth of Lamar University students. The Setzer Student Center also serves as the center of campus life and provides a shared home for the university; welcoming students, faculty, alumni, staff, parents, and guests. This mission is accomplished in the following ways:

- Complement the academic experience through a variety of cultural, educational, leadership, social, and recreational programs.
- Create an environment that values participatory student-centered decision-making.
- Provide opportunities through volunteerism, advisory boards, student organizations, student employment, and committees for students to take part in the development of policies and procedures for the center.
- Encourage diversity and multicultural programming throughout the operations of the center.
- Foster sponsorships with university departments in the development of educational programming.
- Maintain a safe, clean, and functional facility that enhances the community life of the campus.
- Develop a communications system to notify students about activities on campus through the website, banners, flyers, newsletters, and intercampus communication systems.
- Develop programs that award students and student organization excellence.

SETZER STUDENT CENTER ADMINISTRATION

- Director of the Setzer Student Center
- Associate Director of Student Involvement and Programs
- Assistant Director of Operations and Event Services
- Coordinator of Student Involvement
- Administrative Associate Senior
- Operations Manager

OFFICE OF STUDENT ORGANIZATION SERVICES

The Office of Student Organization Services (SOS) was established to help coordinate organization services and to aid Registered Student Organizations (RSOs). The Office of Student Organization Services reports to the Director of the Setzer Student Center and works closely with the Committee on Student Organizations. The Committee is comprised of students, faculty, and staff who work with a variety of student organizations.

Registered Student Organizations play an important role in campus life at Lamar University. Throughout the year, they sponsor a variety of extra- and co-curricular activities for the campus community as well as participate in service projects on and off campus. In addition, Registered Student Organizations provide a means for students to develop and refine leadership skills and to interact and network with their peers, faculty and staff.

The Office of Student Organization Services provides administration of all student organizations using OrgSync, an online campus management software accessible by LU students, faculty, and staff.
The Office of Student Organization Services is located in the Setzer Student Center. Please stop by or call our office at 409-880-8721. We are here to help you!

**TYPES OF STUDENT ORGANIZATIONS AT LAMAR UNIVERSITY**

**GOVERNANCE ORGANIZATIONS:** Governance organizations are formed to represent a group of organizations that have been specifically supported by the university to serve such a purpose. The groups have delegated a portion of their power to the larger organization but retain the right to representation. Membership in these types of organizations is usually based on involvement in one of the representative groups and an expressed interest in working with the umbrella organization.

**ACADEMIC ORGANIZATIONS:** Academic organizations include those groups with memberships in honor societies or professional organizations, or those based on an academic (departmental) field of study. University students form honor organizations to recognize academic and/or leadership achievements. Membership is based primarily on scholastic achievement, but also may consider character and leadership. All organizations have criteria for membership that must be met and some are by invitation only. Most of these organizations are tied to university departments and belong to national organizations. Departmental and professional organizations are organized to further develop and promote a student’s learning within an academic department or program. These organizations normally work closely with a university department and are often part of a larger local, state, national, or international organization. Membership is normally based on an interest in a particular field or discipline that the organization represents.

**MUTUAL INTEREST ORGANIZATIONS:** Mutual interest organizations are groups that have formed solely on the basis of a group of individuals that have common interests. The groups in this category focus on a multitude of different topics, including service to the community. Membership is based on sharing the same interests.

**MULTICULTURAL ORGANIZATIONS:** Multicultural organizations are groups that strive to expand students’ knowledge of the different cultures represented in the LU community and abroad.

**SPIRITUAL AND RELIGIOUS ORGANIZATIONS:** Spiritual and religious organizations are formed to provide a campus community of students who share the same or similar religious faith or spiritual beliefs. Membership in these groups depends on a student’s beliefs and interests.

**GREEK SOCIAL ORGANIZATIONS:** Greek social fraternities and sororities are groups that are organized primarily for the purpose of social interaction among a particular group of students who share common interests. These types of organizations involve themselves in numerous activities including leadership development, community service, and recreational activities. Membership is based on the student’s interest, individual selection criteria, and some form of mutual selection. Although fraternities and sororities are an American invention, each group is designated by a Greek letter name. Members are referred to as Greeks. Chapters are often called Greek letter societies, and all are known collectively as the Greek Council. These groups must be a part of a national or international organization. The organizations are affiliated with the Inter-Fraternity Council, the College Pan-Hellenic Council, the Multicultural Greek Council, and the National Pan-Hellenic Council.

