

# **2022 Greek Life**

## Policy & Procedure Manual

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### **General Greek Life Information**

The Office of Greek Life at Nicholls State University coordinates and governs four Greek Councils hosted on campus. All of our Greek organizations follow guidelines set by the Student Engagement Office, University, their ((inter)national and local organizations, and their (inter)national council and local council organizations.

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The *National Association of Latino Fraternal Organizations* (also referred to as NALFO) is an umbrella coalition of 16 Latino fraternities and sororities. Of the 16, Nicholls hosts **Alpha Psi Lambda**.

The *National Panhellenic Conference* (also referred to as College Panhellenic, PHA, and Panhellenic) is the national organization that presides over 26 sororities claiming membership. Of these 26, Nicholls hosts **Delta Zeta, Gamma Phi Beta, Phi Mu, and Sigma Sigma Sigma**.

The *National Pan-Hellenic Council* (also referred to as NPHC and the Divine Nine) is the national organization that governs the nine (9) largest historically African American Greek-letter fraternities and sororities. Of the nine recognized, Nicholls hosts **Alpha Phi Alpha Fraternity, Inc., Delta Sigma Theta Sorority, Inc., and Omega Psi Phi Fraternity, Inc.** While, Alpha Kappa Alpha Sorority, Inc., Kappa Alpha Psi Fraternity, Inc., Phi Beta Sigma Fraternity, Inc., Sigma Gamma Rho Sorority, Inc., and Zeta Phi Beta Sorority, Inc., are all currently inactive.

The *Interfraternity Conference* (also known as IFC) has 73 member organizations. Of these 73, Nicholls hosts **Alpha Phi Alpha Fraternity, Inc., Alpha Sigma Phi, Kappa Alpha Order, Kappa Sigma (non-IFC), Sigma Alpha Epsilon, and Tau Kappa Epsilon**. Kappa Alpha Psi Fraternity, Inc., Phi Kappa Theta, Theta Xi, and Pi Kappa Alpha are inactive.

*Order of Omega* is an honor society that only members of Greek Letter Organizations can join. Interested students can apply. With each initiation, the organization can only accept a certain percentage of interested students who meet the requirements.

*Greek Council* is a council composed of all chapter and council presidents.

## Section I: Operations

1. **Standards for Student Organizations – Fraternities and Sororities**
  - a. Student organizations at Nicholls State University are grouped into several categories: departmental/professional, honorary, religious, service, special interest, and social.

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- b. The principal aim of these organizations is the personal development of their members through various activities, programs, and services, which complement the university's academic offerings and contribute to its cultural, intellectual, physical, emotional, and social development of students.
- c. Standards for student organizations have been established to assist student organizations, their members, officers, and advisers, in fulfilling their responsibilities to each member, the University, its governing organization, and the general community.
- d. The standards have been written to address all categories of student organizations.
- e. Greek letter organizations are expected to exceed basic standards and to set an example for excellence in the activities, programs, and services provided by each group. The specific purpose and function of each organization will determine the level of application of each standard.

## **2. Organization Identity and Vitality**

- a. The standards in this section draw attention to each organization's need to reiterate its purpose and distinctive characteristics; to ensure that its ideals, purposes, traditions, and procedures are understood and accepted by all members; and to maintain its distinctive characteristic and traditions in the context of the policies and position statements of Nicholls State University and the organization's national or international affiliate.
  - i. Standards:
    - 1. Organizations encourage positive intellectual and/or social development of the organization and its members.
    - 2. Organizations preserve unique characteristics of the organization through the use of educational programming to instill a knowledge of history, ideals, policies, and procedures of the organization.
    - 3. Organizations provide training in leadership skills, personal and social skill development, and awareness and appreciation of different lifestyles and cultural heritage.
    - 4. Organizations promote individual and organizational behavior that is representative of the high standard of conduct expected of Nicholls State University Students and the founding ideals of the organization.
    - 5. Organizations educate members regarding Nicholls State University policies and procedures, including the [Student Policy and Procedure Manual](#).
    - 6. Organizations foster a community spirit through programming and participation in various campus activities and interaction with other groups. Each organization promotes involvement in extracurricular activities.
    - 7. Organizations develop and implement individual and organizational community service programs.

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8. Organizations remain in close contact and maintain a working relationship with faculty and staff of the University, alumni, and their national or international affiliate.

### **3. Membership**

The strength of any organization is derived from its members. The skills, abilities, aptitudes, and attitudes of each member define the levels of attainment possible for the organization in scholarship, leadership, community service, social awareness and involvement, and career preparation. These qualities of individual members also are indicative of the way the organization maintains its traditions and passes them on to future generations. The standards of this section provide focus for an organization's membership selection decisions, its processes for assimilating new members into the full life of the organization, and its programs for developing the full potential of each member.

