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I. INTRODUCTION

SECTION 1: OVERVIEW OF THE OFFICE OF CO-CURRICULAR PROGRAMS

The Office of Co-Curricular Programs (OCP) is committed to learning beyond the classroom by providing students opportunities to actively engage in orientation and leadership development programs, student governance, and student organizations. OCP supports the mission of Loyola by educating the whole student, encouraging meaningful and accountable citizenship, and promoting interaction within a diverse and global society.

OCP oversees the following Registered Student Organization policies, procedures, and programs:

- Student Organization Chartering in collaboration with SGA Legislative and Judicial Branches
- Student Organization Renewal
- Leadership Training for Organization Officers
- Student Organization Fairs
- Presidents’ Council Meetings
- Student Organization Handbook
- Advisor Training
- Student Organization Marketing

SECTION 2: OVERVIEW OF THE STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is established to promote the student welfare, to establish an effective and representative student leadership body, to encourage a clear and continuous exchange of ideas between students and administration, and to assume the fullest powers and responsibilities of self-government.

The purpose of the SGA is to:

- Act as principle representative voice of the student body to the University
- Protect student rights and articulate responsibilities
- Exist as an autonomous entity and operate in the form and standing of a university department, and in doing so, assist in the establishment, formation, and application of institutional policy and procedure
- Aid in the academic and social development of students at Loyola University New Orleans
- Provide services which are deemed useful and necessary to the student body
- Grant charter recognition to student organizations
- Budget and allocate the revenue from student fees for student services and organizations

SGA oversees the following Registered Student Organization policies, procedures, and programs:

- Student Organization Chartering in collaboration with OCP
- Student Organization Allocations
- Resources (ex. mailboxes, paper, computers, etc.)
- Space Allocations (ex. Hub space, student organization offices)
- Judicial
II. ORGSYNC

SECTION 1: WHAT IS ORGSYNC?
OrgSync is an online platform that provides tools to help you manage your organization including: maintain rosters, store and share important documents, communicate with members, plan and publicize events, track service hours and meeting attendance, collect dues, and significantly reduce paperwork. You can stop using multiple programs to manage your organization and centralize all the information you need so you can stay organized and become a more effective leader.

SECTION 2: ORGSYNC GUIDE TO GETTING STARTED

Organization Profile:
Having an up-to-date and marketable profile for your organization is a key element in the promotion of your organization to prospective members.
- Select the “Settings” tab in the top menu of your portal to view your organization’s profile.
- Review each tab of information to ensure the information is correct and communicates the content you want for your organization.
- You can also add a profile picture for your organization to gain interest visually as students scan the Student Org Directory. The recommended size of the profile picture is 150x150 pixels.

Invite Members to Join Portal:
In order to best utilize OrgSync’s features for your organization, you will need to have your members join your organization portal.
- Select the “People” tab in the top menu of your portal.
- Select “Invite People” from the right menu and enter in the email addresses of your members. You should use their Loyola email. This will send them an invitation to join the portal.
- Be sure to return to the “People” tab to approve their join requests.

Create Your Calendar & Manage Events:
Through OrgSync you are able to manage your organization’s calendar, create and share events with members, and promote events campus-wide.
- To create an event, select the “Events” tab in the top menu of your portal.
- Select the “Create an Event” tab in the upper right menu.
- Enter in the details of your event - the more details the better for your members and guests. You can also select who the event is intended for - a certain group or committee within your organization, the entire organization, or open to the campus community.
- If you would like to share your event campus-wide, select the option to “Share on the Student Affairs Calendar” at the bottom of your event details page.
- You can view your organization calendar by selecting the “Calendar” tab in the top menu of your portal. This calendar can also be shared with Google Calendar and iCal.

Store Documents:
Begin to populate your portal! You can store your organization documents in your organization’s portal so that information can be accessed by members all in one place. This can include your organization constitution, officer resources, meeting minutes, organization files, and more. The file storage system is similar to a Dropbox.
- Select the “Files” tab in the top menu of your portal.
- Select the “Add a File” tab from the upper right menu and follow the prompts to add your file. You can also select who has access to view this file.
- If you have a series of files that go together you can create a folder for these files such as Officer Resources.
Create Groups:
Do you have various committees or groups within your organization such as an executive board? You can
create customized groups to help you communicate, share files and forms, and create events or meetings
just for these groups.
- Select the “People” tab in the top menu of your portal.
- Click the arrows next to “All People”.
- Select the “Create Group” button and type in the name of your committee or group. You can add
  as many groups as you need.
- To add members to a group, click the checkbox next to members’ names and select “Add to
  Group”. Choose the appropriate group for those members. Members can be assigned to multiple
  groups.

Communicate with Members:
Want to simplify emailing your organization members? Need to send a message to a specific group or
committee? OrgSync has a great communication system for your organization. You can send both email
and text communication to your members.
- Select the “More” tab in the top menu of your portal.
- Select “Messaging” to create an email or text message.
- Select your recipients from the list of organization members by clicking their name from the
  member roster listed.
- If you want to send a message to a specific group you have created, select “Lists” and choose the
  group you want to message.
- Create your message and send. Emails will go to your members Loyola email and their OrgSync
  page. Please be cautious to not overuse the text messaging feature because text messaging fees
  may apply for some of your members.

Access Files and Forms:
There are a number of valuable resources already available in your organization portal’s “Files” and “Forms”
sections. This includes some of the following resources:
- Room Reservation Request Form
- SGA Budget Allocations Request Form
- Residential Life Posting Policy
- Danna Student Center TV Ad Form
- Event With Alcohol Registration Form

Make Officers or Other Members Administrators on your Portal:
You can give officers and members administrative access to be able to edit and add to your organization’s
OrgSync portal.
- Select the “People” tab in the top menu of your portal.
- Click the checkbox next to the member’s name you want to give administrative access.
- Click “Manage” and select “Administrators”. This will automatically give them admin access.

SECTION 3: ORGSYNC SUPPORT & QUESTIONS
The Office of Co-Curricular Programs provides training and support for organizations in using OrgSync. For
a consultation, contact the Director of Co-Curricular Programs to schedule a time and discuss the needs of
your organization.
III. STUDENT ORGANIZATION RECOGNITION AND PRIVILEGES

SECTION 1: DEFINITION OF A REGISTERED STUDENT ORGANIZATION
Loyola University New Orleans students are free to organize and join associations to promote their common interests. The Office of Co-Curricular Programs and the Student Government Association grant the institutional recognition of an organization. A Registered Student Organization (RSO) at Loyola University New Orleans is defined as any student organization that meets the following criteria:

- Is chartered through the Office of Co-Curricular Programs and Student Government Association
- Completes the organization renewal process each semester through the Office of Co-Curricular Programs
- Open to all students without regard to age, color, disability, gender, national origin, race, religion, sexual orientation, and veteran’s status as a condition for university recognition
- Adheres to all rules and regulations as stated in the Student Code of Conduct and the Student Organization Handbook

SECTION 2: PARTICIPATION IN A REGISTERED STUDENT ORGANIZATION
Registered Student Organizations should be open to all Loyola University New Orleans students without regard to age, color, disability, gender, national origin, race, religion, sexual orientation, and veteran’s status. Organizations with a 501C IRS Code may exclude membership based on gender. Religious qualifications may be required by organizations whose aims are primarily religious. Membership in a Registered Student Organization shall be restricted to Loyola University New Orleans students unless the Office of Co-Curricular Programs has granted special approval. Registered Student Organizations cannot operate in any business or commercial capacity.

SECTION 3: BENEFITS OF BEING A REGISTERED STUDENT ORGANIZATION
All Registered Student Organizations have the following privileges:

- Reserve space on campus for meetings and events including the Danna Student Center, classrooms, and quads
- Apply for allocations through the Student Government Association
- Be listed in the student organization directory on the university website
- Participate in annual student organization fairs
- An on-campus mailbox, checking account, webpage, listserv, email, etc.
- Publicize events on campus including the use of banner spaces, flyers, and LCD screens
- Ability to host fundraising activities on campus
- Apply for office or storage space through the Student Government Association

SECTION 4: INACTIVE ORGANIZATIONS
Registered Student Organizations that have not completed the renewal process by the deadline for a designated semester will be deemed inactive immediately. Inactive status means that the organization will no longer be able utilize any of the privileges of a Registered Student Organization. Inactive organizations must contact the Office of Co-Curricular Programs to complete the renewal process and re-activate the organization.

If an organization is inactive for more than four consecutive semesters, the organization will have to complete the organization chartering process if they wish to become a Registered Student Organization again on campus.
IV. CHARTERING AND RENEWAL PROCESS

SECTION 1: CHARTERING A REGISTERED STUDENT ORGANIZATION

Any group of five or more Loyola students desiring to establish an organization may apply to become a Registered Student Organization with the Office of Co-Curricular Programs and the Student Government Association.

