



# STUDENT ORGANIZATION GUIDE

**LSCPA**  
LAMAR STATE COLLEGE ★ PORT ARTHUR

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

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## TABLE OF CONTENTS

	Page #
Who to See .....	5
The Recreation Facilities.....	5
Meeting Rooms .....	5
What to know .....	6
The Role of Student Organizations .....	6
Recognition.....	6
Services Offered by the Director of Student Activities .....	7
Business Services.....	7
Organization Programs .....	7
Regulations Governing Student Organizations .....	8
General Provisions-Definitions.....	8
Division of Student Services .....	8
Annual Review of Organizations .....	9
Recognition.....	9
Recognition Required.....	9
Eligibility .....	9
Application .....	10
Action of Application.....	10
Refusal to Recognition.....	10
Rights and Responsibilities .....	10
Eligibility .....	10
Recognition and Activities .....	10
Membership.....	11
Meetings .....	11
Fiscal Procedure.....	11
Requirements .....	11
Discipline and Appeal.....	11
Group Offences .....	11
Registration of Assemblies .....	12
Non-Compliance with Administrative Rules and Regulations .....	12
Penalties .....	13
College Policies .....	13
Eligibility for Extracurricular Activities.....	13
Policies for Advisors of Student Organizations.....	13
Declaration of Non-Discriminatory Practices.....	15
Overdose Awareness and Naloxone (Narcan) Guidelines .....	15
Mandatory Risk Management Training .....	15
Hazing Policy .....	16
Social Events with Alcohol.....	16
Alcohol Posting .....	16
Alcohol Events .....	17
Posting Policy .....	17

Social Events .....	18
Off-Campus Events .....	20
Guest Speakers .....	20
Food Sales on Campus .....	21
Gambling .....	22
Solicitation/Fundraising .....	22
Fundraising Policies & Procedures .....	23
Tax-Exempt Status .....	24
Requests to Conduct Fundraising Activity .....	24
Fundraising Procedures .....	25
Definitions of Fundraising Activities .....	25
College and Non-College Fundraising Initiatives .....	25
Prohibited Activities .....	26
Reports of Private Philanthropy .....	26
Public Statements on Gifts to the College .....	26
Ad Hoc Fundraising Committee .....	26
Fundraising Partners .....	26
Fundraising Project Request Form .....	27
Recruitment .....	29
The First Meeting .....	30
Parliamentary Procedures .....	30
How to Make Motion .....	31
How to Amend Motion .....	31
Point of Order .....	31
Classification of Motions According to Precedence .....	32
Student Travel Authorization and Supervision .....	33
Use of Students as Drivers .....	33
Insurance Requirements for Transporting Students .....	33
Guidelines for Transporting Students Involved in College-Related Activities .....	34
Student Travel Request Form .....	35
Blanket Liability Release & Indemnity Agreement Form .....	37
Student List for Travel Form .....	38
Event Request Form .....	39
Speaker Request Form .....	40
Application for Recognition as a Student Organization Form .....	41
Declaration of Non-Discriminatory Practices Form .....	43
Student Activities Calendar Request Form .....	44

## Who to See

The Division of Student Services was established to aid Lamar State College Port Arthur students in a variety of fields, one being student organizations. Student Activities is a component of this division, and the Director of Student Activities works closely with the various campus student organizations.

As a part of LSCPA's service to student organizations, Student Activities publishes a monthly activities calendar. In addition, a listing of all approved organizations, their constitutions, and a current listing of their officers are kept on file in the Director's office. Several business machines are also located in this office and are for the use of student organizations free of charge.

The office of the Director of Student Activities is on the 2nd floor of the Student Center-room 205. Please stop by! We are here to serve you.

## The Recreation Facilities

Located on the 2nd floor of the Student Center, our recreational facilities serve as a vibrant social hub for student life at LSCPA. Here, you'll find game machines, pool tables, a TV room with a large screen, a DMX music system, and a variety of informational booklets. The SGA office (Room 201B) is also located on this floor, along with several rooms available for reservation by student organizations for meetings. For any questions about the recreation area, please contact the Director of Student Activities or the Dean of Student Services.

## Meeting Rooms

Meeting rooms for student organizations can be reserved through the office of the Director of Student Activities. No one should assume the facility will be available. Use of any facility is dependent upon and subject to proper approval.

1. All requests must be made at least four days prior to the scheduled event.
2. It will be understood that the faculty or staff advisor agree to share the responsibility for the use and care of the facilities with the organization.
3. No organization will be permitted to use the space unless a current list of the organization officers is on file with the Director of Student Activities.
4. If your organization decides to cancel a reservation, please notify the office of the Director of Student Activities.
5. Serving refreshments is not permitted unless otherwise specified.

### Available Meeting Spaces:

- a. Madison Monroe Building: classrooms can be made available when possible.
- b. Gates Library: capacity varies. Food and drinks permitted under special circumstances. For reservations contact the Dean of the Gates Memorial Library. The Library is rarely available because of schedule conflicts.
- c. Ruby Fuller Building: classrooms can be made available when possible.
- d. LSCPA Theater: capacity-large groups (200+). For reservations contact the

Business Manager/Event Coordinator at (409) 984-6291 and he/she will make arrangements through the appropriate party.

- e. An Event Request form can be found at the end of this guide which needs to be submitted to the Director of Student Activities.

## **What to Know**

### ***The Role of Student Organizations***

Why are student organizations important? Why should involvement be encouraged? The purpose of any student organization is to enhance the education of the college student. Co-curricular activities, while complementing classroom learning, can offer many additional benefits including close friendships, responsibility, leadership training, and group support.

Studies indicate that those students who participate in co-curricular activities report a more satisfying college experience, and potential employers are impressed with total campus involvement. “Participation in student organization is much more than fun and games. It plays a vital role in the educational process and in your success as a Lamar State College Port Arthur student.”

### ***Recognition***

In order to function as a student organization on the Lamar State College Port Arthur campus, it is required that each organization be recognized as a valid student organization of LSCPA’s Division of Student Services. The advantages of recognition are many:

1. Listing as an official LSCPA student organization.
2. The use of college property to meet and/or present a public function when:
  - a. Facilities have been properly reserved
  - b. College rules and regulations have been followed.
3. Raising funds on college property when solicitation rules are followed.
4. Posting signs and distributing informational literature in accordance with college policy.
5. The free use of office equipment is available through the Director of Student Activities.
6. Access to event publicity through the monthly LSCPA Activity Calendar, campus postings, social media and the LSCPA marquee located on Procter Street.

***Services Offered by The Director of Student Activities***

All services are available in the Director's office during office hours.

**Student Organization Permanent Files**

All constitutions, registration forms, minutes and other important data are kept in the office of the Director of Student Activities for reference.

**Organization Registration**

A current list of organization officers and meeting information is kept on file in the Director's office.

**Posting Approval**

All registered student organizations have the privilege of posting flyers and banners for up to two weeks at a time. (See posting policies for size and other requirements).

***Business Services*****Photocopier**

A photocopier is available for student organization use. Use is not "unlimited"; however, use should be within reason.

**Paper Cutter**

A 24" paper cutter is available.

**Three-Hole Punch**

A heavy duty three-hole punch is available for use by student organizations.

**Banner Paper**

A limited amount of banner paper is available for student organizations. The maximum size for an interior banner is 4' x 10' and must carry the posting approval stamp prior to being hung.

**Markers/Paint**

Special colorful banner markers and paint are available for use.

**Computer**

The computer in the SGA office may be used when not already in use by SGA for a limited amount of time and only with the approval of the Director of Student Activities. (Organizations should store files only on flash drives or removable disks, not on the hard drive).

***Organization Programs*****Student Organization Days**

All student organizations are invited to set up a table to publicize their group during the student organization day, which will take place on one day within the first week of the semester opening.

### Student Survey Forms

Once each long semester, students will be given the opportunity to indicate which student organizations they would be interested in joining while responding to the Student Survey. A list of prospective students will be given to each organization.

### Leadership

Leadership workshops will be provided to encourage and support the development of campus leadership.

## ***Regulations Governing Student Organizations***

### **I. General Provisions–Definitions**

In these regulations, unless the context requires a different meaning:

- A. “Advisor” means a member of the faculty or full-time administrative staff who counsels the members of an organization.
- B. “Class day” means a day on which classes are regularly scheduled or on which semester or summer session final examinations are given;
- C. “Student” means a person enrolled at the college or a person accepted for admission or readmission at the college while he is on the campus;
- D. “President” means the President of Lamar State College Port Arthur.
- E. “Dean” means the Dean of Student Services, and his/her delegate or representative.
- F. “Director” means the Director of Student Activities, his/her delegate or representative.
- G. “Vice President” means the Vice President of Academic Affairs of Lamar State College Port Arthur.
- H. “Organization” means a group holding a valid temporary or permanent recognition certificate.
- I. “College” means Lamar State College Port Arthur.
- J. “College facility” means a classroom, auditorium, or any other area of the campus.

