

Southeastern Louisiana University



Student Organizations Greek Life Policies & Procedures Booklet

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STUDENT ORGANIZATIONS AND GREEK LIFE PROGRAMS

The Student Organizations and Greek Life programs at Southeastern Louisiana University are an integral part of campus life and constitute some of the best opportunities for students to achieve educational relevance in co-curricular activities. Through participation in student and/or Greek organizations, students are provided the opportunity to integrate knowledge from the classroom with the everyday experience of living and working in a society with people of varied interests, ideas, and values. The Student Organizations and Greek Life programs are considered an extension of the classroom and an important part of the total educational program at Southeastern Louisiana University.

MISSION STATEMENT

The missions of the Student Organizations and Greek Life Programs at Southeastern Louisiana University are to develop and implement programs designed to educate and motivate student leaders, identify and evaluate policies as they pertain to student organizations, and to assist students in developing leadership skills, and fostering personal growth.

DEFINITION

A student organization is defined as a group of Southeastern Louisiana University students joined together in the pursuit of a common purpose, which is in support of the mission, goals and core values of Southeastern Louisiana University, guided by a lawful constitution under the direction of chosen officers, which has been recognized and approved by the Director of Student Organizations, the Vice President for Student Affairs, and the University President. A Greek organization is a social fraternity or sorority. In order for a Greek organization to secure and maintain University recognition, they must be members of a national umbrella governing conference. In order to be recognized by the University, students must first receive the support and endorsement of the Interfraternity, Panhellenic or Pan-Hellenic Council respectively. Depending on the type of organization and its make-up, membership may also be open to Southeastern Louisiana University faculty and staff. At no time will any student organization's membership be open to non-students and/or non-university personnel.

Recognition of a student or Greek organization in no way implies that Southeastern Louisiana University necessarily endorses positions or points of view espoused privately or publicly by members of recognized student organizations. Campus organizations, including those affiliated with an intramural organization, must be open to all students without respect to race, creed, gender, sexual orientation, physical impairment, national or ethnic origin as a condition for University recognition. Social/Service fraternities and sororities may open membership to only those students of like gender. The term "student organization" is interchangeable with the term "student" as it relates to all areas of the Code of Student Conduct. Student organizations will be held responsible for abiding by the code as if they were individual students.

RECOGNITION OF STUDENT ORGANIZATIONS

Student organizations may be recognized based upon recommendation by the Division for Student Affairs Administration to the University President. Once the completed petition for recognition is submitted to the Office of Student Organizations or the Office of Greek Life, it is reviewed by the Director of Student Organizations or the Director of Greek Life, the Vice President for Student Affairs, and the University President.

YEARLY RENEWAL FOR UNIVERSITY RECOGNITION

Organizations must renew recognition at the beginning of each Fall semester. Organizations failing to petition by these dates may renew their recognition the following semester. After a one year lapse in recognition renewal, the organization must then reapply for recognition according to the procedure specified for "New Student Organizations". All fraternities and sororities must renew recognition at the start of each semester.

REQUIREMENTS FOR MAINTAINING RECOGNITION

All recognized organizations are subject to the rules and regulations, review and decisions of the University. If an organization violates any of the provisions of its recognition statement, constitution, or the regulations of the University, the University may revoke the organization's recognition. Revocation of University recognition results in the loss of the rights and privileges granted to the organization by the recognition. The appeal process from a judicial hearing or decision may be appealed through the Vice President for Student Affairs. Likewise, the Vice President for Student Affairs may suspend, place on probation, or take other appropriate action against *any* student organization found in violation of University policy. For official judicial procedures, refer to the Student Code of Conduct.

WITHDRAWAL OF UNIVERISTY RECOGNITION

Organizations may not withdraw their recognition nor allow it to lapse to circumvent sanctions or pending disciplinary action by the University. Organizations in good standing with the University who allow their recognition to lapse or voluntarily withdraw from the University are denied all privileges afforded to student organizations. Repeated attempts to operate without University recognition will result in disciplinary action against the individual students concerned. Organizations whose recognition has been suspended for a stated period of time under stated conditions must adhere to the conditions or face additional delay or reinstatement or possible permanent revocation of recognition for repeated non-adherence to the conditions or other serious behavioral problems. Suspension of recognition means that the organization has no basis for operating on campus or at off-campus sponsored University events. Additional conditions may be imposed requiring suspended organizations to perform or refrain from certain actions.

**PROCEDURE FOR APPLYING FOR
UNIVERSITY RECOGNITION - NEW STUDENT ORGANIZATIONS**

Any group of ten (10) or more students desiring to establish an organization may petition the Administration through the Office of Student Organizations. An application format containing the following information is available in the Office of Student Organizations located in Room 203 of the Student Union:

1. An application
2. Letter of Purpose
3. Proposed Constitution, By-Laws and/or charter statement
4. A list of ten (10) Southeastern students who shall be members
5. Officers' roster including grade release form signed (officers only)
6. Two letters of recommendation from faculty, staff or administration in support of recognition
7. Name of Faculty Advisor with requested information
8. Information, if applicable, concerning an organization banking account

**PROCEDURE FOR APPLYING FOR
UNIVERSITY RECOGNITION -STUDENT ORGANIZATIONS**

Any group of ten (10) or more students desiring to renew an organization may petition the Administration through the Office of Student Organizations. An application format containing the following information is available in the Office of Student Organizations located in Room 203 of the Student Union or online at http://www.selu.edu/admin/stu_orgs:

1. Recognized Student Organization Packet
2. Updated Constitution, By-Laws and/or charter statement (required every 3 years)
3. A list of ten (10) Southeastern students who shall be members
4. Officers' roster including grade release form signed (officers only)
5. Name of Faculty Advisor with requested information
6. Information, if applicable, concerning an organization banking account

CONSTITUTION

The constitution, by-laws or charter statement must include the following information:

1. Name of proposed organization
2. Purpose of the organization
3. Eligibility/qualifications for membership
4. A statement of nondiscrimination in the selection of members

Once the completed petition for recognition is submitted to the Director of Student Organizations, it will be evaluated. The Director will then make a recommendation on approval to the University President. If approved, the faculty advisor and the President/Chairman will be notified by the Director of Student Organizations.

All organizations must reapply for recognition each Fall semester.

PROCEDURE FOR APPLYING FOR UNIVERSITY RECOGNITION -- GREEK ORGANIZATIONS

Each Greek council (Panhellenic, Pan-Hellenic and Interfraternity) has its own policy on extension or expansion. In order for a Greek organization to secure and maintain University recognition, they must be members of a national umbrella governing conference. In order to be recognized by the University, students must first receive the support and endorsement of the Interfraternity, Panhellenic or Pan-Hellenic Council respectively. For more information on starting a Greek organization, please contact the Director of Greek Life at 549-2120.

REQUIREMENTS FOR OFFICERS

To be eligible to seek or hold office in any recognized student organization, a student must meet all of the following criteria:

1. Be enrolled in a minimum of 12 hours the entire semester or 6 hours if a graduate student. Graduating seniors and students completing internships, student teaching, and/or enrolled in the School of Nursing are excluded from the minimum hours requirement.
2. Have a 2.5 semester GPA and a 2.5 cumulative GPA.
3. **Summer semester does not apply to officer eligibility. (effective Fall 2011)**

A student holding office in a student organization not maintaining 12 hours and/or the minimum cumulative grade point average will be removed from office by the Office of Student Organizations or the Office of Greek Life. Student organizations are encouraged to incorporate higher academic standards of eligibility for their officers.

REQUIREMENTS FOR UNIVERSITY & GREEK CHAPTER ADVISORS

An advisor at Southeastern Louisiana University plays an important role in the overall success of the student organization program. The following is a list of minimum expectations and responsibilities of the advisor as deemed appropriate by the University:

1. Assist in the promotion of scholarship.
2. Be knowledgeable of and educate the student organization on University policies and procedures.
3. Assist organization officers and work closely with the president and treasurer.
4. Advise the organization in the election and training of effective officers.
5. Work with officers in preparing budgets and establishing long-range goals.
6. Assist in educating the organization about University policies and procedures.
7. Evaluate projects, performance, and progress; serve as a resource and provide feedback to the officers of the organization.
8. Represent the organization and its interests to other faculty and staff.
9. Serve as the most consistent link with the past and provide an historical perspective to assist the current leadership in accomplishing goals.
10. Offer guidance to members with personal and professional issues of importance.
11. Approve activities of the organization through the Registration of Activities process.
12. Intervene when appropriate.

PRIVILEGES OF STUDENT ORGANIZATIONS

The officially recognized organization, with all the privileges and immunities conferred by such recognition, receives:

1. Use of Southeastern Louisiana University's name or symbols in association with the organization is allowed as long as it complies with the University mission statement and core values.
2. Use of the University's facilities in accordance with the policies that govern them.
3. Solicitation of campus membership under the organization's name.
4. Solicitation of funds under the organization's name, subject to the approval of the Director of Student Organizations or the Director of Greek Life and the Assistant Vice President for Student Affairs.
5. Listing of the organization in official publications of the University.
6. Registration of events.
7. Ability to petition the Student Government Association for Student Organization Grants, Room 207 of the Student Union.
8. Right to obtain University organizational mailboxes (located in the hallway on the 2nd floor near room 207 of the Student Union) upon recommendation of the Director of Student Organizations or the Director of Greek Life.
9. Right to actively promote the goals, purposes, identity, programs and activities of the organization.
10. Right to have a web page linked to the University as long as the site is within University Policy.

COMMUNITY SERVICE

To track the number of students involved in community service on campus and off campus, the hours involved and how much money is donated, the Office of Student Organizations and the Office of Greek Life requests that a Community Service/ Public Service form be completed for each event. ***Community service forms are due on the last day of classes for the Fall and Spring semesters.*** Community service completed over the summer may be submitted with Fall community service forms. At the end of the Spring and Fall semesters, community service forms are compiled into a comprehensive report and distributed to the organizations, national headquarters, and university administrators. Forms are available on the department website as well as in the Office of Student Organizations and the Office of Greek Life upon request. Forms must be submitted by the last day of classes in order to be included in the comprehensive community service report.

NOTE: Two or more active members must participate in a community service activity or project in order for it to be counted in the Community Service Report.

ADVERTISING AND PUBLICITY

In order to protect the rights of campus organizations and individuals, as well as University property and to ensure the campus maintains an attractive appearance; all organizations should follow the University Sign Policy. Active promotion may be regarded as wearing any clothes and/or accessories displaying organization insignia, display and/or distribution of written publicity for the organization or an event, public announcements at a Southeastern event, or any visible sign that imitates or articulates promotion. This applies to any on-campus and off-campus Southeastern associated event.

UNIVERSITY SIGN POLICY

In an effort to provide clarification and consistency for the advertisement of student organization activities, the following sign policy guidelines have been set:

1. Signs may be hung on the Student Union and residence halls pending approval by the building head.
2. Signs may be of wire-frame construction for insertion in the soil.
3. Signs may not be placed/taped on windows.

****Note:** A sign approval form must be obtained from the Assistant Vice President for Student Affairs before any sign can be posted on campus. The Office of the Assistant Vice President for Student Affairs is located in Room 202 of the Student Union. Display of sexual suggestive objects or pictures and/or discriminatory portrayal of individuals are not allowed.

