Policies and Procedures for Recognized Student Organizations

Recognized Organizations

Any group of eight or more currently enrolled LSUHSC-NO students joined together for a common purpose, which is consistent with the Role, Scope and Mission of LSU Health Sciences Center at New Orleans may apply to the LSUHSC-NO Student Affairs Committee to be recognized. This includes but is not limited to academic, service, honorary and professional organizations and student government associations. There are many privileges associated with being a recognized student organization.

Goals

A student organization's mission, goals, purposes, and activities must be consistent with the Role, Scope and Mission of LSU Health Sciences Center at New Orleans.

Representation

Student organizations and individual members must not represent themselves as agents of the University and may not use the organization for the financial enrichment of any officer, member, or affiliate. In addition, the organization may not list its name as *"LSU Health Sciences Center Name of Club"* or *"Name of Club of LSU Health Sciences Center".* It must be *"Name of Club **at** LSU Health Sciences Center."* All questions concerning use of LSUHSC-NO Logos on merchandise should be directed to the Manager of the Health Sciences Bookstore

Financial Status

A student organization must be non-profit. Student organizations do not have to be Federally Tax-Exempt Nonprofit Organizations. Only the federal government can confer charitable status on an organization. Filing for charitable status (501(c) (3) status) is a lengthy legal procedure, which then commits your organization to the rigorous annual reporting procedures required by the IRS. Because of the annual reporting requirements and the frequent turnover of student leadership, student organizations are not encouraged to file for charitable status.

Financial Policies and Procedures

Student Organizations must adhere to sound financial policies.

- Each student organization must establish a checking account if the organization intends to collect dues or generate income in any way.[1] Opening a checking account means that the student organizations must apply for an IRS Federal Employer Tax ID Number, which can be done easily online, by following the instructions on the next page.

[1] The Foundation of LSUHSC-NO may agree to handle the finances for organizations that generate large sums of money (>$100,000), like those associated with running Camp Tiger.

IRS Federal Employer Tax ID Number
Online Instructions

- Go to http://www.irs.gov/businesses/small/article/0,,id=97860,00.html to learn all the ways you can apply for an Employer Tax ID Number.
- When applying you will need to complete Form SS-4.
- Because your organization will only need this number for banking purposes, you will only need to complete the following lines**: 1–5b, 8a, 9a, 10, and 18.**
- It is suggested that your advisor completes the tax form and places his/her information in line **3.** Leave blank lines **7a and 7b**; they are not required for submission of the application. Answer "No" to line **8A.** On line **10,** check "Banking purpose" and for "specify purpose" put open checking account.

- Each student organization that has a checking account must have two signatures on the account to include the advisor and president or treasurer.
- There must be a separation of duties between authorizing and expending funds
- Personal credit cards/checks and cash cannot be used to pay organization expenditures
- Each student organization must establish a Treasurer Transition Plan; document key duties and maintain copies of budgets, financial reports, contracts, bank statements, checkbook, copies of paid invoices, and other financial documents.
- The chief financial officer of each school must conduct a yearly review of the financial records of all recognized student organizations in their school and report their findings to the Vice Chancellor for Academic Affairs.
- The Louisiana State University System has a right to audit any student organization's financial records.

Procedures Related to Audit

Handling Cash

- The organization must use income receipts for all funds received.
- The organization must reconcile items sold and the funds received. (This must also be performed for membership fees received.)
- All checks received must be restrictively endorsed "For deposit only, name of organization" upon receipt.
- All funds must be properly safeguarded between deposits.
- All income must be deposited in a timely manner.

Procedures Related to Audit, continued

Checking Accounts

- Maintain an updated balance.
- All voided checks must be maintained for three years.
- All checks must have two signatures.
- Checks must not be signed in advance.
- Checkbook must be kept in a secure location.
- Advisor/President/Treasurer must receive bank statement unopened directly from bank.
- Advisor/President/Treasurer must review cancelled checks/deposits from monthly activity. Unusual activity must be questioned.
- Advisor/President/Treasurer must indicate their review by initialing and dating the bank statement.
- Monthly reconciliations must be performed to ensure that the account balance is in agreement with the bank balance.
- Advisor/President/Treasurer must review reconciliations to ensure reconciling items are appropriate, and the book balance reconciles to the bank balance. Advisor/President/Treasurer must indicate their review by initialing and dating the reconciliation.
- Original bank statements must be safeguarded and maintained in a secure location for seven years.

Constitution/Bylaws

In accordance with CM-33, each organization is required to submit and maintain current Constitution/Bylaws under which the organization will operate. The Constitution/Bylaws must contain the following:

Name of Organization	Purpose
Membership	Meeting Information
Officer Selection, Removal & Duties	Funding
National, State, or Local Affiliation	How to Amend
A Dissolution Provision*	

*Statement that if the group dissolves, its assets will be distributed to the LSUHSC-NO Foundation or some other designated tax-exempt organization

The stated purpose of the organization must be consistent with the Role, Scope and Mission of LSUHSC-NO. The most current copy of the Constitution/Bylaws must be on file with the appropriate Dean. Any revisions must be submitted to the School's Office of Student Affairs, which will forward the revision to the Office of the Dean.

Advisor

Student organizations are required to secure an LSUHSC-NO faculty/staff member to serve as an advisor. Advisors are an important campus resource and help with an organization's continuity from year to year. The presence of an advisor is often necessary in order to reserve certain Health Science Center facilities.

Officers

All officers must be matriculated, currently enrolled students at LSUHSC-NO.