### **II. Division of Student Services**

The Division of Student Services encompasses a variety of areas that deal with student life and activities on the LSCPA campus. Among the departments that comprise Student Services are: Student Activities, Student Housing, Testing Center, Enrollment Services, Financial Aid, Academic Advising, Disabilities Services, Academic Services, Admissions and Records, Admission Advisement and Recruitment, and any other areas that affect student life.

- A. The Division of Student Services, as it affects student organizations, is a division comprised of the Dean of Student Services, the Director of Student Activities and any other representative from the faculty, staff, or student body that the Vice President for Student Services may wish to appoint.
- B. The Dean of Student Services serves as the Division’s chief officer and may appoint subcommittees to carry out Division business, as necessary.
- C. Jurisdiction of the Division of Student Services:
  - a. Except as provided in subsection (2) the Division of Student Services has



jurisdiction over all organizations.

- b. The Division does not have jurisdiction over activities in which participation may yield academic credit in a degree program offered by the college.

D. General duties of the Division of Student Services as they apply to Student

Organizations are to:

1. Approve or disapprove all new organizations requesting recognition.
2. Enforce college regulations and administrative rules relating to organizations.
3. Adjudicate allegations that an organization has violated a college regulation or administrative rule concerning organizations, provided the offense is not a breach of conduct as specified in the Student Handbook.
4. Consider appeals under Section IV.E of the Student Organization Guide.

### III. Annual Review of Organizations

- A. Each year, before October 15, the Director of Student Activities shall review and certify to the Dean of Student Services the eligibility of the various student organization on campus (requirements set out in Section IV) and that these groups are active in conducting their affairs in accordance with college regulations and administrative rules.
- B. If the Director determines that an organization is ineligible for registration, is inactive, or conducts its affairs in violation of college regulations and administrative rules, he/she shall notify the organization in writing of each deficiency/alleged violation. If the organization fails to respond to the deficiency on or before the 10<sup>th</sup> class day after the date of notice, the Director shall file a complaint with the appropriate administrator or judicial body for disposition of the alleged infraction(s).

### IV. Recognition

A. Recognition Required

1. A group of students is entitled to be recognized as an organization.
2. Each group that seeks college recognition shall apply to the Director of Student Activities for recognition as an organization.
3. No organization or group may be recognized if the actions or activities of the organization or group are averse to the educational purpose and work of the college.

B. Eligibility

A group is eligible for recognition if:

1. Its membership is limited to students, faculty, and staff.
2. Its membership, except as provided by law, is not denied anyone on the basis of sex, race, nationality, or religion.
3. It has an eligible advisor.
4. It is not under disciplinary penalty prohibiting recognition.
5. It conducts its affairs in accordance with college regulations and administrative rules.
6. Its purpose is in accordance with the stated purpose and goals of the College.

### C. Application

1. A group shall apply for recognition on a form prescribed by the Director of Student Activities. The form shall include:
  - a. The name of the proposed organization.
  - b. The names and signatures of its officers and its advisors.
  - c. A description of each prior application for recognition and the action taken on it.
  - d. Other information reasonably required by the Director of Student Activities.
2. In addition to the application, each group-making application shall submit to the Director a copy of its charter or constitution stating the proposed organization's purpose.
3. A group may apply to the Director for temporary recognition.
4. An Application for Recognition form can be found in the back of this guide.

### D. Action of Application

1. The Division of Student Services shall meet once a semester to consider applications for recognition. In considering an application, the Division shall temporarily or permanently recognize the applicant unless it is ineligible under Section IV.B.
2. The Director may grant temporary recognition with the approval of the Vice President for Student Services until such time as the Department meets to review its application, by endorsing on each application:
 

"Temporarily Recognized from (date)," signing his/her name under the endorsement, and sending notice to the organization's representative.

### E. Refusal to Recognize

1. If the division refuses to grant permanent recognition, the applicant may petition in writing to compel the division to grant recognition. Applicant shall attach a copy of its application to the petition.
2. If Dean Student Services agrees to review the Director's refusal, the Dean shall instruct the Director to furnish the Dean of Student Services office and the organization with a copy of the written statement containing the reason(s) for refusal.
3. The Dean of Student Services shall confine review of the Director's refusal to the petition application and Director's statement.

The Dean may:

- a. Affirm the Director's decision
- b. Refer the matter to the Director for a rehearing.
- c. Orders the Director to grant recognition.

## V. Rights and Responsibilities

### A. Eligibility

All organizations shall conform to college policy on eligibility for extracurricular activity as outlined in the College Catalog and Student Handbook.

### B. Recognition and Activities

An organization is entitled:

1. To be listed as a recognized organization.

2. To sponsor or present a public performance on college property when:
  - a. College facility has been properly reserved;
  - b. College regulations and administrative rules are followed.
3. To raise funds or make other permissible solicitations on or off college property after Approved by the Director of Student Activities, the Dean of Student Services, and College President. All College regulations and administration rules must be followed.
4. To reserve the use of college facilities.
5. To post signs and distribute literature in accordance with the regulations concerning student advocacy.

#### C. Membership

An organization may not deny membership on the basis of sex, race, nationality, or religion, except as provided by law, and the organizations' chief officers and advisor(s) must sign a statement to this effect before approval may be granted. This statement must be signed once a year thereafter, or whenever the student president changes.

#### D. Meetings

1. An organization shall give its members and advisor reasonable advance notice of its meetings.
2. An organization shall conduct its meetings in accordance with its charter and constitution.

#### E. Fiscal Procedure

Unless a college department or agency is financially responsible for the organization, all funds must be deposited into an account set up through the LSCPA Finance Office. The organization must also provide the Director of Student Activities with a biannual financial statement detailing income and expenditures.

#### F. Requirements

1. Every recognized student organization shall register at the beginning of each semester by furnishing the Director a complete list of officers and any other members of the organization who are authorized to receive official notices, directives, or information from the College for the organization. Each such list shall be kept current and accurate throughout the semester by the organization, and it shall be conclusively presumed that the officers or members whose names are on the list most recently filed by the organization are authorized to speak for and represent the organization in its relations with the college. An Organization Information form can be found in the back of this guide.
2. No organization, whether registered or not, may use the facilities of the College as long as it owes a monetary debt to the College and the debt is considered delinquent by the crediting College agency.

### VI. Discipline and Appeal

#### A. Group Offenses

1. Student societies, clubs, living groups, and other student organizations are responsible for conducting their affairs in a manner that reflects favorably upon themselves and the College. Such responsibilities include:
  - a. Compliance with College regulations.
  - b. Taking reasonable steps, as a group, to prevent violations of law or College regulations by its members.
  - c. A willingness to deal individually with those members of the group whose behavior reflects unfavorably upon the group or upon the College.
2. Failure to accept the responsibilities of group membership may subject the organization to permanent or temporary withdrawal of College recognition and/or support, social probation, denial, or use of College facilities, or other appropriate action.
3. The Dean of Student Services or his/her delegate has responsibility for initiating and expediting disciplinary action in any group offense cases.

#### B. Registration of Assemblies

1. In order to ensure the safety of persons and property and to prevent any disruption of the educational and service function of the College, all assemblies, demonstrations, marches, rallies, sit-ins, or other events on the campus must be registered with the Dean of Student Services unless the activity occurs in the Free Speech Zone (Stilwell Plaza which is located on the campus of Lamar State College Port Arthur, specifically in the center of the campus).
2. Sponsoring groups or organizations and their representatives will be responsible for the conduct of such events, including arrangements for adequate safeguards. In the case of individual students not acting in the name of an organization, the student(s) registering and/or organizing the event will be held primarily responsible for the activities of the event and for the behavior of participants. Additionally, individual students will bear responsibility for their own behavior.
3. Failure to register such events will result in disciplinary action.

