STUDENT Organization HANDBOOK

LOYOLA UNIVERSITY NEW ORLEANS

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I. Preface

Section 1: Registered Student Organizations (RSOs)
RSOs are one of the most rewarding ways that a student can become involved in the Loyola community. Your participation will help you to enhance leadership skills, develop an appreciation of difference, and create a holistic collegiate experience.

Section 2: Overview of the Student Organization Handbook
The Student Organization Handbook serves as a resource to help guide student organization leaders in the management and administration of Registered Student Organizations (RSOs) at Loyola. This handbook includes pertinent information about policies, procedures, and resources that affect organizations, advisors, student members and their operations within the University. In addition, Student Life and Ministry (SLM) provides a "Student Organization Advisor Guide," which provides detailed information about advisors' responsibilities and expectations.

II. Introduction

Section 1: Overview of the Department of Student Life and Ministry
The Department of Student Life and Ministry is committed to providing learning opportunities, which fortify our Jesuit identity and students' educational experiences. We empower and partner with students to create a vibrant and pluralistic campus community through: leadership opportunities that foster integrity and collaboration; reflective practice that deepens self-knowledge and faith formation, and high quality programs that spark curiosity, community-building, and inspire contemplative action. Student Life and Ministry fortifies the mission of Loyola by educating the whole student, encouraging meaningful and accountable citizenship, and promoting interaction within a diverse and global society.

The Department of Student Life and Ministry oversees the following Registered Student Organization procedures, resources, and activities:

- Chartering and Renewal Application Process
- Student Organization Handbook
- Student Organization Fairs and Workshops
- HowlConnect Administration and Training
- Event Registration
- Student Organization Travel
- Allocations Process
- Student Organization Advisor Support

Contact Us:
Department of Student Life and Ministry
Danna Student Center, Lower Level
Phone: (504) 865-3622
Web address: https://studentaffairs.loyno.edu/student-life-ministry
E-mail: getinvolved@loyno.edu

HowlConnect: Student Life and Ministry
Facebook: @LoynoSLM
Instagram: @Loyno_SLM

Section 2: Overview of the Student Government Association

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

The purpose of SGA is to:

- Act as principal 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. In doing so, it assists in the establishment, formation, and application of institutional policy and procedure.
- Aid in the academic and social development of students at the University.
- Provide services which are deemed useful and necessary to the student body.
- Grant charter recognition to student organizations upon review of the RSO's application and a vote by the Senate.
- Budget and allocate the revenue from student fees for student services and RSOs.

SGA oversees the following RSO procedures, resources, and activities:

- Chartering application process in collaboration with Student Life and Ministry.
- Constitution Resources
- Allocations requests and approvals.
- Low-level RSO mediations and conflicts to be reviewed by the SGA Court of Review, as requested.

Contact Us:
Student Government Association
Danna Student Center, Lower Level
E-mail: sga@loyno.edu
HowlConnect: Student Government Association
Instagram: @Loyno_SGA

III. Student Organization Recognition and Privileges

Section 1: Definition of a Registered Student Organization

Registered Student Organizations (RSOs) are formally recognized by the University and originate out of student interest. RSOs are formed by currently enrolled students sharing a common goal or interest and have properly completed the necessary forms on time and agree to adhere to guidelines established by the University. RSOs regularly contribute to the campus community by hosting activities and/or opportunities for students to engage beyond the classroom. The Department of Student Life and Ministry and the Student Government Association grant the institutional recognition of an organization through a chartering

application process. An RSO at Loyola University New Orleans is defined as any student organization that meets the following criteria:

- Is chartered through SLM and SGA.
- Open to all students without regard to race; color; sex; national origin; age; religion; gender identity; transgender status; sexual orientation; ethnicity; disability status; marital status and citizenship status; and values all individuals. (**Note:** Social fraternities and sororities may select members based on gender. In accordance with Title IX, Loyola University also allows single-sex club sports when appropriate. In addition, religious qualifications may be required by organizations whose aims are primarily religious. To learn more, visit the University's *Discrimination and Harassment Policy*).
- Aligns with the Jesuit mission and values.
- Identifies at least 5 currently enrolled, full-time Loyola students, who are in good academic and disciplinary standing. One member must fulfill the requirement of being the President/primary contact. *(Fraternities and Sororities that fall under the National Pan-Hellenic Council are exempt from this requirement)*.
- Abides by Federal, State, and City laws and University policies.
- Be a non-profit group.jusDoes not operate in any business or commercial capacity.
- Creates and maintains a HowlConnect account. For step by step instructions on how to utilize HowlConnect, please review our HowlConnect Guide here.
- Creates, maintains, and abides by a constitution.
- Meets all requirements as outlined in this handbook.
- Follows all guidelines stated in the Student Code of Conduct.
- Has an advisor who is a full-time, faculty/staff member of the University and not on sabbatical leave. If the individual plans to be absent for an extended period of time, it is their duty to assist the organization in finding a proxy. The advisor accepts responsibility for keeping informed about the activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. In addition, the advisor verifies that the organization's initiatives are in line with Loyola's Jesuit mission. Advisors can not advise more than two RSOs. For more information, please review the "Student Organization Advisor Guide."
- Annually renews the organization, and is approved by the Department of Student Life and Ministry, through the HowlConnect Renewal application.

Section 2: Rights, Responsibilities, and Policies

Loyola University New Orleans is a private, Jesuit, Catholic institution, committed to the educational and spiritual traditions of the Society of Jesus and the development of the whole person. Thus, all RSO events and activities must align with the mission and goals of the University: a commitment to academic excellence, the education of people of compassion and competence, and to inspire students to learn, lead, and serve in a diverse and changing world. RSOs in good standing with Student Life and Ministry and Loyola University New Orleans are accorded certain rights, privileges and benefits. Organizations have the responsibility for demonstrating an understanding, and compliance with University policies and procedures as they pertain to this Registered Student Organization Handbook, Student Organization Advisor Guide, and the University's Student Code of Conduct. Organization Registration does not imply the University's endorsement of the actions, behaviors, or activities of a student organization and its members.

Privileges, Limitations and Expectations of Registered Organizations

All Registered Student Organizations have the following privileges:

- Ability to reserve University facilities in accordance with all applicable policies for meetings and activities.
- Access to an organizational email address through the University. An RSO can request an email address by following the below steps.
    - Select what you prefer for the email address, as well as the display name.
    - Give that information to your RSO's advisor and ask them to request the email address account by contacting Information Technology.
    - The advisor should log in to the account, set up recovery information, and reset the password.
    - You will need to get the account information, including the password, from your advisor.
- A professional staff member from Student Affairs can attend an RSO meeting to present on the following topics: HowlConnect/Corq, leadership development, faith and spirituality, inclusion, event planning, conflict resolution, balance, anxiety management, sexual assault response, healthy relationships, supporting students in distress, and more. Student Affairs can work with the RSO to tailor the presentation to fit the members' needs. Please complete the Student Life and Ministry Presentation Request Form to schedule a workshop.
- Solicitation of membership on campus under the RSO's name.
- Listing of the RSO in official publications of the University.
- Use of bulletin boards, tabling, digital screens and other designated posting areas.
- Access to campus services such as audio-visual equipment, campus mail, etc.
- Expertise of a faculty/staff advisor.
- Ability to apply for allocations through the Student Government Association.
- Right to actively promote the goals, purpose, identity, programs, and activities of the organization as they align with the Jesuit mission and University policy.
- Eligibility to participate in SLM Organization Fairs and other programs focused on campus engagement.
- Solicitation of funds (fundraising) under the RSO's name, subject to the approval of Student Life and Ministry. This includes but is not limited to: scholarship, fundraising, endorsements, advertising or promotional items using the University name and logo.
- Access to SLM services, such as organizational workshops and resources.
- The use of the University's name in conjunction with that of the RSO's official purposes and business, i.e., the Chess Club at Loyola University New Orleans.

All Registered Student Organizations have the following limitations:

- The organization is a "registered" group, not an official component of the University.
- The RSO may not act on behalf of Loyola University New Orleans.
- The RSO may not enter into a contractual obligation in Loyola University's name.
- Any RSO that financially obligates itself, whether through a member or officer for services, merchandise or facilities does so in the name of the RSO and its members. The University is not responsible in any way for debts incurred by an organization.
- Participation in the activities of the RSO is voluntary and all attendant risks are assumed solely by the RSO, its officers, members and non-member participants.
- The University reserves the right to determine the appropriate time, place, content, and manner for activities and as posting/distribution of materials on its campuses.

- Expression that is indecent, grossly obscene, or discriminatory on matters such as race; color; sex; national origin; age; religion; gender identity; transgender status; sexual orientation; ethnicity; disability status; marital status and citizenship status; or any other legally protected classification is inconsistent with University policies and the Student Code of Conduct, and will not be tolerated.
- Registration is a privilege that may be withdrawn for violation of University policies and procedures, the Student Code of Conduct, and federal, state, and local laws. Any violation of these policies and/or laws should be reported immediately to Student Life and Ministry.

Section 3: Registered Student Organizations Expectations and Requirements

All Registered Student Organizations are expected to:

- Uphold University policies and procedures, and always act in good faith when conducting organizational business. Further, you are expected not to misrepresent the mission, purpose or goals of your organization. By upholding the Student Code of Conduct and Student Organization Handbook, you will garner a positive reputation for your student organization, and student organizations in general.
- Conduct all activities in a manner consistent with the educational mission of the University and its Jesuit values.
- Submit all Student Life and Ministry documentation in a timely manner.
- Regularly plan events for the campus and work closely with SLM in the coordination of these events. The University may deny or restrict activities. Officers of RSOs are responsible for assuring compliance with procedures and policies as outlined in the Student Code of Conduct and Student Organization Handbook.
- **Create and submit an event in HowlConnect for any in-person or virtual, on or off-campus program that is sponsored by an RSO. *This must be completed at LEAST 14 days prior to the event date. (Failure to do so may result in an event not permitted to be executed and/or a referral to the Student Conduct Office and/or a loss of privileges, including but not limited to, future event registration and space reservations.)*** RSOs are prohibited from hosting online and in-person events when classes are not in session without approval from the Student Life and Ministry. In addition, when the University has transitioned to online operations as an emergency response (i.e. weather, pandemic, etc…), RSOs will be notified via email whether they may host any in-person or virtual events.
- Disclose the purpose of their RSO and operate in accordance with its stated purpose and constitution.
- Refrain from the use of deceptive recruitment practices and the use of coercion.
- Verify that candidates for student officer positions are in good academic and disciplinary standing at the time of election or appointment and must remain in such status while serving in their position. Additionally, student officers must have and maintain a minimum of a 2.5 cumulative GPA. If a student officer is placed on disciplinary probation, as defined in the Student Code of Conduct, a resignation letter must be sent to the organization, advisor(s), and the Office of Student Conduct. This applies to RSO officers, members of SGA and select positions within SLM.

- Refrain from advocating, inciting or participating in any material interference or physical disruption of the University.
- Refrain from using the RSO for the financial benefit of a member or external affiliate.
- Refrain from directly or indirectly using University resources for the express benefit of external affiliates.
- If the organization has a Certificate of Insurance, the University must be listed as an additional insured.
- Accept responsibility for a member's or group's behavior when
    A. they are acting as a member of the RSO, with or without official sanction, rather than as an individual student;
    B. an event is held, officially or unofficially, in the name of the RSO; or
    C. the association between, or the action of the individual(s) is under circumstances which draw attention to the organization rather than to themselves as individuals.
- Notify Student Life and Ministry within 14 days of changes in the RSO's status (e.g. registration/activity status, advisors, officers, phone number, web address, constitution and/or by-law changes). The organization can do this by updating their HowlConnect portal to reflect these changes. If the organization's advisor has resigned from their position and there is no known replacement, the organization must contact SLM via email within 14 days of the change. For step by step instructions on how to utilize HowlConnect, please review our HowlConnect Guide here.
- Adhere to University policies and federal, state, and local laws.

Section 4: Officers and Memberships

RSOs must be open to all Loyola University New Orleans students without regard to race; color; sex; national origin; age; religion; gender identity; transgender status; sexual orientation; ethnicity; disability status; marital status and citizenship status. RSOs with a 501C IRS Code may exclude membership based on gender. Religious qualifications may be required by RSOs whose aims are primarily religious. When an RSO, whether national or local, has a selective membership (i.e., honor and recognition societies, or professional, service and social groups) the selection of members must be made without reference to race; color; sex; national origin; age; religion; gender identity; transgender status; sexual orientation; ethnicity; disability status; marital status and citizenship status. All RSOs shall be in compliance with Federal regulations pertaining to non-discrimination on the basis of sex education programs, as outlined in Title IX. All RSOs shall also be in compliance with the University's Discrimination and Harassment Policy.

Membership of an RSO shall be restricted to Loyola University New Orleans students (An exception to this is granted to joint Tulane/Loyola NPHC chapters). To participate in student activities, student officers/RSOs must be in good academic and disciplinary standing with the University. Student officers/RSOs with conduct reprimands and disciplinary warnings from Student Conduct are still considered in good standing. Student officers/RSOs on disciplinary probation, disciplinary suspension, or who have been dismissed or had their charters revoked are not in good standing with the University. In addition, all students (both leadership and members) must be compliant with vaccination requirements in order to participate in any University activities.

Candidates for student officer positions (RSO Officers, members of the SGA and select leadership positions within SLM) must be in good academic and disciplinary standing at the time of election or appointment and must remain in such status while serving in their position. Additionally, student officers must have and maintain a minimum of a 2.5 cumulative GPA. If a student officer is placed on disciplinary probation, as defined in the Student Code of Conduct, a resignation letter must be sent to the organization, advisor(s), and the Student Conduct Office. It is the responsibility of the RSO President to keep their RSO's HowlConnect portal up to date. This includes, but is not limited to, verifying that all individuals in the portal are current members, the constitution is up to date, and contact information is accurate. For instructions on how to utilize HowlConnect, please review our HowlConnect Guide here.

Responsibility of Membership:
The responsibility of an RSO for the behavior of its members and guests extends to familiarizing them with Loyola policies and procedures as they pertain to their conduct. An RSO can be held responsible for the individual and collective conduct of members associated with the RSO. An RSO assumes responsibility for members' behavior when:

- An individual is acting as a member of the RSO, with or without official sanction, rather than as an individual student;
- An event is held or sponsored, officially or unofficially, in the name of the RSO;
- The conduct and action of individuals are in the name of the organization;
- The conduct, by its nature and upon review of the circumstances, is deemed to be an organizational offense by Student Life and Ministry or the Student Conduct Office.

Section 5: The Role of an Advisor

Advisors are crucial in supporting the activities of RSOs and in encouraging the holistic development of students. Advisors may not advise more than two registered student organizations. If the RSO advisor resigns from their position and there is a replacement, the RSO must update their HowlConnect portal within 14 days of the change. If the organization's advisor has resigned from their position and there is no known replacement, the organization must contact SLM via email within 14 days of the change. SLM will assist the RSO in securing an advisor as this is a requirement to be active.

Responsibilities of the Advisor

The advisor will:

- Offer guidance to the RSO to make sure the group is following proper procedures and policies. Advisors are asked to refer to this handbook and the Student Organization Advisor Guide as well as maintain regular communication with Student Life and Ministry. In addition, the advisor should verify that the RSO's initiatives are in line with Loyola's Jesuit mission.
- Be knowledgeable of and help members adhere to the RSO's history, purpose and constitution.
- Guide the group in setting realistic goals & objectives, that include educational & personal development.

- Review annually advisor's responsibilities and expectations with the RSO. Have a conversation with the organization and agree on a set of expectations for one another from the onset, possibly even writing a list as a binding agreement.
- Maintain communication to stay well-informed about the workings of the RSO.
- Confirm that the RSO's members are enrolled students. Confirm that candidates for student officer positions are in good academic and disciplinary standing at the time of election or appointment and remain in such status while serving in their position. Additionally, student officers must have and maintain a minimum of a 2.5 cumulative GPA. If a student officer is placed on disciplinary probation, as defined in the Student Code of Conduct, a resignation letter must be sent to the organization, advisor(s), and the Student Conduct Office.
- Assist RSO officers with procedural matters and maintaining accurate records.
- Be visible and establish a regular attendance schedule for RSO and/or executive board meetings.
- **Attend at least one RSO program per semester.**
- **Be present for any RSO event that meets any of the following criteria: attendance is over 50 individuals, is open to the general public or is controversial in nature.**
- If the organization is hosting an overnight retreat or travel and the advisor is unable to attend, the advisor must help the RSO create and implement a risk management plan.
- Help the RSO justify expenditures of students' time, abilities, energy, and funds. If soliciting funds (fundraising), the RSO must submit for approval to Student Life and Ministry. This includes but is not limited to: scholarship, fundraising, endorsements, advertising or promotional items using the University name and logo.
- **Consult RSO officers on budgets and other financial affairs. All advisors should be familiar with their RSO's fiscal account number and current balance. All RSO bank accounts must be maintained under the name of the university staff/faculty advisor.**
- Cosign with the Assistant Vice President of Student Life and Ministry all contracts involving the RSO.
- Assist the RSO in constructing an agreement when co-sponsoring an initiative with another entity.
- Be responsible for ensuring that RSO initiatives are paid for in a timely manner. **Note:** Advisors may be asked to submit purchase orders or check requests on behalf of the organization (This includes Sodexo catering payments). If the advisor is unable to or needs assistance, please contact Student Life and Ministry two weeks prior to the due date of the invoice to assist. In addition, Financial Affairs and Purchasing are also available.
- Participate in the review of official correspondence before it is sent out to the public. This includes, but is not limited to: electronic correspondence (such as e-mail and website), brochures, banners, flyers, event exhibits and program scripts.
- Provide continuity to the group by communicating the executive team and members roles and responsibilities and assist with the transition of officers each year.
- Guide students in adhering to policy, specifically in regards to hosting events with alcohol and organization travel.
- Encourage students to plan programs that are beneficial to students and inclusive.
- Provide constructive feedback and assist the RSO in evaluating programs.