The process for chartering a Registered Student Organization is listed below:

1. The proposed student organization completes the Student Organization Intent to Charter Form which can be found at https://orgsync.com/65687/forms/82070.
2. The Office of Co-Curricular Programs approves the Student Organization Intent to Charter Form.
3. Once the proposed student organization has received approval for their Intent to Charter, they have 30 days to complete the Register New Organization Form on Org Sync. The organization will need an electronic copy of their organization constitution. Organizations can use the How To: Complete the “Register New Organization Form” and How To: Write a Constitution as guides in completing the required documentation on OrgSync.
4. The Register New Organization Form is reviewed by the Office of Co-Curricular Programs for completion and provided to the Student Government Association Senate for review.
5. Representatives from the proposed student organization will be invited to a Student Government Association Senate meeting to speak on the organization’s behalf and answer questions from the Senators. Examples of criteria that may be used to determine whether an organization should be recognized includes, but is not limited to:
   a. Is there an identifiable need for the organization at Loyola University?
   b. Will the proposed organization contribute to the quality of student life at Loyola?
   c. Does the proposed organization espouse a purpose and a program, which makes it compatible with the mission, goals, and values of Loyola University?
   d. Has the proposed organization accurately and completely fulfilled the requirements of submitting an application, constitution, and membership list as specified in the Student Handbook?
   e. Is there any other relevant, factual information that may affect the suitability of the organization’s chartering by Loyola University?
6. The proposed student organization will be notified of approval or denial of the charter for the proposed organization.
7. If approved, the Office of Co-Curricular Programs will approve the Register New Organization Form on OrgSync and the organization will be deemed a Registered Student Organization at Loyola University New Orleans.

SECTION 2: RENEWING A STUDENT ORGANIZATION

Renewal of a Registered Student Organization takes place each semester. Renewal must be completed by the last day of the final exam period in the fall and spring semesters for the upcoming semester.

The process for renewing a Registered Student Organization is listed below:

1. Login to the organization’s OrgSync portal. Only students designated as administrators of their portal will be able to update and renew the organization.
2. Follow the prompt in the blue bar at the top of the organization’s portal to update the organization’s profile settings.
3. Update all profile information and submit required documentation on OrgSync.
4. Once submitted, the Office of Co-Curricular Programs will review the profile for all required updates and documentation.
5. If completed, the Office of Co-Curricular Programs will approve the renewal and the organization will be deemed active for the designated semester.

V. EVENT PLANNING

The information below offers guidelines for planning and executing successful events on Loyola's campus.

SECTION 1: RESERVING SPACE FOR YOUR EVENT

CO-CURRICULAR PROGRAMS

Through the Office of Co-Curricular Programs, you can reserve the following spaces:

- Danna Student Center Meeting Rooms
- Residential Quad
- Peace Quad
- Banner Space (Danna Center, near Sushi)
- Table space (Danna Center, Main Hallway)
- Classrooms

THE “ROOM REQUEST FORM”

The first step in reserving these spaces, is to complete the Room Request Form. This form can be found within “Forms” in every OrgSync portal or on Loyola’s website at http://studentaffairs.loyno.edu/cocurricular/reserve-room.

All room reservations must be made no later than 10 business days prior to your event. It is recommended that you reserve your space early because venues can book up very quickly.

Be prepared to provide the following information when completing the Room Request form:

- Event Title
- Sponsoring Student Organization Name
- Contact Information of submitter
- Campus Advisor Name (the reservation will be booked under the advisor)
- Which Space is Being Requested
- Event Description
- Event Date
- Event Start and End Time
- Expected Attendance
- Type of Room Setup desired
- Media Equipment Needed

All room set-up information must be detailed in the form. Please make use of the additional information field to detail any special set-up. If a diagram is needed, please email it to Lindsay Weidman at lweidman@loyno.edu.

ROOMS IN THE DANNA CENTER

Below are the dimensions and capacities of the rooms available in the Danna Student Center. When requesting a room, please select a space that is appropriate for the size and type of the event.

St. Charles Room – 83’6" x 47’
- Reception style: 500 People
- Lecture style: 250 People
- Banquet style: 180 People

Audubon Room – 56’8” x 62’6”
- Reception style: 250 People
- Lecture style: 150 People
- Banquet style: 81 People

Octavia Room – 21’ x 43’2”
- Reception style: 60 People
- Lecture style: 60 People
- Conference style: 30 People

Claiborne Room – 28’ x 24’6”
- Reception style: 30 People
Due to the large number of events occurring in the Danna Student Center, it may be necessary to rent additional tables and/or chairs for some room configurations. Ordering the rentals along with the associated charges are the responsibility of the event organizer.

**OTHER CAMPUS DEPARTMENTS**

**Marquette Horseshoe**: Reservations for the Marquette Horseshoe can be made through the Office of the President at [http://president.loyo.edu/horseshoe-reservation](http://president.loyo.edu/horseshoe-reservation)

**Nunemaker and Roussel Hall**: To request these spaces, contact Stewart Becnel at sjbecnel@loyo.edu, (504) 865-2148.

Student organizations must provide the following information with your reservation request:

- Student name and contact information
- Advisor name and contact information
- Student organization name
- Title and description of event
- Date of event
- Start and end time of event
- Expected attendance
- Technical requirements

Please be aware that, depending on the needs of your event, there may be costs associated with using the performance halls. Contact Mr. Becnel with any questions regarding these costs.

**Monroe Library Meeting Rooms**: Rooms in the library can be requested through the Library Room Request Form. This form can be found on the Monroe Library website at: [http://library.loyo.edu/services/media/library_rooms/](http://library.loyo.edu/services/media/library_rooms/)

**SECTION 2: PLANNING YOUR EVENT**

**PICKING THE DATE**

When selecting a date for your event it is helpful to consider the following:

- What other events are happening on campus that day?
- Is there an opportunity to co-program with an organization on event that is already taking place on your preferred date?
- Is there a space available that is suitable for your event?
- When requesting a room, always have a backup date prepared.

Please be aware that student Organization are not permitted to host any events (including any meetings or gatherings) during the week of finals. The last opportunity for a student organization to hold an event in a semester is the last day of regular classes.
RAIN LOCATION
It is recommended that when reserving an outdoor location such as the Peace Quad or Residential Quad, you reserve an indoor rain location. If weather or outdoor space conditions are determined unsuitable, your event may be subject to cancellation.

PHYSICAL PLANT
If your event requires any of the following items, please complete the Physical Plant Job Request Form at least two weeks in advance of the event. This form can be found at http://studentaffairs.loyno.edu/cocurricular/reserve-room

Stage: The stage is available for use in the Residential Quad and the Peace Quad. If your event requires that the stage be set-up/breakdown after 2:30PM, Monday - Friday or any time during the weekend, your organization will be responsible for any overtime expense.

Extra trash cans: If you expect that your event will produce more trash than the existing receptacles can accommodate, please request extra trash cans to be placed in the room/quad.

Electrical or water source: If your event is in the Peace Quad and power is needed, an outlet can be brought to your event location. Physical Plant can also provide a hose for any events requiring water.

MEDIA EQUIPMENT
Co-Curricular Programs offers the following media equipment:

- Media Cart (includes laptop, projector, & speaker)
- Speakers
- Corded and wireless microphones

When completing the Room Request Form, please select which equipment you would like to use during your event. In addition to the equipment listed above, media equipment may be reserved through the Media Services in Monroe Library http://library.loyno.edu/help/forms/equipment_request.php

Organizations are responsible for any media equipment used. If any items are lost or damaged, the organization is responsible for the repair or replacement of the equipment.

AMPLIFIED SOUND
If you plan to have amplified sound (band, DJ, etc.) at your outdoor event, you must include this information in the Room Request Form.

Amplified sound is allowed during the following times:

Peace Quad: 12:30PM - 2:00PM (Tuesday and Thursday), 3:30PM - 10:00PM (Friday) and 12:00PM - 10:00PM (Saturday and Sunday).

Residential Quad: 10:00AM - 10:00PM (Monday - Friday) and 12:00PM - 10:00PM (Saturday and Sunday)

CATERING
All food and refreshments for events held inside the Danna Center must be arranged through Dining Services (Sodexo). All catering orders should be made at least 10 business days before your event.

To make your catering reservation:

- Create a Customer Log-In: https://loyno.catertrax.com/
- Log-in and create a new order or manage existing orders.
- After an order has been placed, you will receive a request via email to approve your order.
Catering Questions:
Dining Services (Sodexo)
(504) 865-3198
Catering@loyno.edu

SECURITY DETAIL
If your event meets any of the following criteria, you will need to reserve security detail through LUPD.

- There will be 50 or more people attending (This does not include regular chapter meetings)
- The public or non-Loyola students are invited
- Alcohol will be served
- There is a controversial speaker or topic
- Money will be collected

There is a minimum booking requirement of 1 officer for 3 hours, even if your event is less than three hours. The rate for each officer is $30.00 per hour. LUPD reserves the right to dictate the number of officers needed for any event.

To request a police detail, you must fill-out and return the Police Detail Request Form. This form, along with more information on police details, can be found at http://finance.loyno.edu/police/police-details. All details must be requested at least 10 days in advance of the event.

SECTION 3: MARKETING YOUR EVENT
For maximum exposure, it is recommended that all marketing materials be displayed at least 5 days before your event. Below are a variety of ways Co-Curricular Programs can help you promote your event:

**Danna Center Bulletin Boards:** Up to 2 flyers, per event, can be posted in the Danna Center. Please bring your flyers to the Office of Co-Curricular Programs (Danna Center, Lower Level). Flyers may only be posted by Co-Curricular staff.