**SPORTS ORGANIZATIONS:** Sports organizations are formed to sponsor some type of athletic activity on a non-NCAA university level. Many of these groups work closely with the Sport Clubs program in the Department of Recreational Sports and may work with other types of organizations or groups of students to promote their activities. Membership is based on student’s interest and may involve some form of competition for membership.

**SERVICES FOR STUDENT ORGANIZATIONS**

**MAILBOXES AND LOCKERS**

Every Registered Student Organization has the option to have a mailbox in the Office of Student Organization Services, Room 270 of the Setzer Student Center. Through these mailboxes, the university, other organizations, businesses, and students communicate with each of the organizations. These mailboxes are not secure; therefore, exercise discretion in the types of items routed through the mailboxes. Mail should be addressed to:
LU Student Organizations have access to several different options for storage at the Setzer Student Center. Student Organizations Services Office will provide lockers of various sizes during Fall and Spring semesters. These lockers will be allocated on a first-come, first-served basis and can only be used to hold organization supplies. **Locker rental period: August 27th, 2018 to May 30th, 2019.**

If an organization is wanting a mailbox or locker, they are to fill out a form on OrgSync.

**STUDENT ORGANIZATION DIRECTORY AND HISTORICAL INFORMATION**

The Office of Student Organization Services maintains accurate records of organizations officers, constitutions, by-laws, and other important documentation on OrgSync, an online communications tool.

**POLICIES FOR STUDENT ORGANIZATIONS**

**DEFINITIONS**

In this handbook, unless the context requires a different meaning:

1. *Advisor* means a full-time member of the faculty or staff who counsels the members of an organization.
2. *Class day* means a day on which classes or reading periods before semester or summer session final examinations are regularly scheduled or on which semester or summer session final examinations are given.
3. *Student* means a person enrolled or accepted for admission or readmission at the university while present on the campus.
4. *Student Officers* means a student who has been elected or appointed into a student leadership position in their Student Organization which includes but not limited to: President, Vice President, Treasurer, Secretary and any other student leadership position.
5. *President* means the President of Lamar University.
6. *Vice President* means the Chief Student Engagement personnel officer, his/her designee, or his/her representative.
7. *Dean of Students* means the Chief Student Code of Conduct officer, his/her designee, or his/her representative.
8. *Director* means the Director of the Setzer Student Center, his/her designee, or his/her representative.
9. *Coordinator* means the Coordinator of Student Involvement.
10. *Organization* means a student group holding a valid provisional or permanent recognition certificate from the Office of Student Organization Services.
11. *University* means Lamar University.
12. *University facility* means a classroom, auditorium, residence hall, or any other area of the campus.
13. *Social Event* means dances, mixers, receptions, banquets, and rush parties. Business and/or routine meetings are not considered social events unless such meetings in fact become so as a result of the activity itself.

**ELIGIBILITY TO PARTICIPATE IN STUDENT ORGANIZATIONS**

All organizations shall conform to the university policy on eligibility for extracurricular activity as outlined in the Student Activities section of the Student Handbook:

- Any student currently registered in good standing with the university with a 2.0 GPA on all coursework completed at Lamar University and/or LIT is eligible to participate in any extracurricular activity. Members who do not meet this requirement will be limited to only meeting attendance and academic improvement programs.
- University organizations may establish higher individual requirements for GPA and enrollment status.
- In order to become a candidate for and/or hold student office in an extracurricular organization, a student must:
  - Be a full-time undergraduate or graduate student, and
  - Be in good standing (disciplinary, scholastic, and financial) with the university, and
  - Maintain at least a 2.5 cumulative GPA on all coursework completed at Lamar University.
One-semester exemptions may be granted on a case-by-case basis by the Director.

First-semester freshmen are eligible to hold office after completion of one semester at Lamar University.