LION'S ROAR ARTICLES

Articles placed in the Lion's Roar on behalf of a student organization must follow these guidelines:

1. Articles are due on Thursday at 4:30 pm and have a 150-word maximum.
2. The organization president must sign the article indicating that he/she is aware of the contents of the article. The article must be in good taste and contain no inside jokes.
3. The organization contact information including telephone number and e-mail address of the organization president must be printed in the top left-hand corner.

The Office of Student Publications is located in Room 211 of the Student Union.

GUIDELINES FOR CAMPUS ALCOHOL ADVERTISING (2-25-04)

Alcohol abuse poses a serious threat to the health and welfare of the college student population through acts of violence, vandalism, property damage, accidents, lessening of academic performance, estrangement of social relations, creation of mental and physical problems and in some cases bodily injury, illness, and death. Inappropriate and

irresponsible marketing and promotion of alcoholic beverages on campus can contribute to the problems of alcohol abuse.

The purpose of this policy is to assist in the protection of the health and welfare of our students. As such, Southeastern Louisiana University, in agreement with the National Association of Student Personnel Administrators (NASPA), the American College Personnel Association (ACPA), the Association of College and University Housing Officers International (ACUHO-I), BACCHUS, and the Brewing Industry has implemented the following guidelines in relation to the advertising of alcohol on our campus. These guidelines apply to all alcohol advertising and marketing materials including print, television, radio, Internet, and cyberspace media.

- All signage must adhere to the Southeastern Sign Policy.
- Alcoholic beverage marketing programs on campus must conform to the Code of Student Conduct and should avoid demeaning sexual or discriminatory portrayal of individuals.
- Alcoholic beverage marketing should not portray, encourage, or condone drunk driving.
- Alcoholic beverage marketing should not portray persons in a state of intoxication or in any way suggest that intoxication is acceptable conduct.
- Advertising of this type should not portray or imply illegal activity of any kind.
- Advertising and marketing materials should not portray sexual passion, promiscuity or any other amorous activity as a result of consuming alcohol.
- Advertising and marketing materials should not employ any symbol, language, music, gesture, or cartoon character that is intended to appeal primarily to persons below the legal purchase age. This includes the use of Santa Claus in any promotion.
- Alcohol advertising and marketing materials should not employ religion or religious themes.
- Promotion of alcoholic beverages must not encourage any form of alcohol abuse nor should it place emphasis on quantity and frequency of use or its intoxicating effect. This includes the listing of free drinks or other drink specials.
- Advertising should not portray drinking as a solution to personal or academic problems of an individual or as necessary to social, financial, sexual, or academic success. It should also not associate or portray drinking before or during activities that require a high degree of alertness or coordination.

- Alcohol advertising shall not directly or indirectly degrade studying.
- Advertising and marketing materials may not contain any lewd or indecent language or images, including depicting the act of drinking.
- Advertising cannot disparage competitive brands or venues.
- Advertising should market events (bands, special events, etc.) rather than consumption of alcohol.

- Alcohol, bar tabs, coupons for free or reduced drinks, etc. may not be awarded as prizes and may not be advertised as such on flyers, posters, or any signage to be used on the campus.
- No uncontrolled sampling as part of a campus-marketing program is permitted. No sampling will include any drinking contests. If sampling is allowed, it will be limited as to time and quantity and principles of good hosting should be observed including alternate beverages, food, and planned programs. The consumption of the alcohol cannot be the sole purpose of the activity.
- Display and availability of promotional materials must be cleared with the Assistant Vice President for Student Affairs prior to the event.
- Informational marketing programs should have educational value and subscribe to the philosophy of responsible and legal use of the products represented.
- Promotional activities must not be associated with otherwise existing campus events or programs without the prior knowledge and consent of appropriate University officials.
- Alcohol should not be advertised or marketed at any event where most of the audience is reasonably expected to be below the legal purchase age. This includes the marketing of clothing, toys, games and/or game equipment, or other materials used primarily by persons below the legal purchase age.

WAR MEMORIAL STUDENT UNION POLICIES

General Policies and Procedures

1. All events to be held in the Student Union Complex must be properly scheduled by submitting an approved Registration of Activity form to the Student Union office. These forms must be submitted at least one week prior to the event and may be completed and submitted via the SLU website.
2. A Faculty/Staff Advisor must be present for all social activities involving student organizations. The name, telephone number, and address of the advisor must appear on the Registration of Activity form for all social activities.
3. Any meeting/activity which does not begin within thirty minutes of the scheduled time will be considered cancelled. Any group wishing to cancel their meeting/activity must notify the Student Union office before 4:00 pm the day of the event. Campus Police should be contacted to cancel weekend and late night events or events where Union staff is not available.
4. Individuals or groups are responsible for any damage, theft or misuse of the Student Union or University property. They will be charged accordingly and subject to disciplinary action.
5. Individuals or groups manning tables in the Mall area must remain within a two (2) foot perimeter of their table.
6. Properly registered individuals and organizations may possess and consume alcoholic beverages in accordance with Federal, State and local law and University regulations in designated areas only. The individual or student organization must contact the Assistant Dean of Student Development for this approval.

7. Typically, only one event per evening will be scheduled in the Ballroom, Theater, or other rooms. Requests to schedule multiple events in a room on a given evening may be considered by the Coordinator of the Student Union and the Director of Campus Services.
8. Request for weekend events requiring special equipment must be made at least 3 weeks prior to the event to allow for proper staffing arrangements to be made.
9. Events (meetings, social functions, tables, etc.) should not be considered approved until an official email from the Assistant Vice President for Student Affairs has been received notifying the registrant of the same.

Sign Policy for the Student Union

1. Student Organizations may reserve sign space by completing a sign approval form, which may be obtained in the Student Union Office or the Office of the Assistant Vice President for Student Affairs. Crosswalks and wall space may be reserved for large signs/banners. Signs should not be placed on facility surfaces including walls, posts, windows, glass surfaces, doors, trees, or railings, except when reserved in the Office of the War Memorial Student Union. Signs placed in an area without approval will be removed by Student Union staff.
2. The Student Union reserves the right to remove signs, due to weather or vandalism, that are no longer readable, cannot be repaired or that are considered inappropriate, or any display that does not follow the Student Union guidelines.
3. Each recognized student organization may place signs at one crosswalk and one wall using a three days on, four days off schedule.
4. Signs may not be placed on glass surfaces that block the view of individuals entering or exiting a door. The use of tape on painted surfaces is prohibited. Advertisements from off-campus businesses are subject to the same rules and regulations as on campus organizations and must receive prior approval from the Assistant Vice President for Student Affairs before they are posted.
5. The Student Union is not responsible for loss, theft, or damage of display(s).
6. The advertisement of alcoholic beverages is prohibited by the University without approval of the Assistant Vice President for Student Affairs

Meeting Room Policy

1. Meeting rooms will be arranged, where feasible, as requested. Groups that do not request a certain arrangement, but re-arrange the furniture to fit their needs, will be responsible for returning the furniture to its original arrangement when the meeting is over.
2. Tape cannot be used on painted or glass surfaces and is not permitted in any of the meeting rooms.
3. Pictures may not be removed from the walls.
4. Meeting rooms should be left clean. All trash should be placed in the trash receptacle.
5. Food and beverages are not allowed in the Theater or Theater Lobby (Commons).

Student Union Mall Policy

1. Each group reserving mall space will receive one table and two chairs. Student Union Office tables and chairs from the Lion's Den are not to be brought into the Union.
2. Tables may be set up anywhere in the mall as long as they do not block the flow of traffic and are not reserved for another event.
3. Tables and surrounding area should be left clean. All trash should be placed in the trash receptacle.
4. Student Union tables and chairs should not be removed from the facility.

Student Union Park Policy

1. Groups using the Park must avoid contact with flowerbeds. All damage will be reimbursed to the Student Union at replacement costs. Groups using the Park will be responsible for picking up all trash and debris from the park.
2. Music groups are allowed in the Park after 4:30pm during weekdays and anytime during weekends with the permission of the Student Union Coordinator and the Director of Campus Services and the Assistant Vice President for Student Affairs.

REGISTRATION OF EVENTS AND EVENT POLICIES

All events held on-campus and off-campus sponsored by a student organization must be registered with the University via a "Registration of Activity" form found on the Southeastern web site. Out of state social functions will not be recognized by the University but must be registered. All events must be registered seven days in advance of the event or 14 days in advance if the event involves alcohol.

The "Registration of Activity" form may be completed online. Access the Southeastern homepage, www.selu.edu. Click on "News and Events" and scroll down to "Registration of Activities". Follow the directions given to complete the form. Failure to register events could result in disciplinary action. Prior to submitting a Registration of Activity form, contact the building head of the facility you want to use. Verify that the facility is available on the date you are requesting.

Should your student organization require additional tables, chairs, or garbage cans for an event, a Service Request must be completed and submitted to the Physical Plant 14 days prior to the event. Service Request forms are available in the Office of Student Organizations and the Office of Greek Life. It is the responsibility of the student organization to complete the form and submit it to the Physical Plant.

Note: A balloon release is prohibited by the University because it is a detriment to the environment.

Policy for On-Campus and Off-Campus Fundraisers

Recognized student organizations and Greek organizations may sponsor four (4) fundraising events on campus per semester. Student and Greek organizations may solicit

funds or conduct sales or other fundraising projects on campus only if approved in advance by the Director of Student Organizations or the Director of Greek Life and the Assistant Vice President for Student Affairs. In general, only those sales or projects which are in line with the purpose of the organization or which offer to the campus a service not otherwise available, are approved. Off-campus fundraisers must be approved just as on campus fundraisers. There is **no** limit to the number of off-campus fundraisers. The sponsoring organization is expected to understand and adhere to all established University policies governing student organization activities. Organizations choosing to sponsor off-campus fundraising events do so with the knowledge that they are assuming full legal responsibility for all activities that occur at that event. Fundraising events that involve the sale or distribution of alcohol; involve the sale or distribution of tobacco products; promote or encourage gambling; involve any illegal activities; and/or are dangerous in nature to the individuals involved are not allowed. All fundraisers in this description including those for philanthropic purposes are included in this policy.

Student organizations and Greek organizations involved in fundraising events on campus after 10:00 pm, where money is present, will be required to have University Police officers available to ensure the safety of the individuals present. The student organization will be responsible for securing and paying for the officer(s). The number of officers will be determined by the nature of the event and set by the Assistant Vice President for Student Affairs after a meeting with the student organization prior to the event. Prior to 10:00 pm, the student organization, if collecting money for admittance to an event, will be required to have at least two (2) individuals manning the money table at all times and at least two (2) ushers to seat and keep guests seated during the event. Police will be notified of the event and will make periodic checks on the program prior to 10:00 pm. Groups may request a police escort to the vehicle when transporting cash. This policy covers such events as overnight fundraiser, shows, movies, speakers, etc. but does not include dances and/or parties, which fall under their own policy.

Note: Auctions and raffles to acquire people or services performed by individuals such as date auctions and pledge raffles are prohibited. Raffles and auctions for merchandise are acceptable.

Southeastern Louisiana University does not allow the active solicitation of credit card applications on campus. Student groups may not use this type of activity as a fundraiser.