**Danna Center TV Screens:** Advertise your event on the screens by submitting a Danna Student Center TV Ad Form. This form can be found within “Forms” in every OrgSync portal or on Loyola’s website at http://studentaffairs.loyno.edu/cocurricular/reserve-room. Ads are updated nightly.

**Banner Space** (near Tsunami Sushi): You can reserve a banner space for a maximum of one week at a time. To request a banner space, please complete the Room Request Form.

**Table Space:** Tables must be requested at least 10 days prior to desired date and are on a first come-first serve basis. Tables may also be reserved though the Room Request Form.

VI. STUDENT ORGANIZATION TRAVEL

SECTION 1: TRAVEL
Loyola University New Orleans recognizes that student organizations travel for many purposes including retreats, conferences, competitions, and social events. While travel can be extremely beneficial to advancing the mission of the organization, it is important to remember that travel can be a high-risk activity that requires adequate proactive planning and preparation. Proper planning can mitigate many of the risks often associated with travel.
Student Organizations should consult with their organization advisor in order to properly plan any trip. Organizational leadership should consider transportation options, lodging options, insurance requirements, and cost before planning a trip. A post-trip evaluation should be completed with the organization advisor once the trip has commenced. Consider what was successful and what can be improved. This will assist with future planning.

Students are discouraged from using personal vehicles for organization-related travel. When a personal vehicle must be used for organization travel, the driver assumes all liability associated with the trip. Whenever possible, student organizations should use chartered bus/van service for transportation. Due to safety concerns, organizations should note the use of large passenger vans defined as 12 and 15 passenger vans is discouraged. It is recommended that student organizations find alternatives to purchasing, leasing, renting or transporting passengers in 12 and 15 passenger vans due to increased risk of rollover and injury.

Loyola University New Orleans does not encourage student organizations to travel outside of the United States unless it is deemed necessary for an educational or service-related purpose. Permission must be obtained from the Office of Risk Management for any international travel.

SECTION 3: RELEASE, INDEMNIFICATION, ASSUMPTION OR RISK, AND CONSENT TO MEDICAL TREATMENT FORM

Student organizations should have all participants submit a copy of the Release, Indemnification, Assumption of Risk and Consent to Medical Treatment Form located in the “Forms” section of the organization’s OrgSync portal. Copies of the form should be left with the advisor, as well as with traveling student leaders.

SECTION 2: REQUIREMENTS FOR UNIVERSITY VEHICLE USE

DRIVER REQUIREMENTS

Those authorized to drive a vehicle on university business will possess a valid driver’s license, preferably from the State of Louisiana. They will be conscientious and courteous drivers. They will be cautious and will understand the importance of driving safely. They will conduct themselves as representatives of Loyola and will honestly report any accident or damage that may occur involving a vehicle under their care and control. They will be evaluated on an on-going basis to assure they maintain a safe driving record.

DRIVER AUTHORIZATION

No one is permitted to drive a University vehicle, or any other vehicle on University business, without authorization. Authorization to drive a vehicle may be obtained by submitting a completed Driver Authorization Request Form (found at: https://secure.loyno.edu/finance/risk/driver-authorization.php) to the Risk Management office. The driver and their supervisor or advisor must sign this form. A copy of the applicant’s driver’s license must also be included.

Approval is granted for one calendar year, after which time the driver may be removed from approved drivers database. Renewal of driving privileges is not automatic, however most permanent employees will be renewed each year. MVR reports will be obtained and reviewed for renewed drivers at random.

A list of the authorized drivers is sent to our automobile insurer on an ongoing basis. Each name is entered into the Motor Vehicle Registry in order to identify high-risk drivers. If it is determined that an individual has a poor driving record, he or she will be notified and may be suspended from driving Loyola vehicles. The University reserves the right to request an MVR at any time. If the MVR reveals that a driver does not meet the acceptable guidelines, that person will no longer be allowed to drive University vehicles. Records of authorized drivers will be retained in the Risk Management office.
The following criteria are used in considering authorization:

- No major violations in the last 3 years (major violations include, but are not limited to DUI, vehicular homicide, reckless driving, drugs, leaving the scene)
- Maximum of 2 moving violations in the last 3 years with one at-fault accident
- Maximum of 3 moving violations in the last 3 years with no at-fault accidents
- Maximum of 2 at-fault accidents in the last 3 years with no moving violations

SECTION 3: RESERVING A UNIVERSITY VAN THROUGH ATHLETICS AND WELLNESS

All drivers must fill out a Driver Authorization Request Form (at least 14 days prior to departure), pass the required Online Driver Safety Courses, and possess a valid driver’s license before being allowed to operate a university van. Once a driver receives authorization to drive, he/she does not need to repeat this process.

1. Drivers are responsible for adhering to all local, state, and federal laws while operating the university van(s). All traffic and parking violations incurred during the trip are the responsibility of the driver.
2. Van reservations can be made by filling out a Van Reservation Request Form online at least 1 week prior to departure. Reservations will be made on a first come/first serve basis according to a priority list determined by the Athletics & Wellness Department.
3. Van keys can be picked up between the hours of 9:00am and 4:00pm Monday – Friday. If the rental falls on a weekend the keys must be picked up on Friday before 4:00pm (unless other arrangements are made). Keys must be returned only to the Building Manager on duty to help ensure proper check-in/check-out procedures.
4. A picture of the mileage/gas must be submitted to the Building Manager on duty prior to leaving and upon returning the keys. The van(s) should not be operated if there are any mechanical concerns.
5. Upon return, the interior of the van(s) should be cleaned and the van(s) should be in the same condition as before departure (interior and exterior). Gas in the van(s) must be refilled upon return. The individual who made the reservation will be held responsible for any damage to the van(s).
6. For safety purposes the driver and front seat passenger must wear a seatbelt at all times. Vehicle must be locked at all times when not occupied. ALCOHOL IS PROHIBITED IN THE VAN(S) AT ALL TIMES!
7. Insurance is located and must remain in the van’s glove compartment.
8. Immediately report all accidents to appropriate law enforcement in the county or jurisdiction which they occur. If a police report is written it must be submitted to the Athletics & Wellness Department. Upon return, make the Building Manager on duty aware if any damage to the van(s) has been reported.
9. Failure to adhere to the above guidelines could lead to the loss of privileges in reserving the van(s).

SECTION 4: SAFETY ISSUES WHEN USING A VEHICLE

ALCOHOL AND DRUG USE
No alcoholic beverages, illegal drugs, or controlled substances are to be used or consumed by the driver or any passenger at any time while in possession of University-owned, leased, or rented vehicles, including personal vehicles used on University business.

MOBILE DEVICES
Drivers must use good judgment in the use of mobile phones, computers and navigation systems while operating a vehicle. Mobile phones should only be used in conjunction with hands-free devices. Text-based messaging should only be used after the vehicle has been safely parked.
SEAT BELTS
Use of seat belts is required for all persons occupying the vehicle. It is the driver’s responsibility to ensure that all persons are properly secured before the vehicle is put in motion.

SMOKING
Smoking is not permitted in University-owned, leased, or rented vehicles.

HAZARDOUS MATERIALS
Hazardous materials should not be transported in University-owned, leased, or rented vehicles unless approved by the Risk Management office in advance.

TRAFFIC LAWS
The driver is required to obey all state and federal traffic laws pertaining to the safe operation of a vehicle. The driver is personally liable for any fines, traffic or parking violations received. All moving violations must be reported to Risk Management by the driver.

DRIVER TRAINING
Drivers may be required to view a driver safety video and/or complete driver training before being permitted to drive.

SECTION 5: USE OF PERSONAL VEHICLES FOR TRANSPORTATION
Personal vehicles may be used on University business ONLY with the permission of the student organization advisor and proper authorization from Risk Management.

When using a personal vehicle for University business, the owner of the vehicle must carry automobile liability insurance. The owner’s automobile liability insurance coverage is the primary coverage.

There is no physical damage coverage through the University on a personal vehicle. The employee is responsible for the deductible portion of the personal collision coverage and is responsible for any increased personal automobile insurance premiums as a result of the accident.

The owner’s automobile liability insurance card received from their insurance agent must be in the driver’s possession when using personal vehicles for University business.

SECTION 6: ACCIDENT PROCEDURE
Each off campus accident must be reported to the police as soon as it occurs. In all cases, however, each accident must be reported to the Risk Management office (ext. 3141) within 24 hours.

Each accident, however minor, must be recorded by the completion of the Report of Accident form at the scene of the accident. This form should be located in the glove box of every vehicle. The completed form is to be sent or taken to Risk Management, Box 11, 105 Marquette Hall. Do not hesitate to call the police. They will usually respond even if the accident involves only property damage. While the police may not make a determination of responsibility, they will at least document the obvious facts.

The police will ask you for evidence of liability insurance. This information can be found on the Louisiana Auto Insurance Identification Card which should also be located in the glove box of every Loyola vehicle.

