



LAGRANGE COLLEGE

**STUDENT
ORGANIZATION
REGISTRATION
PACKET**

2022-2023

**REGISTER YOUR STUDENT
ORGANIZATION BY AUGUST 15, 2022**

Student Organization Registration Requirements

In order to be a recognized student organization at LaGrange College, the following requirements must be met:

- A roster of at least five (5) members,
- A faculty or staff advisor (cannot be a member of the Housing & Student Life department),
- An email address (Gmail or LC) to be used for organization business
- Constitution and/or Bylaws
- Submission of RSO Form (via link)
- Submission of an Executive Board Member and General Member roster
- Submission of policy agreements
 - Statement of Presidential Responsibilities
 - Statement of Advisor Responsibilities
 - Alcohol/Beverage Policy
 - Sexual Harassment & Violence Policy
 - Hazing Policy
 - Statement of Validity
 - Posting Policy

Statement of Presidential Responsibilities

I understand that as *President*, I have the responsibilities as stated below:

1. To inform members of the organization that they shall be responsible for all College, local, community, state, and/or federal laws and regulations, including but not limited to the College's Alcohol and Drug Policy, Sexual Harassment and Violence Policy, Hazing Policy, and the Affirmative Action statement. As President, I may be responsible for the actions of the members of the organization.
2. To complete and obtain signatures on all provided and required forms.
3. To inform the Office of Housing and Student Life of any changes in organization officers, advisor(s), address, phone numbers and/or e-mail addresses.
4. To make the members of the organization aware of the policies and guidelines outlined in the College's Student Handbook.
<http://panther.lagrange.edu/pdf/student-engagement/StudentHandbook.pdf>
5. To ensure that all members are enrolled as a student at LaGrange College and to remain enrolled myself at LaGrange College throughout my term of office.
6. To respond to all communication from the College that is sent to my organization in a timely manner.
7. To ensure that my duties are covered by Officer 2 of the organization if, for any reason, I cannot fulfill my duties as president.
8. To attend all Council of Presidents meeting or to delegate another member of the organization to attend when I cannot. I will ensure there is a representative from my organization at every C.O.P. meeting.

President Signature

Date

Statement of Faculty/Staff Advisor Responsibilities

As Advisors of Student Organizations there are many factors of student organizational operational and guidance that require your direct involvement or working knowledge of to ensure success and feasibility of student organizational objectives/goals here at LaGrange College. All Advisors are required to attend events sponsored by their respective student organizations off-campus and be aware of any/all contract negotiations with vendors for events or event use and make sure they follow organizational budget, LaGrange College Policy, and any last-minute details are confirmed. As an Advisor it is expected that you attend or plan to attend meetings on a set basis and conduct meetings either jointly or independently with the executive councils/organizational leadership to best support and gain insight to the state of the organization.

Advisors must play an active role in the support of their organization and agree to make sure that event registration, collaborations, and other inquiries are directed to the proper channels and that effective fund management and time management is conducted by their respective organization. Advisors must attend yearly advisor training to be held prior to the start of the fall semester. It is the expectation of Advisors that should they not be able to serve as an Advisor for their respective organization, they contact the Office of Housing and Student Life team to plan for support for the organization in lieu of their absence in the advisory role.

By signing this statement, I acknowledge that I have read, and I understand LaGrange College's Student Organization Advisor Policy as stated above and in the Student Handbook and I agree to abide by these regulations. All activities, collaborations, meetings, etc. are to be noted and I agree to be present or make plans for items that require my physical presence or approval in a timely manner to support campus partners.

Faculty/Staff Printed Name

Date

Faculty/Staff Signature

Alcohol & Drug Policy

LaGrange College is a dry campus, as such, the possession or consumption of any alcoholic beverage is not permitted on campus. We abide by the liquor laws of the State of Georgia. Alcohol bottles, containers, or packaging of any kind cannot be present or displayed in residence hall rooms and common spaces; this includes funnels, kegs, and/or empty bottles. The same applies to the illegal possession, use or sale of drugs and/or drug paraphernalia.

Please refer to the Social Code in the Student Handbook regarding additional details pertaining to the alcohol policy.

