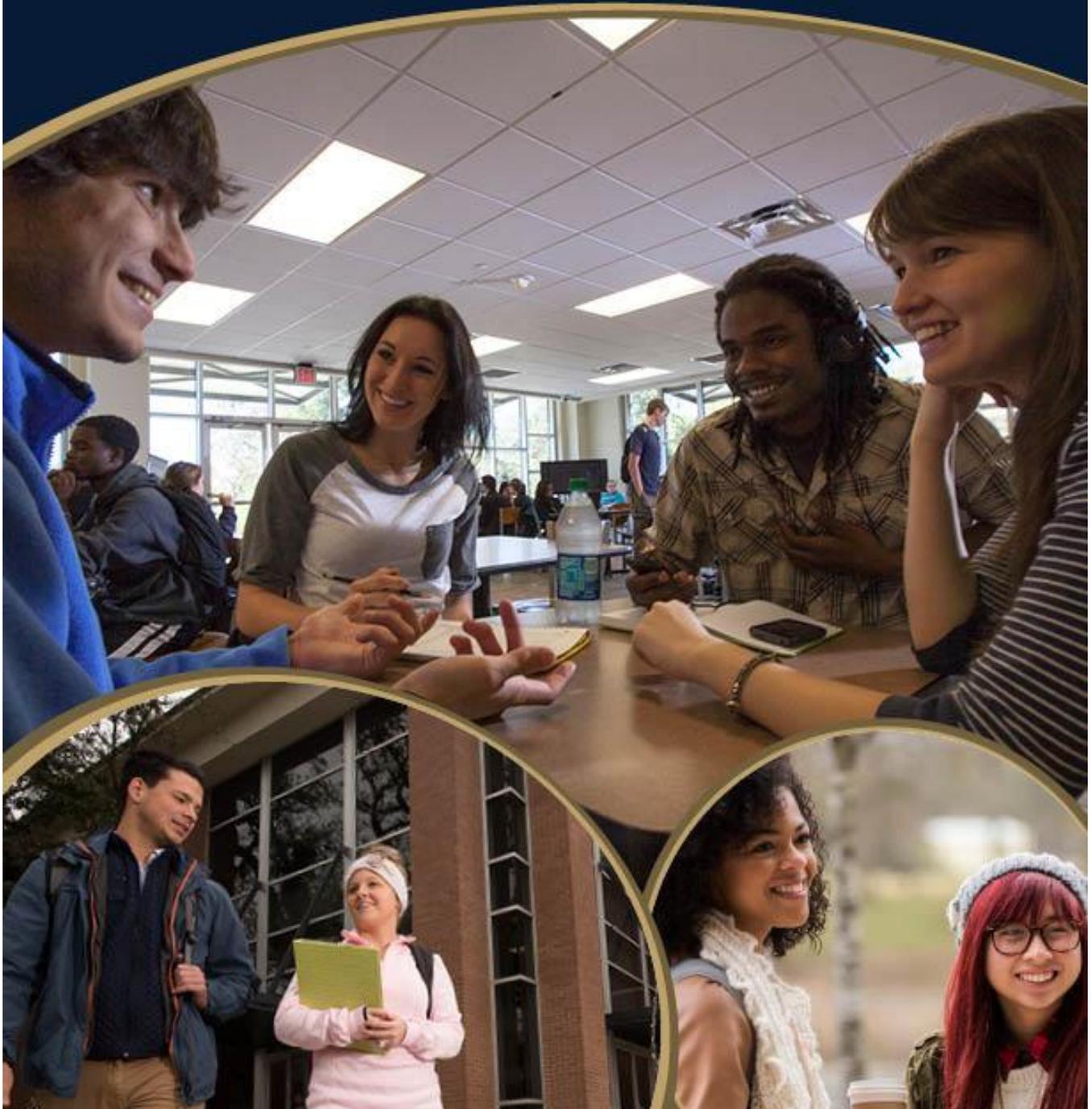




South Louisiana Community College

Student Organization Handbook

Office of Student Engagement



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South Louisiana Community College does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs and activities.