If you or the occupants of your vehicle sustain injury, however minor, have an examination by Student Health Services, a personal physician or at the emergency room of a nearby hospital.
However responsible you may feel for the accident, do not admit to liability. Such an admission will seriously compromise the ability of your insurer to defend any ensuing claim, particularly because Louisiana has comparative negligence laws, and very often neither party is 100 percent at fault.

It is usually not in your best interest to accept an offer to settle from the other party in the accident without involving the insurance carriers. Such offers are usually withdrawn when the amount of the damage is determined, and can only lead to complications.

Depending on the severity of the accident, a separate report (SR10) filed with the LA Department of Public Safety may be required. The police will be able to tell you under what circumstance the filing of a report is required, and the Risk Management office can provide the report form and assistance in completing it.

If a Loyola vehicle has sustained damage, it is best to have it taken to a shop where repairs will be made. The insurance carrier prefers to inspect the car at the place where the work is to be done so that the adjustor and the shop can agree upon the scope of work and the related cost.

The driver will be held personally responsible for all costs of the accident if the driver is found to be operating the vehicle in a reckless manner due to the use of alcohol, illegal drugs, and/or controlled substances. The University has the right to require drug/alcohol testing in the event of an accident caused by an employee.

If the University driver is found to be at fault, the driver or the department will be charged the insurance collision deductible if there is damage to the Loyola vehicle.

VII. STUDENT ORGANIZATION FUNDING

All student organizations are encouraged and expected to make every possible effort to become financially self-supporting. This includes revenue sources such as:

- Membership dues
- Student Government Association Allocations
- Fundraisers
- Charging admission to events

Any organization that financially obligates itself, whether through a member or officer, for services, merchandise, or a facility, does so in the name of the organization and its members. The University is not responsible in any way for debts incurred by an organization.

Student organizations handling money must have an on-campus bank account. The on-campus account must be maintained under the name of the university staff or faculty advisor. Student organizations are responsible for maintaining records of revenues and expenses.

SECTION 1: MEMBERSHIP DUES

Membership Dues are collected from organization members for use by the student organization. These dues are in exchange for services, opportunities, or materials provided by the student organization. Membership dues may also be required for individual students to belong to a national or local organization, professional association, honorary society, or similar. When collecting membership dues, be sure to work closely with your advisor and deposit all funds into your on-campus account.

SECTION 2: STUDENT GOVERNMENT ALLOCATIONS

All Loyola University New Orleans students pay a “student activity fee.” From this fee, SGA grants budget allocations to any registered student organization through the Allocations Request Process. Organizations are able to request allocations funding from the Student Government Association as long as the
organization is a registered organization on OrgSync and in good standing with the University. The SGA
Finance Committee has established the following guidelines in order to fairly distribute the Allocation funds.

**Before submitting the Allocations Request Form on OrgSync, please read the precedents blow to ensure that the proposed event and expenses for which you are requesting Allocations qualify for funding.**

**SGA funds cannot be used to fund:**

1. An expense incurred by a club or organization for which a representative was not at the Presidents
   and Advisors Symposium occurring during the semester in which the expense was incurred.
2. An expense for which required documentation was not provided.
3. Expenses that violate local, state, or federal law.
4. Activities not open to all students at Loyola University New Orleans
5. Purchase assets, which are items that cannot be used up in less than one fiscal year due to the
   nature of their make up or the purpose of the item. An example of an asset would be a video
   camera.
6. Alcoholic beverage expenses.
7. Events held at establishments where the primary source of business is oriented around the sale of
   alcohol.
8. Clothing that is not essential to the event.
9. Individual or chapter insurance or dues.
10. An expense for the purpose of making profit for the organization or its members.
11. More than one speaker/entertainer event per organization per semester.
12. Food expenses for general organization meetings.
13. More than one conference per organization per semester.

**THE ALLOCATIONS PROCESS**

All completed Allocations Request Forms must be turned in on OrgSync at least **21 days** before the
scheduled date of your proposed event. Any Allocations Request Forms that are submitted late will not be
considered. The allocations process is listed below:

1. **Complete the Allocations Request Form on OrgSync**
   a. Log-in to OrgSync and go to your organization’s portal
   b. Select the “Forms” tab in the top menu bar
   c. Select the “SGA Budget Allocations Request Form”
   d. Enter the required information:
      - Submission date
      - Contact information
      - Event name
      - Event date
      - Event description (This is your organization’s opportunity to provide details of your
        event to the Finance Committee. The more information the better).
      - Total amount of money requested
      - Expense details (expense name, amount, and documentation)

2. **Finance Committee Reviews Your Organization’s Allocations Request**
   a. Once your organization has submitted the Allocations Request Form on OrgSync, the SGA
      Finance Committee will review the funding request at its next weekly meeting.
   b. It is highly encouraged that a representative from your organization attend the Finance
      Committee meeting in order to answer any questions pertaining to the request that the
      committee may have.
c. The Finance Committee’s weekly meeting time will be announced to all organization Presidents at the beginning of each semester.

3. **Your Organization is Notified of the Finance Committee’s Funding Decision**
   a. Once the SGA Finance Committee has come to a decision on your organization’s Allocations Request, **the member of your organization who submitted the Request Form** on OrgSync will receive an email detailing the committee’s Funding Decision.
   b. If your allocations request is approved, directions as to how to obtain the allocations funding will be provided in this email.

4. **Post-Event Survey**
   a. Your student organization is **required** to submit a Post Event Survey within 10 days of after each event for which your organization has received allocations funding in order for your organization to be eligible to receive any further allocations funding from the Student Government Association.
   b. Your feedback pertaining to the event and the allocations process is extremely valuable to the SGA Finance Committee. The **Post Event Survey** can be found in the forms section of your organizations portal.
   c. The Post-Event Survey is located in the “Forms” section of your organization’s portal.

**SECTION 3: CO-SPONSORSHIPS**

With nearly 100 student organizations and numerous academic departments on campus, there are plenty of opportunities for program co-sponsorship. Co-sponsorship is an excellent way to produce more effective programming, and when used appropriately decreases the stress of event planning. The key is to start looking for co-sponsors early and to enthusiastically “sell” the program or idea to potential co-sponsors.

Once an organization(s) or department(s) has agreed to be a co-sponsor, it is critical to have in writing the terms of the co-sponsorship. Both parties should agree to the terms and the presidents and advisors of both organizations should sign the letter. This will specifically define what is expected from each co-sponsor, reduce confusion, and help keep the experience positive.

Off-campus sponsorship can also be a successful way to produce an event. In this case, the student organization is still ultimately responsible for the event. Usually, this type of co-sponsorship is in the form on money or products. Again, a letter defining the terms of the co-sponsorship should be drafted and signed by the parties involved. Please speak with your advisor prior to accepting co-sponsorship with an outside organization.

In considering co-sponsorship, ask your organization the following questions:

- Does the program meet the goals/mission of your organization or the campus?
- Do you have the time, money, energy to put into making this a successful event?
- What is this other group really looking for from us? Is it financial support? Time? People?
- How will our student organization benefit from this program?

Do not feel obligated to accept co-sponsorship. If the program does not meet the needs of the organization or is too time-consuming, politely decline the offer in a timely manner. If you were seeking co-sponsorship you would want the same respect.
SECTION 4: FUNDRAISING AND SOLICITATION

FUNDRAISING
Fundraising can help meet the financial needs of your student organization. Proper planning, implementation and enthusiasm go a long way getting in the University community involved and willing to donate to your student organization.

According to the IRS, student organizations that are strictly educational in nature can fall under Loyola’s 501(c) 3 and gifts to these organizations should be given through Institutional Advancement.

- Student organizations may qualify for exemption under IRS 501(c)(3) if they serve exclusively educational purposes in that the organization serves for instruction or training of the individual for the purpose of improving or developing [his] capabilities, even if it offers incidental social or recreational activities. For further detail on what is considered educational by the IRS please consult: Internal Revenue Manual - 7.25.3 Religious, Charitable, Educational, Etc., Organizations (Cont. 1).
- The educational purposes of a student organization that qualifies under IRS 501(c)(3) is reflected by the nature of its programs, the incidental character of its recreational and social activities, and the criteria by which it selects it membership.
- A student organization is not educational if its activities, membership criteria, or other operational aspects reflect purposes that are not exclusively educational.
- The promotion of the arts and of culture is generally recognized as an educational activity.
- The term educational includes the instruction of the public on subjects useful to the individual and beneficial to the community
- Gifts to support external non-profits are not considered gifts to Loyola and cannot fall under our exemption.

With adequate notice (a minimum of 10 weeks prior to your event), the Office of Institutional Advancement can provide mailing/contact lists for special events and other mailings. Student organizations should consult with institutional advancement when planning all events (including banquets, fund-raisers, competitions, etc.) to ensure coordination and avoid conflicts with other university activities.

When working with alumni for fundraising events, please alert the Office of Alumni Relations. This includes alumni judging, mentoring, or speaking to a student organization, or otherwise collaborating with students on or off campus.