On-Campus Dance and Party Policy for Student Organizations (7-21-05)

Southeastern Louisiana University encourages the social development of our students in a safe campus environment. Registered student organizations may hold on-campus dances and parties for social or fundraising purposes provided the sponsoring student organization adheres to all guidelines articulated in this policy. Additionally, student organizations are subject to the provisions of the University's Student Code of Conduct.

Registration

1. The sponsoring student organization must be registered with and recognized by the Office of Student Organizations or the Office of Greek Life in order to publicize the event on campus and utilize campus facilities.
2. All activities must be registered and approved through the on-line Registration of Activities process. The ability to host events in campus facilities depends on the availability of the facilities and staff. A student organization may not advertise an event until final registration approval from the Assistant Vice President for Student Affairs has been given.
3. All dances/parties must be registered at least 21 days prior to the event. Any dance not registered at least 21 days in advance will be denied approval.
4. Organizations will assume financial responsibility for any damage, abuse, or loss of property that occurs while using the facility. Funds owed to the University as a result of any such incidents must be paid within three working days of the incident. All activities of the organization will be automatically suspended until all financial requirements have been satisfied.
5. Organizations must be current on all financial matters (including parlor fees) with the University to be eligible to hold events.

Securing Officers

1. Police officers can be requested through the Registration of Activity form process. The organization requesting the services will be responsible for paying for these officers unless the event is canceled in writing to the Assistant Vice President for Student Affairs by noon on the last working day prior to the day of the event.
2. The Director of University Police, or designee, in consultation with the Dean of Assistant Vice President for Student Affairs, will determine the number of law enforcement officers (minimum of three) who will be on duty for the event.
 - a. Two (or more officers): one by the door to monitor event entry/check IDs and money handling and the second to operate the metal detector and handle the guest list.
 - b. One (or more officers) will monitor the event by walking around both inside and outside the party to handle any disturbances.
3. Once the student organization has requested police officers, the University Police Department (UPD) will attempt to fill the position(s) internally. If all positions are not filled one week prior to the event, student organizations may submit the names, badge numbers and phone numbers of POST Certified off-campus law enforcement officers from Louisiana State Police, Tangipahoa Parish Sheriff's Office, and/or Hammond Police Department to the Director of University Police with a copy sent to the Assistant Vice President for Student Affairs as possible replacements.
4. All officers assigned to the dance/party will be approved by the University Police Department who will control the selection process.
5. If the required number of approved law enforcement officers cannot be obtained by 4:30 pm the day prior to the event, the event will be canceled.
6. The University recognizes that there may be events that fall outside of the parameters delineated above and that, due to special circumstances, may warrant the use of extra

security precautions.

7. In such events, a review to determine whether or not the event will be allowed to proceed in campus facilities will be conducted by a committee composed of the Assistant Vice President for Student Affairs (or designee), the Chief of University Police (or designated University Police representative), the building coordinator (or designee), the advisor for the student organization proposing the event in question, and a student organization designee.

Off-Campus Officers

1. Off-campus officers must meet with a UPD representative and a Division of Student Affairs (DSA) representative at least one business day prior to the event for briefing.
2. Off-campus law enforcement officers should arrive at the UPD at least 15 minutes prior to the event's starting time where the UPD Shift Officer will go over the nature of the assignment and present the Student Organization Evaluation form which the off-campus officers will fill out after their shift.
3. Off-campus officers may only be released from their assignment by the UPD Shift Officer or the DSA staff member on duty.
4. If off-campus law enforcement officers are used, the UPD Shift Officer will make hourly checks on the event as well as open and lock the facilities used. The Shift Officer will also be present at the end of the event.
5. Off-campus law enforcement officers will contact UPD first for back up if any problems or emergency situations arise.

Crowd Size and Attendance

1. Maximum attendance for any campus facility shall be determined in accordance with Louisiana Fire Code Regulations and must conform to facility designs and policies.
2. Student groups will still be required to use the card swipe and the magnetometer (provided by UPD) at the event entrance.
3. Each Southeastern student will be eligible to bring one guest and must sign for that guest. Students attempting to bring in more than one guest will be referred to the Office of Student Conduct for violating this policy.
4. The student signing in a guest will be held responsible for their guest's actions.
5. All guests must be students and have a picture student ID from some college.
6. All advertisement/invitations for dances and parties must include the following statement:
"Entry is limited to university students. University picture identification is required for admittance."
7. Although entry to **dances and parties** is limited to university students, the sponsoring student organization may invite one non-student guest per member. The sponsoring student organization must submit a guest list of non-student guests by 4:30 pm the day prior to the event to the Assistant Vice President for Student Affairs. The non-student guests must present a valid picture ID (driver's license, military ID, etc.). The sponsoring student organization will be held accountable for the behavior of their non-student guests.

Organization's Responsibilities

1. The organization's official advisor, who must be a full-time faculty or staff member, must be present at the event for its duration. The advisor may designate a substitute, who must also be a member of the faculty or staff, if cleared with the Assistant Vice President for Student Affairs by 4:30 pm the day prior to the event. The event will not start until the advisor arrives.
2. The organization is responsible for selecting at least four student monitors who will be responsible for helping to monitor event policy violations and will immediately report such observations of disorderly or suspicious conduct to their advisor and the University Police officers in attendance. These four monitors must meet with the Assistant Vice President for Student Affairs by 4:30 pm the day preceding the event (or on the last working day of the week if the event falls on a weekend) and sign the On-Campus Dance and Policy Form before the event will be approved. The University Police and the Assistant Vice President for Student Affairs may mandate the organization to provide additional student monitors. Student monitors and advisors are not intended to replace or act in the capacity of University Police officers. Monitors must be identifiable in some manner (name tags, jackets, t-shirts, etc.). Monitor must meet with University Police prior to the event to review safety policies and clarify responsibilities.
3. The organization must pick up the Police Evaluation Form from the Assistant Vice President for Student Affairs office by 4:30 p.m. the day prior to the event or by 4:30 p.m. the last full working day if the event falls on a day the University is closed. This completed evaluation form must be turned into the Assistant Vice President for Student Affairs office within three working days after the event.
4. The organization is responsible for collecting any fees and helping police monitor the event.

Police Responsibilities

1. Police will handle all ID checking and control the guest list.
2. Police will monitor the event and handle any situation(s) involving violations of law and/or student code of conduct that may arise.
3. Police have the right to remove anyone causing problems at the party. Members, students, or any other attendee who interferes with the removal of another attendee may also be removed.
4. Police will fill out the Organization Evaluation Form, which will be sent to the Assistant Vice President for Student Affairs office the day prior to the event. This completed evaluation form must be turned into the Assistant Vice President for Student Affairs office within three working days after the event.
5. Police may, if a safety problem occurs, shut down the event and the organization is required to comply and assist.

Duration of Events and Ending Times

1. On-Campus Dances/Parties will last no longer than four hours.
2. All events held in a campus facility must conclude no later than 1:30 a.m. All attendees are expected to leave the facility and the vicinity by 2:00 a.m. Student Organization monitors are to assist as directed by the Police.
3. All events held in a campus facility are limited to the hours for which they have been approved through the registration process.

Other University Policies

1. The sponsoring student organization and its members will also be held responsible for abiding by the Student Code of Conduct and all other university regulations.
2. The guests of Southeastern students are responsible for abiding by all University Policies and the Student Code of Conduct. Guests who are charged with violating the Student Code of Conduct may be barred from campus for a period of time as determined by the Office of Student Conduct.

Post Evaluation

1. A follow-up meeting with the Assistant Vice President for Student Affairs will be held no later than one week following the event if a problem surfaces from either of the evaluation forms.
2. The success of the event will determine future functions.

Magnetometer (Metal Detector) Policy

Southeastern Louisiana University values the safety of all students, faculty, staff, and guests of the campus. Towards that end, the University reserves the right to employ a magnetometer (metal detector) at campus events. Specifically, all events held on-campus and sponsored by a student organization will utilize a magnetometer if any of the following conditions are present:

1. There have been weapons violations at past events of a similar nature;
2. A controversial speaker/subject matter will be featured.
3. Non-students will be in attendance and alcohol will be served;
4. A request for such equipment has been made by the organizers of the event or the security staff of a featured speaker/entertainer, and/or;
5. A credible threat has been received or is perceived to be probable.

The University recognizes that there may be events that fall outside of the parameters delineated above and that, due to special circumstances, may warrant the use of extra security precautions. In such events, a review to determine whether or not to employ a magnetometer will be conducted by a committee composed of the Assistant Vice President for Student Affairs (or designee), the Chief of University Police (or designated University Police representative), and a student designee.

Alcohol Consumption Regulations (On and Off Campus)

Alcoholic beverages, including beer and wine, may be served at registered social events sponsored by recognized campus organizations and at events sponsored by the University or a department of the University in accordance with applicable laws and the University policies on alcohol use. Southeastern Louisiana University fosters an environment free from the illicit and irresponsible use of alcohol by members of the Southeastern community. This policy has been established in an effort to maintain a balance between the interests of the individual and the University. The University realizes that it has limited resources which make it impossible to monitor all off-campus events where alcohol may be present; however, we are required by federal mandate to ensure that students and student organizations are aware of local and state laws regarding alcohol and to require adherence to these laws and the practice of responsible drinking behavior.

All members of the Southeastern community are ultimately responsible for their choices and behavior regarding alcohol. Individuals and organizations should be aware that they may be held individually and/or collectively liable for incidents resulting from the illegal or uncontrolled use of alcohol. It is the purpose of this policy, however, to help ensure that federal, state and local laws and recognized strategies designed to promote the responsible and safe use of alcohol are followed. Inappropriate behaviors and associated negative consequences of alcohol abuse or misuse will not be tolerated. All persons, regardless of their status (students, employees, and guests) must adhere to the alcohol policies herein while at Southeastern Louisiana University.

Facilities: Sale, Possession, and Consumption

The purpose of this section is to designate those areas on campus where legal consumption of alcohol will be allowed, and to designate under what conditions group events may involve alcohol. This policy will apply to the sale, possession, or consumption of alcohol in or at any University sponsored or registered event on campus.

State law prohibits the purchase, public possession or consumption of any alcoholic beverage by persons under the age of 21. For the purposes of this policy, all areas of the University are considered "public" places. The possession, consumption, sale or the furnishing of alcoholic beverages are prohibited except in those areas where such activities are specifically allowed. Properly registered individuals and student organizations may possess and consume alcoholic beverages in accordance with federal, state, and local law, and University regulations, in the following areas:

1. Dining Facility Complex
2. Student Union Building (Designated/Registered areas)
3. University Center (Designated/Registered areas)
4. Southeastern Oaks (Subject to terms of lease, only those 21 years of age or older; consumption only, not for sale)
5. Columbia Theater (Designated/Registered areas)

6. Alumni Center
7. Other areas specifically approved by the Vice President for Student Affairs or his/her designee.

Possession, sale and/or consumption of alcohol by any person, regardless of age, are prohibited in public areas which include, but are not limited to:

1. Intramural Sports Fields
2. Residence Hall rooms, lobbies, lounges, and immediate adjacent property
3. Academic Buildings (except for certain designated/registered areas for special purposes)
4. Strawberry Stadium
5. Other athletic fields and facilities.
6. Coliseum and Pavilion

No student organization alcohol event whether on or off campus, may be advertised, nor may guests be invited, until that event has been approved by the Assistant Vice President for Student Affairs.