Welcome to the Office of Student Engagement. We deliver comprehensive programs and services designed to meet the co-curricular needs of South Louisiana Community College's diverse student population. We strive for excellence in the delivery of high quality programming and leadership activities.

Your experience at SLCC will be richer and more memorable if you get involved in activities that take you beyond the classroom. You will have the opportunity to meet other students, faculty, and staff members. You will also have the opportunity to participate in organizations that make valuable contributions to your college and to the community.

It is our hope that we can answer your questions and provide valuable information about proposing new Student Groups and Organizations, successfully leading SGOs from semester to semester, and renewing SGOs each year

The central theme of the Student Engagement Office is our belief in providing students with excellent engagement opportunities that are student-*focused*, student-*driven*, and student-*centered*.

The Office Student Engagement is located in the Ardoin Building's Student Success Center on the Lafayette Campus and in the One-Stop Student Services Center on all outside campuses. Also, feel free to contact our office by phone or stop by in person.

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Introductory Information

South Louisiana Community College Mission Statement

South Louisiana Community College's mission is to transform and enrich the lives of individuals and communities. SLCC commits to providing skills and knowledge through a dynamic learning environment where students realize their potential, compete in today's global economy and perpetuate to solve the complex problems of tomorrow.

Office of Student Engagement Mission Statement

The mission of the Office of Student Engagement is to design and implement comprehensive programs that enhance the overall educational experiences of students through the development of, exposure to and participation in social, cultural, multicultural, intellectual, community service, leadership abilities and campus governance involvement.

The office delivers comprehensive programs and services designed to meet the co-curricular needs of our diverse student population. We strive for excellence in the delivery of high quality programming, leadership activities, and effective resource management.

Office of Student Engagement Goals

- Provide collaborative opportunities for students to connect and enrich their curricular experiences via co-curricular applications across the college and within their communities
- Assist the college in retention efforts geared towards SLCC students
- Advance student development and leadership capacity
- Support students in pursuit of their passion
- Enhance creative competence and the aesthetic spirit on campus
- Increase the overall sense of a welcoming community at SLCC

Office of Student Engagement Student Learning Outcomes

As a result of participating in programs and activities sponsored by the Office of Student Engagement, students will be able to:

- Acknowledge the connection between their classroom learning and real life experiences.
- Explain how relationships built through involvement contribute to self-understanding.
- Describe how their involvement clarifies their values regarding inclusiveness, integrity, leadership, service, and collaboration.
- Articulate how their engagement affects their overall educational experience.
- Participate in co-curricular experiences that will increase their persistence and progression towards college completion.
- Apply critical thinking and ethical leadership principles.

Getting Started: Establishing New Student Groups and Organizations

South Louisiana Community College encourages students to form groups and organizations for the benefit of the student body, the college, and the community. There are no limitations on the size of a group or organization; however, **there must be at least fifteen (15) prospective members** in order to form a club or organization. All registered groups and organizations must abide by the rules and regulations outlined in this document and in the SLCC Student Handbook. In addition, all groups' and organizations' purposes must align with the College's mission and goals.

In support of Louisiana Community and Technical College System Policy #2.005, Student Organizations, activities of student organizations which are incompatible with this purpose are prohibited.

According to Louisiana Community and Technical College System Policy #2.005, Student Organizations are classified as follows: Honor, Leadership and Recognition Societies; Political Organizations; Governmental Organizations; Divisional Organizations; and Specialty Organizations.

Who Can Propose a Group or Organization

Any students who wish to organize a group or organization may do so, provided that they follow the necessary steps. The group or organization **must have an advisor and at least fifteen (15) prospective members** to apply for registration. Students are encouraged to meet with the Assistant Director for Student Engagement prior to submitting any registration paperwork in order to discuss their ideas and plans regarding the potential group or organization.

Advisors

An advisor must be selected to work with each group and organization. When choosing an advisor, remember that the individual will be volunteering his/her time. It is best to select a faculty or staff member who has expressed an interest in the group or organization and who will be willing to help reach the goals established by the organization.