Membership

Organizations must maintain a membership of at least eight matriculated, currently enrolled students at LSUHSC-NO. Voting membership is restricted to matriculated currently enrolled students at LSUHSC-NO. At least eighty percent of all members of the organization must be matriculated, currently enrolled students at LSUHSC-NO.

Membership of Non-Students (Associate Membership)

Faculty, staff, and alumni may participate in the meetings and activities of the organization but may not vote, hold office, or serve in any formal leadership positions other than as an advisor.

Non-Discrimination

Student organizations must not restrict membership because of race, color, religion, sex, sexual orientation, national origin, age, marital status, pregnancy, disability, disabled veterans status, or any other classification that discriminates against individuals.

Alcohol and Drugs

Student organization must follow CM-36 - Guidelines for the Responsible Use of Alcohol at the LSU Health Sciences Center and CM-23 - Drug Free Workplace and Workforce.

Student Responsibilities and Rights

Student organization members must adhere to CM-56, which states that students are expected to:

- Exhibit the highest standard of personal, academic professional and ethical behavior
- Treat faculty, staff, peers, clients, patients, and others with dignity and respect
- Abide by the Code of Conduct that applies to their specific professional discipline

Probation, Suspension, and Revocation

Student organizations that do not comply with LSUHSC-NO policies and procedures, federal, state, or local laws are subject to disciplinary sanctions that include probation, suspension or revocation. Probation consists of loss of privileges, suspension removes a student organization's recognized status for a period of time, and revocation removes the organization's recognized status permanently. In addition, individual members and/or officers may be held individually responsible and subject to the student judicial process described in CM-56. Consequences can consist of sanctions up to and including suspension or expulsion from LSUHSC-NO.

Privileges of Recognized Organizations

Recognized organizations at LSUHSC-NO are entitled to the following.

- Use of certain University facilities at no cost
- Participation in institution-wide festivals held in the Fall and Spring
- Use of an organization campus mailbox
- Use of organization email account
- Posting signs and flyers on designated bulletin boards, including the electronic bulletin board, to publicize organization events. Postings on windows, building walls and cars are not permitted.
- Opportunity to link to the student organization's website from the University website
- Publicity for organization events in Chancellor's Notes and Info Update, weekly electronic newsletters, if approved by the Director of Information Services
- Sponsorship of fund raising activities on campus
- The right to request funds from administrative units of LSUHSC-NO to support the organization's goals and activities.

RECOGNITION PROCESS

The organization must complete the Student Organization Request for Recognition Form. The proposed President of the Student Organization then submits the Form along with the proposed organization's Constitution/Bylaws to the appropriate Office of Student Affairs. If the organization is campus-wide, the Form is submitted to the Office of Student Affairs for the School of Graduate Studies.

The Student Affairs Office reviews the Request and may ask for clarification or for additional information. When the Request appears appropriate, the Office of Student Affairs then forwards the information to the Chairperson of the Student Affairs Committee. The Student Affairs Committee makes its recommendation to the Vice Chancellor of Academic Affairs, who decides if the student organization will be recognized.

If a student organization is approved, the appropriate Student Affairs Office provides a copy of the organization's Constitution/Bylaws to the Office of the Dean where it is kept on file. If revisions are made in a student organization's Constitution/Bylaws, the organization must submit its changes to the appropriate Office of Student Affairs, which then sends the request to the Chairperson of the Student Affairs Committee. The Student Affairs Committee makes its recommendation to the Vice Chancellor of Academic Affairs, who decides if the revised Constitution/Bylaws will be approved. Following approval, the appropriate Office of Student Affairs will submit a copy of the revised constitution to the Office of the Dean.

The Office of Student Affairs of each school is responsible for monitoring recognized Student Organizations and will petition the Student Affairs Committee to deactivate any student organization, which has not met within a twelve month period.

Student Organization Request for Recognition Form

Name of proposed organization

Organization's mission/purpose

Check if you are affiliated with a

☐ **Local or regional organization**

☐ **National or international organization**

Anticipated events, activities, and services

Name and LSUHSC email address of 8 to 10 proposed members

Title, name, and LSUHSC email address of organization officers

Name, title, and LSUHSC email address of faculty/staff advisor

Check

☐ This organization does not restrict membership because of race, color, religion, sex, sexual orientation, national origin, age, marital status, pregnancy, disability, or any other classification that discriminates against individuals.

☐ This organization has reviewed and will abide by the Policies and Procedures of LSUHSC-NO, which include but are not limited to CM-36 Guidelines for the Responsible Use of Alcohol, CM-23 Drug Free Workplace and Workforce, and CM-56 Student Responsibilities and Rights.

☐ A copy of the organization's Constitution/Bylaws has been attached.

Financial Information

If your organization intends to collect dues or generate income in any way, you must provide the following information.

Describe the internal procedures for tracking the organization expenditures and fund balances.

Describe your procedures for handling cash.

Describe your procedures for handling checking accounts.

List all sources of anticipated funding (dues, activity fees, outside sources, etc.)

Check

☐ This organization understands that LSU Health Sciences Center at New Orleans has a right to audit the organization's financial records.

☐ The officers of this organization have read and agree to implement the Financial Policies and Procedures related to student organizations.

Submitted by

Typed name of organization president	Signature	Date

——————— APPROVALS ———————

School Student Affairs Office

Typed name	Signature	Date

Vice Chancellor for Academic Affairs

Joseph M. Moerschbaecher, Ph.D.		
Typed name	Signature	Date

Through this recognition process, LSU Health Sciences Center at New Orleans accepts no financial, tort or other liability for the actions of the student organization or its members.