Planning a Fundraiser
1. Identify organizational expenses that must be covered and set a realistic goal for the fundraiser that is higher than the expenses, yet possible to attain
2. Determine what the fundraising activity will be
   - Recall fundraising activities from the past. What worked? What didn’t?
3. Organize the logistics of the fundraiser
   - Be sure to stay within the guidelines and regulations of this handbook and other governing documents of the University
   - Determine your target group: college students, the community, etc.
   - Advertisement
4. Consider corporate sponsorship. Some business may be able to offer donations from their company that you can raffle off or sell
5. Thank supporters with a tangible reminder of how they contributed (certificate of appreciation, letter from the president, etc.)
6. Complete an Event Report form for the organization to reference in the future

Fundraising Ideas
- Bake sale
- Candy sale during holiday time
- Flower sale for special occasions
- Carnivals with pie throwing, dunking booths, etc.
- Talent Show
- Car washes
- Social Events
- Recycling Drive
- T-Shirts
- Rummage Sale

**SPECIAL FUNDRAISERS: BLOOD DRIVES**

If your organization wishes to host a blood drive, you must coordinate with the Office of Co-Curricular Programs. Any organization can participate in the blood program. Based on experience, the organization should be prepared to have 50 – 75 donors to hold a blood drive. Blood Drives may only take place every 8 weeks on-campus.

**SOLICITATIONS**

Recognized student organizations may solicit funds or conduct sales or other fund-raising projects on campus only if approved in advance by the Office of Co-Curricular Programs. In general, only those sales or projects that are in line with the purpose of the organization or which offer to the campus a service not otherwise available are approved. Student organizations may not give away alcohol or bar tabs as prizes in fundraisers. Off campus fundraisers do not have to be approved by the Office of Co-Curricular Programs. The sponsoring organization is expected to understand and adhere to all established University policies governing student organizational 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.

**DONATIONS**

All gifts must be processed through the Office of Institutional Advancement, Campus box 909, Greenville Hall, 7214 St. Charles Ave., New Orleans, LA 70118.

- Any solicitation to alumni for gifts must be approved by Institutional Advancement.
- Any solicitations to corporations or foundations for grants must be approved by the Office of Grants and Sponsored Programs 504-865-3084.
- Any gift received from alumni, businesses, firms, friends, parents, etc. that is not the direct cost of a received benefit) may be recorded as a donation. i.e. If you charge a ticket price of $50 for a meal that costs $30, then $20 is recorded as a donation to your organization or Loyola.)
- Sponsorships and “In-kind” donations must also be recorded. In-kind donations include gift certificates, donated items and unreimbursed expenses paid by a donor in support of your organization.

**VIII. CONTRACTS AND PAYING FOR ORGANIZATION EVENTS**

**SECTION 1: PAYMENTS FOR ORGANIZATION EVENTS**

At least two weeks prior to your event, schedule a meeting with the Office of Co-Curricular Programs to discuss proper payment methods for your events.
SECTION 2: CONTRACTS

Contracts are agreements that create an obligation to do or not to do a particular thing. The university contract policy establishes the process for Loyola University New Orleans personnel to approve, sign and execute contracts committing the University to performance of any act. Contracts for student organization events, whether allocated through SGA or not, must be signed by the organization advisor and the Office of Co-Curricular Programs.

Common examples of when contracts are used:

- DJs
- Speakers
- Supplies
- Catering
- T-shirts or other organizational merchandise
- Banners

SECTION 3: SALES TAX

The University is excluded from paying sales tax to the State of Louisiana, and is only responsible to pay 5% sales tax to the city. The 5% sales tax must be paid on ALL orders, even on orders placed with out of state vendors. When vendors do not bill the University for sales tax, the University pays the amount directly to the City of New Orleans. In these cases, departments are charged for the tax amount directly by the office of Financial Affairs. State sales tax exclusion letters are available on the Purchasing Department web page.

SECTION 4: APPROVED VENDORS

Vendors are selected for their capability to serve the needs of the University in the most economical and efficient manner possible. Past performance and cooperation are important factors. Vendors must comply with the Equal Opportunity Act (Executive Order 11246 as amended) since it is the policy of the University to promote the full realization of equal employment opportunity through an Affirmative Action program. They must also comply with other laws and directives as they are issued. The University strives to use small businesses, minority-owned businesses, and women’s business enterprises whenever possible.

Student organization may only use vendors on the Approved Vendor list found on OrgSync in the Forms section of the Co-Curricular Programs portal. To add a vendor the list, student organization must consult the Office of Co-Curricular Programs.

Note: Student organization advisors are responsible for ensuring that organization events are paid for in a timely manner. Please consult the Offices of Co-Curricular Programs, Financial Affairs and Purchasing if you need assistance.

IX. MANAGING ORGANIZATIONAL FUNDS

SECTION 1: ON-CAMPUS ACCOUNT

To open an on-campus account, contact the Office of Financial Affairs, with the purpose of the account/how it will be used; the funding source; and the department/authorizing official that will be responsible for the account. The authorizing official for the on-campus account should be the organization advisor. Financial Affairs will contact the student organization if additional information is needed.

SECTION 2: OFF-CAMPUS ACCOUNT

Funds generated without the use of university funds or resources (e.g. dues) may be deposited in a commercial bank account as long as the student organization university advisor is a co-signer.
Commercial accounts can be listed under the category “non-profit student organization”. The bank gives a Federal ID# which you must apply for with the IRS.

SECTION 3: INSUFFICIENT FUNDS
In instances where there are insufficient budget funds to process a request for disbursement, the ordering department will be notified. No disbursement will be made until additional funds are transferred into the account to be charged.

SECTION 4: OVERDRAWN ACCOUNTS
The University policy prohibits overdrawn accounts. A transfer of funds to cover an overdraft should be submitted immediately upon notification of the overdraft.

X. CAMPUS POLICIES

SECTION 1: NON-DISCRIMINATION POLICY
Registered Student Organizations should be open to all Loyola University New Orleans students without regard to age, color, disability, gender, national origin, race, religion, sexual orientation, and veteran’s status. Organizations with a 501C IRS Code may exclude membership based on gender. Religious qualifications may be required by organizations whose aims are primarily religious.

SECTION 2: HAZING POLICY
Hazing is defined as any action or situation which includes any mental or physical requirement, request or obligation placed upon any person (pledge, new member, associate member, member, affiliate, guest) which could cause discomfort, pain, fright, disgrace, injury or which is personally degrading or which violates any federal, state, local statute or University policy. Any activity described in this definition upon which the initiation, or admission into, or affiliation with, or continued membership in an organization is directly or indirectly conditional, shall be presumed to be “forced” activity.

Loyola University New Orleans will not be tolerate hazing and severe action will be taken against any student or organization found in violation of this policy, up to and including indefinite revocation of the charter for the organization and suspension or dismissal for students involved. Loyola University New Orleans is committed to a safe and healthy campus for students, faculty, staff and visitors. Our university family is dedicated to supporting an environment that encourages respect for the dignity and rights of the entire university community.

1. No person shall recklessly participate in the hazing of another.
2. No student or advisor shall knowingly permit the hazing of another.
3. No student or advisor shall fail to report hazing.
4. The negligence or consent of the student/participant or any assumption or risk by the student/participant is not a defense to any action brought pursuant to this policy.

PROHIBITED ACTIONS AND ACTIVITIES
Actions and activities that are explicitly prohibited include, but are not limited to the following:

- Forcing, requiring or endorsing new members/associate members to drink alcohol or any other substance and/or providing such alcohol or other substance;
- The unauthorized or illegal use of alcohol or other drugs in any form or quantity during any new member activity;
- Calisthenics (sit-ups, push-ups and runs);
- Branding and tattooing;
- Pushing, shoving, punching, whipping, beating, tackling or any other physical abuse;
Unauthorized line-ups of any nature;  
Throwing anything (garbage, water, paint, etc.) at an individual;  
Any form of paddling, physical abuse, psychological abuse, deception or shocks;  
Requiring individuals to walk or march in formation of any kind;  
Publicly wearing apparel which is conspicuous and not normally in good taste (uniforms, head apparel, boots/shoes, etc.);  
Not permitting individuals to speak for extended periods of time and/or forced exclusion from social contact;  
Preventing any person from practicing personal hygiene;  
Any activity that interferes with an individual’s scholastic pursuits (class attendance, preparation, study time, etc.);  
Forced consumption of food or other substances;  
Theft, defacement or destruction of private or public property  
Conducting unauthorized scavenger hunts, treasure hunts, quests, road trips, paddle hunts, big brother/little brother hunts, big sister/little sister hunts;  
Engaging in public stunts and buffoonery, public displays or greetings;  
Servitude of any nature (food runs, personal errands, academic work, etc.);  
Permitting less than six consecutive hours of sleep each night;  
Conducting a new member related activity between the hours of 12:00 midnight and 7:00am or awakening individuals during these hours;  
Nudity or exposure to the elements at any time;  
Yelling, screaming or calling individuals demeaning names;  
Engaging in unauthorized activities that involve compelling an individual or group of individuals to remain at a certain location or transporting anyone anywhere, within or outside the city of New Orleans (road trips, kidnap, sneaks, drops, etc.);  
Assigning or endorsing “pranks” (stealing composites, trophies, mascots, etc.)  
Conducting activities which do not allow adequate time for study during pre-initiation or initiation periods;  
Conducting activities designed to deceive or convince new members that he/she will not be initiated or will be hurt;  
Carrying of any items (paddles, bricks, rocks, pocket change, dog collars, signature books, etc.)  
Forcing, requiring or endorsing new members/associate members to violate any University, national/international policy or any local, state or federal law.