Membership

Any South Louisiana Community College student may participate in any group(s) of his/her choice, provided that he/she meets the requirements of the group(s) of interest. It is assumed that extracurricular activities will not take priority over academic pursuits. It is strongly recommended that students having academic difficulty curtail group and organization activity. Groups and organizations are prohibited from discriminating or refusing membership on the basis of race, color, national origin, age, disability, sex, gender identity, sexual orientation, religion, political beliefs, or marital status.

How to Propose a Group or Organization

Once a potential group or organization has established goals and has discussed them with the chosen advisor, the group or organization **must submit the following paperwork** (all forms are included in Appendix A) to the Assistant Director for Student Engagement:

- New Student Group or Organization Registration Request (Form A)
- Student Group or Organization Roster Registration (Form C)
- Student Group or Organization Constitution (based on format in Appendix B)

The above documents will form the group or organization's formal Charter. All potential groups and organizations **will be required to present their initial Charters at a meeting of the Student Government Association** for approval. Once approved, all future revisions and amendments to the group's or organization's Charter will require the approval of the Assistant Director of Student Engagement before going into effect. **Form C, for example, should be updated soon after the group or organization's approval** to include any newly-elected officers. An updated copy of each group's or organization's Charter must always be kept on file in the Office of Student Engagement.

Student Government Association (SGA) Participation

The Student Government Association (SGA) is the governing body for student groups and organizations. It has been mandated by the SGA that each student group and organization **must select a representative to serve as a Senator in the Student Government**. SGA Senators and Officers serve vital roles as a communication vehicles between the student body and the college's administration. To be eligible to become a SGA Senator, candidates must be students of South Louisiana Community College.

Keeping Up: Maintaining Recognition as Student Groups and Organizations

Meetings

Every group and organization is required to meet a minimum of four (4) times per semester. Meetings must be open to the general student body, welcoming any students who may have some future interest in the group or organization. Any group or organization that fails to hold the required number of meetings may have its start-up funds suspended by the Assistant Director of Student Engagement until regular meetings are resumed. If regular meetings are not resumed, the group or organization may be suspended for the remainder of the semester during which the infractions occurred.

SGA Senators

All groups and organizations are required to have at least one SGA Senator present at each official Student Government Association (SGA) meeting. The following are the duties of all SGA Senators:

- Attend all scheduled SGA meetings or identify a replacement from within the his/her club or organization to attend
- Ensure that his/her group or organization meets all necessary requirements for continued recognition by the SGA and the College
- Report all SGA proceedings to his/her respective group or organization
- Participate in SGA-sponsored events or identify a replacement from within the his/her club or organization to participate
- Discuss issues regarding the club or organization with the SGA Officers and/or the Assistant Director for Student Engagement

As noted above, in the case that a SGA Senator cannot attend a SGA meeting, a replacement should be sent in his/her place. The Senator and/or replacement attendee will equate to the group's or organization's presence at the SGA meeting. An organization's first failure to attend meetings will result in a written warning from the Assistant Director and a fine of \$25 deducted from the group's or organization's start-up funds. The second occurrence will result in a fine of \$50 deducted from the start up-funds. The third occurrence will result in written notice of immediate group or organization suspension for the remainder of the semester during which the infractions occurred.

Financial Accounts

All approved student groups and organizations at South Louisiana Community College that collect, handle, charge, or raise funds **must have an approved college account through the college's Student Accounts Office**. All monies generated by the group must be deposited into this account. Monthly budget statements will be distributed to the group or organization advisor by the Office of Student Engagement. Deposits for student organizations can be made by the treasurer and/or advisor through the Office of Student Engagement.

At no time may a student group or organization at SLCC have funds in an external bank account.

All expenditures to be made on behalf of a student group or organization **must be approved by the Assistant Director for Student Engagement**, as the College and the Office of Student Engagement has made agreements with particular vendors.