Student Organization Alcohol Event

Many questions arise in conjunction with what is considered an alcohol event. While the following list is not exhaustive it does serve as a starting point. An activity may be classified as an organization alcohol event if it meets any of the following:

Alcohol is present and . . .

1. The event lasts longer than 60 minutes.
2. The event has 10 or more non-members present.
3. The event has more than one organization in attendance.
4. The event has more than ½ of organizations members present.
5. The event has amplified sound (live music, DJ, loud stereo). An activity may also be considered an event based on the answers to these questions:

1. Would an observer associate it with the organization?
2. Did the incident involve expenditure of organization funds?
3. What was the purpose of the event?
4. Who purchased the alcohol?
5. How the attendees learn about the party?
6. What is the perception of the event?
7. Who is assuming responsibility for the party?
8. Was the event actively or passively endorsed by other members of the organization?
9. Was the event publicized either in written form or by word of mouth as an organizational event?
10. Did the event take place on the organization's property, or occur on/in a location which had been contracted by the organization or in a private residence for the purpose of holding an organization sponsored event?

11. Was the organization's advisor, or any of the executive officers of the organization, aware of the event before it took place?
12. Were police called to quiet or shut down the event?

Common Regulations for Student Organization Alcohol Events

The following regulations will govern both On and Off-Campus Student Organization events at which alcohol will be present:

1. At least one representative from the student organization requesting an alcohol event must be Southeastern "Alcohol Edu" trained and must be in attendance at the event. To register for this training, call (985)549-2144.
2. Alcohol may not be purchased with organizational or departmental funds nor may the purchase of same for members or guests be undertaken or coordinated by any member, individually or collectively, in the name of, or on behalf of, the organization or department. Organizational or departmental funds may be used to buy food and non-alcoholic beverages.
3. No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host groups or organizations.
4. The cost of alcoholic beverages may not be included in the cost of an admission ticket, cover charge, or any other assessment required of members or guests. No contributions or donations for alcoholic beverages can be solicited or accepted at the event.
5. All events must be registered at least fourteen (14) days prior to the day the event will be held. The completed Registration of Activity Form must be submitted and a meeting with the Assistant Vice President for Student Affairs and the organization's eight (8) non-drinking monitors must have occurred by 4:30 pm the day preceding the event or on the last working day of the week if the event falls on a weekend before the event will be approved. This meeting will cover the BYOB or Third Party Vendor regulations as well as the state laws. The eight (8) non-drinking monitors must include the following individuals from the organization:
 - a. President
 - b. Vice President
 - c. Social Chair
 - d. Treasurer
 - e. Four (4) other senior members.
6. The organization's official advisor, who must be a full-time faculty or staff member, must be present at the event for its duration. The advisor may designate a substitute, who must also be a member of the faculty or staff, if cleared with the Assistant Vice President for Student Affairs by 4:30 pm the day prior to the event. The event will not start until the advisor arrives.
7. Alcoholic beverages are to be served as an adjunct to social events and may not be the primary focus of the event. For this reason, at all functions where alcohol is served, sufficient quantities of food and non-alcoholic beverages must be provided. The food served must be substantial, e.g., cheese, sandwiches, dips. Water cannot be the only non-alcoholic beverage served.
8. The sale, availability or distribution of alcohol to anyone under twenty-one (21) years of age is strictly prohibited. Common containers of alcoholic beverages will not be

allowed unless controlled by the server. All alcohol will be stored and legally dispensed in a designated service area within the approved site. The supply of alcoholic beverages must not be accessible to anyone except the server.

9. All alcohol must be consumed within the area in which it is served. No containers, either open or closed, may leave the area. A trash can must be placed at the exit for this purpose.

10. Drinking games which encourage the rapid consumption or the consumption of large amounts of alcohol are prohibited.

11. Advertisement for a party may mention alcohol only in the following ways:

(a) "Cash bar available"

(b) "Alcoholic Refreshments available"

12. At all events where alcohol is served, the organization or department must ensure that obviously intoxicated persons are not served alcoholic beverages. The organization or department must also designate a means of preventing intoxicated persons from driving (e.g., designated, non-drinking drivers; shuttles; etc.).

13. No organization may co-sponsor an event with an alcohol distributor, charitable organization, or tavern (establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present. Sponsorship where non-alcoholic merchandise, e.g., cups, caps, banners, etc. is provided may be held with the approval of the Assistant Vice President for Student Affairs. Alcohol, bar tabs, coupons for free or reduced price drinks, etc., may not be awarded as prizes for any raffles or other events. Alcohol may not be distributed free-of-charge by an alcohol company or distributor at any University event or under any other circumstances on campus.

14. University departments and organizations may not distribute alcohol free-of-charge to the general public (i.e. persons not members of the group or their specifically invited guests).

15. Open parties, (those with unrestricted access by non-organization members, without specific invitation) shall be prohibited. An exception to this will be University-produced entertainment or social events, and tailgating.

16. An organization is only allowed to sponsor a total of three alcoholic events Monday through Thursday during each semester.

17. No events involving alcohol will be approved for the week prior to and the week of finals. Also, no events involving alcohol will be approved during Spring Break or semester breaks.

18. Student Greek Chapters invited to Alumni Greek Chapter events (alcoholic or non-alcoholic) must register the event as if they were holding the event themselves and must adhere to all University rules and policy.

19. Persons representing Southeastern off-campus or who reasonably could be construed as doing so (e.g., at conferences, seminars, competitions, performances, other activities/events) must behave legally and responsibly regarding the use of alcohol, abiding by the laws and policies of the states and/or institutions where they are visiting. The University may take action against individuals or organizations who engage in off-campus consumption of alcohol when it has negatively impacted or threatened to negatively impact the university's mission or activities or the health, safety, or welfare of the University community.

20. Special circumstances may be appealed to the Alcohol Committee fourteen (14) days prior to the event for special consideration.

NOTE The regulations contained in this policy are designed to meet the needs of the university and a wide range of student organizations. A copy of Southeastern's BYOB and/or Third Party Vendor regulations may be picked up in the Assistant Vice President for Student Affairs' office. Some organizations with national affiliations or university councils may have additional or more stringent guidelines with which they must comply. Such organizations are expected to abide by those guidelines.

On-Campus (Non-tailgating) Alcohol Events

In addition to the above, the following regulations will apply to On-Campus (non tailgating)

Events and Alcohol Consumption:

1. Alcohol will be allowed only at catered Food Service events and will be sold by Campus Dining personnel.
2. At least one commissioned University Policy Officer must be present to maintain security and assist in enforcing applicable laws and regulations. The number of officers required, or an exemption from this requirement, will be based on the nature of the event and the number of participants. Organizations and/or departments are responsible for contacting and paying for the cost of such officers.
3. BYOB events will not be allowed on campus.

Off-Campus Alcohol Events

1. No organization may sell alcohol.
2. All events must be in a restricted area, no coming and going into and out of the restricted area is allowed. No open parties. Events must end by 2:00 a.m.
3. Bulk quantities and/or common containers of alcohol, e.g., kegs, party balls, jungle juice, etc. will not be allowed. At bars or private clubs, no pitchers or shots of alcohol should be sold. Beverages allowed to be brought into an event by persons 21 years of age or older include:
 - a. Six beers, or
 - b. four wine coolers, or
 - c. one liter of wine, or
 - d. four pre-packaged mixed drinks.
4. If the group is traveling by bus, no alcohol is allowed on the bus.

Alcohol and Home Football Games

Athletic events provide an avenue for the University to meet its core values of excellence, community, diversity, and learning. In support of these values, athletic events should be

conducted in an environment that is safe and enjoyable for all. As home football games have great potential to attract many spectators, many of whom participate in tailgating activities, the following policy has been developed for these events.

1. Although tailgating will be permitted on campus, certain areas may be designated for specific groups.
2. Consumption of alcohol will be limited to persons of legal age (21 or greater).
3. Tailgating will be limited to home football game days only. For home games that occur during a regular school day, tailgating activities will be allowed after 5:00 pm. For home games that occur on days when school is not in session, tailgating will be allowed starting at 8:00 a.m.
4. All glass containers of any kind and cans are prohibited. Whatever is consumed must be poured into a paper or plastic cup.
5. No oversized or common source containers of any sort (including but not limited to kegs, punchbowls, beer balls, party balls) are permitted.
6. Alcohol drinking games, funneling or any other activity deemed by the University as inappropriate is prohibited.
7. Individuals(s) or groups engaging in inappropriate or disruptive behavior will be directed by law enforcement personnel to cease and desist from doing so.
8. Alcohol is not permitted within the stadium and all persons entering the stadium are subject to a reasonable check/search of personal bags, purses, coats, etc. Anyone found in possession of alcoholic beverages and/or other items deemed dangerous or inappropriate by the University will be refused admission to the game. Any individual found in possession of said items inside the stadium will be evicted from the stadium and will not be allowed to reenter the stadium for the remainder of the calendar day in which the game is held.
9. Cups, containers, ice chests, etc. may not be brought into the stadium.
10. Failure to follow these rules and regulations may result in eviction from campus with possible University, local, or state action to follow.

Drug and Alcohol Policy

As required by the Drug-Free Schools and Communities Act Amendment of 1989, Public Law 101.226. Sec. 22, Drug-Free Schools and Campuses, this document has been prepared and is published and distributed to all students and employees in compliance with title 34 of the code of Federal Regulations Part 86.

PREAMBLE

Southeastern Louisiana University strives to provide a safe, productive, healthy and supportive environment for students, faculty, staff, and guests. Recognizing that the abuse of alcohol and other drug use is a major societal concern and health problem, Southeastern sets forth this policy to guide community members in making knowledgeable choices which foster ethical, healthy, and responsible lifetime behaviors. It is the purpose of this policy to establish a comprehensive program to address these issues.

I. Standards of Conduct

A. This policy will apply to all University students, employees, and guests.

B. All students, employees, and guests are strictly prohibited from the unlawful possession, manufacture, use, or distribution of illicit drugs and alcohol on University property or as part of any University activity, whether on or off campus. This policy will extend to any other sites, e.g., Baton Rouge Nursing Facility, Covington Center, etc., which the University might operate or be in attendance.

C. The following conduct is prohibited except as permitted by University regulations and the law:

1. The use, consumption, possession, manufacture, furnishing, sale and/or distribution of illicit drugs, narcotics, or other controlled substances, including marijuana.

2. The use, possession, manufacture, purchase, sale, furnishing, and/or distribution of drug paraphernalia.

3. The use, consumption, possession, manufacture, purchase, sale, furnishing, and/or distribution of alcoholic beverages (any beverage containing $\frac{1}{2}$ of 1% or more alcohol by volume) on University property, or at any of its activities (whether on or off campus).

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4. The use, consumption, possession and/or purchase of alcoholic beverages by persons under 21 years of age.

5. Operating or attempting to operate a motor vehicle while intoxicated.

6. Public intoxication on University property.

7. Furnishing, serving, and/or otherwise providing alcoholic beverages to persons under 21 years of age.

8. Failure to properly register events involving alcohol, as required by the University Alcohol Policy.

9. Reporting to work, class, or performing work for the State while under the influence of and impaired by illegal drugs or alcohol.