#### C. Non-compliance with Administrative Rules and Regulations Pertaining to Student Organizations

1. When the Director receives information that an organization has allegedly violated an administrative rule or regulation, an investigation of the alleged violation will be conducted. Upon completing the investigation, the Director may dismiss the allegation or refer it to the Dean of Student Services who shall conduct a hearing.
2. An organization violates a college regulation or administrative rule when:
  - a. One or more of its officers or authorized members acting in the scope of his general responsibilities commit the violation.
  - b. One or more of its members commits the violation after the action that constitutes the violation was approved by majority vote of those members of the organization present and voting.
  - c. One or more members of a committee of the organization commits the violation while acting in the scope of the committee's assignment.
  - d. A majority of the members of an organization commit violations.

#### D. Penalties

When, after a hearing, the Dean of Student Services finds that an organization has violated an administrative rule or regulation, he/she may:

1. Suspend the organization's right to do one or more of the following:
  - a. Publicly post signs
  - b. Install a booth
  - c. Publicly assemble or demonstrate
  - d. Sponsor or present a public performance
  - e. Publicly raise funds or make a solicitation
  - f. Reserve the use of College facilities
2. Suspend the organization's recognition.
3. Cancel the organization's recognition permanently.
4. Deny travel as a College sanctioned organization.
5. Any other appropriate action deemed necessary.

### COLLEGE POLICIES

#### Eligibility for Extracurricular Activities

An extracurricular activity is understood to be any activity representing the student body, a student organization, any department or division organization, or any general activity representing the College.

Any student not on disciplinary or scholastic probation, who is officially registered, is eligible to become a candidate and/or to hold student office, or to represent the College in any extracurricular activity provided such student has a grade point average of at least 2.0 for both the total of college work completed at Lamar State College Port Arthur (LSCPA) and that of the preceding semester.

For the purpose of establishing eligibility, two six-week summer terms may count as one semester.

#### Policies for Advisors of Student Organizations

The philosophy of faculty and/or staff advisorship of student organizations is based upon several premises. The most important of these is that meaningful educational relationships will develop between student groups and their sponsors and that these relationships are beneficial to the students, to the Advisors, and to the college community as a whole. Other benefits to be derived from serving as advisors include the following:

1. Advisors can offer organizations experience to assist in the growth and development of leadership within the organization.
2. Advisors provide a degree of continuity to student organizations whose composition must necessarily change from year to year as new students enter and others graduate.

3. Advisors' knowledge of college operations should enable them to assist organizations in facilitating organizational programs and the achievement of organizational goals.
4. As an employee of the institution, the advisor is in a position to safeguard the College as well as the organization by working with a group to assure that organizational programs and activities are educational in nature, that they contribute to the total educational mission of the institution, and the organization thus is worthy of continuing recognition and association.
5. When student organizations travel at the College's expense or at their own expense, it is required that a recognized advisor accompany the student group. When traveling as LSCPA students, the group is bound by the rules and regulations delineated in the College Catalog and the Student Handbook.
6. College owned transportation (pick-up truck, or van) may be reserved for organizational trips. College owned vehicles may be reserved only by, and issued only to, advisors. Advisors should contact the Director of Student Activities for details. A written notice of intent to travel must be submitted to the Director **at least 3 weeks prior** to the intended trip. Drivers and students must adhere to the Student Travel Policy. The Student Travel Policy can be found at the end of this guide.

All organizations, therefore, are required to have at least one advisor who is a member of the faculty or administrative staff.

The Division of Student Services has the responsibility of approving campus organizations and advisors from the faculty or administrative staff. It is the responsibility of each student organization to submit the names of advisors. Each organization will be notified of endorsement of advisors by the Division of Student Services.

Advisorship is both beneficial and time consuming. Organizations should, therefore, attempt to find advisors who are not already working with more than two other student groups. This will assure the group of more attention from its advisor and permit the benefits of advisorship to accrue to others on the faculty and staff.

Recognized student organizations are entitled to the use of College facilities, when available. In order to use campus facilities for meetings and other functions, organizational requests for the use of such facilities must be signed by their advisors. When the use of a facility is approved, it is the understanding that the advisor, or his/her designate, will be in attendance and accept responsibility for the group.

Since some organizations meet frequently, and at times inconvenient to a single advisor, it is recommended that those organizations have more than one advisor.

In accepting the position of advisor of a student organization, the faculty or staff member should attempt to be present at as many activities and meetings as possible of the group he or she is advising.

### **Declaration of Non-Discriminatory Practices**

The college is required to file with the federal government, each year, a report declaring its compliance with the Civil Rights Act. Failure to comply could result in loss of support for virtually all of our student financial programs, loss of federal funds for buildings, and ineligibility for federally funded grants in support of institutions, conferences, research, and other activities.

The college cannot properly declare its compliance with the Civil Rights Act if it practices discrimination on the basis of race, creed, color, sex, or national origin, except as may be provided by law; including the granting of official recognition to student organizations which practice such discrimination. We request your cooperation with the following:

Any student organization which practices discrimination, except as provided by law, will be in danger of removal of its charter and withdrawal of College recognition.

This means that any student who presents himself for membership in your organization must be accepted so long as he meets necessary requirements as applied to all potential members.

You are required to submit to the Director of Student Activities, on an annual basis, a signed statement on your declaration of non-discriminatory practices. It should be certified by your chief executive officers and advisors. Failure to submit this statement may result in removal of your recognition.

Charges of discrimination will be investigated thoroughly and appropriate action taken. A Declaration of Non-Discriminatory Practices form can be found in the back of this guide.

### **Overdose Awareness and Naloxone (Narcan) Guidelines**

Overdose awareness and Narcan training is required annually for resident assistants and officers of student organizations. Each attendee is provided with Naloxone<sup>1</sup> (Narcan), a medication used to rapidly reverse the effects of an opioid overdose. It is an opioid antagonist which means that it attaches to opioid receptors and reverses or blocks the effects of opioids. Examples of opioids include heroin, fentanyl, oxycodone, hydrocodone, codeine, and morphine.

Students, faculty, and staff can access free Narcan on campus at the following locations:

- .....Student Center, 1<sup>st</sup> Floor Campus Safety Office
- .....Commercial Truck Driving Center Campus Safety Officer
- .....Seahawk Landing Resident Assistant

Individuals requesting free Narcan are not required to provide their name or other information to obtain the medication. A maximum of two (2) doses may be requested.

**(1) Narcan nasal spray was approved for over-the-counter sale by the FDA in March 2023. No prescription is needed. It is available at most CVS and Walgreens pharmacies, as well as HEB.**

### **Mandatory Risk Management Training**

The officers of each registered Student Organization are required to attend risk management training annually. Failure to complete the required risk management training will result in restricted access to resources for the student organization until the organization is compliant.

## Hazing Policy

### 1. *Definition*

a. Any willful act by one student alone, or acting with others, directed against any other student of the educational institution, done for the purpose of submitting the student to indignity or humiliation.

b. Any willful act by one student alone, or acting with others, directed against any other student of the educational institution, done for the purpose of intimidating the student attacked by threatening such student with social ostracism or of submitting such student to ignominy, shame or disgrace among fellow students, and acts calculated to produce such results.

c. Any willful act by one student alone, or acting with others, directed against any other student of the educational institution, done for the purpose of humbling, or that is reasonably calculated to humble the pride, stifle the ambition, or blight the courage of the student attacked, or to discourage any such student from remaining in the educational institution or reasonably cause him to leave the institution rather than to submit to such acts.

d. Any willful act by one student alone, or acting with others, in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or to do or seriously offer, threaten, or attempt to do physical violence to any student or any educational institution; or any assault made upon any student for the purpose of committing any of the acts or producing any of the results to such students as defined in these sections.

### 2. *Legal Considerations*

Consult the Student Handbook under the section on “Hazing” for specific legal considerations.

## Social Events with Alcohol

Student social events in which alcohol is served are strongly discouraged. Such events are to conform fully to the guidelines laid out in the Student Handbook under the section “Social Events with Alcohol.”

The Dean of Student Services or his/her designate has the prerogative of adjusting these policies in the best interest of the college.

## Alcohol Posting

- A. No names of alcoholic beverages can be on a banner or flier if there is a charge for the event.
- B. The price of alcohol that will be served in a licensed facility cannot be advertised outside of the licensed facility; you can say beverage specials or discount beverages.
- C. The name of an alcoholic product cannot be used in advertising outside of the license facility. This includes advertising of events that are sponsored by an alcohol distributor such as a dart contest or sports tournament.