Behavioral Expectations

Student group and organization recognition comes with many privileges. With those privileges, though, come expectations related to the behavior of student leaders and organizational members. Leaders and members of student organizations at South Louisiana Community College are expected to uphold all facets of the College's mission statement and student code of conduct. As an expression of the institution's vision, mission, and values, student organizations and their members are expected to commit themselves to individual worth, personal integrity, critical thinking, self-control, and community responsibility. Therefore, when engaging in organizational activity, SLCC group and organization leaders and members are expected to:

- Positively represent the overall character, mission, and values of SLCC and the Office of Student Engagement
- Comply with College policies regarding expression, discussion and debate
- Refrain from disrupting the orderly functioning of the university

How to Renew a Group or Organization

To renew its Charter with the College for the next academic year, each student group and organization **must submit by the first Monday of May the following paperwork:**

- Student Group or Organization Registration Renewal (Form B)
- Student Group or Organization Annual Report (based on format in Appendix B)
- Student Group or Organization Roster Registration (Form C)

Failure to submit this renewal paperwork by the deadline may result in the suspension of the group or organization. Only recognized groups and organizations are permitted to use the college's name, facilities, and amenities.

Suspension of Student Groups and Organizations

A student group or organization may be suspended at any time for failure to adhere to guidelines set forth by the College or for other reasons not listed here. The following a sample set of scenarios which may result in suspension of a group or organization:

- A lack of membership necessary to complete the group's stated purpose
- Any action on the part of, or on behalf of, the group or organization that violates the student code of conduct
- The possession, distribution, or selling of alcoholic beverages or any other controlled substances by any member or representative of the group or organization
- Any other action that is in opposition to the College's mission, vision, and/or values

Groups may file an appeal in response to a disciplinary suspension by submitting a written request to the Assistant Director for Student Engagement. In conjunction with the college's Judicial Hearing Board, the organization's case for reinstatement will be reviewed and a decision will be given no later than ten (10) business days after the initial report.

Renewal of Charter Following Suspension

A group or organization may renew its Charter following a suspension due to lack of membership once the membership is restored to a sustainable level. To renew the Charter, the group or organization must submit to the Assistant Director for Student Engagement the following paperwork:

- Student Group or Organization Registration Renewal (Form B)
- Student Group or Organization Roster Registration (Form C)

Renewal following disciplinary suspension requires the same process and may be completed after the suspension period has ended.

Planning Activities, Service Projects, and Fundraisers

Student groups and organizations are encouraged to plan and implement activities for the benefit of their membership and the student body as a whole. All activities, service projects, and fundraisers **must be approved by the group's or organization's president and advisor as well as the Assistant Director for Student Engagement** prior to implementation.

The consumption of alcoholic beverages and/or any other controlled substances at any South Louisiana Community College student activity is strictly prohibited.

Community Service

Community Service is an excellent way for groups and organizations to have a positive impact on college campuses and in the community, helping to make a difference in the lives of others. Examples of campus service opportunities include acting as ambassadors during the beginning of academic terms and assisting with college events such as commencement. Examples of community service opportunities include working with children, people who are homeless, people with AIDS/HIV, families, people with disabilities, and groups who work with the environment. Other examples include the following:

- Visiting a family emergency shelter
- Assisting a school with arts and crafts activities
- Assisting a nursing facility with recreational activities
- Providing tutoring to elementary students
- Sponsoring a food or clothing drive
- Volunteering at a homeless shelter
- Participating in a park or highway clean-up activity
- Hosting an on-campus event for area youth
- Participating in a community fundraising event
- Volunteering at an animal shelter

All student groups and organizations are encouraged to choose one central philanthropic focus for each semester or academic year.

Fundraising

Fundraisers provide the opportunity for groups and organizations to generate funds to support their activities for the year. Fundraisers may include bake sales, book sales, raffles, or entertainment events; please note that this list is suggestive but not exhaustive. Fundraisers that target sources outside of the campus community must be approved by the SLCC Foundation.

Scheduling an Event

To reduce the incidence of conflicting student activities and to provide broader publicity for student group and organization activities, all student activities will be included in the master SLCC SGO Student Leaders and SLCC SGO Advisors calendars, both accessible through the appropriate Outlook groups. Upon officially accepting the role of advisor or president of a student group or organization, advisors and presidents will be added to the appropriate Outlook groups. Advisors and presidents are encouraged to use the Outlook groups and their calendars

as tools to help develop student activities. The group or organization's advisor and/or president is responsible for providing the Assistant Director with a list of all major functions, including meetings and activities.