10. The illegal use, or possession, distribution, manufacture, or sale of controlled substances by employees at the work site, or while the employee is on official state business, on duty or on call for duty.

11. Other violations as noted in the University Alcohol Policy.

D. Students and employees who violate the provisions of this policy will be subject to sanctions which could include, but is not limited to, criminal prosecution, suspension, termination and/or expulsion.

E. Students and employees should refer to the following, available in the Office of the Assistant Vice President for Student Affairs, for additional information:

1. Student Handbook, Classified Handbook, Faculty Handbook and the Graduate Assistant Handbook.

2. Drug-Free Schools and Community Act Amendment of 1989.

3. State and Federal Drug-Free Workplace Policies.

II Alcohol

The following statutes are cited to provide information concerning certain laws and penalties pertaining to the unlawful use of alcohol. This list is not intended to be

exhaustive and failure to include any statute will not excuse behavior which violates that or any other statute.

A. Local Law

In almost all cases, local ordinances are the same as State statutes listed below. In addition, the following sections prohibit certain actions.

1. Hammond Code Ord. No. 936 Sec. 21-66

- a. Makes it unlawful to possess any open container containing alcohol in or upon the parking lot or other property of any premises licensed to sell alcohol.
- b. Provides for a fine not exceeding \$200, or imprisonment for not more than 60 days or both.

2. Hammond Code Ord. No. 936 Sec. 21-67

- a. Makes it unlawful for any person to remove an open container containing alcohol from any business, lounge, restaurant, or establishment.
- b. Provides for a fine not to exceed \$200, or imprisonment for not more than 60 days or both.

B. State Law

1. Act 639 - House Bill #716

To prohibit the sale of alcoholic beverages to persons under 21 years of age; to prohibit the purchase of alcoholic beverages on behalf of persons under 21 years of age; to increase the fine for the unlawful purchase of alcoholic beverages by an adult on behalf of a minor, and to provide for related matters.

2. LA. R.S. 14:93.10 Definitions

- a. "**Purchase**" means acquisition by the payment of money or other consideration.
- b. "**Public possession**" means the possession of any alcoholic beverage for any reason, including consumption, on any street or highway or in any public place or any place open to the public, including a club which is de facto open to the public. "Public possession" does not include the following:

(1) The possession or consumption of any alcoholic beverage:

- (a) For an established religious purpose.
- (b) At a function sponsored by a bona fide nonprofit organization under 26 U.S.C 501c where an individual had received or purchased a ticket for admittance.
- (c) When a person under 21 years of age is accompanied by a parent or legal guardian 21 years of age or older.
- (d) For medical purposes when prescribed or administered by a licensed physician, pharmacist, dentist, nurse, hospital, or medical institution.
- (e) In private residences.

(2) The sale, handling, transport, or service in dispensing of alcoholic beverages pursuant to lawful employment of a person under 21 years of age by a duly licensed manufacturer, wholesaler, or retailer of beverage alcohol.

- c. "**Alcoholic beverage**" means beer, distilled spirits, and wine containing $\frac{1}{2}$ of 1% or more alcohol by volume. Beer includes but is not limited to ale, lager, porter, stout, sake, and similar fermented beverages brewed or produced from malt wholly or in part or from any substitute thereof. Distilled spirits include alcohol, ethanol, or spirits or wine in any form, including all dilutions and mixtures thereof from whatever process produced.

3. LA. RS 14:93.11

a. Unlawful sales to persons under 21 is selling or otherwise delivering for value of any alcoholic beverage to any person under 21 years of age. Lack of knowledge of the person's age shall not be a defense.

b. Whoever violates the provisions of this Section shall be fined not more than \$100 or imprisoned for not more than 6 months, or both.

4. LA. RS 14:93.12

a. It is unlawful for any person under 21 years of age to purchase or have public possession of any alcoholic beverage.

b. Whoever violates the provisions of this Section shall be fined not more than \$100 or imprisoned for not more than 6 months, or both.

5. LA. RS 14:93.13

a. It is unlawful for any person, other than a parent or legal guardian as specified in RS 14:93.10, to purchase on behalf of a person under 21 years of age any alcoholic beverage.

b. Whoever violates the provision of this Section shall be fined not more than \$500 or imprisoned for not more than 30 days, or both.

6. LA. RS 14:98

a. Prohibits operating any motor vehicle, aircraft, watercraft, vessel, or other means of conveyance when:

1. The operator is under the influence of alcoholic beverages; or

2. The operator's blood alcohol concentration is 0.08 percent or more for persons over 21 years of age, or 0.02 percent or greater for persons under 21 years of age; or

3. The operator is under the influence of any controlled dangerous substance as set forth in RS 40:964.

b. Provides penalties as follows:

1. First conviction - a fine of not less than \$125 nor more than \$500 and imprisonment for not less than 10 days nor more than 6 months; license suspended for 90 days.

2. For second conviction within 5 years - a fine of not less than \$300 and not more than \$1000 and imprisonment for not less than 30 days nor more than 6 months; license suspended for one year.

3. For a third conviction within five years - imprisonment with or without hard labor for not less than 1 year nor more than 5 years and may be fined not more than \$2000; license suspended for two years. It also becomes a felony.

4. For a fourth conviction within five years - imprisonment at hard labor for not less than 10 nor more than 30 years.

5. Underage Driving Under the Influence, the maximum penalties for persons under the age of 21 include a criminal record, a loss of driver's license for 6 months, a fine of \$100-\$250, and participation in substance abuse and driver improvement programs. Penalties increase with subsequent violations to include jail time and vehicle seizure.

7. LA. R.S.49:1015

a. Provides a public employer may require, as a condition of continued employment, samples from his employees to test for the presence of drugs following an accident during the course and scope of his employment, under other circumstances which result in reasonable suspicion that drugs are being used, or as part of a monitoring program established by the employer to assure compliance with terms of a rehabilitation agreement.

- b. A public employer may require samples from prospective employees, as a condition of hiring, to test for the presence of drugs.
- c. A public employer may implement a program of random drug testing of those employees who occupy safety-sensitive or security-sensitive positions.
- d. Any public employee drug testing shall occur pursuant to a written policy, duly promulgated, and shall comply with the provisions of this chapter.

III. Controlled Dangerous Substances - Relevant State and Federal Statutes and Penalties

A. Federal Law

1. 34 CFR Part 86 RIN 1880-AA46 Drug-Free Schools and Campuses. Summary: The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education (IHE), State educational agency (LEA) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The regulations specify the content of the drug prevention program to be adopted and implemented; the nature of the certification requirements; the response and sanctions to be applied for failure to comply with the requirements of this part; and the appeal process.
2. 102 STAT 4304 PUBLIC LAW 100-690-drug-free workplace.
 - a. Drug-free Workplace requirements.
 1. Persons other than individuals - No person, other than an individual, shall receive a grant from any Federal agency unless such a person has certified to the granting agency that it will provide a drug-free workplace by:
 - a. publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for such violation of such prohibition;
 - b. establishing a drug-free awareness program to inform employees about:
 1. the dangers of drug abuse in the workplace;
 2. the grantee's policy of maintaining a drug-free workplace;
 3. any available drug counseling, rehabilitation, and employee assistance programs; and
 4. the penalties that may be imposed upon employees for drug abuse violations;
 - c. making it a requirement that each employee to be engaged in the performance of such grant be given a copy of the statement required by subparagraph (a);
 - d. notifying the employee in the statement required by subparagraph (a), that as a condition of employment in such grant, the employee will:
 1. abide by the terms of the statement; and
 2. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction;
 - a. notifying the granting agency within 10 days after receiving notice of a conviction under subparagraph (d)(ii) from an employee or otherwise receiving actual notice of such conviction;
 - b. imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is convicted, as required by section 5154.

2. Individuals - No Federal agency shall make a grant to any individual unless such individual certifies to the agency as a condition of such grant that the individual will not engage in unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in conducting any activity with such grant.

b. Suspension, termination, or debarment of the grantee:

1. Grounds for suspension, termination, or debarment - each grant awarded by a Federal agency shall be subject to suspension of payments under the grant or termination of the grant, or both, and the grantee thereunder shall be subject to suspension or debarment, in accordance with the requirements of this section if the agency head of the granting agency or his official designee determines, in writing, that such a number of employees of such grantee have been convicted of violations of criminal drug statutes for violations occurring in the workplace as to indicate that the grantee has failed to make a good faith effort to provide a drug-free workplace as required in subsection (a) (i).

2. A suspension of payments, termination, or suspension or debarment proceedings subject to this subsection shall be conducted in accordance with applicable law, including Executive Order 12549 or any superseding Executive Order and any regulation promulgated to implement such law or Executive Order.

3. Effect of debarment. Upon issuance of any final decision under this subsection requiring debarment of a grantee, such grantee shall be ineligible for award of any grant from any Federal agency and for participation in future grant from any Federal agency for a period specified in the decision, not to exceed 5 years.

Sec. 5154. Employee Sanctions & Remedies

A grantee or contractor shall, within 30 days after receiving notice from an employee of a conviction

1. take appropriate personnel action against such employee up to and including termination; or

2. require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

Sec. 5157 Definitions

1. "**Drug-free workplace**" means a site for the performance of work done in connection with a specific grant or contract described in section 5152 or 5153 of an entity at which employees of such entity are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of this Act;

2. "**Employee**" means the employee of a grantee or contractor directly engaged in the performance of work pursuant to the provision of the grant or contract described in section 5152 or 5153.

3. "**Controlled substance**" means a controlled substance in schedule I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812);

4. "**Conviction**" means a find of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes;

5. "**Criminal drug statute**" means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance;

6. "**Grantee**" means the department, division, or other unit of a person responsible for the

performance under the grant;

7. "**Contractor**" means the department, division, or unit of a person responsible for the performance under the contract; and

8. "**Federal Agency**" means an agency as that term is defined in section 552(f) of title 5, United States Code.

Controlled Substance & Alcohol Use and Testing

Summary: This rule requires employers to test drivers who are required to obtain commercial driver's licenses (CDLs) for the illegal use of alcohol and controlled substances.

The Louisiana Uniform Controlled Dangerous Substance Law (LA RS 40:961-100)

Establishes five schedules of illicit drugs which may not be manufactured, distributed or possessed without legal authority to do so, e.g., pharmacists, physicians, etc. While the composition of the schedules is too lengthy to report here, that information is available in the Office of the Assistant Vice President for Student Affairs. Listed below are the penalties for manufacture, distribution, and/or possession of drugs in each schedule.

Louisiana Uniform Controlled Dangerous Substance Law LA RS 40:966

Manufacture;

Distribution Schedule I LA. RS 40:966

A. For narcotic drugs; life imprisonment at hard labor. Maximum fine of \$15,000.

B. For other drugs in Schedule I: 5 to 30 years at hard labor. Maximum fine of \$15,000.

Schedule II LA. RS 40:967

A. For narcotic drugs, amphetamines or methamphetamines: 5 to 30 years at hard labor. Maximum fine of \$15,000.

B. For pentazocine: 7 to 10 years at hard labor. Maximum fine of \$15,000.

C. Production of amphetamines, methamphetamines, or cocaine: 20 to 50 years at hard labor.

Maximum fine of \$500,000.