## Alcohol Events

- A. No money can be charged for an event when there is free alcohol. Tickets cannot be sold at the event or in advance of the event, even if the event includes food or accompanies a program.
- B. In order to sell tickets to an event where alcohol will be made available without a cash bar, an Alcohol Beverage License must be activated for the event. The group will then be charged for the alcohol consumed.
- C. No alcohol can be taken into or out of an event.
- D. If alcohol is sold at an event, it must be sold by an employee of the business that holds the license. The people checking identification are also considered to be employees of the business holding the license.
- E. A ticket can be sold to an event where alcohol is sold separately.
- F. A group cannot provide their own alcohol at an event where tickets have been sold in advance or will be sold at the door.

## Posting Policy

- I. General Regulations Governing Displays, Poster, and Banners
  - A. All materials must be approved and stamped before they are posted. Posting approval may be obtained in the office of the Director of Student Activities during college business hours.
  - B. All materials approved for posting will be limited to two weeks.
  - C. Registered student organizations have priority over outside organizations to post materials on campus (advertising included). The complete name (no abbreviations) of the responsible student organization must be clearly visible on all materials approved for posting.
  - D. Only material with English as the language will be approved for posting. Other languages may be added as a secondary translation.
  - E. Posting is permissible only on bulletin boards or designated walls, one item per board. Only tape or thumb tacks may be used to attach materials to boards.
  - F. No posting is permitted on glass doors or windows, except as is specifically approved by the Director of Student Activities.
    - a. Any bulletin boards designated for special groups or specific use are not to be used for general posting.
    - b. Campaign materials in student elections are under immediate jurisdiction of Student Government Association regulations.
    - c. No material that exceeds 14" x 22" will be approved for posting on the bulletin boards.
    - d. Banners which carry the name of the responsible student organization will be approved to be hung if the banner is no larger than 4' x 10' and if space permits. Only one banner per organization will be allowed during a two-week time period.
- II. Handbills
  - A. Handbills may be posted on bulletin boards, presented to individuals, or placed in the locations approved by the Director of Student Activities.
  - B. Handbills which are to be distributed must have one copy approved, stamped, dated, and delivered to the Director of Student Activities for placement in the organization's file.
  - C. Only registered student organizations may distribute handbills.

### III. Advertising

Only 8.5" x 11" fliers may be used to advertise for personal sales, rides, roommates, etc.

### IV. Advertising by Off-Campus Groups

- A. Advertising by off-campus groups is limited to three items.
- B. The maximum size of the advertising is 14" x 22"

### V. Student Organization Social Media Policy

Student organizations may have social media accounts to represent their group but must:

- A. Follow LSCPA's Social Media Guidelines.
- B. Share account details with the Director of Student Activities and Public Information Coordinator.
- C. Use only the organization and/or chapter name—do not include "LSCPA" in the account name.
- D. Obtain prior approval from the Public Information Coordinator before creating any official account.
- E. Ensure all content complies with college policies, laws, and publication guidelines.

### Social Events

All social events of college groups or organizations are subject to the following regulations:

- A. General Policy Statements
  - 1. For the purpose of this policy, "groups or organizations" shall be defined as those approved and registered in the Office of the Dean of Student Services and the Office of Student Activities.
  - 2. For the purpose of this policy, "social events" shall be interpreted as dances, mixers, receptions, and banquets. Business and/or routine meetings are not considered social events unless such meetings in fact become so, as a result of the activity itself.
  - 3. It is the responsibility of the officer(s) of an organization and/or leader(s) of a group to inform the faculty/staff advisor of organizational/group social events; one of the functions of an advisor is to advise the leadership and/or members of an organization/group of the acceptability of a planned course of action; the final responsibility, however, for an acceptable social function and the conduct of those attending an event rests with the group/organization, with the individual officers of the organization, and ultimately with the individual members and their guests.
  - 4. Groups or organizations hosting dances or major social events must provide adequate security service. It is the responsibility of the officers of the organization to advise the Campus Security or police officer(s) of their responsibilities and of special regulations which they are expected to enforce.
  - 5. A minimum of two officers are required for all dances/mixer-type events. If fewer than 200 are in attendance during the first hour of the dance or event, one officer may be

dismissed; the sponsoring organization, however, must pay the dismissed officer the minimal “show up” fee.

6. The Dean of Student Services is authorized to adjust police/security requirements as contained in Section 4.a. above. All adjustments shall be communicated in writing to the officer and to the advisor and/or officers of the sponsoring organization.
  7. Organizational/group leaders and/or officers should report to an event 30 minutes prior to its beginning and remain 30 minutes after the end of the event.
  8. When a dance or event is held in the Ruby Fuller Building, Gates Library, or other College facilities, or outdoors, the security policies governing events in that facility are to be enforced.
  9. Dances/mixer-type events are subject to the following regulations:
    - a. Admission is by identification card and is restricted to members of the Lamar State College community.
    - b. Admission may be permitted to non-Lamar State College community persons under the following conditions:
      1. A guest, eighteen years of age or older, of a Lamar State College community member;
      2. presents an invitation/bid ticket from the group/organization sponsoring the function.
  10. It is the responsibility of the sponsoring organization and its officers to see that the social event is in compliance with college regulations. Failure to enforce College rules and regulations subjects the sponsoring organization/group to disciplinary action by the College.
  11. Hours of social events:
    - a. Sunday through Thursday - Events must end by midnight.
    - b. Friday through Saturday - Event must end by 2 a.m.
- B. Procedure for use of Campus Facilities
1. A “Room Request” and/or “Event Approval” form must be signed by the groups or organizations’ faculty/staff advisor(s) or their faculty/staff designate.
  2. When a campus facility is to be used that requires a special set, the “Room Request” and/or “Event Approval” form must be submitted at least one week in advance to the Director of Student Activities.
  3. If security is needed, contact the Office of Student Services at 984-6157.
- C. Violations
- See “Student Conduct.”

## Off Campus Events

Lamar State College Port Arthur recognizes the right of college affiliated groups and organizations to sponsor and hold off-campus events. The College assumes no responsibility for the conduct of participants, nor for the financial and/or contractual obligations associated with off-campus events; however, the College does hold each group/organization and its officers responsible for abiding by all state and local laws and College policies.

Sponsoring groups or organizations and their officers are responsible for conducting off-campus events in a manner that reflects favorably upon themselves and the College, and for arrangements for adequate safeguards at these events.

Violations of law, unacceptable conduct, and/or failure to meet financial or contractual responsibilities may subject a group or organization to disciplinary action by the College.

## Guest Speakers

The freedom of speech and assembly guaranteed by the first and fourteenth amendments to the United States Constitution shall be enjoyed by the students of Lamar State College Port Arthur in respect to the opportunity to hear off-campus (outside) speakers on the campus. Free discussion of subjects of either controversial or noncontroversial nature shall be curtailed.

Since, however, there is no absolute right to assemble or to make or hear a speech at any time or place regardless of the circumstance, content of speech, purpose of assembly, or probable consequences of such meeting or speech or speeches by outside speaker(s), the issuance of invitations to outside speaker(s) shall, therefore, be limited in the following ways:

1. Outside or off-campus speakers are not permitted to speak on campus unless specifically invited to do so by a college group or organization.
2. A person who has been convicted of a felony must be granted special approval by the Dean of Student Services to speak before a campus or group organization.
3. No contract or formal commitment between any recognized group or organization and an outside speaker can be issued to an outside speaker without prior written approval by the Dean of Student Services. Requests may be obtained from the Director of Student Activities.
4. A "Speaker Request" form, signed by the student organization Advisor must be turned into the Director of Student Activities at least 10 days in advance of the speaking engagement. Publicity regarding the event should not be done prior to approval and will not be approved for posting on campus prior to approval. A copy of this request form can be found in the back of this guide.
5. The Dean of Student Services may, at his/her discretion, require that the meeting be chaired by a member of the administration or faculty, and he may further require a statement to be made at the meeting that the views presented are not necessarily those of the institution or of the sponsoring group. By acceptance of the invitation to speak,

the speaker shall assume full responsibility for any violation of the law committed by him/her while on campus.

6. The College reserves the right to assign facilities for all activities on campus.
7. A request made by a group or organization may be denied for failure to comply with the policy or if it is determined that the proposed speech will constitute a clear and present danger to the institution's orderly operation by the speaker's advocacy of such action as:
  - a. The violent overthrow of the government of the United States, the State of Texas, or any political subdivision thereof.
  - b. The willful damage or destruction, or seizure and subversion of the institution's buildings or other property.
  - c. The forcible disruption or impairment of, or interference with the institutions' regularly scheduled classes, or educational or service functions.
  - d. The physical harm, coercion, intimidation, or other invasion of legal rights of the institution's officials, faculty members, staff, or students.
  - e. Other campus disorders of a violent nature.

