

Southeastern Louisiana University



Fraternity and Sorority Life

Policies & Procedures Booklet

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FRATERNITY AND SORORITY LIFE COMMUNITY

The Fraternity and Sorority Life community at Southeastern Louisiana University is an integral part of campus life and constitutes some of the best opportunities for students to achieve educational relevance in co-curricular activities. Through participation in 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 Fraternity and Sorority Life community is considered an extension of the classroom and an important part of the total educational program at Southeastern Louisiana University.

MISSION STATEMENT

The Office for Student Engagement encourages and facilitates student involvement in student organizations including Student Government Association and Greek letter organizations, leadership development, and participation in campus-wide events and community service.

The Office for Student Engagement is committed to providing development opportunities for all students and challenges them to become empowered, motivated, and experienced leaders and citizens through a comprehensive co-curricular experience.

DEFINITION

A Greek organization is a social national/international 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, chapters must first receive the support and endorsement of the Interfraternity, Collegiate 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 membership be open to non-students and/or non-university personnel.

Recognition 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. Greek Organizations will be held responsible for abiding by the code as if they were individual students.

ANNUAL RENEWAL FOR UNIVERSITY RECOGNITION

All fraternities and sororities must renew recognition at the start of each semester by the dates set by the Office for Student Engagement. Chapters failing to petition by these dates will be placed on “inactive status” until all paperwork is complete. While on “inactive status” organizations will not be allowed to operate in any capacity. After two consecutive regular academic semesters lapse in recognition renewal the organization must then reapply for recognition according to the procedure specified for “New Student Organizations”.

REQUIREMENTS FOR MAINTAINING RECOGNITION

Fraternalities and Sororities 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 disciplinary hearing or decision may be appealed through the Vice President for Student Affairs. Likewise, the Office of Student Advocacy and Accountability, Dean of Students or 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 disciplinary procedures, refer to the Student Code of Conduct.

WITHDRAWAL OF UNIVERSITY RECOGNITION

Fraternalities and Sororities may not withdraw their recognition nor allow it to lapse to circumvent sanctions or pending disciplinary action by the University. Fraternalities and Sororities 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 -- 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.

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 hour requirement.

2. Have a 2.5 semester GPA and a 2.5 cumulative GPA.

An officer of a student organization, not maintaining 12 hours and/or the minimum cumulative grade point average and semester grade point average will be removed from their respective office by the Office for Student Engagement. Student organizations are encouraged to incorporate higher academic standards of eligibility for their officers.

REQUIREMENTS FOR 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. Remain informed concerning the purposes and programs of the organization, and provide advice on the planning and implementation of events and activities.
2. Be aware of all University policies and procedures regarding student organizations.
3. Meet with members, inter/national visitors, alumni advisors, Office for Student Engagement staff, etc. as necessary.
4. Assist in the promotion of scholarship.
5. Attend organizational meetings and events as needed.
6. Regularly meet with the organization officers to establish mutual understanding and expectations.
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 a consistent link with the past and provide a historical perspective to assist the current leadership in accomplishing goals.
10. Approve or disapprove activities of the organization through the Registration of Activities process.
11. Contact the Office for Student Engagement if the organization could benefit from special guidance or programming.
12. Be present at designated social functions of the organization per the University policies and procedures or as required by the Assistant Vice President for Student Affairs

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 for Student Engagement or his/her designee and the Dean of Students
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, Student Union Room 2307.
8. Right to actively promote the goals, purposes, identity, programs and activities of the organization.
9. 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 for Student Engagement requires that an End of Semester Report be completed. **End of Semester Reports are due on the last day of classes for the Fall and Spring semesters.**

Community service completed over the summer may be submitted with the Fall End of Semester Report. At the end of the Spring and Fall semesters, End of Semester Reports 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 for Student Engagement 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 End of Semester Report. Each event attended must be included in the End of Semester Report. Do not include each member.

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

A copy of all signs, flyers, posters, notices and/or advertisements (other than those through the student newspaper and/or athletic programs) for the University community must be presented to the Dean of Students, in room 2409 of the Student Union, as appropriate for display, for approval.