REPORTING HAZING
To report hazing, fill out the Silent Witness Form located at http://finance.loyo.edu/police/silent-witness-form. This system is monitored Monday through Friday from 8:00 a.m. to 5:00 p.m. For immediate service, call University Police at 865-3434.

Please be assured that the Silent Witness Form is completed under the condition of anonymity. If you wish to be contacted, please complete the ‘Contact Information’ section at the bottom of the form. All information is kept confidential.

SECTION 3: FREEDOM OF EXPRESSION AND INQUIRY
Students and student organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. Freedom of speech and freedom of assembly are principles which Loyola has traditionally upheld and reaffirms. Implicit in these freedoms and with regard for the common purposes of the institution is the right to dissent and demonstrate in a peaceful and non-disruptive manner.

1. The university community holds that those who enjoy these freedoms must also accept responsibility for order and discipline. While Loyola guarantees the right to peaceful and non-disruptive dissent to all the members of its academic community, it cannot and will not permit any actions or activities which are disruptive of its normal operations. Examples would include
obstructive picketing or obstructive occupation of space and any activity which substantially prevents normal movement of persons, creation of interruptive noise or conduct which interferes with a person’s right to speak (including oral, written, or symbolic expressions imposed on an audience or a person), repeated interruption of or substantial interference with a person’s normal expectations of quiet for formal campus pursuits (such as education and administrative activities, studying, eating, and sleeping).

2. Immediate suspension of those specific activities judged to be disruptive may be ordered by the President, the Vice President for Student Affairs, or their designated representatives whenever it is determined such preventive action is to be required in order to protect lives or property and to insure the maintenance of order. The order from a university official to cease all actions which are considered to be disruptive will take the form of a public statement to cease the disruptive activity and to disperse within a specified reasonable time as determined by the university official. If the individuals or groups participating in said demonstration cease their disruptive activity and disperse within the time specified, that fact would be taken into consideration in any disciplinary hearings that may follow the disruptive action.

SECTION 4: GUIDELINES FOR CAMPAIGN RELATED ACTIVITIES

Loyola University is committed to the expression of diverse ideas and opinions and to the discussion and critique of each. Consistent with this commitment Loyola encourages all students, faculty and staff to be politically active and to support the candidates and causes of their choice. The university encourages student groups, faculty and staff to invite speakers to campus to further the discussion of the diverse ideas that make our country, state and city a great place to live.

However, as a tax-exempt, charitable institution Loyola University is subject to the rules and regulations of the Internal Revenue Code that prohibits the university from participating in, or intervening in any political campaign on behalf of (or in opposition to) any candidate for public office.

Recognized campus-based student organizations, that is to say those organizations that receive university funds, may participate in a political campaign on behalf of any candidate for public office as long as their campus-based activities comply with: University policies and procedures, including these guidelines; The student organization clearly identifies itself as a student organization that does not represent the official views of Loyola University.

Loyola’s name, or logo, is prohibited from appearing on any material that is used in support of a particular candidate, or partisan political cause.

1. Should a candidate for any political office be invited to campus by the university or student group, in his/her capacity as a candidate, each candidate for said office must be invited to appear on campus in a similar setting. However, an elected official may be invited to campus in a non-candidate capacity without any requirement to invite other elected officials, so long as that elected official does not make reference to his/her candidacy and speaks only in his/her non-candidate capacity. (For further clarification of this issue please see Student Code of Conduct, Appendix A).

2. Should a candidate appear on campus, a reasonable effort must be made to ensure the event takes the form of an educational/informational speech, or question and answer session, or similar communication in an academic setting and not a political rally.

3. If must be made clear by the host of the event during the introduction of the candidate, and in any and all publicity of said event, that the candidate’s appearance does not represent an endorsement of the candidate by Loyola University, and that he/she was invited by the organization not by the university. The following paragraph can be used as a template for the required disclaimer: This event is sponsored by _________. The use of Loyola University New Orleans’ facilities for this event does not constitute an endorsement by the university. Loyola University does not endorse any candidate, or organization, in connection with this or any other political campaign or election.
4. Any expenses associated with an event that are typically not covered by Loyola, must be billed to the sponsoring organization so that there is no appearance of sponsorship by the University.
5. Absolutely no fundraising for candidate, party, or partisan political cause, shall take place at any event on campus. This prohibition extends to the posting, or transmission, of campaign related materials over the Internet.

Please note that whether an organization, or individual, is causing Loyola University to participate or intervening, directly or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office depends upon all the facts and circumstances of each case.

SECTION 5: DEMONSTRATION POLICY

PHILOSOPHY
Freedom of speech and freedom of assembly are encouraged and supported at Loyola University New Orleans. Implicit in these freedoms and with regard for the common purposes of the institution is the right to dissent and demonstrate in a peaceful and non-disruptive manner. Most importantly, those who enjoy these freedoms must also accept responsibility for order and discipline. While Loyola seeks to ensure the right to peaceful and non-disruptive dissent to all the members of its academic community, it cannot and will not permit any actions or activities which are disruptive of the academic/educational process and/or its normal operations.

PROTOCOL
Campus demonstrations and/or protests must be sponsored by a recognized Loyola group or organization and the sponsoring group/organization must notify the Vice President of Student Affairs or designee of plans to demonstrate on campus. For the purpose of these Guidelines, “demonstration” or “protest” means an event requiring the presence of one or more persons in a University location with the intent to express a particular point of view in a manner that attracts attention, as in rallies, sit-ins, vigils, or similar forms of expression.
Campus Demonstration Registration Forms (https://orgsync.com/65687/forms/116683) are available in the Forms section of the Office of Co-Curricular Programs OrgSync portal. Groups may reserve quads and rooms for a demonstration; however, the use of space is subject to the VPSA’s judgment about the appropriateness of the location for the planned event, availability, applicable usage fees and associated charges. Registration forms must be submitted via OrgSync a minimum of three business days prior to the event.

ACCESS TO BUILDINGS/ROOMS
Access to buildings/rooms is only approved via the Campus Demonstration Registration form listed above and is at the discretion of the Office of Co-Curricular Programs. If approval is granted, participants of campus demonstrations may enter approved campus buildings for the purpose of conducting orderly and peaceful demonstrations. Participants may sit or stand in the hallways, but may not:

- Enter or occupy rooms or offices without permission
- Obstruct or restrict the free movement of persons
- Block hallways, doorways, stairs or exits of University facilities
- Use appliances/equipment that require the use of electrical and telephone outlets

Participants may be present in the buildings only during normal hours of operation. The opening and closing times of buildings may be obtained from LUPD. LUPD will ask everyone to leave the building at closing time. Failure to do so may result in removal from the building or other appropriate actions as determined by University officials.

In no event will protests or demonstrations be allowed in the following buildings or rooms:

- Residence halls
• Private offices, research laboratories and associated facilities, and computer centers
• Offices, libraries, and other facilities that often contain valuable or sensitive materials, collections, equipment, records protected by law or by existing University policy such as educational records, student-related or personnel-related records, or financial records
• Classrooms, seminar rooms, auditoriums or meeting rooms in which classes or private meetings are being held or are immediately scheduled
• Emergency facilities, communications systems, utilities, or other facilities or services vital to the continuing functioning of the University

**SOUND**

Sound associated with the demonstration must be reasonable and shall not interfere with classes, residence halls, or business offices. The use of loudspeakers or other amplifying sound equipment is restricted to outdoor demonstrations and can only be used Monday, Wednesday and Friday from noon to 1:00 pm and 4:00 to 7:00 pm; Tuesday and Thursday from noon to 1:45 pm and 4:00 to 7:00 pm.

**PLACARDS**

Placards used by participants must be made of poster board or of other similar material, but not out of material of a hard substance. Placards may be carried or worn on the person, but not tacked or nailed to trees or buildings or within buildings.

**LITERATURE/PRINTED MATERIALS**

Literature or other printed materials cannot be forced upon other or distributed in a manner that will obstruct free flow of traffic. Literature or other printed materials may not be scattered on the ground or left unattended on university benches, tables, sidewalks or building entrances.

**CARE OF PROPERTY**

In addition to restrictions on the use of placards (see above), reasonable care must be taken to reduce damage to the property of others and University property, including lawns. All trash and any literature/printed materials must be collected and placed in refuse/recycling containers; failure to do so will result in denial of future privileges.

Individuals or groups violate these Guidelines if:

• They interfere unreasonably with the activities of other persons, the educational process or the operations of the University. The time of day, size, noise level, and general tenor of a meeting, event or demonstration are factors that may be considered in determining whether conduct is reasonable
• They cause injury to persons or property or threaten to cause such injury
• They hold meetings, events or demonstrations under circumstances where health or safety is endangered
• They knowingly interfere with unimpeded movement in a University location
• They continue to engage in conduct after the VPSA or designee has declared that the conduct is in violation of the Guidelines and has instructed the participants to modify or terminate their behavior

**SECTION 6: DECORATIONS POLICY**

Student Organizations are responsible for and will be charged for any decorations that stain, alter, or otherwise damage on-campus property.