**GRADE CHECKS OF OFFICERS**

The Dean of Students Office will verify the cumulative GPA of all Student Officers during the first two weeks of September and January. The Coordinator will notify students that are considered ineligible for office based on this process. The student leader may appeal their eligibility to the Dean of Students, whose decision will be final.

**APPEALS**

- If ineligible, student may appeal to the Dean. A request for review under this Regulation must be submitted in writing by the affected Student to the Dean of Students Office within three (3) business days after notification of ineligibility. Failure to submit a timely appeal will result in immediate relinquishment of the office.
- The request must state the grounds upon which the Student seeks review of his/her ineligibility. The Student may provide additional supporting documentation to support his/her eligibility by delivering those documents to the Dean of Students Office for consideration within three (3) business days after the notification of ineligibility.
- Within five (5) business days after the request has been received, the Dean of Students, or his/her designee, shall render a decision on the request for review and shall notify the Student of that decision in writing.

**MEMBERSHIP IN STUDENT ORGANIZATIONS**

Membership in a Lamar University student organization may not be restricted on the basis of race, color, creed, sex, age, handicap, or national origin, consistent with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964; Executive Order 11246 as issued and amended; Title IX of the Education Amendments of 1972, as amended; Section 504 of the Rehabilitation Act of 1973. Organizations must sign a statement to this effect before approval may be granted and once a year thereafter. This Statement of Compliance is included in the registration process on OrgSync.

**NON-STUDENT MEMBERS OF STUDENT ORGANIZATIONS**

Only currently enrolled Lamar University students are eligible to hold office in recognized campus organizations. Provisions for membership of faculty and staff members may be made, but non-students may not outnumber student members in any of the organizations.

**SINGLE-SEX ORGANIZATIONS**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at the university unless such programs and activities are specifically exempt from the law. The university is required to be in compliance with the provisions of Title IX. Therefore, compliance with Title IX is a condition to be a registered student organization at the university.

Since passage of this law and the publication of the implementing regulations, the U.S. Department of Education Office of Civil Rights has developed a clear set of criteria for determining when single sex organizations are exempt from the provisions of Title IX. These criteria are as follows:

- The organization must have tax-exempt status under Section 105 of the Internal Revenue Code;
- Members must be limited to student, staff or faculty at Lamar University;
- The organization must be a “social fraternity” as defined by the Department of Education. The Department of Education defines “social fraternity” as a group that can answer “no” to all the following questions:
  - Is the organization’s membership limited to persons pursuing or having interest in a particular field of study, profession or academic discipline?
  - Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
Are the members permitted to hold membership in other fraternities or sororities at the university?

• If a group answers “yes” to any of the questions, it is not a “social fraternity” and therefore is not exempt from the requirements of Title IX and therefore must accept members of both sexes. An affirmative answer to any of these questions is evidence that the organization is professional, service, or honorary in nature and not a social fraternity or sorority for Title IX purposes.

United States Department of Education- Office for Civil Rights

Rationale: The rationale for this distinction based on the intangible educational advantage afforded by membership in such professional, service, and honorary organizations. Many such honor and service organizations have school and alumni recognition and reputation, which enhance student members’ careers. Members frequently gain enhanced status, which, as alumni, is often influential in decisions affecting campus life and university policy. This type of educational opportunity and benefit is significant and may not be denied to students on the basis of sex. (U.S. Department of Education, Office of Civil Rights)

DECLARATION OF NON-DISCRIMINATORY PRACTICES

The University is required to file with the federal government each year a report declaring its compliance with the Civil Rights Act. Failure to comply could result in loss of support for virtually all of our student financial aid programs, loss of federal funds for buildings, and ineligibility for federally funded grants in support of institutes, conferences, research, and other activities. The University cannot properly declare its compliance with the Civil Rights Act if it practices discrimination on the basis of race, color, creed, sex, or national origin, except as may be provided by law, including the granting of official recognition to student organizations which practice such discrimination. We request your cooperation with the following:

Any student organization that practices discrimination, except as provided by law, will be in danger of removal of its charter and withdrawal of University recognition. This means that any student who presents himself/herself for membership in your organization must be accepted as long as he/she meets the necessary requirements as applied to all potential members. In case of recognized social sororities and fraternities, this means that any student who represents himself/herself for participating in intake activities must be accepted for this program and must be treated in exactly the same manner as all others. All requests for literature related to your organization and to new member intake must be filed without regard to race, color, creed, or national origin. Charges of discrimination will be investigated thoroughly and appropriate action taken.