- The posting of signs, notices, and/or advertisements on other than University bulletin boards by individuals and/or organizations is PROHIBITED. This includes doors, windows, hallways, walls of buildings, poles, and trees.
- Permission to post signs on the outside of buildings must be obtained from the building coordinator.
- Yard signs and signs on wooden frames are not permissible on Southeastern's campus with the exception of those promoting major University events such as Graduation, Orientation, Athletics, etc. Permission for University approved yard signs must be obtained from the Dean of Students.
- Display of sexually suggestive objects or pictures and/or discriminatory portrayal of individuals are not allowed.
- Chalking on buildings and sidewalks is not allowed.
- Advertisements/flyers may not, under any circumstances, be placed on automobile windshields or indiscriminately handed out to passers-by.
- University Police, Physical Plant, and building coordinators are authorized to remove improperly posted signs/flyer, notices, and/or advertisements in accordance with this policy.
- Authorized signs, once approved, will be allowed 2 days prior to the event, the day(s) of the event, and must be removed the day after the event, even if the event is a weekly occurrence. Failure to adhere to this policy may result in loss of future sign privileges.

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 Friday at 10am 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 the Student Union Room 1303.

GUIDELINES FOR CAMPUS ALCOHOL ADVERTISING

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 Dean of Students 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.

REGISTRATION OF EVENTS AND EVENT POLICIES

To ensure that the registration of your activity goes as smoothly as possible, please read the information listed below and take all the proper steps before using this link.

1. Use of this link in no way guarantees the requester that the facility and/or services will be available.
2. The following activities and events must use the Registration of Activities Form before approval will be granted by the various departments affected.
 - a. Any event where alcohol will be present follow University Policy on Alcohol Use.
 - b. Any event sponsored by a student organization.
 - c. Any event where departments will utilize other facilities not in their jurisdiction.
 - d. Any event where services are provided by one or more of the following:
 - i. University Police (This will be determined by the Dean of Students in conjunction with the Chief of University Police. UPD contracts must be completed no less than 14 days prior to the event or your ROA may be denied.)
 - ii. Dining Services - <http://www.southeastern.edu/admin/dining/>
 - iii. Physical Plant - <http://physicalplant.selu.edu/weblink/login.asp> * A service request must be turned into the Physical Plant Department two weeks prior to the event for any electrical needs, generators, air-conditioning/heating, plants, tables, chairs, trash bins and/or

trash bags. Any department/student organization making a request must have the signature of their faculty advisor.

- iv. Any other required service.
 - e. Any event sponsored by an off-campus group/individual(s).
 - f. Any continuing education class.
 - g. Any event where admission is charged.
 - h. Events where auctions include firearms are restricted to the following locations: Student Union, Pennington Center and University Center.
3. Requesters must check with the proper Building Head prior to completing the Registration of Activities Form to ensure availability. Holding an event that has not been approved through this channel is a violation of University policy and may result in disciplinary sanctions for the organization or individuals involved.
4. Please be reminded that the maximum number of people allowed at an event is determined by the Fire Marshal and will be monitored by the University Police Department. Once that number has been reached, no other individuals will be allowed admittance.
5. Any request for additional services from any university department needs to be handled in person with the department providing the services. Use of the Registration of Activities Form in no way sets up or guarantees the services requested.
6. All off-campus groups/individual(s) must contact Event and Conference Services at [\(985\) 549-2094](tel:9855492094) to use university facilities.
7. All requests are approved in accordance with university regulations regarding use of facilities and are subject to cancellation if conditions make it necessary.
8. Faculty advisors, sponsoring departments, and/or requesting groups are responsible for their group's activities and conduct during the event and may be required to pay for damages.
9. To begin the approval process this form must be completed and submitted to the Dean of Students at least 7 days prior to requested event date.
10. ALCOHOL EVENTS - must be submitted for the approval process at least 14 days prior to request event date. Also, please refer to the University Policy on Alcohol Use.
11. Requesters are urged to contact the facility early to avoid any problems stemming from university policies. Organizers must present a copy of the approved event e-mail to University Police if requested.
12. Cancellations are to be made no later than forty-eight (48) hours in advance of the event. Failure to notify all concerned parties may result in loss of scheduling privileges and liability for charges for service or personnel.
13. Student organizations may not advertise an event until approval has been granted by the Director of Student Engagement.
14. Disapproval of facilities usage will be immediately reported to the requesting party.
15. All parties will be notified by e-mail when the event has been approved. An event is not approved until the organization or individuals requesting the space have been notified by e-mail that the event has been approved.

16. Requester must check the box below stating that he/she has read and understands the guidelines listed above before they will be allowed to use the Registration of Activities Form.

