



LOUISIANA DELTA
COMMUNITY COLLEGE

POLICIES & PROCEDURES

Title: Student Organizations
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Effective Date:
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Department: Student Services

Purpose

The College encourages the student body to become involved in student organizations and activities on campus.

Scope

All Louisiana Delta Community College students and prospective students.

Policy

Since a well-rounded education involves more than attending classes, Louisiana Delta Community College offers extra-curricular activities to satisfy student needs. The College encourages the student body to become involved in any of the organizations and activities on campus. Offering something for everyone, these organizations give students multiple opportunities to become involved in planning activities, making new friends, developing leadership qualities, and receiving recognition for a job well done.

A number of chartered student organizations are available to students. All college policies and the Student Code of Conduct will be adhered to while participating in any student activity or organization. Students will be allowed freedom of association with organizations, which promote the interests of the academic community or College. The membership and actions of student organizations will be determined by vote of only those persons who hold bona fide membership in the College community. Each student organization must have a staff or faculty advisor. The advisors will assist and help guide the organization to insure self-governance and that college policies are met.

- Student organizations are open to all students without regard to race, creed, or national origin. Students and student organizations are free to examine and discuss all questions of interest to them and are free to express within the Student Code of Conduct, opinions publicly and privately. Organizations are allowed to invite and hear any person of their choosing, in keeping with educational objectives of the College. As members of the academic community, students are free to express their views on issues of institutional policy and on matters of general interest to the student body, as long as college policies

and student code of conduct are adhered to.

I. How to Start an Organization

- a. Students, advisors or staff members interested in starting an organization must submit their Constitution and By-Laws and fill out a Prospective Student Organization Form with the Office of Student Services.
- b. The Dean of Student Services must approve and sign the constitution, bylaws, and Prospective Student Organization Form and must send the request to the Chancellor for final approval.
- c. Club members and advisors are required to follow all club and organization guidelines and maintain standings of the college Student Handbook.
- d. Club advisors must maintain and update applications on file with the Office of Student Services.
- e. An expense report of all funds should be reported to the Office of Student Services at the end of each activity. The report should include the name of the activity, date, monies collected, and expenditures.
- f. Records are to be kept of fundraiser activities and expenses. These files are subject to be audited by the Accounting Department quarterly.

II. Scheduling Activities and Meetings

All activities require approval by the Office of Student Services. Applications for activities must be submitted to the Office of Student Services no later than two weeks preceding the scheduled activity. Whenever an area of the institution, such as the front lobby, LRC, or a classroom, is used for college activities, the group or organization sponsoring the event is held responsible for restoring the area to its previous condition. The organization must follow these steps to schedule an activity or meeting:

1. Scheduling must be two weeks prior to sponsoring each event.
2. The club president and the club advisor must sign the Student Activity Request Form.
3. The appropriate individuals must approve the space needed for the event.
4. The Dean of Student Services must approve the Student Activity Request Form.
5. Clubs and organizations must submit a Program proposal and evaluation and turn it in with each Student Activity Request Form for each activity/meeting that takes place during a regular semester or summer term. The program proposal section is completed immediately after the event.

III. Flyers and Posting Regulations

Organizations are allowed to post a maximum of eight flyers two weeks prior to the event. The Office of Student Services must stamp flyers before they are posted. All unauthorized postings will be thrown away. Organizations are not allowed to place any

posting on the Administrative hallway. Removed flyers will be thrown away. Flyers will not be approved until the Student Activity Form is completed.

IV. Communication and Representation

1. All organizations are given the privilege of appointing a Club Senator to the Student Government Association. Check with the Office of Student Services to confirm SGA meeting days and times. Each senator must maintain a cumulative 2.0 cumulative grade point average and 8 hours of class work.
2. A complete roster of all current members of each organization is due by the third week of school each semester. Additions to the roster can be made at any time. Any organization without a completed form in their file will lose their organizational rights until the form has been forwarded to the Office of Student Services.

V. List of LA Delta Clubs/Organizations

Behavioral and Social Science Organization (BSSO)

LA Delta Christian Fellowship (DCF)

LA Delta Early Childhood Organization (DECO)

Fine Arts Organization: Cultural Understanding and Services (FOCUS)

SciQuest

Student Government Association (SGA)

LA Delta Student Nursing Association

Spanish Club

LA Delta Bass Fishing Club

National Technical Honor Society

Phi Theta Kappa Honor Society