Registering an Event

To register an activity, service event, or fundraiser, the group or organization's president **must submit to the Assistant Director the following paperwork:**

- Student Group or Organization Event Proposal (Form D)
- Student Group or Organization Facilities Use Request (Form E)

These forms must be approved by the group or organization's advisor before being submitted to the Office of Student Engagement. The forms **must be submitted within no later than fifteen (15) business days before the date of the proposed event.** The Assistant Director is required to work with the advisor to ensure that the student activity is performed in compliance with the Office of Student Engagement and other institutional policies.

Advertisements

Recognized student groups and organizations may post signs, announcements, and posters in approved areas to promote their activities. As a general rule, flyers **should only be hung on bulletin boards and tack strips.** Do not hang any advertisement on College walls, doors, windows, or other surfaces not intended for posting. All proposed postings **must be approved by the Assistant Director.** Publicity materials for all group and organization activities should only be submitted for posting after submitting Forms D and E. These flyers can be advertised on SLCC CCTVs as well as the Office of Student Engagement Facebook, Twitter, and/or other social media upon receiving approval. It is the responsibility of the group or organization to hang all approved signs and remove postings immediately following the program or activity.

The posting of announcements from organizations and companies outside the college community **must be approved by the Assistant Director,** may not be in opposition to the College's mission and/or goals, and may not be in competition with the institution. The Assistant Director will determine the appropriate method of dissemination of materials and or messages from outside requestors. Unauthorized postings or postings for unapproved activities will be removed.

Facilities

Recognized student groups and organizations may use College facilities for group meetings, activities, programs, and other events. In order to use a College facility, **the group or organization's president must complete and submit Form E.** The form **must then be approved by the Assistant Director.**

Recognized student groups and organizations may use College audio and visual technology to support any and all events. The request for audio, visual and technological equipment **must be specified on Form E.**

Transportation

In the case that a group or organization event requires transportation, faculty or staff advisors cannot drive students to the destination. Please see the official South Louisiana Community College Student Transportation Policy below:

South Louisiana Community College is committed to following practices which promote the safety of our students, faculty, and staff.

The College prohibits the transportation of students by employees, in both state-owned and personal vehicles, for all College and College-related activities. College employees are also not permitted to organize carpools, etc. for student transportation.

Students participating in off-campus activities are expected to provide their own transportation.

College employees may, when appropriate, enlist vehicle for hire services including busses, taxis, etc. to accommodate student transportation needs.

Student group and organization members as well as any associated faculty or staff members may choose to use ride-share services such as Uber or Lyft for joint transportation. Alternatively, student groups or organization members may drive their own vehicles and then be reimbursed for mileage from their account. If any student intends to be reimbursed, he/she must submit a travel request with the OSE.

Film Screenings

Please see a summary of federal copyright law from the Motion Picture Licensing Corporation below:

Motion pictures and other audiovisual works that are available for rental or purchase are intended for personal, private use only. If you wish to show the work in any other place, you must have a separate license that specifically authorizes the public performance of that work.

These rules are detailed in the federal Copyright Act, as amended, Title 17 of the United States Code.

- According to The Copyright Act, only the copyright owner holds the exclusive right, among others, “to perform the copyrighted work publicly.” (Section 106)
- The rental or purchase of a motion picture or other audiovisual work does not bear the right to perform the copyrighted work publicly. (Section 202)
- Films may be shown without a separate license in the home to “a normal circle of family and its social acquaintances” (Section 101) because such showings are not considered “public.”
- Films may be shown without a license to non-profit educational institutions for “face-to-face teaching activities” because the law provides a limited exception for such showings. (Section 110(1))
- All other public performances of motion pictures and other audiovisual works are illegal unless they have been authorized by license. Even “performances in ‘semipublic’ places such as clubs, lodges, factories, summer camps and schools are ‘public performances’ subject to copyright control.” (Senate Report No. 94-473, page 60; House Report No. 94-1476, page 64)
- Both for-profit organizations and non-profit institutions must secure a license to show films, regardless of whether an admission fee is charged. (Senate Report No. 94-473, page 59; House Report No.94-1476, page 62)

Non-compliance with the Copyright Act is considered infringement and carries steep and significant penalties for both the exhibitor and anyone that contributes to the infringing conduct.