Any comments, questions, or concerns should be addressed to the Dean of Students Office at [985-549-3792](tel:985-549-3792).

POLICY FOR ON-CAMPUS AND OFF-CAMPUS FUNDRAISERS

Recognized student organizations may sponsor only **four (4) fundraising events on campus per semester, this includes fundraisers with the same name.** Student organizations may solicit funds or conduct sales or other fundraising projects on campus only if approved in advance by the Director in the Office for Student Engagement and, in the absence of the Director, the Dean of Students.

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. To have an off campus fundraiser, the student organization must complete the Registration of Activities form and receive approval by the Director in the Office for Student Engagement and, in the absence of the Director, the Dean of Students. **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 prohibited.** All fundraisers in this description, including those for philanthropic purposes, are included in this policy.

Student 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 Dean of Students 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

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 for Student Engagement in order to publicize the event on campus and utilize campus facilities.
2. All activities must be registered and approved through the online 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 Dean of Students 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

- A. 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 Dean of Students by noon on the last working day prior to the day of the event.
- B. The Chief of University Police, or their designee, in consultation with the 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.
- C. 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 Dean of Students as possible replacements.
- D. All officers assigned to the dance/party will be approved by the University Police Department who will control the selection process.
 - E. 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.
 - F. 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.
 - G. 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 Dean of Students (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.

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 Dean of Students 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 Dean of Students 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 Dean of Students 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 Dean of Students 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 Dean of Students 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 Dean of Students office the day prior to the event. This completed evaluation form must be turned into the Dean of Students 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

- A. 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.
- B. 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 Dean of Students 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 Dean of Students (or designee), the Chief of University Police (or designated University Police representative), and a student designee.

UNIVERSITY ALCOHOL POLICY

PREAMBLE

Southeastern Louisiana University is committed to the health, safety, and well-being of each member of the University community. In order to further student learning and promote the University's academic mission, Southeastern fosters an environment of personal responsibility and respectful citizenship. This means that all members of the

university community — students, faculty, and staff - in addition to visitors — have a shared responsibility in safeguarding a healthy learning environment in which inappropriate behaviors and the associated negative consequences of alcohol misuse are addressed in a manner appropriate to the circumstance. The University, as outlined in the following policy, strives to create a culture that supports students who have made the decision to not use alcohol, as well as encourage, through education, students who choose to drink alcohol to do so in a safe, legal, and responsible manner.

The possession, use, sale, distribution, or manufacture of alcohol may be done only in accordance with the provisions of federal and state laws, local laws and ordinances, and University regulations, including this policy. Louisiana state law prohibits the purchase, public possession or consumption of any alcoholic beverage by persons under the age of 21.

LEGAL SANCTIONS

Students and employees are reminded that local, state, and federal laws provide for various legal sanctions and penalties for unlawful possession or distribution of alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

UNIVERSITY SANCTIONS

Students found to be in violation of this policy will be afforded due process as prescribed in the University Code of Student Conduct. Sanctions for policy violations include a disciplinary warning, up to and including expulsion from the University.

Students may also be referred for counseling and/or referral for individual assessment; referral may be included as a condition of any sanction.

DEFINITIONS

"Alcoholic beverage" means beer, wine, or distilled spirits (liquor) as defined by state law

"Purchase" means acquisition by the payment of money or other consideration.

"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

"Student" includes all persons taking courses at the University whether full time, part time, dually enrolled, visiting, online, for non-credit, or pursuing undergraduate, graduate, professional studies or non-degree seeking. Also included are those who attend

post-secondary educational institutions other than Southeastern Louisiana University and who reside in University residence halls.

"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.

Section I. University Regulations

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

All students, employees, and guests are strictly prohibited from the unlawful possession, manufacture, use, or distribution 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 Center, St. Tammany Center, etc., which the University might operate or be in attendance.