RIGHTS OF STUDENT ORGANIZATIONS

Student organizations are recognized on the assumption that their activities and programs contribute to the educational, professional, civic, and social development of the students involved. Neither the student organization nor its representatives may suggest that either is acting with authority or as an agent of Lamar University. Student organizations have the following rights:

• Use of the Lamar University name as part of the student organization’s formal name, specifically at the end of the organization’s name. Example: The Chess Club at Lamar University.
• The right to recruit new members from the Lamar University community.
• The services of the Office of Student Organizations, including assistance in planning, carrying out, and evaluating activities and programs, club accounting, and assistance in making the organization more effective and efficient.
• The right to hold events and the use of university facilities free of charge or with a minimal fee.
• Invitation of off-campus speakers and artists to appear for regularly scheduled meetings and assemblies, subject to scheduling in accordance with Off-Campus Speaker Policy.
• Distribution of literature relating to the organization’s purpose and activities in those areas authorized by the University Posting Policy.
• Sponsorship of profit-making activities and solicitation of funds for organizational activities in accordance with the Fundraising Policies.
• Representation in the Student Government Association.
• To apply for Co-Sponsorship Funding. Provisional organizations are not eligible for co-sponsorship funding.
  • The right to be listed as a Recognized Student Organization.

RESPONSIBILITIES OF STUDENT ORGANIZATIONS
• To manage and carry out activities within its own constitution; local, state, and federal laws; and university rules and regulations.
• To conduct its business and fiscal operations in accordance with standards of good business management and practice.
• To be cognizant of the special role the organization holds as an integral part of Lamar University and to act accordingly in the best interest of its members and the university, as well as the surrounding community.
• Follow the Policies and Procedures for Student Organizations as outlined in this Handbook.

ANNUAL REGISTRATION RENEWAL

Every organization must renew their registration during the spring semester by updating their OrgSync portal; President, Vice President and Advisor must complete the Risk Management Quiz (Located in blackboard under “My Courses”) each year. All information and forms will be submitted via OrgSync and blackboard. The registration process will begin March 1 and end May 1 each year.

The Coordinator of Student Involvement will review each submitted registration renewal request to determine if the organization is eligible for continued recognition as a registered student organization. If the Coordinator determines that an organization is ineligible for registration or is inactive, the Coordinator shall notify the organization President and Advisor via email of its status.

• Information on the OrgSync portal, including officer names and contact information, meeting days and times, membership requirements, etc. must be kept current and accurate throughout the semester. The organization President or designee will be responsible for ensuring that this information is kept current.
• The officers listed on the most recent registration request will be recognized as those authorized to speak for and represent the organization in its relations with the university.
• If the organization uses Student Club Account services, the President or Treasurer must submit a new Student Club Account Signature Card
• 3 Officers must attend Officer Training in the fall semester.
• Organizations must have at least five eligible members, two of which must act as officers.

Failure to register your student organization by the deadline will result in your organization being designated as inactive, and all privileges granted to your student organization will be suspended. This form must also be completed within 7 days of any change in officers.

MEETINGS

Organizations must give their members and advisor reasonable advance notice of its meetings. Organizations must conduct its meetings in accordance with its charter and constitution. All disputes shall be appealed to the Coordinator of Student Organizations.

HAZING POLICY

Hazing is prohibited in state educational institutions by the Texas Education Code. Students of Lamar University are forbidden to engage in, encourage, aid, or assist any person(s) participating in what is commonly known and recognized as hazing. The Lamar University Hazing Policy is located here.

STARTING A NEW STUDENT ORGANIZATION

APPLICATION

A group may apply for recognition by completing the Intent to Organize a New Student Organization on OrgSync. The Coordinator will review the application and will grant provisional recognition to the organization if the rules for eligibility are met.