- Keep official records, club paraphernalia, etc. during the summer and between changeovers of officers.
- Recommend the RSO to cancel activities that are inadequately planned, violate policies or are unsafe.
- Be available, especially in emergency situations.
- Be aware of the various roles advisors have: clarifier, mediator, counselor, consultant, educator, facilitator, friend, mentor, role model, information source, etc., and model the art of leadership.
- It is strongly recommended that you complete advisor training annually. In addition, an advisor experience survey will be sent annually. Your completion of this will provide us feedback on how to better support advisors.
- Report to the Behavior Intervention Team (BIT) any student who may be experiencing any significant stressors, such as: Academic Difficulty, Alcohol or Drug Abuse, Changed Mood/Appearance, Disordered Eating, Excessive Absence from Class, Family Emergency, Family Illness, Financial Aid Concern, Grief and/or Loss, Injury/Illness, Missing Student, Personal Wellness, Relationship or Roommate Concern, Retention Concern, Self-injurious behavior, Social Adjustment or Involvement, Student Death, Suicide Ideation, Threat to Others, Housing/Food/Transportation Insecurity and Unusual Behavior. BIT will then coordinate University resources to assist the student. To report a student, click here. **NOTE:** As a part of this process, BIT works hard to maintain confidentiality. As a result, if you submit a report, BIT doesn't generally report back or communicate with you about the details of how the committee will be working with individual students.
- Serve as a Campus Security Authority. In holding this position, the advisor is required by law to report the occurrence of certain criminal offenses, like Title IX.
- Report Title IX violations, including the names of involved parties, immediately to the Title IX Coordinator. All employees, other than counselors, pastors, and those employees legally regarded as confidential sources must report violations, including sexual and gender-based harassment, assault and violence. Private sources, like trained advocates from the Women's Resource Center, must also report violations, but can omit the parties' names at the request of the victim. To report, click here.
- File a Bias Incident Report, if you witness an act of discrimination, harassment, intimidation, or violence motivated by prejudice against a person's race, color, sex, national origin, age, religion, gender identity, transgender status, sexual orientation, ethnicity, disability status, marital status, citizenship status, or any other characteristic, prohibited by applicable law. The University will respond appropriately and in keeping with the law. To complete a report, click here.
- Notify the SLM immediately when the advisor role comes to a close.

The Responsibilities of RSOs to the Advisor include, but are not limited to:

- Notifying the advisor of all meetings, activities, programs, and problems.
- Providing copies of meeting minutes in a timely manner.
- Meeting regularly with the advisor to discuss organizational matters.
- Submitting a current roster that lists executive board members and general members.
- Providing a proposed calendar of meetings and events to their advisor at the beginning of each semester.

- Consulting the advisor prior to making significant changes to the RSO structure or policy and before agreeing to any major projects.
- Contact Student Life and Ministry as well as the advisor immediately if inappropriate behavior has occurred or an individual is harmed at an organization event.
- Showing respect and value for the advisor whom the RSO has chosen to serve as a guide and mentor.
- Not making any commitments on the advisor's behalf without their consent.
- Understanding that although the advisor has no vote, they should be allowed speaking privileges.
- Remembering that the responsibility for the success or failure of a group project rests ultimately with the group, not the advisor.
- Meeting with the advisor outside of RSO meetings or events to discuss any areas of concerns and determine a plan on how to resolve the situation.

Advisor Liability:
Loyola faculty and staff, as well as fraternity and sorority alumni and club sport coaches, who agree to serve as advisors for an RSO assume the potential risk of legal liability for actions of the RSO. While no specific statement can be made regarding an advisor's liability for an RSO, proven negligence is typically the basis for a judgment against a person serving in such a capacity. Legal action is rarely taken against an advisor; however, individuals should be made aware of the risks involved when serving in an advisory capacity. Advisors should adhere to University policies and procedures and should be well-informed concerning the plans, behavior, and actions of the RSO and/or members in order to reduce the potential for legal action to be taken.

Please visit the Student Organization Advisor Guide for more information on advisors' responsibilities and expectations.

Section 6: Relationship with National/International Organizations
RSOs that have a relationship with a "parent" or national/international organization must present documentation regarding their affiliation when registering/re-registering. National organizations, sororities and fraternities as well as Club Sports teams require additional procedures, documentation and training by their national headquarters and/or SLM. If requirements from the national association and University differ, the organization should follow the more strenuous requirement. Fraternities and Sororities as well as Club Sports Teams can review Appendix A and B for information about University requirements.

Section 7: Inactive Organizations
RSOs 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 to utilize any of the privileges of an RSO. Inactive organizations must contact Student Life and Ministry to complete the renewal process and re-activate the organization. If an RSO is inactive for more than four consecutive semesters, the organization will have to complete the new organization chartering process.

Section 8: Non-Recognized Student Organizations

Unrecognized organizations do not receive support or oversight from the University. In addition, unrecognized groups do not receive University training and/or education on risk management. Because these groups are unrecognized, they do not have faculty or staff advisors to mentor members and oversee the organization. Lastly, these organizations are prohibited from reserving space on campus and receiving funding from the University.

A group that is unrecognized could have this status due to one of the following situations:

- The group has never sought recognition.
- The group sought recognition and was denied.
- The group was recognized at one point in time and was either voluntarily unrecognized or unrecognized by the University for a variety of potential reasons, including, but not limited to, conduct issues and/or hazing.

Organizations that have been placed on disciplinary suspension have had their organizational charters suspended, are considered non-recognized student organizations, and have no legal basis for operating on campus or at off-campus University sponsored events, recruiting members, or promoting the organization, its identity, or its activities. Suspension of a charter for a period of time under stated conditions means that student organizations must adhere to sanction requirements or face delay of reinstatement or permanent charter revocation for repeated non-adherence to sanction condition(s). Additional condition(s) may be imposed requiring the student organization to complete certain requirement(s) and/or refrain from certain actions during and/or after the disciplinary suspension period.

A disciplinary dismissal establishes a permanent termination of a student organization's status, specifically exclusion from University privileges and activities, including access to University premises or University sponsored activities off campus. Disciplinary dismissal is the equivalent to the permanent termination of the organization's charter. This means that an organization has no 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.

The safety of our students is everyone's top priority at Loyola University New Orleans. As such, Loyola University New Orleans does not sanction the activities of unrecognized organizations, and students are prohibited from joining and promoting non-recognized student organizations. Students are also prohibited from promoting the goals, purposes, identity, programs, or activities of suspended organizations or organizations who are not chartered.

If students choose to join an unrecognized group, they could be putting themselves at risk. Therefore, students, departments, club/intramural sports, RSOs, and other organizations should avoid joining or collaborating with any unrecognized group. Joining or collaborating with unrecognized organizations and/or participating in activities of unrecognized organizations is prohibited and could result in sanctioning up to and including suspension from the University. If you are concerned about dangerous club activity, please contact the Department of Student Life and Ministry at getinvolved@loyno.edu or 504-865-3622 and/or the Office of Student Affairs at studentaffairs@loyno.edu or 504-865-3428.

IV. Chartering, Renewal and Dissolution Process

Section 1: Chartering a Registered Student Organization

Any group of five or more Loyola students in good academic and disciplinary standing with the University desiring to establish an organization may apply to become a Registered Student Organization with Student Life and Ministry and the Student Government Association. Sororities and Fraternities interested in chartering must review the University's expansion guidelines here and submit an application.

The process for chartering an RSO is listed below:

Step 1: Search the list of RSOs on HowlConnect to determine if a similar organization exists. If a similar organization exists, the request for a new RSO will not be approved.

Step 2: Request to register your organization via HowlConnect by completing the online registration form.

- Log-in to HowlConnect with your email username and password
- Click "Organizations" via the menu button at the top left of the screen
- Click "Register an Organization"

You will need the following information to complete the form:

- Officers Contact Information: Organization Officers must agree to the Officer Terms of Agreement via HowlConnect. Officers will be sent an email to complete this.
- Proposed Advisor Name and Contact Information: This advisor must review Loyola's "Student Organization Advisor's Guide" and agree to serve for the academic year in HowlConnect.
- Proposed Membership Roster (students' first and last names, CWID, and Loyola email address).
- Proposed Organization Constitution: See a sample constitution under the Student Life and Ministry HowlConnect Portal.

Step 3: Set up a meeting with the SGA Vice President and/or Chief Justice to discuss the proposed organization and review the chartering process. During this time, the chartering application will be reviewed for completion of all required materials as well as verification of the organization's alignment with the Jesuit values and university policies.

If the organization could be considered a Club Sports Team, the student leader must schedule a meeting with the Student Life and Ministry Club Sports Advisor to review expectations of Club Sports teams prior to meeting with SGA representatives.

Step 4: Next, the SGA Vice President and/or Chief Justice will forward the chartering application to the Student Government Association Senate for review.

Step 5: Representatives from the proposed organization will be invited to a SGA Senate meeting to speak on the organization's behalf and answer questions from the Senators.

Questions that may be used to determine whether an organization should be recognized include, but are not limited to:

- What is the purpose of your proposed organization?
- Describe the activities of the proposed organization.
- How does your organization live out the Jesuit mission and values?
- How will your organization meet a need of students that is currently not being met?
- What is the organizational structure of your organization?
- Is this organization open to all students?
- How do you plan to recruit students into the proposed organization? Describe the expressed interest in the organization at this point.
- How do you plan to sustain the proposed organization financially?

After meeting with the Student Government Association Senate, a decision on the chartering of the organization will be made and the organization will be notified. If the proposed organization is approved, the Department of Student Life and Ministry will approve the RSO's Chartering application on HowlConnect. If the proposed organization is not approved by the Senate, the organization has the opportunity to appeal this decision to the SGA Court of Review. If the appeal is not granted, the organization must wait one calendar year before re-applying.

Section 2: Annual Organization Registration Renewal

Registered Student Organizations are required to renew registration annually through HowlConnect by **September 18, 2025**. Missing this registration renewal deadline will result in a freeze of all RSO privileges. Organizations that allow their registration to lapse are denied all rights and privileges accorded RSOs and can not operate at the University.

Renewal is completed by updating the organization's HowlConnect portal in preformparation for the coming academic year. This includes updating the following information:

- Officer contact information
- Advisor contact information
- Organization contact information
- Organization constitution
- Organization roster
- Profile and welcome message
- Meeting dates and time
- Membership process
- Club Sports as well as Fraternities and Sororities are required to submit additional paperwork. See Appendix A and B.

Reminders about renewal will be sent to RSO Presidents via email each year. If an organization misses the deadline, resulting in their privileges being frozen, the RSO may formally request to be allowed to renew their organization after the deadline. This formal request should be sent to the Assistant Vice President of Student Life and Ministry.

Section 3: Organization Dissolution Process

If a registered student organization chooses to or must dissolve, the leadership must follow the below steps in consultation with Student Life and Ministry.

- Notify SLM of the need to dissolve the organization.
- Cancel any planned programming. Please remember to cancel all space reservations and communicate the cancellation to your constituents.
- Create a plan how remaining funds in the organization's bank account will be resolved. Share this plan with Student Life and Ministry. Bank accounts in the organization's name must then be closed.
- If there is any property associated with the organization, whether physical or electronic, a plan for dissemination of said items should be put into place and documented. Please share this with Student Life and Ministry for our records.
- Dissolve all social media accounts, websites, group texting mechanisms, and other electronic platforms associated with the organization. These accounts must not be transferred to individuals or non-affiliates, rebranded, or otherwise continued in any form. Student Life and Ministry must be notified once the deletion has occurred.
- Close any emails associated with the organization.

Student Life and Ministry will update the university's student organization database (HowlConnect) to reflect that the organization is "dissolved" with a date recorded for when the file was updated. Inactivated and Dissolved student organizations no longer have the rights, privileges, and responsibilities associated with recognition as student organizations.

V. Event Registration and Planning

Section 1: Event Registration

Events and programs can be the hallmark for RSOs. With over 100 RSOs, Loyola University New Orleans provides a vibrant, diverse, and robust series of events. There is a lot of hard work and dedication required to make any event successful. It is the responsibility of every RSO to fully understand all event policies and requirements.

Student organizations must register all events, including virtual, off and on-campus events, with Student Life and Ministry. This is achieved by creating and submitting an event in HowlConnect. For virtual events, by creating an event in HowlConnect, the organization will be able to market the event and share with potential participants how to access the program online. For on-ground programming, creating an event in HowlConnect is a one-stop registration tool that will guide you through reserving a room, security detail, physical plant resources and more. In order to create an inclusive environment for all students, on-ground programming should have a virtual component whenever possible to allow students who are unable to attend in-person to participate. ***RSOs must create an event in HowlConnect at least 14 days prior to the event day. HowlConnect events must be created for all virtual and in-person programs, both on and off-campus.*** RSOs are prohibited from hosting open events or programs where non-members are invited in private residences. (Fraternities and Sororities may host alcohol free, sisterhood or brother programs at private residences.

Recruitment events are strictly prohibited from being held in private residences.) RSOs are prohibited from hosting online and in-person events when classes are not in session without special approval from the Student Life and Ministry.

The final permitted programming date for any given semester is the last day of classes of the fall and spring semesters. Lastly, in the event the University has transitioned to online operations or has implemented additional requirements for programming as an emergency response (i.e. weather, pandemic, etc…), RSOs will be notified via email.

RSOs must register their events through their HowlConnect portal. Failure to do so may result in an event not permitted to be executed and/or a referral to the Student Conduct Office and/or a loss of privileges, including but not limited to, future event registration and space reservations. Select the "Events" tab from the toolbar and then select the "Create an Event" button. For instructions on how to create an event in HowlConnect, please click here.

Section 2: Planning the Event

As you begin the planning process you should consider the following questions:

- What is the purpose of the event?
- How does the event fit with the mission, purpose, and values of the organization?
- Who is the target audience for the event?
- Where will this event take place? On-ground or virtual? If your event is on-ground, could there be an online component so that your event can reach more participants, especially those students who for health or ability reasons can not attend.
- What is the budget for the event? Do we have the funds to host this program in case SGA denies or does not fully grant the funds requested?
- What other RSOs, departments or entities could collaborate on the event?
- Is the program accessible to all students? (*Visit Section 11: Statement of Disability for more information. In addition, in the Student Life and Ministry HowlConnect portal under documents you will find our Accessible Events Resource.)*

Blood Drives

If your RSO wishes to host a blood drive, you must coordinate with Student Life and Ministry. Based on experience, the RSO should be prepared to have 50 – 75 donors to hold a blood drive. Blood Drives may only take place every 8 weeks on-campus. In order to host a blood drive, RSO should work with Ochsner Health or The Blood Center, both have insurances that meet University requirements. If an RSO is hoping to partner with an entity that is not Ochsner Health or the Blood Center, please reach out to the Office of Risk Management to verify that they have appropriate insurances.

Film Screenings

If your RSO would like to show a film, please refer to the *Want to Show a Movie? Learn about the Purchasing Rights of Films* document in the Student Life and Ministry HowlConnect portal under documents and "Leading Your Organization."