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

- The use, consumption, possession, manufacture, purchase, sale, furnishing, and/or distribution of alcoholic beverages (any beverage containing 1% or more alcohol by volume) on University property, or at any of its activities (whether on or off campus).
- The use, consumption, possession and/or purchase of alcoholic beverages by persons under 21 years of age
- Possession, consumption, sale, manufacture, or furnishing of alcoholic beverages in the residence hall or residence hall room is prohibited. Student residing in Southeastern Oaks Apartments may possess alcohol in their room dwelling as long as all residents are of the legal age to possess and consume alcohol. Alcohol may not be present in common areas of the apartment if ALL residents in the apartment are not of legal age.
- In all other cases, persons age 21 or older may possess and consume alcohol on campus only when the following conditions are met:
 - When alcohol is served by a University Authorized vendor/Server; and
 - When alcoholic beverages are served and consumed at a University Approved Site
 - When alcoholic beverages are served and consumed during a student organization's event that has been approved by the Dean of Students office.
- Operating or attempting to operate a motor vehicle while intoxicated.
- Public intoxication on University property.
- Furnishing, serving, and/or otherwise providing alcoholic beverages to persons under 21 years of age.

- Reporting to work, class, or performing work for the State while under the influence of and impaired by alcohol.
- Vendors/servers are responsible for assuring that no person under the age of 21 is served alcohol.
- Other violations as noted in the University Alcohol Policy.

Section I: Approved 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 establish 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. 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 furnishing of alcoholic beverages is prohibited except in those areas where such activities are specifically allowed.

- War Memorial Student Union
- University Center
- Southeastern Oaks (Subject to terms of lease, only those 21 years of age or older)
- Columbia Theater
- Alumni Center
- Alumni Field
- Strawberry Stadium
- North Oak Park
- Tennis Complex
- Soccer Complex
- Track and Field
- Pennington Center

Other areas as specifically approved by the Vice President for Student Affairs or his/her designee.

Section III. Policies & Procedures for Student Organization Alcohol Events

In addition to the above regulations, the following policies shall apply:

A. General

1. Organizations may not distribute alcoholic beverages free of charge to anyone.
2. Alcoholic beverages 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.

3. No organization may co-sponsor an event with an alcohol distributor, charitable organization, tavern (establishment generating more than half of annual gross sales from alcohol), where alcohol is given away, sold, or otherwise provided to those present.
4. Alcohol on campus will be allowed only at catered Food Service events and will be sold by Dining Services personnel or approved licensed servers.
5. Alcohol, bar tabs, coupons for free or reduced price drinks, etc., may not be awarded as prizes for any raffles or other events.
6. Alcohol may not be distributed free of charge by an alcohol company or distributor at any student organization event under any other circumstance on campus.
7. 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.
8. BYOAB (Bring your own alcoholic beverage) events will not be allowed on campus. (tailgating is the only exception)
9. No alcoholic beverages in bulk form (keg, etc.) may be purchased or used. Kegs of beer will not be allowed. A keg is considered a common source of alcohol. Providing a common source of any alcoholic beverage—be it beer, alcoholic punch, or an open bar—implies that it is provided by or on behalf of the organization, regardless of who actually purchased it.
10. All alcohol events must be registered with the Office of the Dean of Students. An organization is only allowed to register/sponsor a total of three (3) alcohol events Sunday through Thursday during each semester. Events on Fridays and Saturdays are not subject to this limitation, but are subject to the requirement that they be registered with the Office of the Dean of Students.
11. No events involving alcohol will be approved for the fourteen (14) calendar days prior to and including finals; this includes the weekend between the two weeks.
12. No events involving alcohol will be approved during any University closure (including but not limited to Fall Break, Spring Break, Thanksgiving, Mardi Gras, semester breaks, etc.)

B. Student Organization Event

An event may be considered a student organization event if one and more of the following occur:

- The event was pre-planned or premeditated (flyers, emails, social media, etc.).

- The event was discussed or planned during a meeting.
- The majority of organizations members knew of and/or attended the event.
- Organizational resources were used in any way (i.e. entertainment, transportation, food, beverages, decorations, advertisement, etc.).
- A significant portion of attendees were invited by members of the organization.

In addition, an event could be considered a student organization event if a non-member perceives the event as being sponsored by an organization.

Please refer to the Student Organization Alcohol Event Procedures for a full list of action items organization must complete before events where alcohol is served will be approved.