ELIGIBILITY
A group is eligible for recognition if:

- Its membership is limited to Lamar University students, faculty, and staff.
- Its membership is not denied anyone on the basis of race, color, creed, sex, or national origin, except as may be provided by law.
- The group has at least five eligible members, two of which must act as officers.
- It has an eligible advisor (Advisor must have been employed by Lamar University for at least 6 months).
- Individuals are not under disciplinary sanction prohibiting recognition.
- It conducts its affairs in accordance with university rules and regulations.
- Its purposes are in accordance with the stated purpose and goals of the university. No organization may be recognized if the actions or activities of the organization are adverse to the educational purpose and work of the university.

**RECOGNITION OF GREEK SOCIAL ORGANIZATIONS**

For a Title IX-exempt social Greek-letter fraternity or sorority (as defined under the provisions of Section 1681 of the U.S. Education Act of 1972) to be recognized as a student organization at Lamar University, it must first be granted membership in its University-recognized Greek Council. Once membership is confirmed with the National Pan-Hellenic Council, the Inter-Fraternity Council, the College PanHellenic Council, or the Multicultural Greek Council, recognition materials will be processed by Greek Life.

**PROVISIONAL RECOGNITION**

The Office of Student Organization Services will notify the organization President and Advisor by email when a decision has been made about their application for recognition. If the application is approved, the office will create a new OrgSync portal for the organization. Then, the organization President must ensure the following steps are completed:

- Complete the OrgSync portal to include organization description, officer names and contact information, meeting days and times, membership requirements, etc.
- Consent to the Non-Discrimination and Hazing Policies included in the registration process and update the agreement date.
- Upload the organization’s Constitution and Bylaws to the OrgSync portal.
- The President and Advisor must view the Risk Management presentation. Both must then complete the Risk Management Quiz (Located in Blackboard under “My Courses”)

After these steps are completed, the organization is given provisional recognition for six weeks during the fall or spring semester. During this time, the organization has the following privileges:

- The right to reserve university facilities for the purpose of holding organizational meetings.
- The right to publicize the initial organizational meetings in line with university posting policies.
- The right to invite membership.

***During a student organizations provisional status, student’s organizations are not permitted to apply for co-sponsorship. Once their permanent recognition and charter is approved they will be able to apply.***

**PERMANENT RECOGNITION AND CHARTER**

The Director will consider applications for permanent recognition. In considering an application, the committee shall permanently recognize the applicant unless it does not meet the rules for eligibility.

The student organization will be notified via email if they have been approved for recognition.

If the Director refuses to grant permanent organization recognition, the applicant organization may petition in writing to the Committee on Student Organizations to review the application. The applicant organization shall attach a copy of its application to the petition.
If the Committee on Student Organizations, at its discretion, agrees to review the Director’s refusal, it shall direct the Director to furnish it and the organization a copy of the written statement of the reason for refusal.

The Committee on Student Organizations shall confine its review of the Director’s refusal to the petition, application, and Director’s statement. The Committee on Student Organizations may:

- Affirm the Director’s decision;
- Refer the matter to the Director for reconsideration; or
- Grant recognition to the provisional student organization.

**POLICIES FOR ADVISORS OF STUDENT ORGANIZATIONS**

- All organizations are required to have at least one advisor who is a member of the faculty or staff.
- Advisors must be full-time employees with at least six (6) months of full-time employment at Lamar University with the exception of administrative staff members whose job description includes specific advisement responsibilities.
- The Coordinator and Director have the responsibility of approving student organizations and advisors. It is the responsibility of each student organization to submit the names of advisors. The Coordinator will notify each organization of endorsement for Student Organizations.
- Advising is both beneficial and time consuming. Organizations should, therefore, attempt to find advisors who are not already working with more than two other student organizations. This will assure the organization of more attention from its advisor and permit the benefits of advising to accrue to others on the faculty and staff.
- University recognized student organizations are entitled to the use of university facilities, when available. In order to use campus facilities for meetings and other functions, the advisor must approve facility requests. Some university facilities may require the attendance of the advisor or his/her designee, who will accept responsibility for the organization and the facilities.
- Before a faculty member or staff member accepts to be an advisor to a student organization, they should review if their time is available.
- In accepting the position of advisor of a student organization, the faculty or staff member should be present at as many activities and meetings of the organization he/she is advising as possible.
- Exceptions to these policies may be granted at the discretion of the Director.