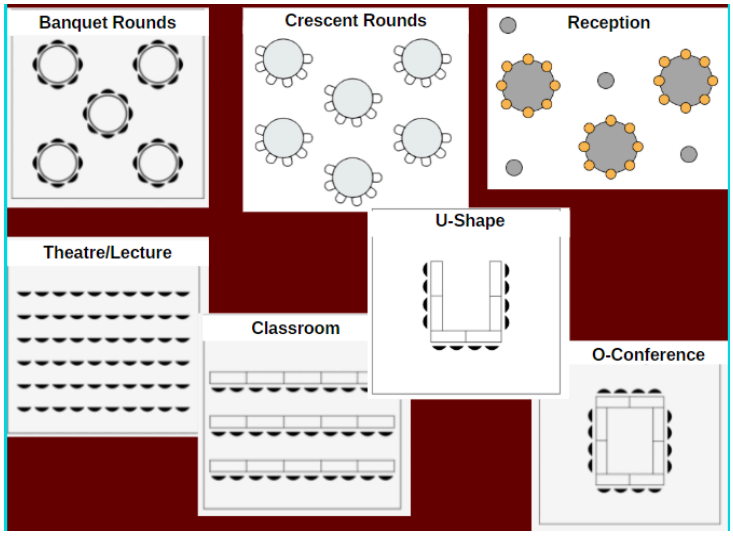
Section 3: Selecting a Date for the Event

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

- What other events are happening on campus that day? Check the HowlConnect and University calendars.
- Check the academic calendar to verify that your event will not occur during a break.
- Consider other large events or activities happening around New Orleans. Large festivals or parades may deter people from attending your event.
- What is the best time, day and space for the event? Consider attendees that may need accommodations. All events sponsored by RSO's should be planned so as to provide complete participation and access to persons with disabilities. This includes the accessibility of university facilities and spaces, as well as the awareness of needs like interpreters, attendants, and transportation needs to any events. To learn more about how to make your program accessible, please review the Guide for Making Temporary Events Accessible to People with Disabilities. In addition, in the Student Life and Ministry HowlConnect portal under documents you will find our Accessible Events Resource. When in doubt, discuss circumstances with University personnel or the Office for Accessible Education.
- Is this an open event? (Open to the general public, students from other universities, etc.) If so, police detail is required.
- When requesting a room, always have a backup date or room prepared. If your event is outside, don't forget to reserve a rain location.

Section 4: Selecting a Space for the Event – Danna Student Center, Classrooms, Peace and Res Quad, Palm Court and Uptown Hall

By creating an event in HowlConnect, RSOs can request to reserve: Danna Student Center rooms, classrooms, the Peace and Residential Quads, Palm Court and spaces in Uptown Hall. The Marquette Horseshoe is not available for RSOs to reserve. The Sculpture Garden and Dittman Circle is available to reserve on a case by case basis. The Sculpture Garden will not be available when theater performances are occurring. All room set-up information must be detailed in the HowlConnect event submission. Please make use of the additional information field to detail any special set-up. In addition, for special set-ups in the Danna Student Center, it is recommended that organization emails the set-up diagram two weeks prior to the event to getinvolved@loyno.edu. See below for examples of room set ups for the Danna Student Center.



Due to the large number of events occurring in the Danna Student Center, it may be necessary to rent tables and/or chairs for some room configurations. Ordering the rentals along with the associated charges is the responsibility of the event organizer. The University has a list of preferred vendors, including Chaps Party Rentals, Perrier Rentals, and Fleur de Lis Event Rentals. Rooms must be returned to their original appearance after the completion of a program (ex. trash placed in trash cans, tables/chairs in original set up, chalk/dry erase boards cleared, etc...). If the room is not returned to its original set up, the reserving party may be prohibited from hosting future programs in the space.

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.

Art Gallery
- Lecture style: 75 people

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

Freret Room
- Banquet for 40

Learn Lab
- Conference Style: 25 people
- Lecture Style: 40 people
- Reception Style: 30 people

Magis Lounge
- No custom set up

One Loyola Room
- No custom set up

Napoleon Room
- No custom set up

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

Satchmo's Lounge – 3,475 sq ft.
- No custom set up

St. Charles Room – 83'6" x 47'
- Reception style: 300 People
- Lecture style: 200 People
- Banquet style: 140 People

Tchouptoulas Room
- Reception style: 203 People
- Lecture Style: 100 People
- Classroom Style: 60 People

Outdoor Events:

When you have reserved the Peace Quad, Res Quad or Palm Court for your event: You have the option to request the following equipment:
- Outdoor Stage (Not available for Palm Court)
- Outdoor Electrical
- Speakers
- Corded and wireless microphones
- Microphone Stands
- Extension cords

For events in the Res Quad, you may request that the outdoor lights be turned on. Media carts/screens and rolling TVs are not permitted in the outdoor quads to prevent equipment damage. For events featuring live bands, please request professional audio equipment and technicians from NOLA Sound to ensure optimal sound quality for both performers and audience members.

Tables and chairs for outdoor spaces are available for pickup at Havoc's Help Desk. Organizations are limited to checking out 10 tables and 10 chairs per event. For additional tables, chairs, furniture, or other equipment needs, please rent from an approved vendor.

Outreach Tabling:
Around the Iggy Statue or in Residence and Peace Quads: Once you have made your reservation for an outdoor table/chair(s) and it has been confirmed in HowlConnect, visit Havoc's Help Desk, next to the Student Life and Ministry suite in the lower level of the Danna Student Center, to pick up your outdoor table/chair(s). You must have your Loyola ID to check out the table/chair(s). Your ID will be returned once you have returned the table/chair. No more than 10 tables and 10 chairs per organization/event may be checked out at a time. Please note that the table/chair will be examined for damages before and after. If any damages are found, the person/RSO will be responsible for covering costs.

In the Danna Student Center: Once you have made your reservation for an indoor table and it has been confirmed in HowlConnect, you will be provided a table number. Please look for this number on the outreach table to find the table assigned to you.

You can reserve a speaker for outreach tabling. Please indicate this request on your HowlConnect event submission. On the day of your event, visit Havoc's Help Desk to check the speaker out. You must have your Loyola ID to check the speaker out. Please note that the speaker will be examined for damages before and after. If any damages are found, the person/RSO will be responsible for covering costs. RSOs must keep noise at an acceptable level that does not disrupt on-campus residents or the learning environment around other buildings. *A fine of up to $250 will be levied against RSOs that are found in violation of the Student Code of Conduct noise policy.*

Section 5: Reserving Space for the Event – Nunemaker Auditorium, Roussel Hall, Dixon Court, Library Rooms, The Chapel of St. Ignatius and Benson Jesuit Center, University Sports Complex, Greenville Hall and the Whitney Room

Below are directions on how to book each of these spaces. Please note that your organization must still create an event in HowlConnect and upload documentation of reservation confirmation.

Nunemaker, Roussel Hall, and Dixon Court: To request these spaces, please click here. RSOs must provide the following information with the reservation request:

- Student name and contact information
- RSO name
- Advisor name and contact information

- Title and description of event
- Date of event
- Start and end time of event, as well as set up and strike time needed
- Expected attendance
- Technical requirement

Please be aware that, depending on the needs of your event, there may be costs associated with using the performance halls. An event is officially booked once the contact has received a confirmation email.

Monroe Library Rooms: Meeting rooms in the library can be requested through the Library Room Request Form. Rooms in the library should be reserved only for meetings/events academic in nature. It should not be reserved for RSO meetings or general social programming.

The Chapel of St. Ignatius and Gayle and Tom Benson Jesuit Center: To request the chapel, email ilchapel@loyno.edu. To request the other rooms of the Benson Center, email bensoncc@loyno.edu

University Sports Complex: Space in the University Sports Complex can be requested. Please visit the USC website for more information.

Greenville Ballroom: The Greenville Ballroom can be requested by emailing Dianna Whitfield at dhwhitfi@loyno.edu

Whitney Room: The Whitney Room can be requested by emailing Katie Caballero at kccaball@loyno.edu.

Section 6: Rain Location

It is recommended that when reserving an outdoor location, you should also reserve an indoor rain location. If weather or outdoor space conditions are determined unsuitable and you do not have a rain location, your event may be subject to cancellation.

Section 7: Media Equipment

Student Life and Ministry offers the following media equipment for events held in the Danna Student Center or outdoor spaces:

In the Danna Student Center:

- Media Cart (includes laptop, projector, & speaker)
- Speakers
- Clickers
- Projector screens
- Portable TVs
- Corded and wireless microphones (including lapel mics)

    - *Wireless mics are limited to 2 per speaker system (including lapel mics)*
- Microphone Stand
- Easel (Comes with easel pad and markers)
- Podium
- Extension cords

In Outdoor Spaces: (For outdoor events, you will need to visit the Student Life and Ministry suite to check out and return any equipment.)

- Speakers
- Corded and wireless microphones
- Microphone Stand
- Extension cords

When creating an event on HowlConnect, select which equipment you would like to use during your event. In addition to the equipment listed above, media equipment may be reserved through Media Services in Monroe Library. RSOs are responsible for any media equipment used. ***If any items are lost or damaged, the RSO is responsible for the repair or replacement of the equipment. Please ensure to bring your Loyola ID to check out the equipment.***

Section 8: Stage, Trash Cans, Electrical, & Water

RSOs can request the following when they create an event in HowlConnect.

- **Stage:** The outdoor stage is ***only*** available for use in the Residential Quad and the Peace Quad. An indoor stage is available for programs in the St. Charles room. In order to be approved to utilize the indoor stage, the St. Charles room must be free of reservations the day before and day after your event so that staff has time to set up and break down. If your event requires that the stage be set-up/breakdown after 2:30PM, Monday - Friday or any time during the weekend, your RSO 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 space.
- **Electrical:** If your event is in the Peace Quad or Residential Quad and power is needed, an outlet can be brought to your event location please request electricity to be placed in the space. Electricity is available on site in the Palm Court. Please be advised that if utilizing the Sculpture Garden or Dittman Circle, electricity is unavailable.
- **Water:** If your event is in the Peace Quad or Residential Quad and water is needed, a hose can be brought to your event. Please request a hose to be placed in the space when submitting your HowlConnect event submission. Please note that if utilizing any other outdoor space, access to water is unavailable.
- **Lighting:** If hosting an event in the Residential Quad in the evening, you can request that the outdoor lighting be turned on prior to your event.

- **Board games, lawn games, art supplies, video games and hammocks:** These items are available to RSOs through Havoc's Help Desk, which is located by the Student Life and Ministry Suite. If you would like to reserve any of these items for an event, please denote this on your HowlConnect event submission and pick it up at Havoc's Help Desk. Individual students can check these items out based on availability by simply stopping by Havoc's Help Desk.

Section 9: Amplified Sound & Outdoor Performances

RSOs must keep noise at an acceptable level that does not disrupt on-campus residents or the learning environment around other buildings. RSOs and departments seeking to have events that involve amplified sound must indicate this when creating an event on HowlConnect. This includes events in which the RSO will not be using equipment provided by Student Life and Ministry, such as a DJ that provides their own equipment. *A fine of up to $250 will be levied against RSOs that are found in violation of the Student Code of Conduct noise policy.*

Amplified sound is permitted in the Danna Student Center and outdoor spaces during the following times:

- **Danna Student Center:** 10:00AM - 10:00PM (Monday - Thursday), Friday and Saturday 10:00AM - 2:00AM and 12:00PM - 10:00PM Sunday.
- **Residential Quad:** 10:00AM - 10:00PM (Monday - Friday), 12:00PM - 10:00PM (Saturday and Sunday).
- **Peace Quad and other Outdoor Spaces:** 12:00PM - 2:00PM and 5:00 - 10:00PM (Monday-Thursday), 12:00PM - 2:00PM and 3:00PM - 10:00 PM (Friday), 12:00PM - 10:00PM (Saturday and Sunday).

The amplified sound level cannot exceed 85 decibels. SLM has a decibel meter to measure sound level if needed. If asked by a SLM staff to lower the sound level, you must do so immediately and without question. Failure to do so could result in the cancellation of your event and a referral to the Student Conduct Office. SLM reserves the right to determine what is considered amplified sound or outdoor performances. All music must be clean edited music without profane or lewd lyrics. Profane or lewd lyrics include, but are not limited to, explicit versions of songs, strong profanity, music with hatred aimed at any protected class or instances of violence.

Section 10: Catering

All food and refreshments for open events held inside the Danna Student Center (with the exception of bake sales) must be arranged through Loyola Dining Services (Sodexo Dining). ***All catering orders should be made at least 14 business days before your event.*** In addition, if an RSO's event is serving alcohol, the RSO must follow the University's alcohol policy. If the event is on campus, the RSO must use Sodexo Dining as the third party vendor in serving alcohol, whether the event is in the Danna Student Center or not.

To make your catering reservation:

- Create a Customer Log-In
- 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.

Loyola Dining Services can provide catering for events outside of the Danna Student Center, but it is not required. RSOs can pay for Sodexo Catering Services via check, credit card or purchase order. **If an RSO is paying for catering using a university administered bank account, a purchase order number must be provided to catering services prior to the event. The RSO should work with their advisor or the SLM Office Manager to create a purchase order at least one week prior to their event.** Failure to create a purchase order and contacting Sodexo Catering and the SLM Office Manager within one week can result in the catering order being canceled. For questions, contact Loyola Dining Services at (504) 865-3198 or catering@loyno.edu

If entities are not utilizing Sodexo Catering, they must verify that the company providing the food has appropriate food handling licenses. If the RSO is preparing food, they must contact SLM about appropriate food handling procedures and restrictions. Proper signage is required for the potential of peanut and/or tree nut based allergies. Contact SLM for more information.

Note: Groups are responsible for the clean up of all spills and messes if they bring outside food and beverages into event spaces.

Section 11: Risk Management

Any activity undertaken by an RSO may contain an element of risk. The term “risk” refers to the potential loss, damage, or danger associated with a decision or event. Part of the responsibility of any RSO is to minimize risks. Although there is no way to completely eliminate risk and legal liability associated with a program, there are ways to reduce risk and provide a safer environment for participants. Here are a few things that your RSO can do to identify and reduce risk:

Identify risks involved in the event. These could include physical risks (such as an event with physical activity) and liability risks (such as events involving alcohol, minors, or travel). Identify options for reducing risks, this could include, but is not limited to:

- Identifying resources outside of the RSO and skills within the RSO to assess the capability of the group to manage risks.
- Hiring a third-party vendor or contractor.
- Purchasing additional liability insurance.
- If the organization has a Certificate of Insurance, the University must be listed as an additional insured.
- Preparing liability waivers. Waivers can provide documentation that a student understands the risks inherent in an activity. While possession of a signed waiver may dissuade someone from pursuing legal action, it will not protect

the organizers from any possible responsibility. Although the usage of "Liability Release and Assumption of Risks" Waivers are intended to exempt the organizers from any liability that may come from the risky aspects of an activity, these waiver forms DO NOT hold the power to exempt the RSO, the University, or the students from the liability. These waivers can be completed according to the RSO's specific needs and should be kept on file by the advisor for a minimum of two years. Contact Student Life and Ministry to receive a sample waiver.
- Providing advanced training.
- Assuming a 'worst case scenario' and preparing for it by creating a Risk Reduction Plan. This plan should be communicated to everyone involved, inside and outside of the organization.
- Communicating with everyone involved (officers, members, advisors, participants, facilities, and departments). For programs that involve heightened risk or a distressing subject, University Police, your advisor, and/or a counselor from the University Counseling Center may need to be present.
- Abiding by the policies and guidelines in the Student Code of Conduct.
- Canceling the event if the conditions are dangerous or the group is not prepared to assume full responsibility for the risk involved.
- If you have concerns about a situation unique to your RSO, please contact Dale O'Neill, PhD, Assistant Vice President of Student Life and Ministry, who can assist.

This section offers a checklist in order to mitigate potential risks for your organization when planning events.

External Activities:
- Are you contracting with a service from a non-University entity? If so, has the RSO advisor and Student Life and Ministry reviewed the contract?
- Is this an open event? (Open to the general public, students from other universities, etc.). If so, LUPD detail is required.

Food/Alcohol:
- Do you have the appropriate food handling licenses? If you are preparing food, have you consulted with SLM about safe food handling and restrictions? Review Section 10 of this document for more information.
- Will alcohol be served at your event? If so, please review the Event with Alcohol Policy in this handbook.

Safety:
- Does your event involve any type of physical activity?
- Are you using an assumption of risk/waiver, medical release, and emergency contact form?
- Is anyone under the age of 18 involved with your event?

Transportation:

- Does this event constitute using a University vehicle? If driving a University vehicle, are all potential drivers officially certified with LUPD?
- If utilizing chartered transportation, does the vendor meet the University's insurance requirements?
- If using a personal vehicle, please review the Personal Vehicle guidelines in this document.
- Have you reviewed the Overnight Stay and Travel guidelines in this document?

Institutional Guidelines:

- Have you reviewed your budget and purchasing guidelines as it relates to this event? If providing catering through Sodexo, have you worked with your advisor or SLM to obtain a purchase order?
- Are you using a University logo or trademark in association with your event? If so, you will need to verify that you are abiding by University policies. Click here to view the University branding guidelines.