Section IV. Alcohol at Athletic Events

Public events provide an avenue for the University to meet its core values of excellence, community, diversity, and learning. In support of these values, events should be conducted in an environment that is safe and enjoyable for all. As public events have great potential to attract a variety of spectators, the following policy has been developed for these events:

A. General

1. No alcoholic beverage may be possessed, distributed, served, or consumed by persons under the age of 21.
2. Tailgating will be limited to home games unless otherwise approved by the Dean of Students for University sponsored events.
3. For home games that occur during a regular school day, tailgating activities will be allowed after 5:00 p.m. For home games that occur on days when school is not in session, tailgating will be allowed starting at 5:00 p.m. the night before the game.
4. All glass containers and cans are prohibited. Any beverage consumed must be poured in a paper or plastic cup.
5. No oversized or common source containers of any sort (including but not limited to kegs, punch bowls, beer balls, party balls) are permitted.
6. Alcohol drinking games, funneling or any other activity deemed by the University as inappropriate, are 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 and are subject to University, local or state action.
8. At home games, alcohol cannot be brought into the venue and all persons entering the venue are subject to a reasonable check/search of personal bags,

purses, coats, etc. Anyone found in possession of alcoholic beverages (other than those sold in the venue) 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 will be evicted from the venue and will not be allowed to re-enter the venue for the remainder of the calendar day on which the game is held. Alcohol may be purchased inside the venue by those of legal age with valid identification.

9. Cups, containers, ice chests, etc. may not be brought into the venue.
10. Failure to follow these rules and regulations may result in eviction from campus with possible University, local, or state action to follow.

FOOD POLICY AND PROCEDURE FOR STUDENT ORGANIZATIONS AND DEPARTMENTAL UNITS EFFECTIVE

POLICY:

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. 3. Ensure external providers contracted to prepare and serve food at University facilities are adequately insured. (See outlined in procedure #3)
3. Ensure student organizations or departmental units exercise and understand their responsibility through the Food Safety Course if Campus Dining or an insured provider is 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 Office of the Dean of Students. This waiver form only applies to events not held in Campus Dining facilities and/or 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 events event in the time required, or within budgetary allowances, and written approval is secured from the Dean of Students 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 Dean of Students has been secured.(See Food Policy Approval Form)
 - c. Adequate cold storage and/or refrigeration are 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 are 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 L. 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. 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/admin/controller/facultystaff/travel/forms/guidelines_spmeal.pdf

This policy does not apply to:

1. Packaged food purchases requiring no preparation, i.e. chips, cookies, crackers, canned dips, donuts, microwave products, etc.
2. Food purchases prepared and cooked at the provider's establishment and delivered to the student organization or departmental unit for immediate consumption i.e. pizza, fast food.

**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	Dasani Water	Minute Maid Orange Juice
Caffeine Free Classic Coke	Evian Water	Minute Maid Apple Juice

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

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**

Fraternity and Sorority Life serves as a resource center for more than 800 Southeastern students who choose to affiliate with one of the 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, Collegiate Panhellenic, or National Pan-Hellenic Council respectively.

The following fraternal organizations are currently recognized:

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

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

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

ACADEMIC RESPONSIBILITIES

1. Academic reports are provided by the Office for Student Engagement 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.

2. Chapters who do not meet the minimum GPA of a 2.5 will be placed on social probation and required to meet with a professional staff member in the Office for Student Engagement. Social probation is final warning status. The chapter will be required to develop and submit a strategic plan designed to significantly improve the academic performance of its members.
3. Chapters who do not meet the minimum semester GPA requirement in consecutive semesters will be placed on social suspension. Groups on social suspension are subject to loss of privileges which include restriction from hosting any events involving alcohol (on or off campus), reserving tailgating locations,
4. 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 2.5. If a chapter falls below this average, the chapter may be subject to loss of privileges as determined by the Office for Student Engagement.

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 for Student Engagement oversees the development of these programs. The Coordinator for Fraternity and Sorority Life in the Office for Student Engagement serves in an advisory role to these groups. Through constant interaction with the members of the fraternities and sororities at Southeastern, the Coordinator for Fraternity and Sorority Life is the primary liaison between the organizations and the University administration.