• This includes on-campus rooms, walls, walkways, hallways, residential hall rooms, etc. Damages include, but not limited to nail holes, hooks, decals, tape marks, and stickers.
• A student or student organization will be charged if disturbing or moving attached or permanently fixed furniture, decorations, foliage, etc.
• No balloons are allowed in the St. Charles Room. No exceptions will be made.
Student Organizations that want to post decorations or event information in the Danna Student Center must receive prior approval from the Director of Co-Curricular Programs. Student Organizations are responsible for all clean-up related to decorations or event information posted.

SECTION 7: ALCOHOL POLICY

EVENTS WITH ALCOHOL

1. The Loyola University New Orleans alcohol policy adheres to the laws of the State of Louisiana and Federal law regarding the purchase, sale and consumption of alcohol and in accordance with the specific regulations that have been established by the University.
2. A student of legal age (e.g., age 21 in Louisiana) may purchase and consume alcoholic beverages.
3. Public intoxication and/or alcohol abuse is prohibited and is not an excuse for irresponsible behavior or Code of Conduct violations.
4. A student or visitor may not publicly carry open containers of alcohol on the University property except during approved university events.
5. For on-campus events with alcohol, the university dining service provider has the appropriate licenses to sell and serve alcohol at university events and is the only approved provider.
6. No liquor may be sold or served at any time or under any circumstance by any student organization without prior approval by the Office of Co-Curricular Programs.
7. The Office of Co-Curricular Programs reserves the right to determine whether an event is considered a “party” or a “reception”.
8. Unsanctioned kegs, pony kegs, grain alcohol, Everclear, multi-alcohol drink punches, party balls, or other large quantities of alcohol are prohibited.
9. The act of providing alcohol or alcoholic beverages from common source containers (e.g. trash barrels, watermelons, igloos, punch bowls, etc.) is prohibited.
10. Drinking games or other activities, which deliberately encourage the consumption of alcohol, are prohibited.
11. The possession of alcohol paraphernalia, (e.g. beer bongs, funnels, etc.), that is designated for the irresponsible use of alcohol is prohibited.
12. Student organizations will be held directly responsible for the destruction of personal or public property, the violation of the safety or rights of another person, or the violation of any other campus regulations that may occur while they are under the influence of alcohol.
13. Student organizations are expected to comply with the event registration requirements for holding a “party” or “reception” on-campus including submitting the completed Event with Alcohol Registration Form at least 14 calendar days prior to the event.
14. For off-campus events with alcohol, student organizations must also submit Event with Alcohol Supporting Documents that include the vendor liquor license and guest list at least 24 hours prior to the event.
15. All student organizations that want to host events with alcohol on-campus must attend Social Host Training through the Office of Co-Curricular Programs.

SECTION 8: SEXUAL MISCONDUCT, DISCRIMINATION, AND HARASSMENT POLICY AND GUIDELINES

Loyola University New Orleans strives to create and maintain a working and learning environment in which individuals are treated with dignity, decency and respect. The environment of the University is characterized by mutual trust and the absence of intimidation, oppression and exploitation. Faculty, staff, and students are able to work and learn in a safe, yet stimulating atmosphere. For these reasons, Loyola does not tolerate discrimination or harassment of any kind, including the offenses of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. To view the Policy in its entirety please see the Student Handbook: Code of Conduct, Section 5 or view it at http://president.loyno.edu/sites/president.loyno.edu/files/Discrimination%20and%20Harassment%20Policy.pdf
Any questions concerning this Policy can be directed to the Title IX Coordinator in the General Counsel’s office.

TELL SOMEONE: All Calls are CONFIDENTIAL
Loyola University Police Department: 504-865-3434
University Counseling Center: 504-865-3835
SARA (Sexual Assault Recovery Assistance Center): 504-837-5400

SECTION 9: MEDICAL AMNESTY POLICY

Students and student organizations may be reluctant to seek medical assistance for themselves or others in instances of alcohol or drug intoxication for fear of facing disciplinary action from the University. In order to promote an ethic of shared responsibility and community support, Loyola University encourages students/student organizations to assist others, both on and off campus, by calling for medical assistance in instances of excessive alcohol and/or drug use. This policy is meant to ensure the health and well-being of Loyola students by removing the threat of a conduct violation in the instances where medical assistance is required due to excessive alcohol or drug intoxication.

Students/student organizations that seek medical assistance for themselves (Medical Amnesty) or seek help for another student (Good Samaritan) due to intoxication of alcohol and/or drugs will be exempt from any conduct violations. This policy only applies to a student’s alcohol and/or drug policy violation; it does not apply to other violations of the Student Code of Conduct that may have occurred in conjunction with the alcohol/drug violation, including but not limited to sexual assault, property damage, or hazing.

In order to receive the benefit of this policy the following conditions must be met:

- The student(s)/organization called emergency services and reported that a person was in need of assistance due to alcohol or drug intoxication
- The student(s)/organization who called for assistance provided each of their names to the emergency service operator
- The student(s)/organization who made the call to emergency services remained with the person in need until assistance arrived and cooperated with the emergency services and/or law enforcement personnel on the scene

SECTION 10: PROMOTION OF NON-RECOGNIZED STUDENT ORGANIZATIONS

A student is prohibited from affiliating and promoting non-recognized student organizations. A student is prohibited from promoting the goals, purposes, identity, programs, or activities for suspended organizations or organizations whose charters have been revoked.

XI. STUDENT ORGANIZATION JUDICIAL PROCESS AND SANCTIONS

If an organization is alleged to be involved in incident that violates the Student Code of Conduct, the following judicial process will followed:
SECTION 1: JUDICIAL PROCEDURES

PRIOR TO THE MEETING

1. The organization president will be notified, in writing, about the alleged Code of Conduct or university policy violation. The written notification shall include the date, time, and location of the meeting.
2. The organization president shall be afforded a due process meeting with the University Conduct Officer prior to the hearing with the Student Conduct Board or University Board of Review.

HEARING

1. At the beginning of the hearing, all participants shall introduce themselves. The chair will review the role of the advisor, if applicable, explains the reasoning for the tape or video recording, and reviews the procedures to be followed. No witnesses are to be present at this time.
2. The hearing officer reads the incident report(s).
3. The student organization representative will be asked to enter a plea of responsible or not responsible.
4. If the plea is responsible, the student organization representative can establish and identify mitigating circumstances. If the student organization representative pleads not responsible and is found responsible, an opportunity will be given to establish mitigating circumstances prior to the decision on sanctions. Mitigating circumstances are unusual circumstances that may be considered an extenuating factor for warranting the reduction of the degree of responsibility.
5. The accused student organization representative and complainant student (if present) will have the opportunity to make an opening statement not to exceed 10 minutes in length.
6. The following information is provided to serve as a guide to the hearing officer and/or hearing board conducting the hearing:
   a. The student organization representatives may be questioned before and/or after witness testimony.
   b. Witnesses will be asked for their testimony individually. A witness who is the victim has the right to be present throughout the hearing, but not during the deliberation of the hearing officer or board of review. Please see Victim’s Rights for a complete description in the Student Handbook.
7. Following witness statements, hearing participants will be allowed to question statements, seek clarifications, and engage in conversation directed toward establishing the facts and motives operating in the incident under examination.
8. The entire testimony of the hearing, including witness statements and discussion among hearing participants will not exceed 60 minutes unless the hearing officer deems an extension is necessary.
9. Following the conversation, principal participants will make closing statements not to exceed 5 minutes each.
10. The hearing will be recessed and the hearing officer and/or hearing board will consider the information presented in the hearing and decide on the responsibility of the student. Deliberations are not recorded.
11. The hearing will be convened. The board or hearing officer will announce the decision on responsibility.
12. The hearing concludes and students/advisors are dismissed so that the board or hearing officer may formulate recommended sanctions. No recording of deliberations shall occur.
13. In cases where there are mitigating circumstances, the hearing officer and/or hearing board will take the circumstances into consideration during sanctioning.
14. The announcement of recommended sanction(s) can, but need not, occur at the conclusion of an administrative hearing or at the conclusion of a board hearing. In both cases, the student organization representative will be informed in writing of the outcome of the hearing, and, if responsible, the sanction(s) imposed.
15. The student organization representative is to be informed within approximately three working days of the outcome of the hearing and the sanction(s) imposed.
DISCIPLINARY ADVISOR’S ROLE IN ORIGINAL HEARINGS

The student organization Disciplinary advisor must be a current full-time faculty, staff, religious university community member, or otherwise specified and approved by the Conduct Officer. For example: the coach of a club team; national advisor to a Greek organization. Advisors are not permitted to participate in the hearing but are allowed to be in attendance.