Loyola University Police Department:

Security detail is required if your event meets any of the following criteria:

- There will be 50 or more people attending.
- The public or non-Loyola students will be invited.
- Alcohol will be served.
- There is a controversial speaker or topic.
- Money will be collected

Advance notice is $45.00 per hour, per officer with a minimum of 3 hours. If the request is less than the 10 day notice requirement will result in an hourly charge of $55.00 per hour, per officer with a minimum of 3 hours. Please note that if the event must be canceled or rescheduled University Police Department requires 24 hour written notice in order to avoid the minimum charge of $135.00 or $165.00 (short notice events). LUPD reserves the right to select the number of officers needed for any event. While we understand it can be difficult to estimate exact numbers of attendees, if the variance is significant and additional detail officers must be brought in during the course of the event the hourly rate will double, and if no additional officers are available the event is subject to cancellation. To learn more about securing detail, please click here. In addition, if parking for outside guests is needed, please note this on your event registration form. SLM staff will connect you to LUPD's Parking Services. To request LUPD, please use this form.

Mental Health Counselor:

For events that address subject matters that are triggering or controversial, a University mental health counselor may be required to be in attendance. When the RSO submits their Event Registration, the content will be reviewed to determine if a counselor needs to be present.

The goal of risk management is to identify, control, and minimize the negative impacts to your RSO and participants. Due to the nature of RSO activities, certain types of risk are more prevalent than others. For more information on any activity, assessing potential risk for your RSO, or risk management in general, contact Dale O'Neill, PhD, Assistant Vice President of Student Life and Ministry.

Section 12: Event Planning Timeline

This timeline in no way suggests that each of the tasks included need to be completed in preparation for each and every event that you plan. It can, and should, be modified to fit each program. Also, some items can be completed before their deadline. This timeline is only a guide to get your RSO better prepared to host more well-organized events. A Run of Show Template can be found in Student Life and Ministry HowlConnect portal under documents and "Leading Your Organization." This template helps event planners establish a cohesive order to the proceedings and create an event that is intentional and thoroughly planned for.

One Semester in Advance

- Survey students: Do you have a target audience? Use event evaluations from prior events for ideas.
- Determine the audience: campus only, open to the general public, all ages, families, etc...
- Choose events: Does it meet your purpose? Will it help your RSO progress? Does it serve your target audience?
- Check other calendars for conflicts.
- Contact agent/performers: Collect all necessary information, but make no commitments.
- Consider liabilities and risks associated with the event.
- Identify possible co-sponsors. Once an RSO(s), department(s), or off-campus entity has agreed to be a co-sponsor, it is critical to have in writing the terms of the co-sponsorship. All parties must agree to the terms and the RSO presidents and advisors should sign off on these terms.
- Create an event checklist with due dates and the people responsible.

Two- Three Months in Advance

- Contract performer. **NOTE:** The advisor must co-sign, with Dale O'Neill, PhD, Assistant Vice President of Student Life and Ministry, all contracts involving the RSO.
- Submit a SGA Allocations request. For directions on how to submit an allocation request, review the "SGA Allocations Guidelines" file in the Student Government Association's HowlConnect portal.
- Order supplies.

One Month in Advance

- Reserve locations. The earlier the RSO submits their event request through HowlConnect, the more likely you'll get your first choice.
- Reserve a rain location for outdoor events.

- Start promotion for the event. RSOs can reserve a window, access banner making materials in SLM, publish a slide on the Danna Student Center televisions and much more! If you would like to use chalk to promote your event, paint the windows in the Danna Student Center, check out board games/yard games, check out hammocks or to reserve Iggy, please select all items to be reserved in the "Custom Fields" section of the Event Registration Form in the organization's HowlConnect portal. To request that your flier be published on the Danna Student Center televisions, click here.
- Confirm catering. Work with your advisor or the Office Manager in SLM to create a purchase order for payment if you are using funds from a University administered bank account.
- Arrange for performer payment.
- Arrange for all technical and facility considerations.
    - Sound, lighting, special needs (projectors, etc.), furniture, etc.
    - Stage, trash cans, electrical and access to a water spout.
- If LUPD detail is needed, the RSO can request by completing this form.
- Depending on the event topic, a University mental health counselor or your advisor may need to be in attendance. You will be notified of this once the RSO has submitted their event registration form.
- Create a Run of Show (A template can be found in Student Life and Ministry HowlConnect portal under documents). Include in this document a staffing section for the day of the event which includes who is doing every task for the entire day.

Two Weeks in Advance

- Distribute promotional materials/advertising.
- Pick up supplies.
- Confirm all details with Student Life and Ministry, University Police, Physical Plant, University Counseling Center, and Parking Services.

Day of the Event

- Get to the location of the event early! SLM suggests at least an hour before.
- Place signs and decorate.
- Make sure greeters are present to greet guests.
- Introduce the performer at the beginning and thank them at the end.
- Keep the event on schedule.
- Clean-up following the performance.
- Inventory equipment, decor, etc; assess damage and items for reordering.

Post-Event

- Return all rented or borrowed equipment.
- Remove all advertising.
- Turn in receipts.
- The RSO should work with the advisor to make deposits immediately.
- Restock/reorder supplies if necessary.
- Thank members, volunteers, partners, etc.

- Send thank-you notes to the performer along with photos from the event.

Section 13: Posting & Advertisement Policy

SLM encourages RSOs to promote their programs and initiatives. If a marketing piece (ex. flyers, pamphlets, etc..) will be used to reach an off-campus audience and/or it contains the University's logo, the entity must submit it for approval from the Office of Marketing and Communications via this form.

Flyer Guidelines: All Register Student Organization flyers (no matter placement) and any flyer (i.e. departments, outside entities, etc…) to be placed in the Danna Student Center must be approved by the Department of Student Life and Ministry. Please email flyers to getinvolved@loyno.edu or stop by the Havoc's Help Desk desk to get approval. RSO fliers and fliers hung in the DSC must follow the below requirements.

- All flyers must contain the name of the entity sponsoring the initiative.
- Contact information (number, e-mail or web address) must be visible.
- All event flyers must contain the program title with date, time, and location.
- Recommended flyer size is 8 1/2" x 11", and not to exceed 11" x 17".
- Materials can be posted for no more than two weeks. It is the responsibility of the RSO to remove flyers after two weeks. If the materials are not removed, then SLM will remove them.
- Posted materials are limited to two items per activity, per posting location.
- Flyers will be displayed on a first come, first served basis.
- **Flyers must be posted on bulletin boards only**. Posting on doors, windows, walls, trash cans, columns, elevator interiors, tables, chairs, bathroom stalls or mirrors, etc. is not permitted. **Any flyer that is posted on a surface other than a bulletin board will be removed and the sponsoring entity may forfeit their posting privileges. Repeat offenders may be referred to the Student Conduct Office.**
- If the University logo or trademark is associated with your event, you must follow the university branding guidelines and have the flier approved by the Office of Marketing and Communications.
- An Event's Accessibility Statement must be included on the flyer. An example of Event Accessibility Statement for a flyer is below:
    - *If you require an accommodation to participate in this event, please contact Name of Student Leader or Organization at ###@my.loyno.edu with "Event" in the subject line at least 10 business days in advance.*
- Tips for Accessible Flyers:
    - Select an easily legible font (Arial, Verdana, Comic Sans, Trebuchet, and Calibri).
    - Use a large font (13/14) and adequate spacing.
    - Be aware of contrast and color blindness. Black on white is a preferred contrast.
    - Provide a text version of your flyer via email for individuals who are blind.

Posting Locations:

Danna Student Center Bulletin Boards: Please bring flyers to Havoc's Help Desk next to the Student Life and Ministry suite (Danna Student Center, Lower Level) to be approved, stamped and posted. Flyers in the Danna Student Center may only be posted by SLM staff or student workers employed by SLM. Any flyer that is expired or posted without a stamp/sticker of approval from Student Life and Ministry in the Danna Student Center will be removed. Student Life and Ministry will print flyers for posting in the Danna Student Center for RSOs upon request.

Academic Buildings: Many bulletin boards in academic buildings are under the specific jurisdiction of a college, department, or office. If a bulletin board falls under the jurisdiction of an entity outside of Student Life and Ministry, the individual must get the overseeing entity approval to post. In addition, all RSOs must gain approval of all fliers prior to posting anywhere on campus. Groups are responsible for posting their own flyers on bulletin boards in academic buildings.

Residential Halls: Additional flyers can be posted on the bulletin boards in each residential hall. Groups may also request their posters be displayed on the digital rotational boards in the residential halls. The Residential Life office must approve all posters with a stamp. Groups must take flyers to the Residential Life office on the first floor of Biever Hall. It is recommended that groups provide at least 10 copies of their posters to be hung. Digital posters can also be submitted via the "TV Ad Space Form" in HowlConnect at least 10 business days before the program or event. Posters must be affiliated with a University-recognized student organization or campus department and promote a meeting, event, or initiative hosted or sanctioned by the University.

Banner & Window Space Guidelines:

- Banner spaces include over the DSC front porch or on the side of Bobet Hall facing the Peace Quad.
- Window spaces include the windows that line the entrance to the DSC courtyard and two windows located by the courtyard entrance.
- RSOs may request window or banner space in their event submission found in HowlConnect.
- Banner or window space can be reserved for a maximum of ten business days per RSO/department once per month.
- Window paint is available in Student Life and Ministry for use by RSOs and Departments.
- Banners should be dropped off at the SLM front desk. The Office of Facilities will hang the banner.
- Both banners and window paint will be removed by facilities after the reservation ends.
- Banner and window spaces are solely reservable by Loyola RSOs and departments.

Chalking:

- Chalking is only permitted on sidewalks where rain would remove the chalk. No chalking is allowed on any surfaces other than sidewalks (ex: buildings). Chalking is not allowed closer than 6 ft in front of an entrance.
- Chalking is prohibited on the sidewalk leading up to the Chapel of St. Ignatius.
- RSOs may request to chalk on campus in their event submission found in HowlConnect. After approval, chalk can be checked out from the Student Life & Ministry suite.

Danna Center TV Screens:

- To advertise on the DSC TV screens, submit the Danna Student Center TV Ad Form. This form can be found on the Student Life and Ministry page, under the Forms tab in HowlConnect.
- Ads are updated each week.
- ***DSC TV Ad submissions can only be submitted by RSOs and departments and must be in relation to University sponsored events. Third party entities may utilize the screens only in conjunction with reserving space for an event in the building.***
- The submitter is limited to three uploaded pictures per event and/or three uploads per submitter.
- It is the responsibility of the submitter to ensure that the uploaded file(s) meets all of the formatting requirements below. Ads will not be posted if not in the proper format. All files must:
    - be in JPEG format
    - not exceed a resolution of 1920x1080
    - not exceed 20MB
    - have a landscape orientation

Advertising Guidelines (For flyers, apparel, windows, banners, DSC TV slides, chalking and solicitation):

- If a marketing piece (ex. flyers, pamphlets, etc..) will be used to reach an off-campus audience and/or it contains the University's logo, the entity must submit it for approval from the Office of Marketing and Communications via this form.

- Advertisements may not be utilized if they contain:

    - Reference to the use, sale or possession of alcohol or illegal product or substances or activities at an event.
    - Offensive language or images and/or graphic illustrations.
    - Language or graphic illustrations that dehumanize individuals or discriminate based on race; color; sex; national origin; age; religion; gender identity; transgender status; sexual orientation; ethnicity; disability status; marital status and citizenship status, or any characteristic protected by law.

    - Information that violates University policy or federal, state, or local laws.
    - Material directed to incite or produce imminent lawless action and likely to incite or produce such action.
    - Material that is obscene, vulgar, libelous, a form of harassment or otherwise not in line with the Jesuit values.
- All advertisements written in a foreign language must contain a translation in English (ADA 2003).
- No person may remove advertisements in accordance with this policy without permission from either the sponsoring entity and the building manager/SLM.
- All apparel containing the University logo and/or name must be approved by the Office of Marketing and Communications prior to placing the order. Entities must complete this form.
- Solicitation is defined as any activity that seeks to make contact with students, faculty and/or staff to collect information, sell items, or gain support. Solicitation applies to a wide range of activities that may include: advertising, selling, petitioning, campaigning, distributing promotional pieces, product orientation, and surveying residents by telephone, mail, e-mail, or in person. All groups, whether on campus or off campus, must gain approval by Student Life and Ministry to solicit. The sponsoring entity is expected to understand and adhere to all established University policies.
- At the heart of Loyola's mission as a Jesuit institution is ensuring that students, staff, faculty, and guests feel welcomed and supported on campus. Advertisements that contain words or phrases that may be triggering to individuals or groups (i.e. mental health issues, suicide, domestic violence or abuse, abortion, etc.) may be subject to removal.

To file a complaint, please contact Dale O'Neill, PhD, Assistant Vice President of Student Life and Ministry. After the complaint has been filed, the Student Affairs Leadership Team will review for a decision.

Section 14: Decorations Policy

RSOs are responsible for any decorations that stain, alter, or otherwise damage property, and will be billed accordingly.

- This includes rooms, walls, walkways, hallways, residential hall rooms, etc. Damages include, but are not limited to nail holes, hooks, decals, tape marks, and stickers.
- A student or RSO may be charged for disturbing or moving attached or permanently fixed furniture, decorations, foliage, etc.
- **Painter's tape is the only adhesive approved to be used.**
- **Helium filled balloons and glitter are prohibited in the Danna Student Center. No exceptions will be made.**

RSOs are responsible for all clean-up related to decorations. All decorations must be taken down after the event. Failure to do so may result in a referral to the Student Conduct Office and/or a loss of privileges, including but not limited to, future event registration and space reservations.

Section 15: Events with Alcohol Policy

Overview

- Events with alcohol must be registered with the Student Life and Ministry. After creating and submitting the event in HowlConnect, the RSO will be contacted to schedule a meeting and review the logistics of the event. No liquor may be sold or served at any time or under any circumstance by an RSO without prior approval by Student Life and Ministry.
- RSOs hosting events with alcohol must have two members attend a Social Host Training sponsored by Student Life and Ministry within the same semester as their event.
- Events with alcohol are permitted between Thursday 4:00 pm and Sunday 5:00pm. RSOs are prohibited from hosting any events with alcohol during online operations (i.e. during emergency responses to weather, pandemic, etc.) University breaks, holidays, finals, or the summer. The final permitted programming date for any given semester is the last day of classes of the fall and spring semesters.
- All guests entering the event must be at least 18 years of age and must provide a valid ID as proof to security upon being admitted.
- Attendees who are 21 and over must be given a second distinguishable wristband upon showing proof of legal drinking age.
- RSOs are prohibited from serving or selling alcohol to minors or purchasing alcohol for minors, and the RSO must take reasonable precautions to prevent underage consumption of alcohol.
- RSOs are responsible for the behavior of members and guests during events with alcohol.

Event with Alcohol Registration

- ***All RSO events with alcohol held on or off campus must be registered with Student Life and Ministry at least 14 days prior to the event.*** Registration must be completed by submitting an event in HowlConnect. For step by step instructions in navigating HowlConnect, please review the HowlConnect Guide here.
- RSOs, when creating an event in HowlConnect, must check the box indicating that alcohol will be present and follow the subsequent prompts in order to comply with the Events with Alcohol Policy.
- Failure to register the event with alcohol or provide necessary documentation will result in cancellation of the event and referral to the Office of Student Conduct.
- For on and off-campus events with alcohol, security coverage (LUPD for on-campus events and either LUPD or private security for off-campus events) must be obtained for the entirety of the event. If LUPD/private security cancels prior to or does not show for an event, the RSO will not be permitted to hold the event.
    - At least 1 licensed security guard or police officer is required for the event with a minimum of 1 guard/officer for every 50 people in attendance. RSOs may contact LUPD to see if any officers are available to serve as security for an off-campus event with alcohol.

LUPD will determine if they can work the event. Private security may also be used for an off-campus event with alcohol.
    - LUPD/private security must examine photo identification and place wristbands on guests 21 years of age and older. LUPD/private security must also control entrances and exits at the event. LUPD/private security must monitor behavior of event attendees and respond to issues when needed. For example, LUPD/private security may contact 911, LUPD headquarters, or local law enforcement if a medical emergency or criminal behavior occurs.
- ***RSOs are required to submit the set guest list (including legal names and birthdates of all attendees) and venue liquor license on HowlConnect at least 24 hours prior to the event.*** Failure to submit the required documents by the deadline will result in the cancellation of the event.
- A copy of the organization's insurance must be uploaded to HowlConnect when creating and submitting an event. The Certificate of Insurance must have Loyola University New Orleans listed as an additionally insured.

Alcohol Guidelines

- No alcohol may be purchased with RSO funds, SGA allocations or with a University administered bank account.
- RSOs are prohibited from hosting fundraising events with alcohol.
- No RSO shall sell alcoholic beverages. Events must have a cash bar where attendees who are over the age of 21 can purchase a beverage(s). "Open bar" events are strictly prohibited.
- RSOs must provide food and non-alcoholic beverages when alcohol is present at an event.
- Promotion and advertising materials may not include alcohol related messaging.