By signing this statement, I acknowledge that I have read, and I understand the LaGrange College Alcohol and Drug Policy and the Social Code in the Student Handbook. As the organization president, I agree to take full responsibility to share this policy with all members of our organization. I affirm that all organization members will follow this policy and I agree to hold my organization members accountable if they do not comply. All activities sponsored or required by our organization are within these policies.

President Signature

Date

Sexual Harassment and Violence Policy

Please review LaGrange College's sexual harassment and violence policy online at the following website: <https://www.lagrange.edu/about/sexual-harassment-violence.html>

By signing this statement, I acknowledge that I have read and understand the Sexual Harassment and Violence Policy on the LaGrange College website listed above. As the organization president, I agree to take full responsibility to share this policy with all members of our organization. I affirm that all organization members will follow this policy and I agree to hold my organization members accountable if they do not comply. All activities sponsored or required by our organization are within these policies.

President Signature

Date

Faculty/Staff Advisor Signature

Date

Hazing Policy

The state of Georgia's current hazing law (G.S. 16-5-61) makes it "unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization."

Any practices, ceremonies, behaviors, or rites of induction which tend to occasion, require or allow mental or physical suffering, are prohibited.

Specifically, hazing is defined as any action taken or situation created, intentionally or unintentionally, on or off campus, which could be reasonably expected to produce mental or physical discomfort, embarrassment, harassment, ridicule, the violation of college rules and regulations, the violation of the laws or policies of the parent organization and/or the violation of any local, state, and/or national laws. All rules and regulations of LaGrange College as well as local, state, and national laws shall supersede those policies of national or local organizations. All assessments as to the appropriateness of an action will be considered within the context of the standards of the total college community.

Activities considered to be hazing shall include one or both of the following elements: (a) Coercion, either overt or covert, and (b) production of physical or mental discomfort in either the participants or spectators. Such activities suggested by a group or a member of a group to new trail members will be considered covert coercion even if the activity is said to be "voluntary."

It shall be a violation for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.

By signing this statement, I acknowledge that I have read and I understand the Hazing Policy and the Social Code in the Student Handbook and I agree to abide by these regulations. As the organization president, I agree to take full responsibility to share this policy with all members of our organization. I affirm that all organization members will follow this policy and I agree to hold my organization members accountable if they do not comply. All activities sponsored or required by our organization are within these policies.

President Signature

Date

Faculty/Staff Advisor Signature

Date

Student Organization Statement of Validity

Student Organization Name: _____

Title IX of the Educational Amendments of 1982, Title IV of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination act of 1975 prohibits discrimination on the basis of race, national origin, creed, age, sex, marital status, and handicap in student organizations on campuses throughout the nation. Some organizations, like Greek lettered organizations and GOBS, are permitted, however, to limit membership to one gender. If you have questions, please **contact Alexandria Andrade, Assistant Director of Student Life via email at aandrade@lagrange.edu**.

It is hereby certified that the above named organization will abide by and conduct its activities in accordance with State and Federal Law, its constitution and the rules, regulations, and policies of LaGrange College. It is further certified that the information appearing on and accompanying this form is true and correct.

President Signature

Date

Faculty/Staff Advisor Signature

Date

Student Organization Sign Policy

Student organizations and/or non-College entities wishing to display flyers/posters/PR materials on LaGrange College property must be approved by the Office of Housing and Student Life or the department responsible for the bulletin board(s) in a particular building. All printed materials may only be displayed on designated bulletin boards across campus (please see Poster Area List for a full list of approved boards); they may not be affixed to walls, windows, or doors without explicit written permission from the Office of Housing and Student Life– this includes the inability of students to hang or post anything on residence hall windows. Any materials posted that are deemed to not support the College mission may be removed at the discretion of the Office of Housing and Student Life. The name of the sponsor(s) and contact information must be displayed on the posted materials.

It is the expectation that the entities that posted materials on campus are responsible for the removal of event flyers, exhibits, and displays within 24 hours after the event. The Office of Housing and Student Life reserves the right to fine registered organizations for violations of this policy. Organizations that have disregarded the signage policy will be given one courtesy warning via e-mail, after which, the organization will be fined \$50 each day until the items are removed. Second offenses may result in the organization being prohibited from posting or exhibiting until the next academic semester.