RESPONSIBILITIES OF HEARING PARTICIPANTS

1. A student appearing at a disciplinary hearing has the responsibility to present truthful information.
2. A student is required to appear as a witness at a formal disciplinary hearing if their presence is requested. A witness is not required to submit a written statement. Should a witness be unable to attend a hearing, the witness in lieu of personal testimony may submit a written statement.
3. If a student organization representative fails to attend a scheduled hearing, the hearing may proceed in the absence of the student organization. Such an absence will not be considered grounds for an appeal, unless there is a reasonable and compelling excuse.

VICTIM/COMPLAINANT RIGHTS

1. The complainant has the right to be present throughout the hearing, but not during the deliberation of the hearing officer or hearing board.
2. The complainant has the right to present testimony at the hearing and request that witness(es) attend the hearing.
3. The complainant has the right to have an advisor present at the hearing.
4. The complainant has the right not to have irrelevant past history discussed during the hearing. Only relevant information dealing with the incident should be introduced at the hearing.
5. The University will inform the complainant of the outcome of the hearing in writing, through their University e-mail.

PROCEDURES PERTAINING TO ANONYMITY

1. Due process grants of anonymity to witnesses when it is necessary. The following procedures have been implemented to enact this provision.
2. Anonymity will be granted:
   a. When there is reasonable cause to believe that the safety of the witness is in jeopardy.
   b. The witness would be subject to intense harassment.
3. Upon request of the witness, the designee of the Vice President for Student Affairs and Associate Provost will thoroughly investigate the incident and make a recommendation on the granting of anonymity, subject to the concurrence and approval of the hearing board chair, hearing officer, or University Conduct Officer.
4. Any statements of an anonymous witness will be given to the accused student organization prior to the hearing.
5. The accused student organization may then challenge the statement and present questions to be answered by the anonymous person in a manner to be determined by the Conduct Officer.

SECTION 2: JUDICIAL APPEALS

JURISDICTION OF THE BOARD OF APPEALS

1. The Board of Appeals shall have the following membership:
   a. The Student Government Association will appoint four students.
   b. The University Senate will appoint four faculty members.
   c. The vice president for student affairs and associate provost will appoint four members.
2. Disciplinary appeals shall be conducted by a panel of at least four members, including the chair (who is chosen by the membership) and a maximum of six members. The Board of Appeals panel must have representatives present from all three constituencies. In cases involving sexual misconduct, the Board of Appeals panel will include faculty and staff representatives.
3. Members serving on the Board of Appeals will hold a two-year term of office.
4. Members will not serve consecutive terms on the Board of Appeals.

**Appeals Process**

1. A student organization found responsible for violating the Code of Conduct or University policies may appeal the final, approved decision of any of the University’s hearing boards, or hearing officers.
2. A statement citing the basis for appeal, as well as supporting statements for the basis, must be submitted in writing to the Co-Curricular Programs within five working days following notification of the outcome of the original hearing.
3. The review of the appeal will normally occur within seven working days of a student organization filing an appeal.
4. An appeal must be based upon one of the reasons provided under Section C below.
5. While the appeals process is being conducted, the student organization member who appealed should attend classes and participate in co-curricular activities.
6. Once the appellate process has been completed, whether through an appellate decision or the expiration of time to file an appeal, the outcome is final and all sanctions go immediately into effect.

**Basis of Appeal**

An appeal must be based upon one or more of the following reasons:

1. **Bias:** Bias is a predisposition toward an issue, person, or student organization which makes it impossible for the board member or hearing officer to remain neutral. It is incumbent upon the person alleging bias to demonstrate concretely both predisposition and the inability of the board member or hearing officer to remain neutral in the conduct of the hearing or the determination of its outcome.
2. **New Evidence:** New evidence is information or material which was unable to be known at the time of the original hearing. The student or student organization is expected to demonstrate that such evidence was unable to be known. Evidence which was known or could have been known, and which the student or student organization chose not to present does not constitute a sound basis of appeal. In those cases where new evidence becomes known after the period of filing for an appeal has expired, and reasonable grounds for an appeal seem substantial, access to the appellate process may be granted by the Director of Co-Curricular Programs.
3. **Inappropriateness of the Sanction:** A sanction is inappropriate if it does not reflect a proper alignment between the nature of the offense, the student organization’s previous disciplinary record, other factors which should be considered, and the sanction administered. Because these multiple factors are incorporated in each individual disciplinary decision, previous decisions do not establish precedent in University disciplinary hearings.

**Section 3: Sanctions for Violations of the Code of Conduct**

For violation of the Code of Conduct, a student or organization may receive one or more of the sanctions below in accordance with the stated policy and the student’s or organization’s past record of behavior.

1. **Conduct Reprimand** - Written warning to the student or organization indicating they have violated Code of Conduct policies. It further warns that if a student or organization is found in further violation of the Code of Conduct, within a specified period of time, there may be grounds for more severe disciplinary action.
2. **Disciplinary Probation** - Temporary suspension of a student or organizations good standing in the University for stated period of time as set forth in the conduct sanction letter. If a student or organization is found responsible for violating the terms of disciplinary probation during the period set up by the preceding judicial body, there may be grounds for more severe disciplinary action, including immediate suspension. At the end of the probationary period, the student or organization...
will be returned to good standing providing that all the terms of the probation has been successfully completed. The student or organization remains enrolled/chartered in the University but under the stated conditions of the probationary status, as outlined in the letter of disciplinary probation. A loss of privileges may occur. A letter, in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), may be written to the parents, guardians, advisors, or national office of the student/organization explaining the terms of the probationary period.

3. **Disciplinary Suspension** - Disciplinary Suspension establishes a fixed period of time during which the student or organization may not participate in any academic or other activity of the University. In cases of individual student discipline, this means that the student is physically separated from the University and must leave the campus and remain off campus during the period of suspension, unless they return for official business related to applying for readmission. Parents or guardians of a dependent student are informed of the disciplinary suspension of a student. A student that is suspended during a semester will forfeit all tuition, fees, housing, and food services monies. A grade of W will be entered into the student’s academic transcript for all courses enrolled in during that semester. At the end of the suspension period, the person may be returned to good standing in the university and may apply for readmission. Academic credit received at another University during the specified period of the suspension is not transferable to Loyola University. The office of the Vice President for Student Affairs and Associate Provost must clear all students for admission who have been suspended from the University for disciplinary reasons. Disciplinary suspension is entered on the student’s student personal (non-academic) file for a period of five years from the date of the imposition of the sanction.

In cases of organizational discipline, disciplinary suspension is equivalent to student organization charter suspension. This means that an organization has no legal basis for operating on campus or at off-campus university-sponsored events, for recruiting members, or for promoting the organization, its identity, or its activities. Suspension of charter for a period of time under stated conditions means that organizations must adhere to sanction requirements or face delay of reinstatement or permanent charter revocation for repeated non-adherence to sanction conditions. Additional conditions may be imposed requiring the organization to perform or refrain from certain actions.

4. **Disciplinary Dismissal** - Disciplinary Dismissal establishes a permanent termination of student or organizational status. In cases of individual student discipline, parents or guardians are informed of all actions of dismissal, and the fact that a student has been dismissed becomes a permanent part of the student’s personal, (non-academic) file. A student that is dismissed during a semester will forfeit all tuition, fees, housing, and food services monies. A grade of W will be entered into the student’s academic transcript for all courses enrolled in during that semester.

In cases of organizational discipline, disciplinary dismissal is equivalent to the permanent termination of the organizations charter. This means that an organization has no legal basis for operating on campus or at off-campus university-sponsored events, for recruiting members, or for promoting the organization, its identity, or its activities. Termination of charter is a permanent disciplinary sanction.

5. **Fines and Other Fees**
   a. Alcohol and/or Illegal Drugs: Violation of the Alcohol and/or Illegal Drug policies will result in fines up to $500.
   b. Drug Testing Kit: Items found on-campus that are suspected of being illegal drugs will be subject to a chemical test at the Loyola University Police Department. If the items test positive for illegal drugs, and the involved student or organization is found responsible for violating the Illegal Drug policy, the student or organization will be fined for the cost of the test. If more than one student is found responsible for violating the Illegal Drug policy in the same situation, the Conduct Officer, hearing officer, or hearing board will decide what student(s) will be fined.
c. Procedural: If a student or organization does not complete the sanction(s) given by a hearing officer or board by a stated date, will result in a procedural fine of no less than $50 per sanction assessed to the student or organization. The student(s) may also be restricted from registering or receiving transcripts until all sanctions are completed.

d. Restitution: Compensation for damage to or misappropriation of property. Compensation for a grievance caused to members of the University community may take the form of reimbursement or any appropriate positive action which the disciplinary body or administrative hearing officer shall deem germane to the violation.

e. Tulane Emergency Medical Service (TEMS) Transport Fee: If a TEMS staff member determines that a student is under the influence of drugs or alcohol must go to the hospital for an evaluation and/or treatment, the student must accept the transport. For this service, the student’s account will billed $200 as a reimbursement to Loyola University New Orleans.

6. Other Penalties - Discipline boards and administrative hearing officers are not limited to the sanctions listed, but may impose sanctions of a less severe nature which bear a reasonable relation to the fault for which the sanction is imposed. Other sanctions may include but are not limited to attendance at substance abuse counseling, testing and group education, research papers, community service, required activities, fines, restriction or loss of privileges, counseling evaluations, and work assignments.