Off-Campus Events with Alcohol

- Off-campus events with alcohol must be held at a venue that is within a 25-mile radius of Loyola University New Orleans Main Campus and that is properly licensed by the proper local and state authority to serve alcohol.
- Chartered bus transportation using a University approved vendor must be provided by the RSO for off-campus events with alcohol. The University requires a minimum of $5,000,000 combined single limits for automobile liability; workers' compensation limits of $1,000,000 and general liability limits of $1,000,000/$2,000,000. Fraternity and Sorority Life chapters may use Rideshares for transportation with approval from their national headquarters as well as Student Life and Ministry. In addition to national policies, chapters must follow Loyola's policy shared in Appendix B: Fraternity and Sorority Life Guidelines. Transportation services that do not meet these requirements will not be approved.
- ***Any requests to use transportation other than an approved University chartered bus must be approved by Student Life and Ministry at least 14***

days prior to the event. University or personal vehicles may not be used for events with alcohol.

- All RSO members and guests that will be attending are required to take the provided transportation to and from the event. RSOs must implement a tracking system to verify that all attendees have utilized provided transportation.

On-Campus Events with Alcohol

- For on-campus events with alcohol, Loyola Dining Services is the only approved provider to sell and serve alcohol.
- All on-campus events with alcohol must have a LUPD officer(s) present.

Event Monitors

- For both off and on-campus events, the RSO must identify one Non-Drinking Event Monitor for every 25 guests that must remain sober throughout the event.
- The Non-Drinking Event Monitor must be an active/initiated member of the RSO in good disciplinary standing with the University. A disciplinary check will be made with the Student Conduct Office on each Non-Drinking Event Monitor. Members who have not been in the organization for more than a semester are not allowed to be Non-Drinking Event Monitors.
- For off-campus events with alcohol, at least one Non-Drinking Event Monitor should be present on each transportation vehicle utilized to transport guests to and from the event. When the Rideshare program is utilized, the Car Leader must not consume alcohol.
- RSOs must indicate the names of the Non-Drinking Event Monitors and if applicable, Car Ride Leaders, when creating the event in HowlConnect.

VI. Student Organization Travel Policy

Section 1: Travel and Overnight Stays

Loyola University New Orleans recognizes that RSOs travel or have overnight stays for many purposes including retreats, conferences, and competitions. While travel/overnight stays can be extremely beneficial to advancing the mission of the RSO, it is important to remember that it 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. The safe travel of students to and from activities is the goal of this policy.

This policy applies to currently enrolled undergraduate or graduate student members of RSOs participating in organization activities that take place more than 25 miles from Loyola University New Orleans or is an overnight activity (these overnight activities may be in New Orleans). Students must be compliant with vaccination requirements in order to participate in any travel or overnight stay. Loyola University New Orleans does not encourage RSOs 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 University Risk Manager for any international travel. In addition, if utilizing Airbnb, Vrbo or a similar website, the student/student organization must adhere to the University's travel rental policy. Information concerning this and other travel policies can be found here.

Section 2: Travel/Overnight Stay Coordinator

RSOs that will include any travel/overnight stay in their organization activities such as retreats, conferences, and competitions must appoint one authorized representative of the RSO to serve as the Travel/Overnight Stay Coordinator. The Travel/Overnight Stay Coordinator must be in good disciplinary standing and a disciplinary check will be made with the Student Conduct Office. This Coordinator will serve the following roles:

- ***Submits the Travel Information Form on HowlConnect at least 14 days in advance of the travel dates.***
- Shares Travel/Overnight Agreement and Medical Consent Form with all attendees and verifies that it is successfully completed by each individual traveling.
- Communicates with attendees that all students must be compliant with vaccination requirements in order to participate in any travel.
- Reviews activities of the RSO and identifies any potential risks that would need to be communicated to Student Life and Ministry.
- If the organization is hosting an overnight retreat and the advisor is unable to attend, the Coordinator must work with the RSO leadership to create and implement a risk management plan that is reviewed by the RSO Advisor.
- Serves as the liaison to Student Life and Ministry on travel-related communication and planning.

Following submission the Organization Advisor and SLM professional staff member will provide necessary approvals and notify the Travel Coordinator.

Section 3: Driver Requirements for University Vehicle Use

Those authorized to drive a vehicle on University business will possess a valid driver's license. 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. All drivers must be in good disciplinary standing with the university. Drivers may only drive 4 hours at a time. Students may switch drivers. Please identify enough drivers to complete travel to destination.

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* and completing the required training. The driver and the RSO advisor/supervisor's name must be submitted on this form.

Approval is granted for one calendar year, after this time the driver may be removed from the approved driver's database. Renewal of driving privileges is not automatic, however most permanent employees will be renewed each year. 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, they will be notified and may be suspended from driving Loyola 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 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 4: Reserving a University Van

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 authorized, the individual does not need to complete the authorization process again until the following year. Upon return of the University van(s), the interior must be cleaned and the van(s) must be in the same condition as before departure (interior and exterior). Gas in the van(s) must also be refilled upon return. The individual who made the reservation will be held responsible for any damage to the van(s).

Reserving a University Van through Student Life and Ministry

1. Van rental is restricted to RSOs at Loyola University. Please note that the van rental is based on availability.
2. Travel is restricted to 150 miles from campus.
3. ***Van reservations can be made by filling out a Van Reservation Request Form at least 1 week prior to departure.*** Once the reservation is confirmed, the member from the RSO that is driving the van, must schedule a meeting with the SLM Office Manager, to go over all of the rules and expectations of renting the SLM van. If you do not schedule a meeting with the Office Manager at least 2 days before your departure date, you will not be able to use the van. To schedule a meeting with the Office Manager, use this link.
4. The fee of $50.00 per day must be paid to Student Life and Ministry, account number 10-5-500101. Reservations will be made on a first come/first serve basis according to a priority list determined by SLM.
5. To pick up and return the keys, you must schedule a walk through appointment with the SLM Office Manager. The keys can be picked up and returned Monday - Friday between the hours of 9 - 4 PM.

Section 5: Safety Issues when using a Vehicle

- 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.
- Drivers must use good judgment in the use of phones and navigation systems while operating a vehicle. 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.
- 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 or vaping is not permitted in University-owned, leased, or rented vehicles.
- Hazardous materials must not be transported in University-owned, leased, or rented vehicles unless approved by the University Risk Manager.
- Vehicles must be locked at all times when not occupied.
- 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 and Student Life and Ministry by the driver.

Section 6: Personal Vehicle Usage

When a personal vehicle must be used for organization travel, the driver assumes all liability associated with the trip including damage to the vehicle. When student organizations attend events off-campus such as conferences, retreats, community service projects, or workshops, privately owned vehicles may be used for carpooling purposes. Private vehicles may NOT be used for carpooling for:

1. dinners, banquets, parties, or any other event where there will be an opportunity for the consumption of alcohol or
2. the off-campus event is more than 350 miles from campus.

The owner of each vehicle is personally liable for the safety and wellbeing of the passengers, and the owner’s insurance will be the primary coverage in the event of an accident. Faculty shall not organize carpools or assign students to ride in any particular privately-owned vehicles. When possible, a University owned vehicle should be the first choice for transporting students.

Section 7: Accident Procedure

In the event of an off-campus accident, immediately call:

1. The local police
2. University Risk Manager
3. Student Life and Ministry

Each off-campus accident must be reported to the police, the University Risk Manager (ext. 3141) and Student Life and Ministry (ext. 3622) immediately.

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. For University owned vehicles, 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 a police report is written it must be submitted to the University Risk Manager and Student Life and Ministry. If you or the occupants of your vehicle sustain injury, however minor, have an examination by Student Health Services, a personal physician, or in 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.

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 including 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 a student. The driver or the RSO will be charged the insurance collision deductible if there is damage to the Loyola vehicle.

VII. Student Organization Funding

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

RSOs handling money may have an on or off-campus bank account. These accounts must be maintained under the name of the University staff or faculty advisor. For more information about on-campus accounts, review the document under the SLM HowlConnect portal called "Guide to Utilizing On Campus Bank Accounts." RSOs are responsible for maintaining records of revenues and expenses. ***RSOs may not use Venmo or other money apps that are connected to personal bank accounts to receive or send money.*** If an RSO would like to set up a website to accept credit card payments through the University, please contact Student Life and Ministry.

Section 1: Membership Dues

Membership dues are collected from members for use by the RSO. These dues are in exchange for services, opportunities, or materials provided by the RSO. 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 organizational bank account. RSOs should establish the cost of membership dues in the organization constitution and reevaluate on an annual basis.

Section 2: Student Government Allocations

SGA grants budget allocations to RSOs through the Allocations Request Process. RSOs are able to request allocations funding as long as the RSO has two members attend an Organizational Summit and is in good disciplinary standing with the University. Each semester, Student Life and Ministry along with SGA hosts Student Organizational Summits to explain various policies and resources as well as review the SGA allocations process. Please reference the Allocations Guidelines in the Student Government Association's HowlConnect portal under documents for detailed instructions on the types of allocations requests, timeline, and the request process.

Section 3: Co-Sponsorships

With over 100 RSOs and numerous departments on campus, there are plenty of opportunities for co-sponsorship. Co-sponsorship is an excellent way to produce more effective programming or initiatives, and when used appropriately decreases the stress of 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 RSO(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 must agree to the terms and the leadership of each entity must sign the agreement. This will specifically define what is expected from each co-sponsor, reduce confusion, and help keep the experience positive. If you were seeking co-sponsorship you would want the same respect. A template for a partnership agreement can be found in the Student Life and Ministry HowlConnect Portal under documents. Off-campus sponsorship can also be a successful way to produce an initiative. In this case, the RSO is still ultimately responsible for the initiative. Usually, this type of co-sponsorship is in the form of money or products. 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 entity. In addition, if three or more student organizations are co-sponsoring an event, a meeting with Tia Teamer, Assistant Director of Student Life, to discuss responsibilities and review the event(s) Run of Show is required.

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

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

Do not feel obligated to accept co-sponsorship. If the program does not meet the needs of the RSO or is too time-consuming, politely decline the offer in a timely manner.

Section 4: Fundraising

Fundraising can help meet the financial needs of your student organization. Only registered student organizations or departments may sponsor a fundraising activity. Proper planning, implementation and enthusiasm go a long way in getting the University community involved and willing to donate to your student organization. RSOs may solicit funds or conduct sales or other fundraising projects on campus only if approved in advance by the Department of Student Life and Ministry and University Advancement. 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. RSOs may not give away alcohol or bar tabs as prizes in fundraisers. The sponsoring organization is expected to understand and adhere to all established University policies governing student organizational activities including the University's gift acceptance policy found here.

With adequate notice (a minimum of 10 weeks prior to your event), the Office of University Advancement can provide mailing/contact lists for special events and other mailings. RSOs should consult with University Advancement when planning all events (including banquets, fundraisers, 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 Engagement. 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?
    - 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.

- Gain approval from the Department of Student Life and Ministry by creating an event in HowlConnect. SLM will approve or contact the organization with follow up questions or concerns.
- Determine your target group: students, the community, etc...
- Plan and implement marketing plan.

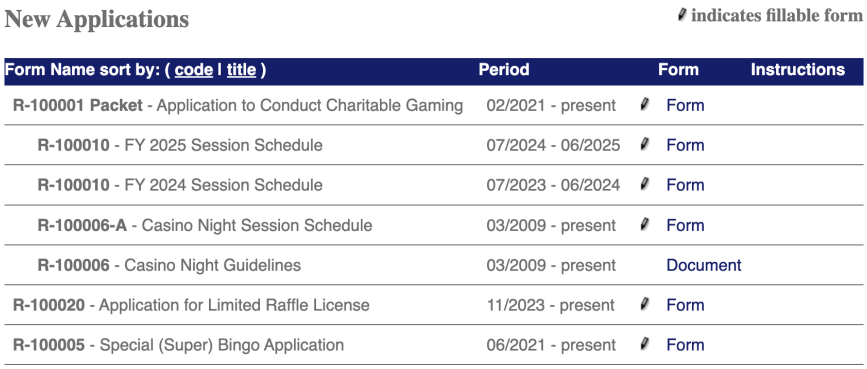
3. Consider corporate sponsorship. Some businesses may be able to offer donations from their company that you can raffle off or sell including giveback nights.
4. Thank supporters with a tangible reminder of how they contributed (certificate of appreciation, letter from the president, etc…).
5. Evaluate the event 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 washer, Social events, T-Shirt sale, Rummage sale etc…

Raffles & Lotteries

Registered Student Organizations wishing to conduct a raffle must obtain a Charitable Gaming License through the State of Louisiana Office of Charitable Gaming and produce a copy of this license to the Department of Student Life and Ministry prior to the scheduled raffle. Poker tournaments, lotteries, and similar games of chance are also considered gambling and are regulated by the state. To do request a Charitable Gambling License, the organization must:

1. Visit the Louisiana Charitable Gambling Website at http://www.ocg.louisiana.gov/Forms/ForOrganization



New Applications

indicates fillable form

Form Name sort by: (code | title)	Period	Form	Instructions
R-100001 Packet - Application to Conduct Charitable Gaming	02/2021 - present	Form	
R-100010 - FY 2025 Session Schedule	07/2024 - 06/2025	Form	
R-100010 - FY 2024 Session Schedule	07/2023 - 06/2024	Form	
R-100006-A - Casino Night Session Schedule	03/2009 - present	Form	
R-100006 - Casino Night Guidelines	03/2009 - present	Document	
R-100020 - Application for Limited Raffle License	11/2023 - present	Form	
R-100005 - Special (Super) Bingo Application	06/2021 - present	Form	

2. Select the corresponding form for your event. All forms should be able to be directly edited on the website.
3. Once the form is completed, download it by selecting the download button (⇩) on the top right.
4. Assemble all documents requested (specified on the form) and send them in the way the document requests.

For questions, please contact the Office of Charitable Gaming at (225) 925-1835 or at ocg.louisiana.gov

Solicitations
Solicitation is defined as any activity that seeks to make contact with students, faculty and/or staff to collect information, sell items, or gain support. Solicitation applies to a wide range of activities that may include: advertising, selling, petitioning, campaigning, distributing flyers, product orientation, and surveying residents by telephone, mail, e-mail, or in person. All groups, whether on-campus or off-campus, must gain approval by the Department of Student Life and Ministry in order to solicit. The sponsoring organization is expected to understand and adhere to all established University policies governing student organizational activities.

Donations

All gifts to RSOs must be processed through the Office of University Advancement, Campus box 909, Marquette Hall, Suite 250, 6363 St. Charles Ave., New Orleans, LA 70118.

- Any solicitation to alumni for gifts must be approved by University Advancement.
- Any solicitations to corporations or foundations for grants must be approved by University Advancement.
- 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

If you need assistance, *at least two weeks prior to your event*, schedule a meeting(s) with the Office Manager in Student Life and Ministry to discuss proper payment methods. RSO's who have been awarded allocations **MUST** schedule a meeting with the SLM Office Manager, to procure purchases. SLM reserves the right to make substitutions. All purchases must adhere to University Purchasing guidelines, including the following:

- Any tangible personal property item over $500 needs to be done via purchase order (not credit card).
- All purchases over $5,000 need to have 3 written quotes.
- Staples is the vendor for office supplies (not Amazon).
- Amazon purchases must be ordered fourteen (14) days prior to the event.
- Payment of services can not be reimbursed to the student or organization. Student/student organizations(s) may not contract with a vendor and pay out of pocket for services with the goal of getting reimbursed.

- RSOs can pay for Sodexo Catering Services via check, credit card or purchase order. **If an RSO is paying for catering using a university administered bank account, a purchase order number must be provided to catering services prior to the event. The RSO should work with their advisor or the SLM Office Manager to create a purchase order at least one week prior to their event.** Failure to create a purchase order and contacting Sodexo Catering and the SLM Office Manager within one week can result in the catering order being canceled.
- You should review any purchase request with your student organization advisor before scheduling a meeting with the SLM Office Manager.
- Student Organizations will be responsible for any pick-up orders (ex. Sam's, Walmart, etc…), instructions on date and time to pick up the order will be coordinated with the SLM Office Manager.

Section 2: Contracts

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 RSO events/initiatives, whether allocated through SGA or not, must be signed by the RSO advisor and Dale O'Neill, PhD, Assistant Vice President, Student Life and Ministry.** Be advised, no arrangements for services such as these can be made until the University has obtained the appropriate insurance documents from these vendors. If the vendor does not carry liability insurance, they may be able to purchase coverage for the event through the Tenants User Liability Insurance Program (TULIP) insurance program. Common examples of when contracts are used: DJs, Dunk booths, Petting Zoos, Speakers, Musical Performers, Supplies, Catering, T-shirts or other organizational merchandise, Banners, etc…

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. RSOs may only use

University Approved Vendors. All vendors are required to provide a W-9 Tax Form, Insurance forms, and the vendor ID form. Please visit the Frequently Asked Question for Vendors page for all required documentation.