#### **i. Standards:**

1. Organizations select members consistently with the purpose and distinctive identity of the organization as established by its constitution and/or by-laws.
2. Organizations maintain a minimum membership as specified by the University and its national or international affiliate.
3. Organizations adhere to all Nicholls State University and national or international affiliate guidelines regulating membership recruitment, including academic standards established by these standards.
4. Organizations follow practices for educating and initiating new members according to University and national or international affiliate guidelines regulating membership recruitment.

### **4. Management**

- a. The organization and administration of an organization have both direct and indirect effects on the vitality of the organization. An optimal environment for all members is achieved through sound fiscal management and efficient administration of organization operations. Standards of this section detail the elements requisite to responsible, efficient, and effective organization management.
  - i. Standards:
    1. Organizations demonstrate a commitment to efficient and prudent organization management by officers' and members' compliance with operating policies established by the University and their national or international affiliate.

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2. Organizations practice effective risk management as directed by policies of the University and their national or international affiliate.
3. Organizations demonstrate a commitment to good management by maintaining a close working relationship with their faculty or staff advisor.
4. Organizations demonstrate a commitment to sensible financial operations by adhering to policy and procedures specified in Section fifteen of the Manual for Student Organizations.
5. Organizations operate within the rules and regulations of the University, as well as all local, state, and federal laws.

#### **4. Scholarship**

- a. The fundamental reason for enrolling in a university is to acquire the educational foundation necessary to function effectively as a citizen.
- b. The range of academic programs offered by Nicholls State University provides the opportunity for all students to prepare themselves to assume roles as adults in government, business, industry, and their professions.
- c. The major indicators of the progress are the course selection decisions made; achievement levels attained in each course; major and minor areas of study; and in the graduate programs, occupations, or professions each member enters upon graduation.
- d. The academic progress of all members considered collectively indicates the relative strength and vitality of the organization.
- e. The standards in this section reflect the central importance of academic achievement and should occupy the life of each organization at Nicholls State University.
  - i. Standards:
    1. Organizations nurture academic excellence within the campus community by providing continuing and new members with appropriate incentives and resources to facilitate scholastic achievement.
    2. Organizations create an environment conducive to academic success by offering education programs to members maintaining acceptable academic standing and to members confronting academic distress.
    3. Organizations maintain a minimum overall organization grade point average of 2.50 on a 4.00 scale.
    4. Organizations require individual members to maintain at least a 2.3 cumulative grade point average in order to maintain active status/eligibility required to represent or be considered (individually or part of the chapter) for Greek,

Student Engagement, campus or community activities or awards.

5. Organization officers are required to maintain a 2.5 grade point average throughout their term.
6. Organizations select and work closely with a faculty or staff adviser who is an employee of the institution and whose influences are directed primarily toward organization scholarship and secondarily toward other organization obligations at the host institution. In the event that the faculty or staff chapter advisor steps down the executive board is responsible for finding an adequate replacement approved by the Coordinator of Greek Life.

## 5. Social Responsibilities

- a. The basic purpose of any student organization is its members' constant development in scholarship, leadership, community service, social awareness, and career preparation.
- b. The standards of this section center on the social realities of the broader contemporary contexts for student life and provide guidelines for addressing issues associated with our racially and culturally diverse society, with interactions between the sexes, with substance abuse issues, and with other social issues of the University and general community.
  - i. Standards:
    1. Organizations demonstrate a commitment to the University's stated ideal of an inclusive campus by achieving an organization environment where students of a different race, ethnic origins, and religions are welcomed and included.
    2. Organizations promote diverse social interactions that their members will encounter throughout the University, and upon graduation, as active participants in their communities and as socially responsible citizens.
    3. Organizations stress social activities conducive to dignified interaction among people and are not degrading or demeaning to any person or group.
    4. Organizations maintain effective alcohol and drug abuse awareness programming, intervention, and referral procedures for members. For official university alcohol policies, refer to Nicholls State University's [Alcohol policy - Student Policy and Procedure Manual](#).
    5. Organizations maintain disciplinary measures that ensure that violator's conduct will be addressed and ensure due process for any member who violates organization standards.



- ii. Organizations sponsor activities that are conducted within the following guidelines:
  1. Activities are not scheduled during the midterm or final exam period.
  2. Activities are within the guidelines of the University and its national or international affiliate.
  3. Activities are not scheduled off campus during orientation.
  4. All activities whether sponsored on or off the campus are registered with the Greek Life Office .The registration process includes verification that the planned activity will comply with organization, state or national, and University regulations.
  5. Failure to comply with instructions and directions of University officials or law enforcement officers acting in the performance of their duties is prohibited.

## 6. Presence

- **Please see the Presence tutorial video:** <https://youtu.be/SES3Q9fgwIY>  
If you have any questions regarding Co-Curriculars and Points in Presence, please contact Mrs. Amanda Fremin at [amanda.fremin@nicholls.edu](mailto:amanda.fremin@nicholls.edu) or Dr. Janice Lyn at [janice.lyn@nicholls.edu](mailto:janice.lyn@nicholls.edu) in regards to registering student organizations and event registration.