REQUIREMENTS FOR RECRUITMENT, INTAKE, AND INITIATION

1. All initiations and/or probates must be completed the Saturday prior to the last regular week of classes. The beginning of the new member education program begins once a New Member Roster and Grade Release form has been turned in and approved by the Coordinator for Fraternity and Sorority Life. The New Member Roster and Grade Release form is due within three business days of 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 for Student Engagement. 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 for Student Engagement 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 for Student Engagement prior to the start of the new member program.
4. New member educators must attend a meeting with the Coordinator for Fraternity and Sorority Life each fall or as scheduled.
5. All initiations must take place between the hours of 8:00 am and 12:00 am within the same day.
6. A chapter may participate in summer recruitment/intake if the chapter receives approval from their national headquarters and their governing council. The chapter must follow all initiation/intake guidelines and new members must be initiated by the Saturday 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 as a regularly admitted Southeastern student, be enrolled in a minimum of six hours for the Summer, and have a cumulative grade point average of 2.5 or higher.
7. Any special requests for initiation must come from the organization's national office in writing to be considered by the Coordinator for Fraternity and Sorority Life.
8. Probate shows must be registered through a Registration of Activities form 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: The potential member must have a minimum 2.5 cumulative high school grade point average to participate **OR the minimum standard set by the governing council or chapter 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.** All potential members must be enrolled in a minimum of 12 hours in order to participate in

Recruitment/Intake and be enrolled in a minimum of 12 hours at the time of initiation (this includes developmental courses).

Upper-class Students: Upper-class students must have a minimum 2.5 cumulative collegiate grade point average **OR the minimum standard set by the governing council or chapter if it is higher** and be enrolled in a minimum of 12 hours in order to participate in Recruitment/Intake 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 Admissions prior to Recruitment/Intake.

Transfer Students: Transfer students must meet all the requirements of an upper-class student listed above unless transferring with less than 12 collegiate hours. Transfer students with less than 12 collegiate hours must meet the requirements of an incoming freshmen as listed above.

Graduate Students: Graduate students must be enrolled in at least six (6) hours of academic courses and meet the minimum GPA requirement as outlined in the upper-class student section listed above. Graduate students interested in joining a Greek social organization are encouraged to contact that specific chapter for specific requirements.

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 University Police, Advisor, President, and Technical Director of the facility being used **no later than one month prior to the event**.
3. The Dean of Students, prior to any pre-selling, must approve all tickets for the step show.
4. 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 Dean of Students.
7. A selected panel of judges must be submitted to the Dean of Students, 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 registered with the Office for Student Engagement 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

Policy Statement

Southeastern Louisiana University (“the University”) is committed to the safety and wellness of our students. This commitment is reflected in our adherence to relevant

federal and state regulations; and through the development of policies and procedures to maintain a safe educational environment.

Purpose of Policy

The University does not tolerate hazing, including the physical, mental or psychological abuse of any individual or individuals. All allegations of hazing will be fully investigated by the appropriate authorities. Any organization, and/or individuals within an organization, found responsible of hazing may face disciplinary action up to and/or including expulsion from the University and/or criminal charges.

Applicability

This policy applies to all Southeastern students, faculty and staff.

Policy Procedure

Definitions and Regulations against Hazing

The University adheres to the Southeastern Louisiana University Hazing Policy, University of Louisiana System policy on hazing (S-II.XXIII.-1); the Board of Regents Uniform Policy on Hazing Prevention, and applicable state laws as described below:

Louisiana Laws on Hazing

RS 17:1801 Amended: Hazing Prohibited

Hazing in any form, or the use of any method of initiation into organizations in any education 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.

Whoever violates the provisions of this Section shall be expelled, suspended, or dismissed from the education institution and not permitted to return for at least one semester, quarter, or comparable academic period. In addition, the person violating such provisions may also be subject to the provisions of R.S. 14:40.8.

RS 14:40.8 Criminal Hazing

It shall be unlawful for any person to commit an act of hazing. Any person who commits an act of hazing shall be fined up to one thousand dollars, imprisoned for up to six months, or both.

If the hazing results in the serious bodily injury or death of the victim, or the hazing involves forced or coerced alcohol consumption that results in the victim having a blood alcohol concentration of at least .30 percent by weight based on grams of alcohol per one hundred cubic centimeters of blood, any person who commits an act of hazing shall be fined up to ten thousand dollars and imprisoned, with or without hard labor, for up to five years.

If any person serving as a representative or officer of an organization, including any representative, director, trustee, or officer of any national or parent organization, is a

sanctioned or recognized member at the time of the hazing, knew and failed to report to law enforcement that one or more of the organization's members were hazing another person, the organization may be subject to the following:

- Payment of a fine up to ten thousand dollars.
- Forfeiture of any public funds received by the organization.
- Forfeiture of all rights and privileges of being an organization that is organized and operating at the education institution for a specific period of time as determined by the court.

If the hazing results in the serious bodily injury or death of the victim, or results in the victim having a blood alcohol concentration of at least .30 percent by weight based on grams of alcohol per one hundred cubic centimeters of blood, the period of time shall be for not less than four years.