Note: RSOs and their advisors are responsible for ensuring that events or initiatives are paid for in a timely manner. Please consult the SLM Office Manager if you need assistance.

IX. Managing Organizational Funds

As an RSO, you are a representative of Loyola University New Orleans; therefore, you are also bound by the same rules, guidelines, policies and laws that the University must follow. Loyola University New Orleans must maintain compliance with the Payment Card Industry Council (PCI) and therefore takes payment processing of any kind seriously to protect the University, students and community against the exposure and possible theft of personal information.

ALL monies collected (membership dues, food sales, fundraisers, cash collections, etc.) must be deposited directly into the RSO's bank account. No organizational money should ever be deposited into a personal banking account. ***RSOs are prohibited from accepting money via Paypal, CashApp, Venmo, Square or any other method which requires funds to flow through personal bank accounts.*** If an RSO would like to set up a website to accept credit card payments through the university, please contact Student Life and Ministry.

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 RSO advisor that will be responsible for the account. Financial Affairs will contact the RSO if additional information is needed. For more information about on-campus accounts and usage, review the document under the SLM HowlConnect portal called "Guide to Utilizing On-Campus Bank Accounts." Per University policy, alcohol and other controlled substances are prohibited from being purchased with funds in these accounts. RSOs should reach out to the Purchasing Office and Student Life and Ministry to verify that they are following all purchasing policies.

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 RSO advisor is a co-signer. Commercial accounts can be listed under the category "non-profit student organization." The RSO must apply for a Federal Tax Identification Number (TIN) through the Internal Revenue Service. This TIN is required to establish a commercial bank account. The RSO can not use the TIN of the University.

Section 3: Insufficient Funds

In instances where there are insufficient budget funds to process a request for disbursement, the ordering organization 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: Discrimination and Harassment Policy

RSOs must be open to all Loyola University New Orleans students without regard to race; color; sex; national origin; age; religion; gender identity; transgender status; sexual orientation; ethnicity; disability status; marital status and citizenship status. The following organizations are exempt whose primary purpose is as follows:

a. Social fraternities and sororities may select members based on gender. (See Regulations under Title IX of the Education Amendments of 1972.)
b. Religious qualifications may be required by organizations whose aims are primarily religious. Religious-based organizations may use beliefs as criteria for selection of membership to the extent outlined in its constitution and by-laws which state that it is affiliated with a specific religion, doctrine, or church and whose primary purpose is to promote and espouse certain beliefs that are religious in nature. Furthermore, a religious-based organization cannot discriminate on the basis of, nor inquire about the religious background or beliefs of students for admission into its meetings.
c. Academic organizations may limit and/or select members based on academic criteria that may include academic major/minor, GPA, year in school, talent/skills etc. as outlined by the academic department on the local, state or national levels.
d. In accordance with Title IX, Loyola University allows single-sex club sports when appropriate. Separate men's and women's teams may exist, particularly for contact sports or when there is demonstrated student interest. The University strives to ensure that participation opportunities, resources, and support are provided equitably for all students regardless of sex.

Section 2: Hazing Policy

Hazing is abusive, degrading, psychologically damaging, and may be life-threatening. It is unacceptable in all forms and has no place in the Loyola University New Orleans. Student groups, organizations, and athletic teams are important contributors to a vibrant and positive campus life and are expected to act in accordance with the Student Code of Conduct and to treat others with respect.

Hazing by individuals and student organizations is prohibited in any form both on campus and off campus.

Definitions:
1. **Hazing**
Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

a. Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
b. Causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury.

The following are non-exhaustive examples of conduct that causes or creates such a risk:

- Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
- Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- Causing, coercing, or otherwise inducing another person to perform sexual acts;
- Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- Any activity against another person that includes a criminal violation of applicable local, Louisiana State, Tribal, or Federal law; and
- Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, Louisiana State, Tribal, or Federal law.

2. **Organization**
An organization at an institution of higher education (such as a club, society, association, athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

Reporting Incidents of Hazing
Loyola University New Orleans encourages the reporting of incidents of hazing and takes every such report seriously. It will investigate all reports diligently and

thoroughly in accordance with the Student Code of Conduct and/or other applicable policies and procedures. Individuals found responsible for committing, soliciting, encouraging, directing, aiding, or recklessly permitting hazing to occur will be subject to disciplinary sanction that could include suspension or dismissal.

Any person may report hazing in person, by mail, by telephone or by electronic mail, using the contact information listed for the Director of Student Conduct, or by utilizing the online reporting form.

Link to Hazing Reporting Form

Private and Confidential Reporting
Loyola University New Orleans will respect the privacy of reporters but cannot guarantee confidentiality for hazing reports. The information you provide to a non-confidential resource will be relayed only as necessary to investigate and/or seek a resolution and/or to comply with other appropriate Loyola University New Orleans policies and procedures, and any federal, state and/or local laws, rules and regulations. Loyola University New Orleans will limit the disclosure as much as possible, even if the institution determines that the request for confidentiality cannot be honored.

Offices and officials who are confidential resources will not report to law enforcement or university officials without a complainant/reporting party's permission, except for extreme circumstances, such as a health and/or safety emergency. Loyola University New Orleans offices that are considered confidential are as follows:

- Licensed Professional Counselors in the University Counseling Center whose responsibilities include providing counseling to members of the campus community.
- Licensed Medical Professionals in the Student Health Center who are registered with Louisiana and whose official responsibilities include providing health services to members of the campus community.
- Pastoral Counselors who are ordained clergy (e.g., our Jesuit-in-Residence) and whose responsibilities include providing spiritual counseling to members of the campus community.

  Louisiana Reporting Law - Pursuant to state law, any report of abuse or neglect of minors or persons with a disability, including disabilities or challenges caused by aging, will be reported to state authorities.

Hazing Investigation Process
After a report is received, Loyola University New Orleans will quickly review the submission and determine the next appropriate actions. If a report is criminal in nature, the Loyola University Police Department and/or local law enforcement will be contacted. Loyola University New Orleans will also conduct its own investigation to prevent a recurrence of the alleged hazing and to determine if there are potential

violations of the Student Code of Conduct and/or any other applicable processes depending upon the nature of the complaint.

Retaliation
No person may intimidate, threaten, coerce or discriminate against any individual because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Hazing Policy and Procedure. Complaints alleging retaliation may be filed with Student Conduct and/or Human Resources. Any reports of retaliation involving an employee covered by a Collective Bargaining Agreement will be addressed through the appropriate processes.

Anti-Hazing Education: Enough is Enough Act

In line with Louisiana Act No. 174 (2024), also known as the *"Anti-Hazing Education: Enough is Enough Act"*, all RSOs must meet the following requirements:

Adoption of Policy
Every organization must adopt Loyola's Hazing Policy and share it with members. This includes understanding that hazing is strictly prohibited and that organizations can face serious sanctions—including suspension or termination—if hazing is reported or confirmed.

Annual Hazing Prevention Education

- Each year, your organization must provide at least two (2) hours of hazing prevention education for all members, prospective members, employees, and volunteers.
- Education may be offered in-person, online, or a combination of both. Loyola will provide training options to help organizations meet this requirement.
- Training must cover:
    - Loyola's Hazing Prevention Policy and state law;
    - Reporting responsibilities and bystander intervention;
    - Potential consequences for hazing violations.

Reporting and Verification

- After training, each organization must submit a simple annual report to Student Life & Ministry listing who completed the requirement.
- Each participant must confirm their attendance, and the organization's president or another officer will attest to the accuracy of the report.
- Records will be kept on file with Student Life & Ministry in compliance with state law.

Consequences for Non-Compliance
Failure to complete the training or submit the required report will result in the loss of university recognition and immediate suspension of the organization's ability to

operate on campus. Loyola is also required by law to report this action to the Louisiana House and Senate Committees on Education.

Commitment to Community
By completing this annual training, the organization demonstrates its commitment to creating a safe, respectful, and supportive community where all students can thrive.

Section 3: Student Rights and Freedoms

Loyola University New Orleans is a private, Jesuit, Catholic institution, committed to the educational and spiritual traditions of the Society of Jesus and the development of the whole person. *Thus, all student events and activities should align with the mission and goals of the University.* Accordingly, the University permits members of the University community to assemble and express views on campus subject to this policy, consistent with its mission and commitment to protecting campus community members and the environment in which that mission is experienced. ***RSOs wanting to host a demonstration must complete the Campus Demonstration Registration form a minimum of seven working days prior to the event.*** Campus demonstrations and/or protests must be sponsored by a recognized Loyola group or organization. Groups may reserve quads and rooms for a demonstration; however, the use of space is subject to the Vice President of Student Affairs's judgment about the appropriateness of the location for the planned event, availability, applicable usage fees and associated charges. Once a space is reserved and approved, the RSO can not change location without approval from the Vice President of Student Affairs.

In keeping with the University's commitment to promoting free speech and expression, Loyola University New Orleans respects the right of all members of the academic community to explore, discuss, and express opinions, and debate issues publicly in a civil, orderly, and safe manner. These forms of expression—regardless of the content or viewpoints expressed—are permitted on campus so long as they are orderly, lawful, do not disrupt or interfere with the regular operations or authorized activities of the University, are consistent with the mission and goals of the University and comply with the requirements of this policy and all other policies within the Student Code of Conduct, Faculty Handbook, and Human Resources Manual. To learn about the Campus Demonstration Guidelines Policy, please visit the Student Code of Conduct and refer to Section VII.

Expression that is indecent, grossly obscene, or discriminatory on matters such as race; color; sex; national origin; age; religion; gender identity; transgender status; sexual orientation; ethnicity; disability status; marital status and citizenship status, or any other legally protected classification is inconsistent with the University's mission and will not be tolerated.

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 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 Student Affairs, or their designated representatives whenever it is determined such preventive action is required in order to protect lives or property or to ensure 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 will be taken into consideration in any disciplinary hearings that may follow the disruptive action.

Section 4: Guidelines for Campaign Related Activities

Loyola University New Orleans 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. In fact, the University encourages RSOs, faculty and staff to invite speakers to further the discussion of the diverse ideas that make our country, state and city a great place to live. In accordance with Loyola University's policy, all RSOs must seek approval for all events, activities and speakers from Student Life and Ministry.

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. These guidelines are provided to assist and inform all members of the Loyola community so that they can engage in rational debate without violating Loyola's tax exempt status.

Thus, the following guidelines must be followed:
A. All students, faculty and staff remain free to express their individual and collective political views, provided that they ensure that it is clear they do not speak on behalf of, or for, the University and that their participation in political activity in their individual capacity is separate and apart from their relationship with Loyola University New Orleans.

B. Organizations created solely for the purpose of advocating for the election of a political candidate (i.e. Students for Candidate X) or ballot initiative may not receive funding from the University, including SGA allocations. However, Loyola University does permit students and faculty to organize voluntary political clubs. These clubs are self-supporting and are permitted to exist insofar as they engage in lawful activities and comply with the requirements of this policy and all other policies within the Student Code of Conduct, Faculty Handbook, and Human Resources Manual.

C. Recognized 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 RSO clearly identifies itself as a student organization that does not represent the official views of Loyola University New Orleans; and the RSO seeks approval for all events, activities and speakers from Student Life and Ministry.

D. 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.

E. Should a candidate for any political office be invited to campus by the University or student group, in his/her capacity as a candidate, candidates from each political view 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.

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

G. It 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 they were 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 New Orleans does not endorse any candidate, or organization, in connection with this or any other political campaign or election."

H. Any expenses associated with an event that are typically not covered by Loyola University New Orleans, must be billed to the sponsoring organization so that there is no appearance of sponsorship by the University.

I. Absolutely no fundraising for the 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.

J. At no time shall Loyola University New Orleans use funds, supplies, email lists, directories, copiers, computers, telephones, fax machines, offices, return addresses or other equipment on behalf of, or against, any candidate for public office, political party, or political action committee.

Please note that whether an RSO, or individual, is causing Loyola University New Orleans to participate or intervene, 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. Please visit the Office of Student Conduct website for more information.

Section 5: Sexual Misconduct (Title IX) and 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. For these reasons, Loyola University does not tolerate discrimination or harassment of based on sex, including the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking. The policy and process guidelines regarding discrimination based on sex and sexual harassment are outlined in the Loyola University Title IX policy, found here. The Loyola University Discrimination and Harassment Policy and Guidelines are outlined here.

Any questions concerning these Policies can be directed to the Title IX Office at 540-864-7151. For immediate assistance, you can call the Loyola University Police Department at 504-865-3434. For a confidential source and/or support, call the University Counseling Center at 504-865-3835.

Section 6: Bias Response

At Loyola, we respect and value our differences, in keeping with our mission to "welcome students of diverse backgrounds and prepare them to lead meaningful lives with and for others." The University does not tolerate discrimination or harassment of any kind: we implement and enforce the Loyola University New Orleans Discrimination and Harassment Policy, and we educate faculty, staff, and students, to discourage, prevent, correct and, when necessary, sanction acts of discrimination and harassment.

If you witness or experience an act of discrimination, harassment, intimidation, or violence motivated by prejudice against a person's race; color; sex; national origin; age; religion; gender identity; transgender status; sexual orientation; ethnicity; disability status; marital status and citizenship status, or any other characteristic prohibited by applicable law, please inform the University by filing a Bias Incident

Report. The University will respond appropriately and in keeping with the law. In cases of emergency, call the Loyola University Police Department at 504-865-3434.

Section 7: Organizational Amnesty Policy

Loyola University strongly encourages RSOs to report all Code violations, sex discrimination, violence in general, including sexual violence, and medical emergencies. It is likely that many RSOs may be hesitant to report conduct that they believe violates the Code or University policies because of fear that the organization may be accused of violating the Code or University policies in connection with the incident(s) they are reporting.

Underage drinking is a common example of conduct that may have occurred during such an incident. Because of the importance of reporting serious incident(s), and in order to encourage reporting, Loyola will not normally charge an RSO that reports a violation(s) of the Code or University policy, even though the RSO may have participated in a non-violent violation(s) of the Code or University policy (e.g., unauthorized use of alcohol or drugs and controlled substances).

Loyola may also elect to extend amnesty to RSOs who report medical emergencies to obtain medical assistance for a student that may have occurred during an incident involving a potential conduct violation(s) (e.g., unauthorized use of alcohol or drugs and controlled substances). In such cases, however, Loyola may exercise its discretion to impose condition(s) of amnesty to the organization that are educational in nature as a required activity or activities intended to engage the organization in a positive learning experience related to the organization's inappropriate behavior.

A RSO may accept or decline amnesty. If the RSO accepts amnesty and does not complete the condition(s) of amnesty, the RSO will be subject to student conduct action. If the RSO declines amnesty, the organization will be subject to student conduct action. Previous student conduct history and/or lack of cooperation with University or responding officials, amongst other factors, may limit eligibility for amnesty.

In order for an RSO to receive amnesty, the RSO members seeking assistance for themselves or another must:

- Call for help - either for yourself or the other student(s). You can reach LUPD at 504-865-3434.
- Wait for help to arrive.
- Cooperate fully once help arrives (e.g. give your name, respond to instructions, etc.

Amnesty may also apply to individual students. Please review the policy in its entirety here.

Section 8: Complicity

To encourage a relationship between personal behavior and the quality of campus life, all community members have an affirmative duty to take reasonable action to prevent, stop, or report violations of the Code. The University prohibits:

A. Encouraging or permitting others to engage in misconduct, including allowing misconduct to occur in one's assigned residence hall room, suite, or apartment
B. Failing to confront, prevent, or report misconduct to a University official, which may include intervention, contacting University Police, or submitting an Incident Reporting Form
C. Failing to remove oneself from a situation in which misconduct is occurring

To promote community responsibility and bystander intervention, reporting students may be protected by Amnesty, as outlined in the Code.

Section 9: The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of individual students' educational records. These protections apply to personally identifiable information maintained by Loyola University New Orleans.

FERPA and Student Organizations

- Student organizations, as entities, are not covered by FERPA in the same way that individual students are.
- Registration records and basic directory information about student organizations may be shared publicly (for example, on the Loyola website, in databases, or in university publications).
- While individual student records remain private under FERPA, student organizations cannot be guaranteed complete privacy. Certain laws, including Louisiana's *Max Gruver Act* and *Enough is Enough Act*, require the university to publicly disclose hazing findings against organizations.

Privacy Requests

- Registered Student Organizations (RSOs) and their members may request that their directory or registration information be limited to internal Loyola use. Such requests must be submitted in writing to Student Life & Ministry at the time of registration.
- Requests from RSOs will be honored to the extent permitted by law. For example, if a group is found responsible for hazing, the university is legally required to post the organization's name and violation publicly, even if the group had requested otherwise.