In determining the existence of a clear and present danger, all relevant factors will be considered, including whether such speaker has incited violence resulting a bodily harm to individuals and/or in the destruction of property or has willfully caused the forcible disruption of institutions. Consideration may also be given to the climate of the campus in making a determination of probability of advocacy prompting a group or individual to action.

8. If an organization's request for an outside speaker is denied, the organization shall, upon written application to the President, obtain a hearing at the earliest possible time following the filing of its appeal. The President shall either concur or reverse the decision of the Dean of Student Services.

### **Food Sales on Campus**

All food sales will be limited to college-approved groups and will be subject to the following regulations.

1. All food date events must be approved by the faculty/staff advisor and by the president of the organization.
  - a. An Event Approval Form must be submitted to the Director of Student Activities and be approved by the Dean of Student Services at least two (2) weeks in advance of the event.
  - b. A copy of the health department permit must be returned to the Director of Student Activities before confirmation of the facility is made.
2. Food events must meet the city and state regulations on preparation and sales of food.
  - a. All organizations must maintain a valid health permit issued from the City of Port Arthur.
  - b. All items to be sold must be individually wrapped.

- c. All items must be handled in a manner to protect them from contamination.
3. The organization responsible for selling food at an event also must accept the responsibility for any illnesses that may occur from consumption of the food sold.

## **Gambling**

Gambling is prohibited in the State of Texas as defined by the Texas Penal Code, Section 47.01. Students and visitors of Lamar State College are prohibited from participating in any form of gambling on college-owned or College-controlled property.

### **1. Definition**

- a. A person commits a gambling offense if he/she:
  1. Makes a bet on the partial or results of a game or contest or on the performance of a participant in a game or contest.
  2. Makes a bet on the result of any political nomination, appointment, or election, or on the degree of success of any nominee, appointee, or candidate.
  3. Plays and bets for money on other things of value at any game played with cards, dice, or balls.
- b. “Lotteries” are also gambling and are defined as any scheme or procedure whereby one or more prizes are distributed by chance among persons who have paid for promised consideration for a chance to win anything of value, whether such scheme or procedure is called a pool, raffle, gift, gift enterprise, sales, policy game, or some other name.

### **2. Legal Consideration**

- a. Under the state penal code, offenses range from Class C misdemeanor to a felony of the third degree depending on the severity of the violation.
- b. Gambling is a violation of college regulations as defined in the “College Student Conduct Code” and other College literature and therefore subjects a student to disciplinary action by the College.

## **Solicitation/Fundraising**

Solicitation is selling, advertising, or obtaining contributions on campus through personal, telephone, and/or mail contact. Uncontrolled solicitation is an affront to many individuals. Guidelines for reducing this concern are established to ensure an orderly process and to provide an atmosphere of privacy.

There are many times throughout the year when student organizations seek support through contributions of money or goods and services from area businesses. Most community groups do wish to be supportive of Lamar State College Port Arthur and our students’ projects, but many times are uncertain if the person presenting the request is indeed affiliated with Lamar. Therefore, the following guidelines are put into effect to help all these parties—the business, the student group, and Lamar State College Port Arthur—to handle transactions more easily. The Fundraising Policies are located on the next page.

## **Lamar State College Port Arthur Fundraising Policies & Procedures**



Member The Texas State University System

At Lamar State College Port Arthur, fundraising is a community endeavor. Students, faculty, and staff are encouraged to participate in supporting the College. However, the Office of the President is the gatekeeper for all College fundraising and coordinates the efforts of all. The Fundraising Policies and Procedures document is a guide that directs fundraising activities to achieve success across the campus.

To maximize success, avoid duplication of effort, and assure adherence to the College's professional priorities and policies, the Office of the President serves as the coordinating agent for all Lamar State College Port Arthur fundraising. Gift solicitation, proposals for gift solicitation, or fundraising events to be conducted by anyone (including faculty, staff, students, alumni, friends, etc.) for the benefit of Lamar State College Port Arthur and its affiliates requires prior approval from the Office of the President of Lamar State College Port Arthur.

### **Tax-Exempt Status**

The ability of Lamar State College Port Arthur to seek and receive philanthropic gifts and grants is dependent upon the continuing recognition of its tax-exempt status by the IRS. The College protects this status by abiding by all relevant laws and regulations, including using its tax-exempt status solely for its own benefit and by not sharing it with other organizations.

A ruling by the Internal Revenue Service states that Lamar State College Port Arthur is exempt under section 501(c)(3) of the Code as an organization described in sections 509(a)(1) and 170(b)(1)(A)(ii). This ruling is important for Lamar State College Port Arthur because it establishes the following:

- a) The exemption of the College from federal income tax and federal unemployment tax;
- b) The deductibility, for general income, gift, and estate tax purposes, of contributions by donors to the College.

### **Requests to Conduct Fundraising Activity**

The primary responsibility for leading Lamar State College Port Arthur in its fundraising efforts belongs to the President of the College. Any faculty, department, school, or student organization, or any employee or student of the College shall secure the approval of the President, prior to engaging in any form of solicitation in the name Lamar State College Port Arthur or otherwise. Fundraising activities on campus through campus organizations should contact the Director of Student Activities to complete the 'Event Form' as documentation to attach to the ***Fundraising Project Request Form***. Further, the Office of the President must be consulted prior to the solicitation of individuals, corporations, foundations, government agencies or constituent groups to ensure the effective coordination of the College's effort in fundraising.

Prior to any solicitation of gifts or contributions, a ***Fundraising Project Request Form*** must be submitted and approved by the Office of the President.



## Fundraising Procedures

The following steps will be completed for submission of the *Fundraising Project Request Form*:

- a. The *Fundraising Project Request Form* will be submitted to the Office of the President via inter-campus mail or in person prior to the onset of any fundraising activities. Fundraising activities on campus through campus organizations should contact the Director of Student Activities to complete the 'Event Form' as documentation to attach to the *Fundraising Project Request Form*.
- b. Upon review and approval of the *Fundraising Project Request Form* by the Office of the President, the form will be returned to the applicant to begin the fundraising process.
- c. For all proposals, direct-mail, or target market solicitations (see below for definitions),
- d. the applicant will submit all materials (including but not limited to applications, grant proposals, cover letters, recommendation letters, solicitation letters, pledge cards, flyers, and brochures) to the Office of the President for approval prior to submission to the prospective donor(s).
- e. All funds are submitted to the Business Office. The gifts will be posted to the appropriate account of the department that made the original appeal for its intended purpose. If gifts are initially received by the Office of the President, the original applicant

## Definitions of Fundraising Activities

The Office of the President includes the following in its scope of fundraising initiatives under its supervision, as defined by the Association of Fundraising Professionals:

- a. Proposal: a written request or application for a gift, grant, or service.
- b. Direct-mail fundraising: the solicitation of funds by mass mail, whether electronic or paper.
- c. Target market solicitation: a group of potential donors or other constituents that have certain characteristics in common, toward which a concerted effort is to be directed.

Examples of activities to be coordinated through the Office of the President include, but are not limited to, the following:

- a. Any program or event designed to solicit or acknowledge/recognize financial support and donors, including banquets, special events, phonathons (telephone fundraising), golf classic events, etc.
- b. Requests to private or public sources, such as foundations or government agencies, for the funding of new or existing instructional programs or in support of individual faculty members, scholarships, students, staff, or projects.
- c. All other programs or activities solicit gifts.

## College and Non-College Fundraising Initiatives

The College is aware that students and employees often engage in fundraising activities for which the College is not the intended beneficiary. These activities may range from campus-based efforts to raise funds for groups such as the United Way or Habitat for Humanity or employee/student participation in their local churches or clubs.

As stated above, when the activities are intended to benefit Lamar State College Port Arthur, they must be approved in advance by the Office of the President by submitting the ***Fundraising Project Request Form***. When an activity is not intended to benefit Lamar State College Port Arthur, administrative approval is still required from the Office of the President.