By signing this statement, I acknowledge that I have read and I understand LaGrange College's Sign Policy as stated above and in the Student Handbook and I agree to abide by these regulations. All activities sponsored or required by our organization are within these policies.

President Signature

Date

Posting Location List

- Banks Hall 2nd Floor (1 poster for the business office)
- Banks Hall 3rd Floor (1 poster for Provost's office)
- Boatwright Hall Bridge Entrance to 2nd Floor (1 poster)
- Boatwright Hall Laundry Room (1 poster)
- Boatwright Hall Lobby (1 poster)
- CAB (1 poster second floor bulletin board)
- Candler Hall 1st Floor (2 posters, 1 for the side doors at both entrances)
- Candler Hall 2nd Floor (2 posters, 1 for the side doors at both entrances)
- Candler Hall 3rd Floor (2 posters, 1 for the side doors at both entrances)
- Dining Hall Lobby (1 poster)
- Hawkes 1st Floor Bulletin Board (1 poster)
- Hawkes 2nd Floor Bulletin Board (1 poster)
- Hawkes 3rd Floor Bulletin Board (1 poster)
- Hawkes 4th Floor Bulletin Board (1 poster)
- Hawkes Lobby (1 poster)
- Hawkins Hall 1st Floor (2 posters, 1 for the side doors at both entrances)
- Hawkins Hall 2nd Floor (2 posters, 1 for the side doors at both entrances)
- Hawkins Hall 3rd Floor (2 posters, 1 for the side doors at both entrances)
- Library Archives (1-2 posters depending on how many are posted)
- Patio Kiosk (2 posters)
- Pitts Hall 1st Floor Bulletin Board (1 poster)
- Pitts Hall 2nd Floor Bulletin Board (1 poster)
- Science Building (1 poster, 2nd floor lobby bulletin board, may have to remove old flyers to post)
- Smith Hall 1st floor (2 posters for the student experience bulletin boards)
- Smith Hall 2nd Floor (1 poster outside the Office of Housing and Student Life)
- Smith Hall 3rd floor (1 poster on bulletin board)
- Turner 1st Floor (Boopie) Bulletin Board (1 poster)

- Turner Hall Lobby (1 poster, near offices)
- Turner Hall 3rd Floor (1 poster)

Sample Student Organization Constitution & Bylaws Guide

Below is a sample of an organization constitution, as well as a guideline for creating bylaws. This is to help you in creating a constitution and bylaws for your organization. Should you have any questions, please do not hesitate to contact the Office of Housing and Student Life via email at housing@lagrange.edu.

Constitution:

PREAMBLE

We, the members of (insert organization name here), to fully realize our purpose, do hereby adopt and establish this constitution as the guiding instrument of our organization.

Article I. Name

(Insert a statement of the name of the organization.)

Article II. Purpose and/or Mission Statement

(Insert the purpose and/or aim of the group.)

Article III. Membership

Section 1. Membership in (insert organization name here) shall be limited to persons officially connected with LaGrange College as faculty, staff, or students.

Section 2. (Insert organization name here) does not discriminate on the basis of race, sex, religion, color, national origin, physical or mental disability, age, or status as a veteran in the selection of members.

Section 3. (Include a provision defining active membership.)

Article IV. Officers

Section 1. The officers of the organization shall be elected from the active members.

Section 2. The elected officers of (insert organization name) shall consist of (insert officer titles – i.e. President, Vice President, Secretary and Treasurer), which shall serve as the Executive Committee.

Section 3. Elections

- A. All officers shall be elected on or before (insert date) of each year and shall serve one-year terms.
- B. All officers shall be elected by (insert whether it's majority, quorum, etc.). Only active members are eligible to vote. (Include a provision for the instance of a tie.)
- C. All elections shall be conducted by a secret ballot. The ballots shall be tabulated by any two officers.

Section 4. Officer Duties

The President shall preside at all meetings, and have the authority to appoint all committee chairpersons, to create new committees, to nominate a faculty/staff advisor, and to act as a spokesperson for the organization.