**STUDENT ORGANIZATION DISCIPLINE**

**ORGANIZATION CONDUCT OFFENSES**

Student organizations are responsible for conducting their affairs in a manner that reflects favorably upon themselves and the university. Such responsibilities include:

- Compliance with university regulations, policies and/or procedures except for those offenses listed below, will be reported to and adjudicated by the Dean of Students;
- Taking reasonable steps, as an organization, to prevent violations of law or university regulations by its members; and
- A willingness to deal individually with those members of the organization whose behavior reflects unfavorably upon the organization or upon the university.
- Failure to accept the responsibilities of organization membership may subject the organization to permanent or temporary withdrawal of university recognition and/or support, social probation, denial of use of university facilities, or other appropriate action.
- The Director has responsibility for initiating and expanding disciplinary action in any group offense cases.
- A student may also be disciplined for a violation under the Student Code of Conduct even though the organization of which he/she is a member is penalized for the same violation growing out of the same factual situation.
- Judicial and appeal procedures are outlined in the Student Code of Conduct.

**ADMINISTRATIVE OFFENSES**
When the Coordinator for Student Involvement receives information that an organization has allegedly violated an administrative rule or regulation, he/she shall investigate. The Coordinator for Student Involvement may then dismiss the allegation, requiring no further action, or conduct a meeting with the student organization and their advisor to obtain more information about the allegations. An organization violates a university regulation or administrative rule when:

- One or more of its officers or authorized members acting in the scope of his/her general responsibilities commits the violation;
- One or more of its members commits the violation after the action that constitutes the violation was approved by a majority vote of those members of the organization present and voting;
- One or more members of a committee of the organization commits the violation while acting in the scope of the committee’s assignment; or
- A majority of the members of an organization commit the violation.

**SANCTIONS**

When, after the meeting, the Coordinator finds that an organization has violated an administrative rule or regulation, he/she may make their recommendation for sanction to the Director. The Director may choose to penalize the student organization by one or more of the following actions, including but not limited to:

- Suspend for not more than one calendar year the organization's right to do one or more of the following, including but not limited to:
  - publicly post signs;
  - publicly assemble or demonstrate;
  - sponsor or present a public performance;
  - publicly raise funds or make a solicitation;
  - reserve the use of university facilities;
  - participate in intramural athletics;
  - engage in recruitment of members (fraternity and sororities will be referred to Greek Life office); or
  - apply for co-sponsorship funding.
- Suspend for not more than one calendar year the organization’s recognition; or
- Cancel the organization’s recognition for not less than one calendar year.

Any allegations involving a Greek Organization will be reviewed and adjudicated by the Office of Greek Life staff.

**APPEALS**

If a student organization believes these procedures were not followed it may choose to appeal to the Dean of Students. All appeals must be submitted within five class days from the date of notification to the Dean of Students. The letter of appeal must provide a clear explanation of how this process was not followed or their disagreement with the severity of the sanction.

**CAMPUS SPEAKERS INSIDE AND OUTSIDE SETZER STUDENT CENTER**

No invitation by a registered student organization or university department will be issued to a non-university speaker without prior approval from the Director of Setzer Student Center. All policies and procedures outlined in the Texas State University System Speech and Assembly and Lamar University Student Organization Handbook will be followed.

The freedom of speech and assembly guaranteed by the first and fourteenth amendments to the United States Constitution shall be enjoyed by the students of Lamar University in respect to the opportunity to hear off-campus (outside) speakers on the campus. Free discussion of subjects of either controversial or non-controversial nature shall not be curtailed.