A national or parent organization that receives a report alleging the commission of an act or acts of hazing may conduct a timely and efficient investigation to substantiate or determine the veracity of the allegations prior to making a report to law enforcement. The investigation shall be completed no later than fourteen days after the date on which the report was received alleging the commission of an act or acts of hazing.

R.S. 14:502 Failure to Seek Assistance

Any person at the scene of an emergency who knows that another person has suffered serious bodily injury shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the injured person. Reasonable assistance includes immediately seeking or reporting the need for medical assistance from an appropriate authority.

Any person who engages in reckless behavior that results in the serious bodily injury of any person shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the person. Reasonable assistance includes immediately seeking or reporting the need for medical assistance from an appropriate authority.

Any person who violates the provisions of this Section shall be fined not more than one thousand dollars, imprisoned with or without hard labor for not more than one year, or both. If the serious bodily injury results in the death of the person, any person who violates the provisions of this Section shall be fined not more than two thousand dollars, imprisoned with or without hard labor for not more than five years, or both.

Board of Regents' Uniform Policy on Hazing Prevention Policy Statement

The Board of Regents (BOR) does not condone hazing in any form at any of the public postsecondary education institutions in the state. All Louisiana public postsecondary institutions shall prohibit hazing and take all reasonable measures to prevent hazing, including without limitation: adoption of effective policies; clear communication to

campus organizations; students and other stakeholders of laws and policies; prompt and faithful enforcement thereof; education; and training. All Louisiana public postsecondary institutions shall be committed to providing a supportive educational environment free from hazing, one that promotes its students' mental and physical well-being, and safety and respect for one's self and others. All Louisiana public postsecondary institutions shall implement policies and procedures to prevent acts of hazing in compliance with policy and shall take prompt and appropriate action to investigate and effectively discipline those accused of such conduct in a manner consistent with all applicable laws.

University of Louisiana System Statement on Hazing

The University of Louisiana System ("the System") is committed to maintaining a supportive, educational environment that fosters respect for the dignity and rights of all its community members. This commitment reflects the System's adherence to its mission, to its various policies supporting its mission, and to relevant state and federal laws. As such, acts of hazing are considered irresponsible, intolerable and inconsistent with the System's mission. Student organizations and/or individual members found to have engaged in hazing shall be in violation of the System's Policy and may be in violation of state law (R.S. 14:40.8).

Definition

Louisiana Law defines **Hazing** as any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:

The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.

The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in or maintaining membership in any organization.

Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:

Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.

Physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.

Activity involving consumption of food, liquid, or any other substance including, but not limited to, an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm that adversely affects the physical health or safety of the individual or causes severe emotional distress.

Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

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

- Activities or events that facilitate rapid drinking, drinking games, intoxication or impairment, and forced consumption of both palatable food and, or any other substance.
- Any action taken or situation created that may cause pain, injury, excessive physical stress or fatigue including, but not limited to the following: paddling, slapping, tackling, pushing, and exercise that is not part of a reasonable all-organization athletic event.
- Activities that involve the use of rope, string, elastic, or any device or material utilized to restrain or confine an individual.
- Activities involving lineups, interrogation, or verbal abuse.
- Theft of property.
- Transportation against an individual's will such as kidnapping and/or abandonment at distant locations.
- Scavenger hunts
- Activities or expectations that are so time consuming as to significantly interfere with class work, study time, and sleep.
- Requirements that financially take advantage of individuals within the group (Requiring an individual to purchase items as punishment).
- The use of obscenities and vulgarities in dress, language or action.
- Sexual degrading activities, including stripping, simulation of sexual acts or sexually explicit cheers, chants, and songs.
- Conducting any form of personal servitude including, but not limited to driving individuals to class, cleaning another individual's room, serving meals to another individual, washing another individual's car; etc.
- Activities that cause psychological stress including, but not limited to, any deception designed to convince a student that he/she will not be initiated, will be removed, or will be injured during any activity.
- Dressing alike in specific costumes or clothing (this does not apply to dress attire required for business or ritual meetings).
- Activities that cause psychological stress, including but not limited to, any deception designed to convince a student that they will not be made a member of the organization or group, will be removed, or will be injure during the activity.
- Forcing or requiring the violation of University Policy, Federal, State or local law including, but not limited to burglary, defacement, trespassing, animal cruelty, academic dishonesty, and providing false or misleading information.