Handling Student Data

- If an organization receives information derived from individual students' educational records (e.g., academic rosters pulled from university systems, academic data, or other records maintained by Loyola), that information remains **protected under FERPA**.
- Organizations must not access, share, or misuse student data without authorization and must handle all such information in line with FERPA regulations and university policy.

Additional Information
For more details about FERPA and students' rights, visit the U.S. Department of Education's FERPA site: https://studentprivacy.ed.gov/ferpa.

Section 10: Statement of Disability

All events sponsored by RSO's should be planned so as to provide complete participation and access to persons with disabilities. This includes the accessibility of University facilities and spaces, as well as the awareness of needs like interpreters, attendants, and transportation needs to any events. To learn more about how to make your program accessible, please review the Guide for Making Temporary Events Accessible to People with Disabilities. In addition, in the Student Life and Ministry HowlConnect portal under documents you will find our Accessible Events Resource.

It is important to list contact information on the event flyers so that individuals with disabilities can request accommodations. An example of Event Accessibility Statement is: *If you require an accommodation to participate in this event, please contact Name of Student Leader or Organization at ###@loyno.edu with "Event" in the subject line at least 10 business days in advance.*

When in doubt, discuss circumstances with University personnel or the Office for Accessible Education.

Section 11: Financial Disclosure

Loyola University New Orleans reserves the right to request a financial report and as such, RSOs may be subject to auditing of their financial transactions, expenditures and receipts by the Department of Student Life and Ministry.

XI. Violations of University Regulations and Policies

The Department of Student Life and Ministry is responsible for monitoring the compliance of RSOs with University regulations and policies. All RSOs associated with Loyola University New Orleans are subject to the disciplinary guidelines outlined in this Handbook and the Student Code of Conduct. A complaint that an RSO has committed an alleged violation or act of misconduct may be filed with the Office of Student Affairs, Department of Student Conduct, or the Department of Student Life and Ministry. Any campus or community member may file a complaint against the RSO and/or individual member within the RSO. The Student Code of Conduct and

this RSO Handbook govern all rights and regulations, including due process, for organizations and individual members.

XII. Disputes, Complaints & Violation of University Policies

In the event of disputes or complaints that may arise among or between members of an RSO, the Department of Student Life and Ministry professional staff are available to provide assistance in the mediation and resolution of conflicts and disputes that may arise. However, intervention is an option that must be requested by representatives of an organization. For information on filing a dispute or complaint, contact the Department of Student Life and Ministry.

More information on the Student Code of Conduct and violations of the Code are available at the Office of Student Affairs website. The Student Code of Conduct is available here.

XIII. Student Organization Handbook Contact

The Student Organization Handbook is revised on an annual basis. Changes may also be made throughout the academic year if deemed necessary. For questions about or suggestions for the Student Organization Handbook, please contact Dale O'Neill, PhD, Assistant Vice President, Student Life and Ministry.

APPENDIX A: CLUB SPORTS GUIDELINES

OVERVIEW:

Club Sports are overseen by the Department of Student Life and Ministry. A Club Sports program is an integral part of a campus recreation program. Club Sports give the University community an opportunity to participate in highly competitive sport activities, learn new skills, improve skill levels, and enjoy the recreational and social fellowship derived from sports involvement. It is the responsibility of each club sport member and participant to be aware and in full compliance of the information included in this handbook.

DEFINITION OF A CLUB SPORT:

Loyola University New Orleans Club Sports are Registered Student Organizations formed by students with a common interest in a physical sport activity that exists to promote and develop interest in that particular activity. The group has joined together and organized to further their interest and enjoyment in this activity as well as promote the mission and values of the department in an athletic manner. In accordance with Title IX, Loyola University allows single-sex club sports when appropriate. Separate men's and women's teams may exist, particularly for contact sports or when there is demonstrated student interest. The University strives to ensure that participation opportunities, resources, and support are provided equitably for all students regardless of sex. The University follows Title IX guidance and national governing body policies (such as those from NIRSA or specific sport organizations) to ensure fair and respectful participation for all. Discrimination or harassment based on gender identity is prohibited. Questions about eligibility or accommodations are handled confidentially in consultation with the Department of Student Life and Ministry.

REGISTERING OR REACTIVATING A CLUB SPORT:

If you would like to start a club sport that is not currently offered at Loyola, contact the Department of Student Life and Ministry. If the club sport has not been on campus before, you will need to go through the process of registering the club sport as a new Registered Student Organization (RSO) with the SLM Advisor of Club Sports and SGA. If the club sport has been on campus before, you will need to go through the process of renewing that club sport. If a club sport has been inactive for more than four consecutive semesters, the organization will have to complete the new organization chartering process.

Annual Re-Registration Process:

In addition to the typical renewal process for RSOs, returning Club Sports are required to submit the following information during the re-registration process:

- Amount of any fees or dues associated with the club sport and if they are due semesterly or yearly.
- Practice times and locations.
- Coaching information including name, phone number, and e-mail address.

- You will be required to turn in the coaches certificate of insurance and W-9 tax form to the Coordinator of Student Life, before the coach can participate in any University related events such as games, practices, or meetings.
- If the coach is a Loyola University New Orleans employee, they will be required to get approval from their immediate supervisor and meet with the Club Sports Advisor prior to coaching.

Reactivating an Inactive Club Sport:

Schedule a meeting with the Club Sports Advisor in the Department of Student Life and Ministry to learn about the history of the organization and next steps. If the organization has not been inactive for more than two years, the Club Sports Advisor in Student Life and Ministry will assist you in renewing the organization.

1. To renew an inactive Club Sport you need at least 5 full-time, Loyola students as members.
2. You will need to schedule a meeting with the Club Sports Advisor in Student Life and Ministry where you will be expected to have the following information:
    a. A roster including first name, last name, Loyola email address, CWID, and phone number for each member.
    b. A constitution, an example can be found here.
    c. A list of practice times each week and a rough draft of game or meet schedules.
    d. Contact information for any coach (if needed).
    e. An estimated budget of cost of equipment.
3. Once you have presented the following material, the Club Sports Advisor in Student Life and Ministry will inform you if the Club Sport has been approved to be renewed.
4. If renewed, you will need to log into HowlConnect and update the Club Sports' portal. You will gain administrative privileges to do this when your Club Sport has been officially approved.

RECOGNITION AND GOOD STANDING:

Club Sports serve as a learning experience for the members through their involvement in public relations, organization, administration, budgeting and scheduling. The success of the Club Sport depends upon the student leaders of the individual clubs. They should have the initiative and drive to handle club administrative matters and motivate club members to take part in various club activities. Each club sport constitution must have a statement to this effect in the *Membership* section of their constitution.

Recognition is the formal process by which the University agrees that a Club Sport may function on campus, enroll members, and identify with the University. Club Sports are expected to maintain consonance of goals and standards with those of the University, disclose principles of the organization and provide mechanisms for accountability. Club Sports may not operate without receiving formal recognition from Student Life and Ministry, Club Sports Council and the Student Government

Association. In addition to the standard guidelines for RSOs, the below are additional requirements for Club Sports. Withdrawal of recognition or other changes in recognition status may result should standards decline as measured by failure to meet the below minimum standards or violation of University policies, federal, state, or local law.

In order to maintain recognition and or "good standing" status at the University, the following items must be met/completed:

Club Sports Council: The Club Sports Council meets monthly during the school year. It is a requirement that each club sport have two members present at these meetings to discuss funding needs, give club updates, and ask any questions. If a club is unable to have two members present at the Club Sports Council meeting, it is the responsibility of the President from that Club Sport to contact the Club Sport Advisor in Student Life and Ministry at least 48 hours in advance. If a Club Sport has an unexcused absence, they will be placed on probation. If a Club Sport has two unexcused absences over a semester, they will be considered inactive.

Recurring President's Meeting: Bi-Weekly, each Club Sports President must meet with the Club Sports Advisor in Student Life and Ministry to share updates and learn about the happenings within Student Life and Ministry as well as the University.

Club Sports Risk and Waiver of Liability: All club sports participants are required to complete a Club Sports Risk and Waiver of Liability Form before taking part in any practices, competitions, or related activities. This form ensures that each participant understands the inherent risks associated with club sport participation and agrees to assume responsibility for those risks. Completing this waiver is a mandatory step for all members and must be submitted and approved prior to engaging in any club sport activities. Failure to complete the form will result in ineligibility to participate until the requirement is fulfilled.

Injury Protocol: We understand that injuries may happen during practice or when competing in events. If a player has any injury, minor or major, it is the responsibility of the club president or senior most player and coach (if applicable) to email and call the Club Sports Advisor in Student Life and Ministry. The University is not responsible for injuries that occur while participating in a Club Sport as students participate at their own risk.

Leadership and Membership Development:

- *Title IX:* Title IX training stems from a federal law that prohibits discrimination on the basis of sex or gender in educational institutions that receive federal funding. Sexual misconduct and sexual harassment are both forms of sex discrimination. Title IX training serves an increasingly important role to prevent sexual misconduct and foster safe, respectful environments for everyone. Each club is required to have at least 3 members, including the President, complete this training each academic year via Canvas.

- *Anti-Hazing:* The training covers Loyola's hazing policy, how to report hazing, and consequences for hazing or failing to report hazing. The training will also discuss various scenarios to determine what actions might constitute hazing. Finally, the training will discuss ways to develop strong team relationships without hazing. All organization members are required to participate.
- *Concussion Protocol:* This training provides students with important information regarding concussions, including recognizing symptoms and how a concussion affects the body. Each club is required to have at least 3 members, including the President, attend this training each academic year.
- *First Aid Training:* Each club sport will be required to have one member who is First Aid and CPR certified at every practice and competition. If a member is already certified, they can submit their certification to the SLM Club Sports Advisor for their club sport to be exempt from the required training.

Coaching: Each Club Sport is allowed to have a coach that may be a Loyola faculty/staff member or a member of the community. If the coach is a member of the external community and will be receiving payment for services, as a result of an approved SGA Allocations request, they must submit a W-9 tax form, a Certificate of Insurance, a Contract for Professional Services Agreement, and an invoice for services to the SLM Club Sports Advisor in Student Life and Ministry before they can partake in any meetings, practices, or games with the Club Sport. If the coach is a Loyola faculty/staff member, they are required to receive approval from their immediate supervisor and the SLM Club Sports Advisor. In addition, they are required to complete coaching duties during non-work hours. Once they receive approval from all parties, they are required to meet with the SLM Club Sports Advisor to review expectations and protocol of coaching a Club Sport prior to beginning their coaching responsibilities. If a coach is returning, they are to meet with the SLM Club Sports Advisor once a year to review expectations of the role.

Policy Agreement: Each academic year, each member of Club Sports must submit the Policy Agreement form. Here, the member agrees to have read and understand the Loyola University policies surrounding Anti-Hazing, Title IX, Student Engagement, and be in good disciplinary standing. Each Club Sport member is required to fill out the Club Sports Policy Agreement Form found here.

Membership Policy: All Club Sports members must be full-time, degree-seeking, undergraduate students at Loyola University New Orleans. Student Leaders of Club Sports Organizations must be in good academic and disciplinary standing. Additionally, they must have and maintain a minimum of a 2.5 cumulative GPA. All individual members must achieve a cumulative GPA of 2.0 every semester to hold a membership in a club sport. Students who fail to meet the cumulative GPA requirement will not be allowed to participate in any club sports activities. In addition, all members must be compliant with vaccination requirements.

Club Sports are not permitted to have any Club Sports sponsored events where drugs and/or alcohol is being distributed. Each club constitution must have a statement to this effect in the Membership section of their constitution.

Damaged Equipment: Club Sports should be advised that they will be held responsible for the cost of any repairs to equipment that become damaged at Loyola University or at a university the Club Sport is competing at. The charges will be billed to the student account's account who caused the damages.

APPENDIX B: FRATERNITY AND SORORITY LIFE GUIDELINES

RECOGNITION AND GOOD STANDING:

Recognition is the formal process by which the University agrees that a fraternity or sorority chapter may function on campus, enroll members, and identify with the University. As is the case with University affiliation with any externally incorporated organization, chapters are expected to maintain consonance of goals and standards with those of the University, disclose principles of the organization and provide mechanisms for accountability. Fraternities and Sororities may not operate without receiving formal recognition from Student Life and Ministry. In addition to the standard guidelines for RSOs at Loyola, the below are additional requirements of chapters of Fraternity and Sorority Life. Withdrawal of recognition or other changes in recognition status may result should standards decline as measured by failure to meet the below minimum standards or violation of University policies, federal, state, or local law.

It is expected that each fraternity and sorority has a sponsoring body which is a legal corporation external to the University. Any changes in the status of recognition from the sponsoring agency must be reported to Student Life and Ministry immediately. If a chapter requests recognition upon completing a disciplinary suspension term, the chapter must develop a Chapter Improvement Plan which outlines all corrective actions that the chapter has taken since the group was suspended. Additional requirements may apply depending on the terms of the suspension at the discretion of Student Life and Ministry and the Student Conduct Office.

In order to maintain recognition and or "good standing" status at the University, the following items must be met/completed:

Greek President's Meeting: Each month, there will be a Greek Presidents meeting to share important council/chapter, community and University updates. Presidents are required to be in attendance. If the president is unable to attend, they must send a representative in their place.

Recurring President's Meeting: Bi-weekly, each chapter president must meet with their SLM professional staff advisor to share updates on the chapter and learn about the happenings within SLM and the University. Council presidents must meet with their SLM professional staff advisor on a weekly basis to discuss council goals, proceedings and University updates.

Fraternity and Sorority Life Assessment: FSLA focuses on three Jesuit Values with subcategories within each:

- **Cura Personalis: Care for the whole person**
    - Academics

    - Chapter Management
    - University Policy
- **Magis: The "More" or "Greater"**
    - Programming
    - Engagement
- **Serving with and for Others**
    - Social Justice
    - Community Service
    - Philanthropy

FSLA occurs each semester. Participation in all categories will determine the final scoring and placement of each chapter. Chapters will be placed into a grading bracket: Gold, White, or Maroon.

- Chapters in the Gold bracket have met the standards of the community and can continue to function as normally.
- Chapters in the White bracket for one semester will meet weekly with their FSL Advisor and create programs/education plans to improve the category in which they fell short.
- Chapters in the Maroon bracket have performed at a level that is under the expectation. A chapter who receives Maroon for one semester will meet weekly with their FSL Advisor and create programs/education plans to improve the category in which they fell short. They will also be placed on Programming Probation, in which they can only host and participate in educational programs. If a chapter is ranked Maroon for two consecutive semesters, they will be on all Event/Programming Probation and their nationals will be notified of their status. At three semesters in Maroon, the chapter will be subject to a Student Affairs Review.
- An internal ranking will be in place to determine priority when developing the calendar, room reservations, etc. This order of chapters will remain between the Chapter and Council Presidents, only to be used when needed.

Each year, FSLA will be reviewed by chapter and council presidents. These students will vote on any revisions to implement for the upcoming year. To learn more about the Fraternity and Sorority Life Assessment, please visit the FSLA Guidelines document in the Fraternity and Sorority Life HowlConnect portal.

Leadership and Membership Development: Following presentations are required each academic year.

- *Anti-Hazing:* All chapter members are required to complete this anti-hazing training. The training covers Loyola's hazing policy, how to report hazing, and consequences for hazing or failing to report hazing. The training will also discuss various scenarios to determine what actions might constitute hazing. Finally, the training will discuss ways to develop a strong brotherhood or sisterhood without hazing. This training must be provided by a Student Affairs professional at Loyola University New Orleans. This training is required of all chapter members.

- *Alcohol Awareness and Safety:* This training provides students with important information related to alcohol and drugs, like how much alcohol is in a standard drink and the signs and symptoms of alcohol poisoning and drug overdose. The training will also review Loyola's amnesty policy. The training will end by discussing support resources on and off campus that are available for free to students who might be struggling with alcohol or drug dependency. The training will also touch on how you can get help for a friend who might be developing a problem with drug or alcohol abuse. This training is provided to FSL members via Canvas.
- *Sexual Misconduct:* All chapters are required to complete this training. The training covers Loyola's Title IX policy, how to report sexual misconduct, and how investigations into sexual misconduct are conducted. The training will review support resources available to victims/survivors of sexual misconduct. The training also discusses the various safety measures students can put into place to help protect a victim/survivor of sexual misconduct. Finally, the training will discuss ways you can support a friend who experienced sexual misconduct. This training is provided to members via Canvas.
- *Bystander Intervention*: This training teaches students how to go beyond being a bystander to being an active upstander. The session includes practical discussions of real-life situations and how individuals can act as active bystanders to intervene when something isn't right. This training includes demonstrations, practice, and tips about how to handle resistance when intervening. This training must be provided by a Student Affairs professional at Loyola University New Orleans.
- *Diversity, Equity and Inclusion Training:* All chapter members must participate in a DEI training that leads members through how they can create an inclusive community for students of diverse backgrounds, identities, and perspectives. Through this training, participants should form a common language around diversity and inclusion concepts, and appreciate the intersectionality of their own identities. This presentation may be provided by a professional staff member at the University, chapter's national headquarters, or a community advocacy organization. It can not be facilitated by a current chapter member or peer.
- *Social Host Training:* If a chapter would like to have an event with alcohol, they must have two representatives attend and complete the social host training each semester. Chapters are prohibited from hosting events with alcohol prior to this training each semester. It is recommended that the President and Social Chair/Risk Management Chair be in attendance. This training is provided each semester by Student Life and Ministry at Loyola University New Orleans.