D. Other Schedule II drugs: Maximum of 10 years at hard labor. Maximum fine of \$15,000.

Schedules III & IV

LA. RS 40:968-969 Maximum of 10 years at hard labor. Maximum fine of \$15,000.

Schedule V

LA. RS 40:970 Maximum of 5 years at hard labor. Maximum fine of \$5000.

NOTE: For second or subsequent offenses, the penalties are twice those applicable for first offenses.

Distribution to persons under the age of 18 (LA. RS 40:980)

A. Persons over 25 to person under 18: For distribution of narcotic drugs in Schedule I and II the sentence is life at hard labor.

B. Persons at least 18 to persons under 18 and at least 3 years their junior: For distribution of narcotic drugs in Schedules I and II the penalty is imprisonment for up to twice that authorized in RS 40:966-967 or not more than twice the fine, or both.

C. Persons at least 18 to persons under 18 and at least 3 years their junior. For distribution of any other controlled substance in Schedules I - IV, the penalty is imprisonment for up to twice that authorized in RS 40:966-967, or not more than twice the fine, or both.

Distribution to a student (LA. RS 40:981.1)

Distributing any drug in Schedules I-V will be punished by a term of imprisonment of not more than twice that authorized in RS 40:966-970, or by payment of not more than twice the fine, or both.

Violation of controlled Dangerous Substance Law on or near school property (LA. RS 40:981.3)

Any person who violates a felony provision of RS 40:966-970 on or within 1,000 feet of school property, or on a school bus shall be punished as follows:

First conviction - Maximum fine and not less than half nor more than the maximum term of imprisonment in RS 40:966-970.

Second conviction - Maximum fine and maximum term of imprisonment in RS 40:966-970.

Possession

LA. RS 40:966

A. For narcotic drugs: four to 10 years at hard labor. Maximum fine of \$5,000.

B. For phencyclidine: four to 20 years with or without hard labor. Maximum fine of \$5,000.

C. Other drugs in Schedule I except marijuana: Maximum of five years at hard labor. Maximum fine of \$5,000.

D. Possession of Marijuana Under 60 pounds:

1. First conviction: Fine of not more than \$500, imprisonment of not more than six months, or both.

2. Second conviction: Fine of not more than \$2,000, imprisonment with or without hard labor of not more than five years, or both.

3. Third or subsequent conviction: Imprisonment with or without hard labor for not over 20 years.

E. Possession of Marijuana over 60 pounds:

1. For 60 pounds or more but less than 2,000 pounds: Imprisonment at hard labor for not less than five years, nor more than 15 years and a fine of not less than \$25,000 nor more than \$50,000.

2. For 2,000 pounds or more but less than 10,000 pounds: Imprisonment at hard labor for not less than 10 years, nor more than 40 years and a fine of not less than \$50,000 nor more than \$200,000.

3. For 10,000 pounds or more: Imprisonment at hard labor for not less than 25 years, nor more than 40 years and a fine of not less than \$200,000 nor more than \$500,000.

Schedule II

LA. RS 40:967

A. For pentazocine: two to five years with or without hard labor. Maximum fine of \$5,000.

B. For cocaine, amphetamines and methamphetamines:

1. 28-199 grams: 5 to 30 years at hard labor. Fine of \$50,000 to \$150,000.

2. 200-399 grams: 10 to 30 years at hard labor. Fine of \$100,000 to \$250,000.

3. 400 or more grams: 15 to 30 years at hard labor. Fine of \$250,000 to \$600,000.

C. For other drugs in Schedule II: Maximum of five years with or without hard labor. Maximum fine of \$5,000.

Schedules III, IV, V

LA. RS 968-970

A. Maximum of five years with or without hard labor. Maximum fine of \$5,000.

NOTE: Except as otherwise stated, penalties for second or subsequent convictions are twice those for a first conviction.

IV. Prevention, Intervention, Education, Mental Health Counseling, and Rehabilitation Programs for Students and Employees Policy Overview

It is the policy of the University Counseling Center to treat chemical dependency from a "disease concept" approach with abstinence of major mood altering chemicals (alcohol and other drugs) as the basic premise of this approach. The Center recognizes that recovery from chemical dependency is a lifelong process and that involvement in ongoing support programs such as Alcoholics Anonymous is an essential element in maintaining recovery. When appropriate and feasible, clients may be referred to chemical dependency treatment centers. The following services can be provided through the Southeastern University Counseling Center.

1. Education and Intervention Training
2. Evaluation and Assessment
3. Individual Therapy
4. Referral to appropriate treatment milieu
 - a. Individual and/or group counseling at the University Counseling Center.
 - b. 12-Step Meetings such as Alcoholics Anonymous or Narcotic Anonymous.
 - c. Inpatient and outpatient chemical dependency treatment referral information available.
 - d. Tracking of individual's progress if treated other than at the University Counseling Center.
5. Follow-up
 - a. Aftercare counseling (individual and group).
 - b. Family counseling for co-dependents (individual and group).
 - c. Referral to adjunct services.
 - (1) ALANON, Codependency Support Groups, Adult Children of Alcoholics, Spouse Abuse or other support groups.
 - (2) Treatment programs for Adult Children of Alcoholics and for Codependents.
6. Consultation Services - The University Counseling Center maintains contact with a number of treatment centers. Centers are made available upon request.

Sanctions

Southeastern Louisiana University will impose sanctions on any student, employee, or guest who violates any university, local, State, or Federal regulation concerning the unlawful possession, consumption, distribution or manufacture of drugs or alcohol. If the university does not take action and the individual is later convicted in criminal court, the university reserves the right to impose sanctions as described in this policy. In all cases individuals will be afforded their rights of due process as defined by statute and/or court decisions.

A. Employees

In accordance with the State of Louisiana Substance Abuse and Drug-free Workplace Policy, Southeastern Louisiana University will strive to maintain a drug-free workplace and a work force free from other substance abuse.

1. Employees are required by federal law to notify the employing state agency head or designee within five working days of conviction under any criminal drug statute where such conviction occurred in the workplace, while on official business, during work hours,

when on call for duty, or any activities or class. Southeastern Louisiana University personnel are to notify the Human Resource Office.

2. The following sanctions or other actions may be imposed on employees who violate this policy.

- a. Referral to a rehabilitation program;
- b. Suspension from duty and pay;
- c. Termination of employment;
- d. Referral for criminal prosecution;
- e. Restrictions of use of any motorized vehicle(s) on campus.

B. Students and/or organizations who violate any of the provisions of this policy are subject to sanctions as outlined in the Student Code of Conduct. In addition the following sanctions may be added:

1. Loss of financial aid and possible repayment of any aid received after the violation occurred;
2. Completion of an approved rehabilitation program;
3. Counseling;
4. Restriction of use of any motorized vehicle(s) on campus;
5. Removal from elective or appointive office or standing committee and/or membership in recognized university organizations;
6. Community Service;
7. Parental Notification - While the University recognizes that students are adults who must make their own decisions and assume responsibility for their actions, it also promotes partnerships between parents/guardians and students to facilitate development, learning, and a more successful university life. Therefore, Southeastern may send written notification and/or make phone contact to parents/guardians of students under the age of 21 who have been found responsible for violating the University's Drug and Alcohol Policy;
8. Other actions may be approved by the university disciplinary committee or the Vice President for Student Affairs or his/her designee.

C. Guests may be barred from campus and turned over to the District Attorney for further actions.

VI. Health Risks Associated with Alcohol and Substance Abuse

Alcohol and substance abuse lead to health problems, decreased productivity and crime. Alcohol and substance abuse are especially destructive to education and learning, inhibiting educational, social and interpersonal development. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including, spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term

consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants may have irreversible physical abnormalities and/or mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. Use and/or abuse of controlled substances have the potential to cause psychological and/or physical dependence. The health risks associated with substances covered by the "Controlled Substances Act are described in the Table's Controlled Substances-Uses and Effects."

Controlled Substances - Uses & Effects

Health Risks Associated With Substances Covered By the Controlled Substances Act

Narcotics

Possible Effects: euphoria, drowsiness, respiratory, depression, constricted pupils, nausea. Effects of Overdose: slow and shallow breathing, clammy skin, convulsions, coma, possible death. Withdrawal Syndrome: watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating. Duration: 3 to 6 hours for most. Dependence: most high physical and high psychological Drugs: Opium, Morphine, Codeine, Heroin, Methadone, Meperidine, Hydromorphone

Depressants

Possible Effects: slurred speech, disorientation, drunken behavior without odor of alcohol. Effects of Overdose: shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death. Withdrawal Syndrome: anxiety, insomnia, tremors, delirium, convulsions, possible death. Duration: Varies from 1 to 16 hours for barbiturates, to 4 to 8 for most others. Dependence: Varies from low on Benzodiazepines to high on Quaaludes. Drugs: Chloral Hydrate, Barbiturates, Benzodiazepines, Quaaludes.

Stimulants

Possible Effects: increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite. Effects of Overdose: agitation, increase in body temperature, hallucinations, convulsions, possible death. Withdrawal Syndrome: apathy, long periods of sleep, irritability, depression, disorientation. Duration: 1 to 4 hours Dependence: Physical possible, psychological mostly high. Drugs: Cocaine, Amphetamines, Phenmetrazine, Methylphenidate.

Hallucinogens

Possible Effects: illusions and hallucinations, poor perception of time and distance. Effects of Overdose: longer more intense "trip" episodes, psychosis, possible death. Withdrawal Syndrome: Not reported Duration: varies from 8 to 12 hours to days. Dependence: none to unknown physically, unknown to high psychologically. Drugs: LSD, Mescaline and Peyote, PCP, Phencyclidine Analogues, Amphetamine Variants.

Cannabis

Possible Effects: euphoria, increased appetite, relaxed inhibitions, disoriented behavior. Effects of Overdose : fatigue, paranoia, possible psychosis. Withdrawal Syndrome: insomnia, hyperactivity and decreased appetite occasionally mentioned. Duration: 2 to 4

hours Dependence: unknown physically, moderate psychologically. Drug: Marijuana, Hashish, Hashish Oil.

VII. REVIEW

This policy will be reviewed biennially by a university appointed committee to:

- A. Determine effectiveness and implement changes to the program if they are needed; and
- B. Ensure that the sanctions described in Part V are consistently enforced.

FOOD POLICY AND PROCEDURE FOR STUDENT ORGANIZATIONS AND DEPARTMENTAL UNITS EFFECTIVE 9-3-03

The food policy shall apply to all student organizations and budgeted departmental units on the Southeastern campus and its associated off-campus sites and foster the following:

1. Protect the health and safety of students, faculty, staff and its guests.
2. Encourage food storage, preparation and handling in Campus Dining facilities whenever possible. Facilities include the Cafeteria and the Lion's Den in the Student Union.
3. Ensure external providers contracted to prepare and serve food at University facilities are adequately insured. (See outlined in procedure #3)
4. Ensure student organizations or departmental units exercise and understand their responsibility through the Food Safety Course if Campus Dining or an insured provider are not used.