Consent is not a defense. It is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Seeking Assistance and Reporting Hazing Activities

Southeastern cares about the safety and wellbeing of its students. If you are being hazed or know someone in your student group or organization who is hazing or being hazed, we

want you to be aware of your options in seeking assistance and reporting.

Duty to Seek Assistance

If someone suffers bodily injury as a result of hazing, individuals present or with knowledge of the emergency must seek assistance for the injured individual. Reasonable assistance includes immediately seeking medical assistance or reporting the need for medical assistance from an appropriate authority including:

- Southeastern Louisiana University Police Department
 - Pride Hall
 - 985-549-2222
- Southeastern Louisiana University Health Center
 - War Memorial Student Union Annex
 - 985-549-2242
- North Oaks Medical Center
 - 15790 Paul Vega Md. Drive, Hammond, LA
- Hammond Police Department: 911
- Tangipahoa Parish Sheriff's Office: 911

Failure to give assistance for an injured person could result in a fine and/or imprisonment.

Reporting Hazing Activities

If you are being hazed or know someone in your student group or organization who is hazing or being hazed, come forward and report to any of the following offices:

- University Police Department:
 - 985-549-2222
 - police@southeastern.edu
 - Anonymous Reporting Form
- Office of Student Advocacy and Accountability
 - 985-549-2213
 - Incident Reporting Form
- Office for Student Engagement
 - 985-549-2120
 - student.engagement@southeastern.edu
- University Housing
 - 985-549-2118
 - universityhousing@southeastern.edu
- Athletic Department
 - 985-549-2395
 - lionscompliance@southeastern.edu
- University of Louisiana System

- Louisiana System Anonymous Reporting Form

Many organizations and groups also have internal procedures for reporting hazing anonymously. Please see your advisors and/or coaches for information specific to your organization or group.

Additionally, any faculty member or staff member that becomes aware of possible hazing of Southeastern Louisiana University students must immediately report the matter to one of the offices listed above.

Enforcement of Hazing Policy

Any violation of the hazing policy shall be deemed a violation of the University's Student Code of Conduct and applicable laws. Thus, all allegations of hazing will be investigated by the Office of Student Advocacy and Accountability and/or other appropriate law enforcement agencies. Individuals or groups found responsible for violating the Hazing Policy may face disciplinary action including expulsion from the University. The Vice President for Student Affairs, Chief Conduct Officer, the Dean of Students and Assistant Director of Advocacy and Accountability or designee may impose interim sanctions immediately upon notice of charge of violation of the Hazing Policy. The University will not tolerate retaliation by any individual or group (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.

Sanctions

If an organization has taken disciplinary action against one of its members for hazing or has reason to believe that any member of the organization has participated in an incident of hazing, the organization shall report the incident to the proper University authority (listed under "Reporting Hazing Activities).

If an organization or any of its members has been disciplined by a parent organization for hazing, the organization shall report the hazing for which the organization was disciplined to the institution with which it is affiliated.

If any person serving as a representative or officer of an organization, including any representative, director, trustee, or officer of any national or parent organization of which any of the underlying entities is sanctioned or a recognized member at the time of the hazing knew and failed to report the incident to the proper authorities that one or more of the organization's members were hazing another person, the organization may be subject to penalties under R.S. 14:40.8 including fines, criminal prosecution, and loss of funding for your organization.

Prevention and Education Program Requirement

Each organization (as defined in R.S. 17:1801.1) shall provide annually at least one hour of hazing prevention education to all members and prospective members. Training must include the following:

- Criminal penalties for hazing including fines and potential incarceration
- Information about how to report if hazing activities are suspected
- The individual/organization's duty to seek assistance if someone has suffered bodily injuries caused by an act of hazing
- The potential loss of organizational funding and other penalties if found responsible

The education may be provided in person, electronically, or both. Each organization shall submit a report annually to the Office for Student Engagement. The report must include an acknowledgement from each student that they understand the dangers and prohibition of hazing and will abide by the policies and procedures set forth by the University. All groups and organizations are responsible for knowing, understanding, and following the university Hazing Policy in addition to any specific governing organizational or departmental requirements.

Policy Amended: 9/27/18

Review Process: Hazing Policy Revision Subcommittee of the Hazing Policy Task Force

****The Office for Student Engagement reserves the right the make amendments to the manual as University Policies change. ****