The Vice President shall preside at all meetings in the President's absence, and upon his/her resignation, shall become the President for the duration of his/her term. The Vice President will support the President in all special projects.

The Secretary shall handle and keep a record of all business and correspondence, including, but not restricted to: recording minutes at all meetings; keeping an up-to-date file on all members; and informing members of all (insert organization name here)'s meetings and activities.

The Treasurer shall handle all financial transactions of the organization, including, but not restricted to: the collection of dues; managing all bank accounts; and recording all transactions in the appropriate books.

Section 5. The Faculty/Staff Advisor

The Faculty/Staff Advisor to (insert organization name here) shall be nominated by the Executive Committee and approved by a majority vote of a quorum of active members. The Advisor shall serve as a liaison with the College and help in the transition period between officers. The Advisor will be invited to and notified of all meetings and activities. In addition, the Faculty/Staff Advisor will be required to attend the annual advisor training held before the start of each fall semester.

Article V. Dues and Finance

Section 1. The Executive Committee will establish the dues for (insert organization name here) at the first meeting of the fall semester. The Treasurer must receive payment of dues within one month of the first day of class of each semester to be an active member.

Section 2. (Insert organization name here) will finance its activities through membership dues, fundraising projects, and may apply for Student Organization Assistance Program funding (SOAP) if eligible.

Article VI. Meetings

Section 1. The first meeting of the fall semester shall be held within two weeks after classes start.

Section 2. Regular meetings shall be held (insert frequency of meeting – i.e. weekly, monthly, etc.) during the school year at a time set by the organization.

Section 3. The meetings shall be conducted in accordance with the revised edition of Robert's Rules of Order. Section 4. The basic agenda at regular meetings shall be as follows:

Call to order

Roll call

Approval of minutes

Executive committee report

Committee reports

Old business

New business

Announcements

Adjournment

Section 5. (Insert a provision determining quorum).

Article VII. Removal from Office

Section 1. Any (insert organization name here) officer whose dereliction of duty adversely affects the operations of the organization shall be subject to disciplinary action or removal from office.

Section 2. A written request stating the reasons for dismissal and signed by at least three (3) active members of the organization must be submitted at a regularly scheduled meeting.

Section 3. Before the next regularly scheduled meeting, written notification of the request and the reasons for dismissal must have been given to the offending officer, who should come to that regular meeting prepared to speak.

Section 4. An affirmative vote of (insert requirement – i.e. majority, quorum, two-thirds, etc.) of all active members is required to remove the officer from office.

Article VIII. Constitutional Amendments

Section 1. This Constitution is binding to all members of (insert organization name here) but is not binding unto itself.

Section 2. Amendments to the Constitution must be proposed in writing by an active member at any regular meeting at which (insert definition of quorum) of the active members are present.

Section 3. Proposed amendments shall be voted upon only after two regular meetings following the introduction of the proposal.

Section 4. Proposed amendments will become effective following a (insert number of votes required) affirmative vote of the active members.

Article IX. Ratification

The undersigned student(s) of LaGrange College, after a three-fourths (3/4) affirmative vote of active members, do hereby agree to follow the guidelines of this Constitution.

President Signature

Date

Faculty/Staff Advisor Signature

Date

Bylaws:

If the organization has bylaws, sections should cover the following:

Detailed material concerning members: rights, duties, resignation, and expulsion procedures. Provision for honorary, associate members, or honorary officers if the group so desires.

Provisions for initiation fees, if any, dues and assessments should be covered here; also details regarding delinquencies.

Time and method of electing officers and

duties of the officers. Duties, authority,

and responsibility of an executive

committee.

The names of the standing committees and the method of choosing chairpersons and committee members. The duties of the committees should also be stated.

A provision for some accepted rules of order or parliamentary manual

as "Robert's Rules of Order." The number or proportion of the group

constituting quorum.

A method to amend the bylaws, usually by a majority vote.

The constitution should always display the date it was last revised. It is a good idea to insert in parentheses after an amendment that it was passed.

*Please note that if the organization only has a constitution and no bylaws, this information should be included within the constitution.