### **Prohibited Activities**

When a fundraising activity is not one that benefits the College directly or is not sanctioned by the College, members of the College community are prohibited from engaging in the following activities:

- Using home addresses from the College telephone directory to compile calling or mailing lists
- Using the Lamar State College Port Arthur Alumni Directory to compile calling or mailing lists
- Using one's status as a Lamar State College Port Arthur employee or student to secure a gift commitment
- Using "blast e-mails" on the campus internet system to solicit gifts

### **Reports of Private Philanthropy**

The Office of the President will be responsible for compiling official donor records on all gifts. Therefore, all subsections or parts of the College shall report all gifts to the Office of the President, including bequests, deferred gifts, gifts-in-kind, gifts of land, stock gifts, and insurance policies, as well as checks and cash. These reports should be made in a timely fashion in accordance with these Policies and Procedures. (see ***Fundraising Procedures***)

### **Public Statements on Gifts to the College**

The Office of the President will determine appropriate means of public recognition (i.e., press releases, Honor Roll of Donors, gifts of stewardship) for gifts to the College. Each applicant for fundraising may separately recognize their donors if they so desire, but must submit this information, along with the ***Fundraising Project Request Form***, to the Office of the President.

### **Ad Hoc Fundraising Committee**

Ad Hoc Fundraising committee members come together on a periodic basis to review various fundraising activities, including: The Gulf Coast Gala, Discovery, athletics, etc. The members of this committee include the following:

- President
- Dean of Student Services
- Director of Athletics
- Dean of Academic Programs

### **Fundraising Partners**

The college partners with the following organizations in its development efforts. Each of these organizations enjoys tax exempt status under the provisions of the Internal Revenue Code.

- Port Arthur Higher Education Foundation
- Port Arthur Historical Society
- Lamar State College Port Arthur Alumni Association



## Fundraising Request Form

### Section 1: Contact Information

Department/Student Organization	Fundraising Chairperson (if any)
Name:	Name:
Advisor/Supervisor (Full Name):	Email:
Email:	Phone:

### Section 2: Fundraising Project Information

<b>Project/Program Name</b>	
<b>Beneficiaries of Fundraiser</b> <i>[The recipient(s) of the fundraiser's proceeds]</i>	
<b>Description of Fundraiser</b>	
<b>Type of Function</b> <i>(check all that apply)</i>	<input type="checkbox"/> <b>Special Events:</b> <i>If an event involves charitable donations or gift credit from the College, it must follow fundraising guidelines.</i> <input type="checkbox"/> <b>Targeted Appeals:</b> <i>Targeted appeals are College fundraising efforts aimed at a small, interested audience.</i> <input type="checkbox"/> <b>Direct Appeals:</b> <i>Individuals or units may propose fundraising appeals to a specific donor or organization with Vice President, Dean, and President approval. The <b>President's Office</b> reviews donor fit and may conduct a limited research and refine the proposal.</i> <input type="checkbox"/> <b>Sales:</b> _____ <input type="checkbox"/> <b>Other:</b> _____

### Section 3: Fundraising Contact List

List the individuals, businesses, foundations, or organizations you plan to contact for support, along with their information

Name (Individual/Organization)	Email	Phone	Relationship to Group
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.

Would you like this event to be added to the LSCPA Student Activities Calendar? ☐ Yes ☐ No

### Submission Guidelines:

1) **The Fundraising Request Form** must be submitted to the Director of Student Activities.

- If the fundraiser is part of an event, the **Event Request Form** must also be submitted.
- Forms should be submitted by the 25th of the month prior to the planned fundraiser or event.

2) **Recommended supporting documents:**

- Provide a detailed budget breakdown.
- Prepare a draft flyer or other promotional materials.
- Develop a proposal or fundraising plan for larger-scale activities.
- Submit any vendor or service agreements, if applicable.

**Upon approval**, the applicant will receive the signed documentation and may proceed with the fundraiser. A copy will be kept on file in the Office of the President.

3) **All funds collected** must be submitted to the Business Office within two (2) business days.

### Signatures:

**By signing below, you approve the student fundraiser request.**

_____ Organization Advisor/Supervisor (Full Name)	_____ Signature	_____ Date	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
_____ Director of Student Activities (Student Organizations Only)	_____ Signature	_____ Date	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
_____ Dean of Student Services	_____ Signature	_____ Date	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
_____ President	_____ Signature	_____ Date	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved

## Recruitment

It is obvious that without a strong flow of new members into any type of organization, the future of the group becomes uncertain. There are a few key factors to think about in order to best enhance your chances of getting and keeping new members.

The first area to be looked at is the image you want your group to have on campus. This image will be the first factor in determining what kind of recruitment campaign you design for your group. It is important that you involve your organization in determining the information that will be included. By doing this, you all work together to decide not only what is desirable, but also what is realistic. Remember that no group can be all things to all people.

The next decision you will need to make concerns the time, place, and strategy you plan for recruitment. You need to consider the time of the year and the time of the day that your target group would be most receptive to your information. The time between classes may be the most ideal time for some groups, while other groups may find that late afternoon or evening would attract more potential members. In choosing the place, think about where your target group can be found. This may be a special building, or it may be a community area such as the Recreation Room; and make sure that your strategy fits your surroundings. If you want to use music or other attention getting devices, be sure you have chosen an appropriate setting.

The key to recruitment is remembering that it is not a mass enterprise. Each person that you approach must be recruited individually. You must take the time to find out about the person and what their interests are. This then helps you to point out the areas of your group that appeal to them. Follow this up with a telephone reminder about the meeting, and then be at the meeting early so that you can greet them and introduce them to others in your group.

Recruitment is not a once-a-year process; it needs to be ongoing throughout the year. To get you started, here are a few tips:

1. Keep information available in a central location all year.
2. Have a nice (not costly) brochure or flier about your group.
3. Let people know about the fun things, as well as the projects in which your group participates.
4. Make a presentation to selected classes or individuals.
5. Attend programs or lectures that relate to your group and set up an information table about your group.
6. Use the Student Activities monthly calendar, your own newsletter and bulletin boards.
7. Talk to friends and others with similar interests.
8. Ask faculty or staff members for names of potential members.
9. Choose a logo and a catchy slogan that is simple, understandable, and easily identifiable. Then, use it on all your group publicity.
10. Keep your current members involved and positive.
11. Participate in Organization Days each long semester.

## The First Meeting

For any organization, the first meeting is an exciting and critical one. Like all meetings, it should be well planned, but there are also some special considerations to keep in mind.

The officers and key members of the group should plan to arrive early in order to greet new and returning members as they arrive. Be ready to make informal introductions and get everyone involved in talking to others until the meeting begins.

At the designated time, the meeting begins. This is important because it shows the members that you begin on time, and consequently, they will plan to arrive on time. Begin with a brief welcome, followed by an “ice breaker.” This is an informal exercise that allows everyone to mingle and meet people while acquiring information about others and, possibly, the group. This should be non-threatening and last about 10 minutes. It is meant to put the new members at ease and to help them get to know you and your group.

This interaction should be followed by a brief introduction of the officers and some information about your group. This information could include the history of your organization, some past accomplishments, how you are affiliated with the College and any local or national groups, and the expectations of members. Then, it is important to let them know how and when they can give input. This input could be obtained by brainstorming at this meeting or at your second meeting.

It is helpful to provide an assessment form for all members at the first meeting. This form would give the members a chance to tell you what they have to offer your group, as well as what they would like to gain from being a member. Many times, we assume that if an art major joins our group, they want to do all the publicity. Often people join groups to get away from what they are already doing and to have a chance to do something different. It is also important throughout the year to check back with people and see if their interests have changed.

Throughout the meeting, it is important to be aware of the mood of the group. If things are getting bogged down, move on, and save some things for your next meeting. Most effective meetings are conducted within one hour. As you reach the conclusion of your meeting, summarize what has been accomplished and then adjourn to a fun activity. This could be as simple as refreshments, or you may also show slides or pictures of past events.

The final step for your first meeting is evaluation. The officers and advisor should take time to look for the high and low points of the meeting by going through an evaluation form. This will allow your meetings to run smoothly while your members also have a good time.

Information or brainstorming, as well as many other organizational development topics, sample forms or exercises and a variety of books and articles are available in The Director of Student Activities for use by all organizations.

## Parliamentary Procedure

This short article about parliamentary procedure is not to be considered as a complete set of rules to cover all possible questions that might arise. It is to be used as a guide to cover the points most often encountered. For a more detailed set of rules, we recommend Robert’s Rules of Order: Revised and Sturgis Parliamentary Manual.

## How to Make a Motion

Obtain the floor as follows: Address the President by saying, “Madame or Mr. President” and then wait to be recognized before presenting a motion.

State the motion carefully. This is usually done by saying, “I move that...” or “I move the adoption of the following resolution.”

The motion must be seconded... A motion cannot be discussed unless it is seconded; also, unless it receives a second, it is lost. Any eligible voter, other than the one making the motion may second it. He/she usually simply says, “I second the motion.”

The chairperson must repeat the motion in full and call for any discussion.