Unlicensed public performances are federal crimes and can be subject to a \$150,000 penalty per exhibition and other penalties. (Sections 502-506)

Cornell Law School expands on the fact-to-fact teaching exemption here:
<https://www.law.cornell.edu/uscode/text/17/110>.

If an SLCC Student Group or Organization intends to screen a film, in part or in full, at an event, they *must* take the following actions:

- Include intentions to screen the film in the Form D event description
- Complete Form F and submit for it approval
- Screen the film only *after* Form F has been approved and only to *registered SLCC students*
- Submit the event's sign-in sheet, which must include student names and LOLA numbers, to the OSE within 5 business days of the end of the event

Any Student Group or Organization that does not follow these instructions may be subject to suspension.

Student Leaders

A student leader is a South Louisiana Community College student who actively participates in his/her group or organization and steps forward to take on more responsibility to forward its purpose. All student groups and organizations must have at least four officers to maintain recognition as a student organization: President, Vice President, Secretary, and Treasurer. An exception to this rule may be made for smaller organizations that choose to combine the roles of Secretary and Treasurer into one officer position. The officers should be chosen in accord with the goals and objectives of the organization. All new officers should be elected and officially appointed during the April SGA election cycle to serve for the following academic year, unless the group or organization constitution expressly outlines a different election timeline. Election processes and term limits should be clearly articulated in each group's or organization's constitution.

All student groups and organizations must be represented at the Student Group and Organization Leadership Training to be held at the beginning of each academic year. Ideally, every officer of every group or organization should attend, though the Office of Student Engagement recognizes that summer schedules may make attendance difficult or impossible for some students. Any group or organization that does not have a representative at this training will have their fall semester start-up funds suspended until a make-up date is scheduled with the Assistant Director.

All groups and organizations are encouraged to treat all members as potential leaders, inviting them to leadership development and training sessions and, consequently, grooming new generations of student leaders.

Advisors

A student group or organization advisor is a full-time faculty or staff member who assists in supporting the curricular learning environment by becoming a mentor and role model for student organization leaders and members. The advisor shares insight, gives advice, advises on policy, holds leaders accountable, provides insight from varying perspectives, and supports all members. Every student group and organization must have at least one active advisor to obtain and maintain recognition as a student organization. The advisor(s) should be chosen in accord with the goals and objectives of the organization.

Purpose of an Advisor

Volunteer advisors provide groups and organizations with valuable guidance, knowledge and expertise in areas including budget planning and program development. Each advisor is responsible for understanding College policies and procedures as well as guidelines and processes established by the Office of Student Engagement. Advisors act as liaisons between student groups or organizations and the College, including administration, faculty, and staff.

The organization and day-to-day operation of a student group or organization is the responsibility of its student leadership, with the advisor taking an active part through interaction with the membership of the group or organization.

Duties of an Advisor

- Attend regularly scheduled meetings to assist with group or organization operation and with program development
- Attend all special on- and off-campus functions and activities
- Appoint an appropriate substitute in the event that special functions and activities cannot be attended
- Maintain an open line of communication between the student group or organization and the Office of Student Engagement, discussing financial matters, program development, program evaluation, and special activities and functions
- Ensure that all required forms are completed accurately and are approved and submitted in a timely manner
- Ensure that the minutes of all meetings are recorded for subsequent review
- Maintain a complete officer and membership list with updated contact information
- Review monthly financial reports received from both the group or organization's treasurer and the College carefully

Duties of Student Groups and Organizations in Relation to Advisors

- Recognize the advisor as an integral part of the group or organization
- Schedule meetings and activities at convenient times and locations to make advisor attendance possible
- Require that the group or organization officers meet regularly with the advisor to discuss programs, plans, and activities as well as the operation and progress of the organization

Appendix A

Form A: New Student Group or Organization Registration Request

Form B: Student Group or Organization Registration Renewal

Form C: Student Group or Organization Roster Registration

Form D: Student Group or Organization Event Proposal

Form E: Student Group or Organization Facilities Use Request

Form F: Student Group or Organization Film Screening Request

Form A: New Student Group or Organization Registration Request

NAME OF GROUP OR ORGANIZATION: _____

Please indicate the category which best describes your group or organization:

Special Interest Programming Academic Social Faith-based Service

The following people have been selected to conduct business and answer any questions about the group or organization:

President (or other appropriate title)

Name: _____ Student ID# _____

E-mail _____ Phone _____

Advisor (*must be a full-time South Louisiana Community College faculty or staff member*)

Name: _____ Department _____

E-mail _____ Phone _____

Is your group or organization affiliated with a National Organization? Yes No

If yes, please list your National Headquarters contact information:

Is your group or organization's membership open to all SLCC students? Yes No

If no, please explain: _____

Do you have membership limitations? Yes No

If yes, please explain: _____

Please indicate how your group or organization plans to receive funding:

Membership Dues: \$ _____

Fundraising

SLCC Student Government Association

Other _____

Group's or Organization's Benefit to the College:

Group's or Organization's Goals:

Meetings	
Days/Times:	Location:

Our group or organization has read and understands the privileges and responsibilities as defined in the current South Louisiana Community College Student Handbook and the Student Organizations Handbook.

	Name	Signature	Date
President			
Vice President			
Secretary			
Treasurer			
Advisor			

Return this form to the Assistant Director.

For Office of Student Engagement use only:

Student Government Association: Recommended Denied DATE: _____

Assistant Director: Approved Denied DATE: _____
 Signed: _____

Vice Chancellor for Student Services: Approved Denied DATE: _____
 Signed: _____

Account # _____

Form B: Student Group or Organization Registration Renewal

NAME OF GROUP OR ORGANIZATION: _____

Type of Renewal:

Date: _____

<input type="checkbox"/>	Annual
<input type="checkbox"/>	Restoration Following Suspension

_____ hereby applies for re-chartering as a recognized group or organization at South Louisiana Community College.

- The constitution on file at the Office of Student Engagement remains unchanged.
- An amended constitution following the required format, approved on the _____ day of _____, 20____ is attached.

Our group or organization has read and understands the privileges and responsibilities as defined in the current South Louisiana Community College Student Handbook and the Student Organization Handbook.

Signatures:

	Name	Signature	Date
President			
Vice President			
Secretary			
Treasurer			
Advisor			

Return this form to the Assistant Director.

For Office of Student Engagement use only:

Date Received: _____

Assistant Director: Approved Denied DATE: _____

Signed: _____

Vice Chancellor for Student Services: Approved Denied DATE: _____

Signed: _____

Account # _____

Form C: Student Group or Organization Roster Registration

Name of Group or Organization:		
	E-mail Address	Phone Number
President:		
Vice President:		
Secretary:		
Treasurer:		
Advisor:		
Member's Name	E-mail Address	Phone Number
1.		
2.		
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30.		

Form D: Student Group or Organization Event Proposal

NAME OF GROUP OR ORGANIZATION: _____

Title of Event: _____

Proposed Date, Time, and Location of Event: _____

Type of Event: Activity Service Event Fundraiser

Estimated Cost of Event: _____ If Fundraiser, Estimated Amount to be Raised: _____

Itemized List of Estimated Costs
<p style="text-align: right;">Vendor:</p>

If Fundraiser, Proposed Use of Raised Funds

Description of Proposed Event
<p style="text-align: center;"><i>*Please attach flyer to Event Proposal*</i></p>

Please indicate the Student Learning Outcome(s) within the Office of Student Engagement that most closely align with this event:

- Acknowledge the connection between their classroom learning and real life experiences
- Explain how relationships built through involvement contribute to self-understanding
- Describe how their involvement clarifies their values regarding inclusiveness, integrity, leadership, service, and collaboration
- Articulate how their engagement affects their overall educational experience
- Participate in co-curricular experiences that will increase their ability to persist and progress towards college completion
- Apply critical thinking and ethical leadership principles

Event's Primary Contact Person: _____

Email: _____

Phone: _____

Our group or organization has read and understands the rules and procedures regarding South Louisiana Community College group- and organization-sponsored events as outlined in the Student Organization Handbook.