PROCEDURE:

1. Student organizations and departmental units intending to sponsor or host events involving purchasing food items requiring preparation and/or handling of raw or perishable food items, shall secure approval for the event and the purchase from the Assistant Vice President for Student Affairs. (See Food Policy Approval Form) This waiver form only applies to events not held in Campus Dining facilities and catered by Campus Dining.
2. Student organizations and departmental units are encouraged to solicit the services of Campus Dining in the preparation, cooking and/or serving of raw and/or perishable food products. In the event Campus Dining is unable to respond to a food activity need or event in the time required, or within budgetary allowances, and written approval is secured from the Assistant Vice President for Student Affairs for an exception, the student organization or departmental unit may proceed to other requirements hereinafter stated.
3. Student organizations and departmental units may solicit the services of an external provider in the preparation, cooking and/or serving of raw and/or perishable food products. An external provider must provide Certificate of Insurance verification of General Liability coverage in the amount of \$1,000,000. In addition, Workers' Compensation coverage must also be provided by qualified providers for any provider employees performing services at a University facility. All Certificates of Insurance must reflect current coverage and list Southeastern Louisiana University as a Certificate Holder. Departmental units are responsible to ensure appropriate bid laws are followed in contracting any external providers.
4. Student organizations and departmental units may requisition and purchase raw and/or

perishable food products from Campus Dining or external suppliers for preparation and handling provided the following criteria are met:

- A. At least one individual from the student organization or departmental unit must have attended and completed the Food Safety Course. These classes will be held roughly twice a semester and the certification will be good for two calendar years. At least one certified individual must be present during the entire event.
- B. Written approval by the Assistant Vice President for Student Affairs has been secured. (See Food Policy Approval Form)
- C. Adequate cold storage and/or refrigeration is available for perishable food products.
- D. Perishable food items are refrigerated in a timely manner after purchase or processed timely after removal from refrigeration.
- E. Preparation and/or cooking is performed under sanitary conditions preferably in a kitchen location. Exception: Food cooked on a barbecue grill or in a kettle.
- F. Items not consumed upon conclusion of the event are refrigerated, contained in a timely manner, or thrown away within a reasonable time immediately after the event.
- G. The certified individual designated to supervise the food event fully understands his/her responsibility to ensure items C-F above are met.

5. Food may be provided for consumption that is prepared and/or provided at no cost to a student organization or departmental unit for the purpose of goodwill, fund raising, or the saving of funds. A Certificate of Insurance will not be required of the donor, but the University person coordinating and accepting the donation and the responsibility to ensure the health, safety and welfare of those to consume the food items must have attended and completed the Food Safety Course.

6. Requests For Special Meals - In accordance with Section VII-C of the Louisiana Travel Guide: "A department head may authorize a special meal within allowable rates to be served in conjunction with a working meeting of the departmental staff" (department head in this phrase is Dr. John Crain, the head of our agency). This request must be fully completed and approved prior to each event. Meal cost per person should fall within the PPM 49 limits.

PPM 49 In State meal cost:

Breakfast \$ 8.00

Lunch \$12.00

Dinner \$18.00

The form that must be completed for Requests for Special Meals can be found on the Controller's Web page at:

<http://www.selu.edu/Administration/Depts/Controller/SpecialMeal.htm> .

EXCLUSIVE BEVERAGE SPONSORSHIP AGREEMENT WITH COCA-COLA

Southeastern Louisiana University entered into an exclusive sponsorship agreement with Coca-Cola. The sponsorship agreement grants Coca-Cola the right to be the exclusive Beverage sponsor for the University in return for Sponsorship Fees, commissions, Capital Fees, 75th Anniversary Funds and other considerations.

Students, faculty and staff are required under the agreement to fully respect and fully abide by all covenants and understandings as follows:

- A. No Competitive Products on Campus
- B. No Competing Trademark Visibility
- C. No Promotion or Advertising of Competitive Products
- D. No Competitive Use of University Marks
- E. No Third-Party Beverage Promotions

The following Coca-Cola brand products are acceptable for purchase or donation under the terms of the agreement:

Coke	Powerade Artic Shatter
Caffiene Free Classic	Powerade Dark
Coke	Downburst
Diet Coke	Fruitopia Fruit
Dasani Water	Integration
Evian Water	Fruitopia Grape Beyond
Powerade Lemon Lime	Fruitopia Peach
Minute Maid Orange	Quencher
Juice	Fruitopia Strawberry
Minute Maid Apple	Fruitopia Trem
Juice	Tangerine
Minute Maid	Fruitopia Kiwiberry
Caffiene Free Diet Coke	Ruckus
Cherry Coke	Cranberry/Raspberry
Sprite	Minute Maid Grapefruit
Diet Sprite	Nestea Sweet Lemon
Surge	Diet Nestea Lemon
Minute Maid Orange	Nestea Sweet
Minute Maid Grape	Hi-C Pink Lemonade
Minute Maid Strawberry	SS Pineapple
Minute Maid Fruit	SS Bloody Mary
Punch	SS Sour Lemon
Mr. Pibb / Barq's	SS Cranberry
Citra	SS Grapefruit
Nestea Cool	SS Orange 100%
Powerade Fruit Punch	
Powerade Mountain	
Blast	
Powerade Green Squall	
Powerade Jagged Ice	

Any student, faculty or staff not sure whether a purchase will conflict with the terms and conditions of the Sponsorship Agreement shall contact the Director of Purchasing for clarification.

SOCIAL/SERVICE FRATERNITIES & SORORITIES, PANHELLENIC, PAN-HELLENIC & INTERFRATERNITY COUNCILS

The Office of Greek Life serves as a resource center for more than 700 Southeastern students who choose to affiliate with one of the 20 fraternities and sororities recognized by the University. In order for social/service fraternities and sororities to secure and maintain University recognition, they must be members of a national umbrella governing conference. In order to be recognized by the University, students must first receive the support and endorsement of the Interfraternity, Panhellenic, or Pan-Hellenic Council respectively.

The following fraternal organizations are currently recognized:

Panhellenic Council: Alpha Omicron Pi, Alpha Sigma Tau, Phi Mu, Sigma Sigma Sigma, Theta Phi Alpha

Pan-Hellenic Council: Alpha Phi Alpha, Delta Sigma Theta, Iota Phi Theta, Kappa Alpha Psi, Omega Psi Phi, Phi Beta Sigma, Sigma Gamma Rho, Zeta Phi Beta

Interfraternity Council: Delta Tau Delta, Kappa Alpha Order, Kappa Sigma, Sigma Tau Gamma, Tau Kappa Epsilon, Theta Chi, Theta Xi

ACADEMIC RESPONSIBILITIES

1. Individual Chapters are responsible for the enhancement and promotion of academic excellence. For a chapter to be in good standing with the University, the chapter must maintain a minimum chapter cumulative G.P.A. for that semester of 2.3. If a chapter falls below this average, the chapter is placed on automatic social probation for the following semester. Social probation includes all activities involving alcohol, and/or open to the public, All-Greek Social events (i.e., All-Greek Step Show, Greek Games, etc.). The chapter is allowed to sponsor fundraisers, non-alcoholic activities, and participate in Recruitment/Intake activities for chapter members only. The chapter must sponsor an educational program concerning academics and meet with the Director of Greek Life to evaluate the chapter's scholarship program.

2. If any chapter is on academic probation, below the 2.3 grade point average requirement for two consecutive semesters, the chapter will be suspended from campus for two years from the end of the second consecutive semester.

3. Academic reports are produced by the Office of Greek Life at the end of each Fall and Spring semesters. The official report is sent to National Offices, key University Administrators, Chapter Advisors, Faculty Advisors, Presidents and Council Presidents. Once the official report is compiled, grades will not be recalculated for any reason.

EXPECTATIONS OF SOCIAL/SERVICE FRATERNITIES AND SORORITIES

Social and/or Service Greek organizations have been part of the history of Southeastern almost since the founding of the University. These organizations are an important part of campus life for many students and can have a meaningful impact on the development of individual members. Greek organizations are different in some respect from other student organizations, particularly in their selection of members, the secrecy of their ritual, and the very broad scope of their organizational activities. Each of these organizations is responsible for organizing and implementing positive programs within the Greek Community, such as Recruitment, New Member/Associate Member Education, Greek Week, guest speakers discussing Greek issues and community service projects. The Office of Greek Life oversees the development of these programs. The Director of Greek Life serves in an advisory role to these groups. Through constant interaction with the members of the fraternities and sororities at Southeastern, the Director is the primary liaison between the organizations and the University administration.

REQUIREMENTS FOR RECRUITMENT, INTAKE, AND INITIATION

1. All initiations must be completed the Friday prior to the last week of classes. The beginning of the new member education program begins the day following bid extension. A new member must be initiated within eight weeks of bid extension.
2. No chapter may initiate/intake without the approval of the Office of Greek Life. All initiation/inspiration activities must be registered through the Registration of Activity process. Petitions to Initiate and Petitions to Intake must be submitted to the Office of Greek Life ten working days prior to any initiation week activities for verification of hours and grades.
3. A complete copy of the New Member Education Program and/or the Intake Program must be submitted to the Office of Greek Life prior to the start of the new member program.
4. All initiations must take place between the hours of 8:00 am and 12:00 am within the same day.
5. A new member may only pledge two semesters total during his/her enrollment at Southeastern Louisiana University. The semesters may be consecutive or nonconsecutive. A new member must complete a total of 12 hours and have a minimum cumulative grade point average of 2.3 in order to be approved for initiation.
6. A chapter may participate in summer recruitment/intake if the chapter receives approval from their national headquarters and their governing council allows it. The chapter must follow all initiation/intake guidelines and new members must be initiated by the Friday prior to the last week of classes of the Summer semester. Incoming freshmen are not eligible for Summer initiation/intake. All initiates must have completed a minimum of 12 hours, be enrolled in a minimum of six hours for the Summer, and have a cumulative grade point average of 2.3.

7. Probates shows must be registered through the Registration of Activity process at least 10 days prior to the event. Probate shows must take place within the same semester of members' initiation.

Eligibility for Recruitment/Intake

Incoming Freshmen: All incoming freshmen must provide a high school transcript to the Office of Greek Life prior to the recruitment/intake program. The potential member must have a minimum 2.3 cumulative high school grade point average to participate **OR the minimum standard set by the governing council if it is higher. A GED Score may be accepted only if it has been evaluated by the Office of Admissions. In order for college coursework to be substituted for a freshman, you must have completed 12 hours.** National guidelines must be followed. All potential members must be enrolled in a minimum of 12 hours in order to participate in Recruitment/Intake and enrolled in a minimum of 12 hours at the time of initiation (this includes developmental courses).

Upperclass Students: Upperclass students must have a minimum of a 2.3 cumulative grade point average **OR the minimum standard set by the governing council if it is higher** and be enrolled in a minimum of 12 hours at the time of initiation (this includes developmental courses). College transcripts from all institutions must be submitted to the Office of Greek Life prior to Recruitment/Intake.

Transfer Students: Transfer students must have a transfer grade point average received by Southeastern of a 2.3 **OR the minimum standard set by the governing council if it is higher** and be enrolled in a minimum of 12 hours at the time of initiation.

Graduate Students: Graduate students must be enrolled in at least six (6) hours of academic courses.

GUIDELINES FOR STEP SHOWS

Guidelines for step shows are as follows:

Event Registration and Planning

1. The step show must be registered no later than first month of the semester in which the event will take place.
2. The sponsoring organization must have a meeting with the Director of Greek Life, Director of University Police, Advisor, President, and Technical Director of the facility being used no later than one month prior to the event.
3. The Assistant Vice President for Student Affairs, prior to any pre-selling, must approve all tickets for the step show.
4. The Step Show must conclude no later than 11:00 p.m.
5. When registering the event the student organization must designate a set-up time, starting time of the event, ending time of the event, and clean-up time on the registration of activity form.