The motion is then open for discussion. This is done by members of the group who obtain the floor by addressing the chair and being recognized by the chairperson. The person who made the motion is usually given the opportunity to open and close the discussion.

After the discussion, the vote is taken by one of the following ways:

1. By acclamation
2. By standing or raising the hand
3. By roll call
4. By ballot

## How to Amend A Motion

An amendment to a motion is really a new motion made to change or modify the previous motion which is under consideration. An amendment may be one of four things:

1. Add or insert a certain word or words, or a sentence, to the motion under consideration.
2. Strike out a certain word or words, or a sentence in the motion.
3. Substitute another motion for the one being considered.
4. Substitute words to replace wording under consideration.

An amendment, like the principal motion, must be seconded. It is also debatable and may again be amended. The proper form for making an amendment is: “I move to amend the motion to read ... “or I move to amend the motion....”

The amendment to a motion, if seconded, must be voted upon before the original motion. If the amendment to the motion is carried, the original motion must be voted upon as amended.

## Point of Order

A point of order may be raised by a member whenever a non-parliamentary or disorderly procedure has been made. He/she may do this without being recognized by the chair. If a person is speaking when a point of order is raised, then he/she must be silent. The chair decides whether the point was well made. The decision of the chair may be appealed in the same manner as a point raised, except that it requires a second and is debatable. An appeal may be made by any member of the assembly. The appeal is decided by a vote of the assembly. Business is resumed where it broke off with any changes needed.

### Classification of Motions According to Precedence

Second Needed		Amendable	Debatable	Required Vote?	Interrupt Speaker?
<b>PRIVILEGED MOTION</b> (in order of precedence)					
Fix time of next meeting	Yes	Yes	++	½	No
Adjourn	Yes	No	No	½	No
Recess	Yes	Yes	++	½	No
Question of privilege	No	No	No	+	Yes
<b>SUBSIDIARY MOTION</b> (in order of precedence)					
Lay on the table	Yes	No	No	½	No
Previous question	Yes	No	No	2/3	No
Limit debate	Yes	Yes	No	2/3	No
Postpone to a certain time	Yes	Yes	Yes	½	No
Refer to committee	Yes	Yes	Yes	½	No
Committee of the whole	Yes	Yes	Yes	½	No
Amend	Yes	Yes	*	½	No
<b>MAIN MOTIONS</b> (no order of preference)					
Make motion for general business	Yes	Yes	Yes	½	No
Take from the table	Yes	No	No	½	Yes
Reconsider	Yes	No	*	½	Yes
Rescind	Yes	Yes	Yes	2/3	No
Make special order of business	Yes	Yes	Yes	2/3	No
<b>INCIDENTAL MOTIONS</b> (no order of preference)					
Point of order	No	No	No	+	Yes
Appeal from decision of the chair	Yes	No	*	½	Yes
Suspend the rules	Yes	No	No	2/3	No
Object to consideration	No	No	No	2/3	Yes
Parliamentary consideration	No	No	No	NONE	Yes
Request for information	No	No	No	NONE	Yes
Withdraw a motion	No	No	No	½	No

\* Debatable only when the motion to which it applied was debatable.

+ Requires only chair's decision; majority vote if appealed from the chair.

++ Original motion not debatable; amendment debatable. NOTE:

½ Means one more than half of those voting

2/3 Means two-thirds of those voting



### **Student Travel Authorization and Supervision**

Each college-related activity that requires student travel must be authorized by the sponsoring department's Dean or Department Chair. The authorizing Dean or Department Chair must designate a trip Advisor who will be responsible for the safety and conduct of the trip. The trip Advisor is responsible for each student who is to be a passenger in the vehicle driven on a college-related activity. (Exception): Student employees of the College, in the course of their employment, may be drivers on and in the vicinity of the campus.

### **Use of Students as Drivers**

Only persons meeting the college's policies defining "Employee," who hold a Texas driver's license and who hold an "Approved Driver Certificate" from Lamar State College Port Arthur are eligible to drive. Students, except student employees driving as part of their employment with the College, are expressly excluded from operating college vehicles.

### **Insurance Requirements for Transporting Students**

Special Event insurance is available through the Student Services office. All student travel must be noted to the Director of Student Activities and Vice President for Student Services prior to the trip.

If students are to be transported in rental vehicles, the college, through the State of Texas, has several rental sources that offer special rates and inclusive insurance for this type of travel at no or little additional cost. The Advisor will use their State Travel Card which includes the LSCPA agency code to the rental agency. Without the State Travel Card an Advisor must contact the Travel Coordinator in the Business Office to make sure reservations and rental for the trip. If students are to be transported in rental vehicles on the Advisor's personal payment, personal injury and personal effects insurance must be purchased as part of the vehicle rental agreement. This is particularly important where vans and buses are rented to transport a large number of students in a single vehicle.

Each student who travels by motor vehicle or any other form of transportation to participate in a college-related activity, including but not limited to academically related field trips or courses, team sports, competitions or contests, or non-academic activities such as those sponsored by Student Services, must execute a copy of the Release and Indemnification Agreement and Authorization for Emergency Medical Treatment- copies of these documents are available from the Student Activities Director.

If students use their own vehicles to drive themselves or transport other students as passengers to college-related activities, they should be informed in advance that their personal insurance will be responsible for any liability arising from the trip.

Students should familiarize themselves with these and other critical travel policies and procedures.

**Guidelines for Transporting Students Involved in College-Related Activities**

Loading of the vehicle shall be done in accordance with the vehicle manufacturer's recommendations. Particular attention should be paid to loading the large (3/4 ton) vans. No more than eleven (11) passengers should be transported and even with a reduced load the driver must remain cautious when maneuvering or making quick turns in order to avoid a rollover.

All occupants must remain seated with their seat belts fastened while the vehicle is in motion. The number of occupants must never exceed the number of working seat belts in the vehicle.

The use of tobacco products is not allowed in any vehicles owned by the College.

Each vehicle transporting students involved in college-related activities shall be equipped with the following items: a first aid kit, a fire extinguisher, and a flashlight. The trip Advisor should plan to provide a cell phone for emergency communication.

Student trips will be planned in accordance with the following restrictions:

- The driver may not drive more than eight (8) hours on any calendar day.
- The driver may not drive more than forty-eight (48) hours in a week.
- Every driver must take a rest period of at least twelve (12) hours between driving periods.
- The maximum number of hours any passenger car or van may be driven during any calendar day is twelve (12) hours.



## Student Travel Request Form

### Trip Detail

Name of Organization/Department:

Requested By:

Event/Conference Attending:

Event Address:

Hotel Name and Address:

Reason for Traveling:

Travel Departure Date:

Travel Departure Time:

Travel Return Date:

Travel Return Time:

**Total Number Traveling:**

Students:

Employee(s)/Advisor(s):

**Employee(s)/Advisor(s) Traveling with Students:**

Full Name

Mobile #

1.

2.

**Funding Sources (select all that apply):**

\_\_\_ Department

\_\_\_ Organizations

\_\_\_ Fundraising

\_\_\_ Requesting Student Travel Funds\*

\_\_\_ Self Pay

\_\_\_ Other

\*Please complete the Projected Trip Expenses section if you are requesting student travel funds.

**Projected Trip Expenses:** Please provide an estimate of the total travel expenses for students only.

### Transportation

Airfare: Number of student(s) X \$ Cost of Airfare = \$ \_\_\_\_\_

Bus: Number of Bus(es) X \$ Cost per Bus X Number of Days = \$ \_\_\_\_\_

Rental: Number of Vehicle(s) X \$ Cost per Vehicle X Number of Days = \$ \_\_\_\_\_

Fuel Cost: Number of Vehicle(s) X \$ Estimated Fuel Cost (round trip) = \$ \_\_\_\_\_

Ground Transportation (Uber, Taxi, Train, etc.) = \$ \_\_\_\_\_

Mileage: X Mileage Cost: \$ = \$ \_\_\_\_\_

Total Transportation: \$ \_\_\_\_\_

**Lodging**

Hotel: Number of Room(s) X \$                      Room Cost per Night X                      Number of Nights = \$

**Registration Cost**

Registration Fee:                      Number of Student(s) X \$                      Registration Fee= \$

**Membership Cost**

Membership Fee:                      Number of Student(s) X \$                      Membership Fee= \$

**Meals/Per Diem**

Breakfast:      Student(s) X \$      Breakfast Cost X      Number of Days =      \$ \_\_\_\_\_

Lunch:          Student(s) X \$          Lunch Cost X          Number of Days =          \$ \_\_\_\_\_