Membership Policy: All Fraternity and Sorority Life members must be a full-time, degree-seeking, undergraduate student at Loyola University New Orleans. To participate in student activities members must be in good standing (disciplinary and academic) with the University. Students on conduct reprimand and disciplinary warning are still considered in good standing. Students on disciplinary probation,

disciplinary suspension, or who have been dismissed are not in good standing with the University. All individual active members must achieve a cumulative GPA of 2.5 every semester. If the national/regional organization has a higher GPA requirement, the chapter must follow the higher standard. Students who fail to meet the cumulative GPA requirement will be placed on academic inactive status through Student Life and Ministry and may only participate in events required for membership and sisterhood/brother programs (i.e. meetings, ceremonies, etc…). Individuals on academic inactive status can not participate in social programming. In addition, members on academic inactive status may not hold leadership positions until their GPA has risen.

NOTE: *The Nu Mu chapter of Delta Sigma Theta Sorority Inc. is a joint chapter between Loyola and Tulane Universities. Thus, students from both institutions can hold membership. This chapter must abide by both university's requirements.*

Advisor: Each fraternity and sorority is required to have a graduate or alumni advisor, who is approved by the national organization, to work closely with the chapter to ensure its progress and success. The names and contact information of any chapter advisors must be reported to Student Life and Ministry.

Fraternity and Sorority Life Relationship Agreement: Each academic year, each fraternity and sorority must agree to the Relationship Statement for Greek-Letter Organizations. Chapters can do this by submitting the Fraternity & Sorority Life Relationship Agreement in HowlConnect during the organization renewal process.

Insurance Policy: All chapters at Loyola are required to have proof of one million dollars of liability insurance and workers' compensation insurance with statute limits of liability. Loyola University New Orleans must be named on the certificate as an additional insured on the liability and provided a waiver of subrogation on the workers' compensation. The chapter must upload a current Certificate of Insurance which will provide evidence of this insurance at the beginning of each academic year into HowlConnect.

Policy Agreement: During the potential new member process, each student must agree to adhere to key University policies, such as this Appendix B: Fraternity and Sorority LIfe Guidelines, Hazing Policy within the Student Code of Conduct, and Loyola's Discrimination and Harassment Policy. Potential new members do this when submitting the recruitment or intake registration form.

Chapter/Council Storage: Each academic year, organizations who utilize on campus storage must submit a signed FSL Storage Agreement. The storage room is not a meeting space for chapters/councils. Chapters who have storage space in need to submit an access roster to Student Life and Ministry during the organization registration process. This roster must include the first and last names, emails and phone numbers of members who are allowed to check in and out the storage key. In the event that there is a facility issue or concerning activity, the University reserves

the right for professional staff to access the storage space. Organizations must check in and out their key at Havoc's Helpdesk for each use. If the key is misplaced, the organization will be charged for its replacement. Organizations are responsible for verifying that their closet is locked at all times. In addition, flammable items are prohibited from being stored (ex. aerosol cans, lighter fluid, charcoal, etc…). Fencing around storage space can not be covered. Usage of the storage space is voluntary. The University is not responsible for any damage or loss of items within the space. In the case of an organization being placed on probation or suspension or inactive status, the organization will lose this privilege of a storage room. If a chapter/council becomes inactive or placed on probation/suspension, the chapter/council must fully move out of the space within seventy-two hours. During the organization registration process each year, the chapter/council agrees to follow storage guidelines by signing the "Storage Agreement."

FSL Chapter Rideshare Guidelines: The FSL Chapter Rideshare program may only be used by chapters that are unable to or when it is impractical to use a charter bus transportation. The goal of this policy is to help Loyola members of Fraternity and Sorority Life think critically about planning safe transportation to/from chapter events. For any questions, please reach out to your risk chapter management specialist, chapter consultant, collegiate experience staff member or Loyola's Department of Student Life and Ministry.

Arranging Rideshare Transportation

- Consult with the chapter's service consultant and the Department of Student Life and Ministry prior to selecting the rideshare program as the transportation option for any event with alcohol.
- Determine the total number of members/guests attending the event, which will dictate how many cars you will need. The number of passengers should not exceed the number of working seatbelts available in each vehicle. Make sure ridesharing is available, specifically that there are enough cars typically available during the time of your event and near the location to ensure adequate transportation to/from the event.
- Identify members to serve as rideshare leaders.
    - Rideshare leader to guest ratio shall not exceed 1:5.
    - Members serving as rideshare leaders shall not consume any alcohol or illegal substances or abuse any legal substances on the day they serve as a rideshare leader. Ride share leaders can also serve as the event's Non-Drinking Event Monitors, but this is not a requirement.
    - New members cannot serve as rideshare leaders.
- Pre-assign members and guests to groups of four to 6 (based on the number of seatbelts) who will ride together to/from the event.
    - Meeting locations must be secure and on campus.

    - Determine a pick up and drop off window of time before and after the event. This window should be no more than 45 minutes. Members can not arrive or leave the event outside.
- Both Uber and Lyft allow rides to be scheduled in advance. Once your guest list and car assignments are finalized, have each rideshare leader schedule their ride at an agreed-upon time.
- This process must be repeated for the return ride home.
- All participants must use designated check-in/chek-out procedures when arriving at the meeting location(s) before the event and departing the meeting location after the event.

Guidelines for Rideshare Program

- All participants must review the procedures and guidelines prior to participating in the program.
- All members and guests must follow this rideshare policy both to and from the event.
- Open containers of alcohol are prohibited in the rideshare.
- Members and guests may only ride to/from the event in groups of two or more.
- Members and guests should not be asked to use personal funds to pay for the rideshare.
- One rideshare service must be used for all transportation to/from the event.
- If at any point using the rideshare program becomes a high risk, staff or volunteers reserve the right to cancel the use of the rideshare program or event. This includes but is not limited to weather, event size, etc…
- Loyola University New Orleans is not responsible for any actions/negligence of the rideshare.

RECRUITMENT/INTAKE GUIDELINES AND EXPECTATIONS:

- At the beginning of each semester, the chapter president **must** share the chapter's plans to host recruitment/intake events with their SLM advisor during their regularly scheduled one on one. During this time, the chapter should provide all national, regional, and local documents of approval or awareness of the Membership Intake Process/recruitment process.
- Recruitment/Interest meetings/events must be submitted to Student Life and Ministry 14 days prior to the event and after approval must be visible campus wide for 5 days prior to the informational session. Chapters can do this by creating an event in HowlConnect and answering the prompts. The chapter's information session event submission must be marked “visible” to the campus community in HowlConnect. Intake/recruitment programs, post initial

informational session, can have restricted visibility (i.e. visibility to only chapter leadership and SLM) in HowlConnect.

- For NPHC chapters, leadership must provide an information session flyer to their SLM advisor for approval. Once approved, the chapter must post a minimum of 2 flyers in Monroe Hall or Bobet Hall for 7 business days. An additional approved flyer must be posted in the Danna Student Center Student Life and Ministry suite for 7 business days. A list of prospective candidates must be provided to the advisor for awareness.
- Alcohol, drugs, or controlled substances must not be in any way a part of the recruitment, intake/rush or new member orientation process.
- Recruitment/Intake programs are forbidden to occur in private residences.
- Chapters can not provide transportation to potential new members.
- Prospective members must be informed of financial and other obligations of membership prior to beginning the new member education process.
- Prospective members may withdraw from the new member education process at any time without fear of harassment or ridicule.
- The practice of influencing and/or harassing prospective members from a fraternity or sorority, by a member of another fraternity or sorority, commonly referred to as cross-intake, is prohibited.
- Membership is to be determined locally within the University's Discrimination and Harassment policy, although chapters may restrict based on gender.
- The practice of conducting new member education processes for individuals who are not registered students at Loyola University New Orleans, commonly known as "cross-campus intake," is prohibited. **Note:** Cross-campus intake can be defined in one of two ways:
    - "a fraternity or sorority conducting intake processes for individuals who are not registered students at the host college/university", or
    - "students desiring to found a chapter of a national fraternity or sorority on a college/university campus undergoing the intake process conducted by persons from outside the immediate boundaries of the respective campus."

Recruitment/Intake Process for Potential New Members:

- Before beginning the recruitment/intake process, the student must submit a Recruitment Registration form or the Greek Life Policy and Intake Form. This form allows Student Life and Ministry to check the students' grade point average and disciplinary status with the Student Conduct Office at any time and release this eligibility information to the chapter leadership, chapter advisor and national representative(s). This form, which releases this information, remains in effect for the duration of membership in their organization.
- Loyola University New Orleans will allow first semester first years to join organizations as long as the chapter's national policy allows the intake/recruitment of those without earned college credits.

- In order to join a chapter, the student must have a 2.5 high school or college cumulative GPA. If an organization's national GPA requirement is higher, that will be enforced for membership.
- All potential new members must be a full-time, degree-seeking, undergraduate student at Loyola University New Orleans. Tulane University students may join the Nu Mu chapter of Delta Sigma Theta Sorority Inc.
- For NPHC chapters, the NPHC SLM advisor or, if unavailable, a Student Affairs professional, must attend the information/rush event to present on the Student Code of Conduct.
- Individual chapters, the Interfraternity Council, National Pan-Hellenic Council, Panhellenic Association, and Independent Greek Council are bound by the same regulations and procedures that are followed by other student organizations, subject to the provisions of Section 86.14 of Title IX of the Education Acts of 1972, and will receive the same benefits as other student groups. Section 86.14 of Title IX of the Education Acts of 1972 allows Greek letter organizations to maintain single sex memberships. This section guarantees that all student groups will receive equal benefits from the University .
- The University discourages the organization or sponsorship by a Greek-letter organization for any student subsidiary group (little sisters, sweethearts, etc.) which does not offer full membership in the parent organization. Any organization choosing to organize or sponsor a subsidiary group will be held responsible for the actions of the group despite any claim or proclamation to the contrary made by the chapter or the national. Greeks are granted single sex membership by law. By organizing a subsidiary group, the organization is in effect saying that it wants the opposite sex involved in the organization without having to grant full membership rights to the subsidiary. This jeopardizes the organization's exemption from the University's sex discrimination policy because the chapter cannot claim to be a single sex organization when members of the opposite sex are involved with the group in an organized manner. As a result, the parent organization is responsible for the actions of the subsidy group, even if the national office of the chapter has a policy which does not recognize subsidiary groups.
- Chapters must update their shared roster with the Department of Student Life and Ministry if any changes in membership occurs within 14 days.

Requirements for the New Member Process:

- Please remember the new member process shall be no longer than six (6) weeks in the fall and eight (8) weeks in the spring. Chapters may have more than one new member class in a semester. However, chapters must have separate dates for initiations and separate timelines.
- Chapters must submit a copy of their New Member Education plans at the beginning of each semester if the chapter is having a new member class.
- As a reminder all education sessions must take place on campus unless prior approval from your organization's headquarters and SLM.
- For convenience, NPHC chapters can review the intake checklist here.

EXPANSION POLICY:

Recognition guidelines have been developed for Greek-letter organizations due to their complex and unique nature. The *Expansion Procedures for Greek-Letter Organizations* allows Loyola University New Orleans to carefully manage the growth of its Greek community and help to ensure a healthy, safe, thriving fraternity/sorority community. Loyola University recognizes that the expansion of Greek-letter organizations involves several parties: the inter/national fraternity or sorority, Governing Council, the University, and in some cases, a student interest group and/or Parent Governing Council. The expansion process, whenever possible, will take into consideration the interests of all parties. It should be noted, however, that the University reserves the right to deny recognition to any group that expresses interest.

This expansion process is intended for organizations affiliated with an Inter/National Organization and is a current member of one of the following governing bodies: National Panhellenic Conference (NPC), National Pan-Hellenic Council (NPHC), National Multicultural Greek Council, Inc. (NMGC), National Association of Latino Fraternal Organization (NALFO), National Asian Pacific Panhellenic Association (NAPA), or North American Interfraternity Conference (NIC). Inter/National Fraternity and Sorority Headquarters may not solicit or recruit Loyola University New Orleans students to establish interest groups without being approved through the outlined Fraternity/Sorority Expansion Policy.

EXPANSION PROCESS

- The University's Expansion Policy for national fraternities and sororities is administered by Student Life and Ministry in conjunction with one of the four student governing bodies (the Inter-Fraternity Council [IFC], the National Pan-Hellenic Council [NPHC], the Panhellenic Association [PHA], or the Independent Greek Council [IGC]).
- Students at Loyola University cannot begin or start a chapter on their own and no “local” organizations may exist. All recognized fraternal organizations must be affiliated with an inter/national office.
- Before any expansion or re-activation may occur an application and various documentation is needed. Please review Loyola's Expansion Policy to see a complete listing of documentation required. This policy can be found in the Fraternity and Sorority Life portal in HowlConnect or on the Fraternity and Sorority Life website.
- After the letter of intent to expand and the completed expansion packet is received, SLM will review all documents prior to sending them to the council expansion committee.
- Organizations selected for a campus interview and presentation will be notified and their visit to take place within 2-3 weeks following notification, the interested organization must plan and schedule a formal presentation for the University and the council it will be under the auspices of. If a chapter is a chapter that falls under the auspices of the National Panhellenic Conference,

all rules regarding extension will be followed according to the extension policies outlined in the NPC manual for extension. No deviation will occur.
- In order to assure success in the recognition process, each council may only expand by **one new chapter a year** (as opposed to returning from disciplinary suspension) because of University and Council resources, if approved by the council.
- If the outcome of a presentation to one of the four recognized governing councils results in denial by the council of expansion, extension, or re-activation to Loyola University New Orleans the inter/national office may submit a letter of appeal to Dale O'Neill, PhD, Assistant Vice President, Student Life and Ministry. This letter must be received within ten (10) business days of the notification of denial.

POST-EXPANSION GUIDELINES

All newly recognized Greek-letter organizations will assume probationary Fraternity & Sorority Life membership status for two (2) full academic semesters. The following guidelines must be followed during the probationary period:

- The local president must meet with a professional staff member in Student Life and Ministry weekly.
- Groups must adhere to all Loyola University New Orleans Fraternity & Sorority Life policies and procedures, including but not limited to the Relationship Statement for Greek-letter Organizations at Loyola University New Orleans, as well as Membership, Hazing, Discrimination and Harassment policies.
- Groups must have an alumni advisor.
- Groups must comply with all governing laws, policies, and requirements of their Governing Council.
- Groups must adhere to the Loyola University New Orleans Student Code of Conduct and all applicable federal, state, and local laws.
- Groups must score a "white bracket" or better in the FSL assessment program each semester during their probationary period. (Not including the first semester the national office will be recruiting/doing intake. That semester will be a semester of education about the program.) If the group does not meet or exceed the "white bracket", immediate termination of recognition will occur.

After the probationary period expires, a group becomes eligible for full Fraternity & Sorority Life recognition.

POST-PROBATIONARY PERIOD PROCEDURES

The following guidelines must be followed once the probationary period has expired:

- The Governing Council of the probationary group will forward a letter of recommendation to Dale O'Neill, PhD, Assistant Vice President of Student Life and Ministry to express support for, or rejection of, Loyola University New Orleans granting full Greek Life membership to the group. This letter will include specific reasoning for either position.
- Full Loyola University New Orleans Greek Life membership status shall not

be confused with the classes of membership outlined in the constitution and bylaws of any Governing Council. “Full Loyola University New Orleans Greek Life membership status” simply means that the group will no longer be on probationary status with the University.

- Student Life and Ministry in conjunction with the Office of Student Conduct will determine if it will or will not recommend that the newly recognized group be granted full Loyola University New Orleans Greek Life membership.
- Since chapters complete an intensive application process to be granted approval to expand to campus, the organization does not have to complete a chartering process by the Student Government Association. However, chapters once expanded to campus do have to complete the re-registration process each year on HowlConnect.
- If a newly recognized group is not granted full membership at the expiration of four (4) academic semesters, said group must meet with the Assistant Vice President of Student Life and Ministry to determine if Greek Life recognition will or will not be revoked.