Since, however, there is no absolute right to assemble or to make or hear a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meetings or speech or speeches by outside speaker(s), the issuance of the invitations to outside speaker(s) shall therefore be limited in the following ways:
• Outside or off-campus speakers are not permitted to speak on campus unless invited to do so by a university group or organization.
• A person who has been convicted of a felony must be granted special approval by the Vice President of Student Engagement to speak before an organization.
• No contract or formal commitment between any recognized organization and an outside speaker can be issued to an outside speaker without prior written approval by the Director or the Vice President of Student Engagement.
• By acceptance of the invitation to speak, the speaker shall assume full responsibility for any violation of law committed by her/him while she/he is on campus.
• The university reserves the right to assign facilities for all activities on campus.
• A request made by an organization may be denied for failure to comply with the policy or if it is determined that the proposed speech will constitute a clear and present danger to the institution’s orderly operation by the speaker’s advocacy of such action as:
  o The violent overthrow of the government of the United States, the State of Texas, or any political subdivision thereof; or
  o The willful damage or destruction, or seizure and subversion, of the institution’s buildings or other property; or
  o The forcible disruption or impairment of, or other invasion of legal rights, of the institution’s officials, faculty members, staff, or students; or
  o The physical harm, coercion, intimidation, or other invasion of legal rights, of the institution’s officials, faculty members, staff, or students; or
  o Other campus disorders of a violent nature.
• In determining the existence of a clear and present danger, all relevant factors will be considered, including whether such speaker has incited violence resulting in bodily harm to individuals and/or in the destruction of property or has willfully caused the forcible disruption of regularly scheduled classes, educational or service functions at any other institution. Consideration may also be given to the climate of the campus in making a determination of the probability of advocacy prompting a group or individual to action.
• If an organization’s request for an outside speaker is denied, the organization shall, upon written application to the Chief Student Personnel Officer, obtain a hearing at the earliest possible time, following the filing of its appeal. The Vice President of Student Engagement shall either uphold or reverse the decision of the Director.

PROCEDURE

A Speaker Request Form must be completed and submitted to the Director of the Setzer Student Center by an officer of the student organization desiring to sponsor the proposed speaker at least ten (10) calendar days prior to the date of the proposed speaking engagement.

ADVERTISING

Any advertising for the promotion of a program or special event to be held in a Setzer Student Center space, such as newspaper releases, posters, tickets and handbills must indicate the sponsoring group. Any advertising or promotion of an event must be discussed with and approved by the Event Services office at the time the reservation is made and before it is confirmed. The sponsoring group must comply with the University Posting Policy. No advertising may be done prior to confirmation of space reservations.

UNIVERSITY TRADEMARK LICENSING POLICIES

All student organizations must adhere to the Student Organization Licensing guidelines and University Visual Standards when using Lamar University trademarks on marketing materials or apparel.

EVENT POLICIES

Student organizations at Lamar University are required to follow specific policies regarding events they host on and off campus. On-campus event policies are located on the Event Services section of the Setzer Student Center website.
Lamar University recognizes the right of university-affiliated organizations to sponsor and hold off-campus events. The university assumes no responsibility for the conduct of participants, nor for the financial and/or contractual obligations associated with off-campus events. However, the university does hold each organization and its officers responsible for abiding by all federal, state and local laws.

Sponsoring organizations and their officers are responsible for conducting off-campus events in a manner that reflects favorably upon themselves and the university, and for arrangements for adequate safeguards at these events.

Sponsoring organizations and their officers are responsible for fulfilling all financial and contracted obligations entered into in conjunction with off-campus events.

Sponsoring organization and their officers are also responsible to follow their international or national organization policies and standards for hosting off-campus events. For more information for social fraternity and sorority events, please refer to the Greek Operational Guidelines and National Organization’s Risk Management Policies, commonly referred to as “FIPG” policies.

Violations of law, unacceptable conduct, and/or failure to meet financial or contracted responsibilities may subject an organization to disciplinary action by the university.

**Fiscal Policies**

Student organizations at Lamar University are required to follow specific policies on fundraising, solicitation, organization accounts, purchasing, and other fiscal matters. Policies are listed in the [LU Student Organization Account Policies and Procedures Manual](#).

**Travel Policies**

Student organizations at Lamar University are required to follow specific policies on travel off campus. Policies are listed under [Student Travel Procedures](#) in the University Policies-Student section of the Student Handbook.