Dinner:          Student(s) X \$          Dinner Cost X          Number of Days =          \$ \_\_\_\_\_

1<sup>st</sup> Day of Travel:                      Student(s) X \$                      1<sup>st</sup> Day Cost =                      \$ \_\_\_\_\_

Last Day of Travel:                      Student(s) X \$                      Last Day Cost =                      \$ \_\_\_\_\_

Total Meals/Per Diem: \$ \_\_\_\_\_

**Total Projected Trip Cost (Transportation, Lodging, Registration, Meals/Per Diem): \$ \_\_\_\_\_**

**Amount Requested: \$ \_\_\_\_\_**

**Signatures:** By signing below you approve the student travel request.

\_\_\_\_\_  
Advisor/Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Student Activities

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President, Academic Affairs (Academic travel only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, Student Services

\_\_\_\_\_  
Date



## Blanket Liability Release & Indemnity Agreement

Name:

Student ID Number: P00

Date of Birth:

Organization/Department:

Activity:

Emergency Contact Full Name:

Emergency Contact Mobile #:

If traveling with your personal vehicle, please provide full description (make, model, year, and color):

Being 18 years of age or older, in consideration of being allowed to travel in conjunction with the Lamar State College Port Arthur activity listed above, this acknowledges that I choose to attend the event(s) described above. I (for myself, my heirs, executors, and administrators) release, discharge, and agree to indemnify the Board of Regents, Texas State University System; Lamar State College-Port Arthur; and all regents and employees and the same from any claims, personal injury, or property damage that I may sustain from any cause in connection with my participation in the activity, regardless of whether such injury or property damage is caused in whole or in part by the negligence of those indemnified. I agree to accept medical treatment should it become necessary for my well-being

I certify that I have read and understand this agreement and that I may be giving up legal rights which I may otherwise have

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Being legally responsible for the above listed minor, I grant permission for our child to participate in the activity named above on the date shown. In consideration for her/his being allowed to participate in the activity listed above, this acknowledges that I authorize on behalf of my minor listed above, has chosen and will be traveling on their own to attend the event(s) described above. We (for ourselves, our heirs, our minor, executors, and administrators) release, discharge, and agree to indemnify Lamar State College-Port Arthur, the Texas State University System; and all of their agents and employees from any claims, personal injury, or property damage that may occur from any cause in connection with the activity, regardless of whether such injury or property damage is caused in whole or in part by the negligence of those indemnified.

I certify that I have read and understand this agreement and that I may be giving up legal rights which I may otherwise have.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## Student List for Travel

Organization/Department: \_\_\_\_\_

Travel Date: \_\_\_\_\_

No.	Student Full Name	Student ID#: P00	Student Mobile Number
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

### Acknowledgment of Travel Requirements

By signing below, I confirm the following:

1. Each student traveling has completed and submitted the Blanket Liability Release and Indemnity Agreement.
2. The signed Blanket Liability Release and Indemnity Agreement for each student MUST be carried by the advisor throughout the duration of the trip.
3. This is a complete list of students attending the \_\_\_\_\_.

(Name of the event and location)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## STUDENT ACTIVITIES

# EVENT REQUEST FORM

Please use this form to request approval for an event/activity in which your student organization would like to host. Please complete the form at least **4 weeks** before the event.

## ORGANIZATION AND CONTACT INFORMATION

Organization Name:

Contact Person (Full Name):

E-mail:

Phone:

## EVENT INFORMATION

Event Title:

Event Date:

Start Time:

End Time:

Event Cost (Estimation):

Amount Requested:

Budget Amount Approved:

Event Location:

Anticipated Event Attendance:

Briefly describe what the event is about, its purpose, planned activities, vendor (s), target audience, and why students should attend.

Would you like for this event to be put on the Calendar? ☐ Yes ☐ No

*Remember, this form must be completed and turned in well in advance of the 25th day of the month prior to the month it takes place.*

\_\_\_\_\_  
Advisor's Full Name\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

\*\*\*\*\*

## FOR OFFICE USE ONLY

☐ Approved☐ Not Approved\_\_\_\_\_  
Director of Student Activities\_\_\_\_\_  
Signature\_\_\_\_\_  
Date Reviewed



## Speaker Request Form

Please submit this form along with the Event Request Form to the Director of Student Activities (Student Center-Room 205) or email them to [studentactivities@lamarpa.edu](mailto:studentactivities@lamarpa.edu) at least **4 weeks** before the event.

**NOTE:** Facility-related forms (Rental Agreement Form and Supplemental Form) must be submitted separately to the Business Manager/Event Coordinator. All forms are available on the Student Organization webpage.

Name of sponsoring organization:

Full Name of proposed speaker:

Topic of proposed address:

Biographical information of proposed speaker:

Proposed Program:

Date:

Time:

Location:

Requester:  
(Full Name) \_

Requester Phone #:

Requester Email:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

### FOR OFFICE USE ONLY

\_\_\_\_\_  
Director of Student Activities  
(Full Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

☐ Approved

☐ Not Approved

\_\_\_\_\_  
Dean of Student Services

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

☐ Approved

☐ Not Approved

(Full Name)





## Application for Recognition as a Student Organization

Organizational registration is required for use of State College facilities and posting approval. This form must be completed at the beginning of **each semester** and returned to the **Director of Student Activities**.

**Name of Organization:** \_\_\_\_\_ **Registration for:** Fall 20\_\_\_\_ Spring 20\_\_\_\_

### Type of Organization (check all that applies):

- |  |                                    |                                   |                                 |
|--|------------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Professional/Departmental | <input type="checkbox"/> Religious | <input type="checkbox"/> Activity | <input type="checkbox"/> Honor  |
| <input type="checkbox"/> Mutual Interest           | <input type="checkbox"/> Service   | <input type="checkbox"/> Social   | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Other (describe):         |                                    |                                   |                                 |

Description of Purpose: Qualification for Membership:

Meeting Time:

Meeting Place:

Fees or Dues:

Has the group previously applied for recognition as a student organization?

☐ Yes

If yes, when?

☐ No

### Required Attachments:

1. ☐ Signed **Declaration of Non-Discriminatory Practices**
2. ☐ **Charter or Constitution** stating the organization's purpose
3. ☐ **Bylaws**

### Note:

The filing of this form acknowledges the right of Lamar State College Port Arthur to release the above information to the organization unless otherwise arranged.

.....

## Organization Leadership (All listed above must sign):

<b>1. President Email Address:</b>  _____ Organization President ( <i>Full Name</i> )	<b>Phone#:</b>  _____ Signature	_____ Date
<b>2. Vice President Email Address:</b>  _____ Organization Vice President ( <i>Full Name</i> )	<b>Phone#:</b>  _____ Signature	_____ Date
<b>3. Secretary Email Address:</b>  _____ Organization Secretary ( <i>Full Name</i> )	<b>Phone#:</b>  _____ Signature	_____ Date
<b>4. Treasurer Email Address:</b>  _____ Organization Vice President ( <i>Full Name</i> )	<b>Phone#:</b>  _____ Signature	_____ Date
<b>5. Advisor Email Address:</b>  _____ Organization Advisor ( <i>Full Name</i> )	<b>Phone#:</b>  _____ Signature	_____ Date
<b>6. Co-Advisor Email Address:</b>  _____ Organization Co-Advisor ( <i>Full Name</i> )	<b>Phone#:</b>  _____ Signature	_____ Date



## Declaration of Non-Discriminatory Practices

This is to certify that \_\_\_\_\_  
(Full Name of Organization)

is governed by no rules, statements, or guidelines in either its national or local charter, constitution, or by-laws which would discriminate against any individual on the basis of race, color, creed, or national origin, except as provided by law.

It is further certified that all people who present themselves for membership will be accepted, provided they meet regular requirements as applied to all potential members. In addition, when prospective members must go through a "rush" program, it is further certified that all persons who present themselves for participation in such activities of this organization, through regularly established channels, will be welcome to participate, and will be treated alike, without discrimination on the basis of race, color, creed, or national origin, except as provided by law. It is understood that discriminatory practices on the part of this organization may be cause for removal of its charter and for withdrawal of official recognition by Lamar State College-Port Arthur.

\_\_\_\_\_  
Organization President  
(Full Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization Advisor  
(Full Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Student Activities Calendar Request

**Organization's Name:**

**Event:**

**Date of Event:**

**Time of Event:**

**Place of Event:**

**Requested By:**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

*(Please note that requests must be made by the 25th of each month in order to be included on the following months' calendar).*