Responsibilities of the Sponsoring Student/Greek Organization

1. The Chapter Advisor and/or Faculty Advisor must be present from the beginning to the end of the event.
2. All guests must be checked with a metal detector and submit to a search for alcohol at the entrance.
3. Three University Police Officers must be present at all times. Officers must be paid for by the sponsoring student organization prior to the event.
4. The Chapter President must designate five members of the organization who will work with University Police to help monitor the event. These members must wear identifying name-tags or other appropriate identification.
5. The host chapter will be held responsible for the behavior of each guest and for any harm done to the building and/or equipment.
6. The host chapter is responsible for scheduling and attending a follow-up meeting with the Director of Greek Life.
7. A selected panel of judges must be submitted to the Director of Greek Life five working days prior to the event. Persons not on that list will not be allowed to participate.
8. An emcee must be in charge of the show to ensure the show starts on time, to explain the rules and regulations to the audience, to explain judging procedures and to introduce each act.

Step Show Participants

1. All participant groups must have at least three members performing.
2. Only active Greek members may participate.
3. The show/routine can consist of steps, stomps, marches, chants, songs, segways, or any innovative movements that are not of a vulgar nature or suggest vulgarity. Vulgar or obscene language or gestures will not be tolerated in this activity and will be grounds for disqualification and halting of the performance.
4. Participants, including the emcee, who remove clothing while performing on stage, will be disqualified.
5. No use of fire, body paint, helium balloons, glitter, or confetti is permitted. All props and special requirements must be approved by the organization event chair ahead of time.
6. The deejay will be required to play only clean versions of songs.
7. The participating groups must meet with the Director of the venue, the chapter president, the emcee, the deejay, and the lighting specialist (if different from the Director of the venue) and the chapter advisor thirty minutes prior to the start of the step show to have props approved and special directions given to the lighting and sound booth. If a participating group does not attend this meeting they will not be allowed to participate in the step show.
8. If any alcohol or illegal drugs are discovered on the person of any participant or in any dressing room or backstage area, University Police reserves the right to halt the event and clear the building.

HAZING POLICY

Southeastern Louisiana University does not tolerate the physical, mental or psychological abuse of any individual or individuals. Any group suspected of participating in such hazing abuse will be fully investigated and, if found guilty, action will be taken against

the organization. Individuals within a group found guilty of hazing may face suspension or expulsion from the University. The University will not tolerate retaliation by any individual (whether or not that person was directly involved in the original incident) against any faculty, staff or student who reports, participates in an investigation of, or is a complainant in a disciplinary proceeding involving the allegation of hazing. Claims of retaliation will be investigated as a breach of the University's hazing policy and may result in University sanctions. The University adheres to the University of Louisiana System's policy on hazing, Section XXIV, and the Fraternity Executive Association's statement on hazing (also referred to herein as the Association and/or FEA definition of and statement on hazing).

LOUISIANA LAW ON HAZING

R.S. 1801 Hazing Prohibited: Hazing in any form, or the use of any method of initiation into fraternal or any organizations in any educational institution supported wholly or in part by public funds, which is likely to cause bodily danger or physical punishment to any student or other person attending any such institution is prohibited. Fraternity Executive Association (FEA): Statement on Hazing. The Association defines hazing as any action taken or situation created, intentionally, whether on or off fraternity/organization premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside the confines of the house; wearing publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution.

HAZING ACTIVITIES

Hazing actions and situations include, but are not limited to the following:

1. Forcing or requiring the consuming of food or any other substance.
2. Calisthenics (push-ups, sit-ups, jogging, runs, etc.)
3. "Treeings" (tying someone up and/or throwing food or other substances on them)
4. Paddle swats
5. Line ups
6. Theft of property
7. Road trips (dropping someone off to find their own way back)
8. Scavenger hunts
9. Curtailing sleep to less than six (6) continuous, uninterrupted hours per night
10. Conducting activities which do not allow adequate time for study
11. The use of obscenities and vulgarities in dress, language, or action
12. Nudity at any time
13. Writing on members or on their clothes with any type of marker
14. Tearing and/or removing clothes from individuals

15. Running personal errands of the members (driving them to class, cleaning their individual rooms, serving meals)
16. Forcing or requiring the violation of University, Federal, State or local law
17. Dressing alike, specific costumes or clothing.

These activities may pertain to both new members and members as well.

**Fraternal Information and Programming Group,
RISK MANAGEMENT POLICY
(FIPG: Focus on Hazing)**

Penalties

The Interfraternity Council, Panhellenic Council, and Pan-Hellenic Council are the governing bodies of the North American Interfraternity Conference (NIC), National Panhellenic Conference (NPC) and the National Pan-Hellenic Council (NPHC) chapters on the campus of Southeastern Louisiana University. Having adopted the Fraternity Insurance Purchasing Group Risk Management Policy/Program (FIPG), each chapter and all levels of fraternity membership must know that hazing carries a number of risks, including the following:

1. A civil lawsuit
2. Criminal prosecution for an illegal act
3. Discipline by the fraternity
4. Discipline by the college or university
5. Possible loss of insurance coverage

HAZING EXPLAINED

Beauty is in the eye of the beholder. So is hazing. What organizations may consider to be a perfectly harmless way of making students learn their lesson in education, may, in the view of others, be an act of violence that can be criminal. Hazing is a felony in more than states. In addition, this Administration does not condone or accept hazing as a normal part of fraternity education. The danger in hazing is that it gets out of hand. What begins as an innocent prank can lead to disaster. There is the apocryphal story of the pledge who was tied to the railroad track, after the chapter carefully checked the timetable for that particular route; only to discover to their horror that trains do run late. The role of the undergraduate chapter is to see that the education process is both enjoyable and rewarding, not only for new members, but also for active members. This calls for a precise agenda for membership education, including a list of activities and dates and times. New and old members can participate in any activity, and by being knowledgeable, receive more out of activities and the educational experience.

WHERE HAZING BEGINS

Answer these questions about each activity in the new member/associate member education program. If there is one question that has a negative answer, then this activity must be eliminated.

- Is the activity an educational experience?
- Does this activity promote and conform to the ideals and values of the organization?
- Will this activity increase the new member's respect for the fraternity/ sorority and the members of the chapter?
- Is it an activity that new members/associate members and initiated members participate in together?

- Would you be willing to allow parents to witness this activity? A judge? The university president?
- Does the activity have value in and of itself?
- Does the activity meet both the spirit and letter of standards prohibiting hazing?

DISSEMINATION OF HAZING POLICY

Students are expected to conduct themselves in a manner which supports the educational mission and function of the University, as well as to comply with all federal, state and local laws. Students have the responsibility of familiarizing themselves with the conduct standards and regulations which are distributed annually and will be held responsible for compliance with them. Southeastern's policy on hazing is contained in the Code of Student Conduct. Each and every fraternal group within 10 business days from the start of each semester shall: 1) distribute a copy of the Southeastern Louisiana University Policy on Hazing to each of its members, and 2) have the Chapter President and the Pledge Educator sign and return to the Director of Greek Life, the University issued statement which acknowledges compliance to the policy on Hazing and Hazing Awareness Education (see Attachment I).

Appendix A: DIVISION FOR STUDENT AFFAIRS AWARDS PROCESS/RECOGNITION CONVOCATION

Each year, the Division of Student Affairs, through the Office of Greek Life, is responsible for the Division's Awards Process and the Annual Division Convocation held at the end of the Spring semester. The Office of Greek Life is responsible for the awards nomination process.

1. **Who's Who** – Nominations are collected for Who's Who Among America's Colleges and Universities during the Fall semester. The students receiving this honor must be of junior, senior or graduate student status. Nomination letters are sent to faculty/staff/administrators. Nominations are then submitted and letters are sent to each student nominated. It is the responsibility of the student nominated to return the application to the Office of Greek Life by the indicated deadline. A committee of faculty, staff and students is compiled to select the award recipients.

2. **National Dean's List** – The National Dean's List is also compiled both Fall and Spring semesters by the Office of Greek Life. All students on the Dean's List at Southeastern are nominated with the list sent directly to the national organization.

3. **Green "S"** – Each Spring beginning in late January, nomination forms are sent to faculty/staff/administrators for nominations for Green "S" and Division of Student Affairs Outstanding Man and Woman. Recipients of these awards must be at least of sophomore status, have a 2.5 adjusted cumulative grade point average, full time student and involved in at least two on-campus organizations for Green "S" and at least junior status for Outstanding Man and Woman. The nomination and selection process is the same as Who's Who, Outstanding Faculty Advisor and Outstanding Student Organization "Award of Excellence". Awards concerning fraternities and sororities are handled by their respective councils.

**Appendix B: STUDENT ORGANIZATIONS/GREEK LIFE
ACTIVITY CENTER
(985)549-5996**

The Student Organizations Activity Center (computer lab) is located in the Student Union Room 114H. The Activity Center is open from 8:00 a.m. to 4:30 p.m., Monday through Friday. The Activity Center, which is paid for by Student Assessed Technology fees, provides eight 300 mhz computers, four 400mhz computers, two scanners, one black and white printer. Bulletin boards are also located in the lab to help keep students better informed of campus events. There are lab assistants, also paid by the Student Technology Fee, to assist with problems that may arise.

STUDENT ORGANIZATIONS' PAINT ROOM

The Student Organizations' Paint Room is located in Student Union Room 114G. The Paint Room is open from 7:45 a.m. to 4:30 p.m. Monday through Friday. Paints, paper and tables to make your organization's signs are available.

Appendix C: CONTACT INFORMATION

Department	Contact	Contact Information
Vice President for Student Affairs Dyson Hall, Room 130	Dr. Marvin Yates	(985)549-5250
Assistant Vice President for Student Affairs, SU Room 202	Mr. Jim McHodgkins	(985)549-3792
Office of Greek Life, SU Room 203	Ms. Cherie' Kay Thriffiley	(985)549-2120
Office of Student Organizations/Strategic Initiatives SU Room 203		(985)549-2120
Campus Activities Board, SU Room 201		(985)549-3805
Student Government Association, SU Room 207	Ms. Beth Richardson	(985)549-2296
Leadership Development/Student Activities, SU Room 110	Ms. Jackie Dale Thomas	(985)549-2233
Multicultural/International Student Affairs, SU Room 206	Dr. Eric Summers	(985)549-3850
Recreational Sports and Wellness, Pennington Activity Center	Ms. Dollie Hebert Crouch	(985)549-2144
Office of Student Conduct, SU Room 204	Mr. Milas Love	(985)549-2213

Student Publications/The Lion's Roar, SU Room 211	Mr. Lee Lind	(985)549-3731
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Additional Campus Contacts

Department Contact Information

Student Union (985)549-2041

Aramark/Campus Dining (985)549-2286

Admissions and Financial Aid (985)549-2066

Auxiliary Services (985)549-2041

Residential Services (Housing) (985)549-2118

University Counseling Center (985)549-3784

Office of Disability Services (985)549-2247

University Police (985)549-2222