	Signature	Date
President		
Advisor		

THE CONSUMPTION OF ALCOHOLIC BEVERAGES AT ANY COLLEGE ACTIVITY IS STRICTLY PROHIBITED. FUNDRAISING ACTIVITIES WHICH INCLUDE RAFFLES MUST ADHERE TO THE GUIDELINES ESTABLISHED BY THE LOUISIANA OFFICE OF CHARITABLE GAMING.

Return this form to the Assistant Director.

For Office of Student Engagement & SLCC Foundation use only:

Date Received: _____

Assistant Director: Approved

Denied DATE: _____

Signed: _____

***Fundraising Only

SLCC Foundation Director:

Approved Denied DATE: _____

Signed: _____

Form E: Student Group or Organization Facilities Use Request

NAME OF GROUP OR ORGANIZATION: _____

Title of Event: _____

Requested Facility: _____ Estimated Number of Attendees: _____

Equipment needed:

Microphone Registration table

Projector and Screen Podium

Special Requests: _____

Event's Primary Contact Person: _____

Email: _____ Phone: _____

Event Set-up Committee		Event Tear-down Committee	
Name	Phone	Name	Phone
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.

Our group or organization has read and understands the rules and procedures regarding South Louisiana Community College group and organization facilities usage as outlined in the Student Organization Handbook.

	Signature	Date
President		
Advisor		

Return this form to the Assistant Director.

For Office of Student Engagement use only:

Date Received: _____

Assistant Director: Approved Denied DATE: _____

Signed: _____

Appendix B

Student Group or Organization Constitution Format

Student Group or Organization Annual Report Format

Student Group or Organization Constitution Format

ARTICLE I. Name of Group or Organization

ARTICLE II. Purpose of Group or Organization

ARTICLE III. Membership Qualifications

A. Eligibility

B. Non-student Members

C. Non-Discriminatory Clause: Membership will not be denied on the basis of race, ethnicity or national origin, religion, color, age, gender, marital or parental status, veteran status, disability, or sexual orientation.

ARTICLE IV. Officers

A. List of Officer Positions (must include at least President, Vice President, Secretary, and Treasurer)

B. Officer Qualifications

C. Officer Duties

D. Impeachment

ARTICLE V. Advisor(s) Duties

ARTICLE VI. Elections

A. Timeframe

B. Nomination Process

C. Voting Process

D. Tie-breaking Process

E. Appointment Process

ARTICLE VII. Constitutional Amendments

A. Proposal Process

B. Voting Process

Date Adopted: _____

President's Signature: _____

Advisor's Signature: _____

Student Group or Organization Annual Report Format

Section I. Meeting Minutes

- A. May
- B. June
- C. July
- D. August
- E. September
- F. October
- G. November
- H. December
- I. January
- J. February
- K. March
- L. April

Section II. Major Events

- A. Event 1
- B. Event 2
- C. Event 3

Section III. Other Activity

Section IV. Future Plans and Goals

President's Signature: _____

Advisor's Signature: _____

Important Contact Numbers

Main Numbers:

Abbeville (Gulf Area) Campus	(337) 893-4984
Crowley (Acadian) Campus	(337) 788-7521
Franklin Campus	(337) 413-8146
Lafayette Campus	(337) 521-9000
New Iberia Campus	(337) 373-0172
New Iberia (Teche Area) Campus	(337) 373-0172
Opelousas (T. H. Harris) Campus	(337) 943-1518
St. Martinville (Evangeline) Campus	(337) 394-6466
Ville Platte (C. B. Coreil) Campus	(337) 363-2197

Early College Academy (337) 521-8956

Admissions (337) 521-8896

Bookstore (337) 521-8930

Disability Services (337) 521-6915

Financial Aid (337) 521-9621

International School
of Aviation Excellence (337) 364-8909

Library (Lafayette) (337) 521-8927

Library (New Iberia) (337) 373-0164

Registrar (337) 521-8925

Security / Parking
(Lafayette) (337) 521-8914

Security / Parking
(New Iberia) (337) 373-0104

Student Success Center (337) 521-6983

Tutoring (Lafayette) (337) 521-8961

Tutoring (New Iberia) (337) 373-0177