- **How to Get to Presence**

1. Log onto [my.nicholls.edu/home](https://my.nicholls.edu/home)
2. Sign in with your moodle username and password
3. Click the “Presence” tile at the bottom of the page

\*\* Trouble logging in, please go directly to <https://nicholls.presence.io/>.

- **How to Find Upcoming Events**

1. Follow the “How to Get to Presence” steps above
2. Click on the “Events” tab at the top of the page
3. The Experience page allows you to browse upcoming events for all organizations on campus as well as search for specific events.

## 7. Recognition Guidelines for Greek Organizations

- a. Fraternities and Sororities are subject to the rules and regulations, review, and decisions of the University. If an organization violates any of the provisions of its

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recognition statement, constitution, or the regulations of the University, the University may revoke the organization's recognition.

- b. Revocation of University recognition results in the loss of the rights and privileges granted to the organization by the recognition. The appeal process from a disciplinary hearing or decision may be appealed through the Vice President for Student Affairs. Likewise, the Office of Compliance, Conduct Accountability, and Ethical Development, the Office of the Dean of Students, or the Vice President for Student Affairs may suspend, place on probation, or take other appropriate action against any student organization found in violation of University policy. For official disciplinary procedures, refer to the [Student Policy and Procedure Manual](#).
- c. Fraternities and Sororities wishing to take advantage of privileges, resources, programs, and advice offered by the Office of Greek Life must seek recognition by the Office.
  - i. The Office of Greek Life will only grant recognition to fraternities and sororities that abide by the Recognition Guidelines:
    1. Register on [Presence](#) with the approval of the Office of Greek Life as a student organization and maintain good standing. Doing so grants your fraternity or sorority privileges. Said privileges include the use of meeting and program space, on-campus solicitation, and the ability to link a student organization's homepage to the University's web.
    2. Established fraternities or sororities with less than ten (10) enrolled Nicholls State University students may be granted courtesy registration by the Office of Greek Life as they rebuild their membership. Requests will not be made for those fraternities or sororities whose Chapter GPA falls below a 2.50 or whose members are on Academic Probation/Suspension.
    3. Comply with the Department of Greek Life Membership Guidelines. Two versions of the guidelines exist. One version applies to chapters that conduct their membership process via recruitment, and the other to those who conduct intake. See Recruitment and Intake.
    4. Submit and maintain up-to-date contact information for chapter officers and advisors using the [ICS System](#). Updates should be submitted no later than 2 weeks after the first day of classes each semester. If elections are held mid-semester, Greek Affairs must be informed within one week of elections.
    5. Maintain an up-to-date membership roster with the Office of Greek Life. New members must be added in accordance with the Membership Guidelines timeframe. All members to be removed from the roster must be completed prior to the first day of finals (each semester).
    6. Maintain good standing with your Inter/National organization.

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7. Participate in the Nicholls State Standards Program for Fraternities and Sororities.

Any group that fails to comply with the Recognition Guidelines will lose recognition by the Department of Greek Affairs. In order to regain recognition, chapters may have steps to complete in addition to the six above.

### **I. Requirement for Officers**

To be eligible to seek or hold office in any recognized student organization, a student must meet all of the following criteria:

1. Be enrolled in a minimum of 12 hours the entire semester or 6 hours if a graduate student. Graduating seniors and students completing internships, student teaching, and/or enrolled in the School of Nursing are excluded from the minimum hour requirement.
2. Have a 2.5 semester GPA and a 2.5 cumulative GPA. An officer of a student organization not maintaining 12 hours and/or the minimum cumulative grade point average and semester grade point average will be removed from their respective office by the Office for Greek Life. Student organizations are encouraged to incorporate higher academic standards of eligibility for their officers.
3. An officer of a student organization cannot be on probation through the Office of Compliance, Conduct Accountability, and Ethical Development. An officer found to be on probation will be removed from their respective office by the Office of Greek Life.

### **II. Requirements for Greek Chapter Faculty/Staff Advisor**

An advisor at Nicholls State University plays an essential role in the overall academic success of the Greek organization program. Therefore, the following is a list of minimum expectations and responsibilities of the advisor as deemed appropriate by the University:

1. The advisor can recognize and support participation because participation contributes to the educational and personal development of students.
2. The advisor may guide the chapter but should not dictate the organization's programs or activities. Faculty advisors should be frank in offering suggestions, considerations, and ideas and discuss possible consequences.
3. The advisor should ensure that all activities of the organizations are conducted in compliance with University regulations, local, state, and federal laws.
4. The advisor should be well informed about the plans and activities of the chapter. The chapter should expect that the advisor will attend some meetings and will frequently consult with the chapter's officers.
5. The advisor should approve or disapprove activities of the chapter through the Registration of Activities process.
6. The advisor should meet with members, inter/national visitors, alumni advisors, Office for Student Engagement staff, etc. as necessary.

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7. The advisor should know the goals and direction of the chapter and should help the chapter evaluate its progress.
8. The advisor should be aware of the constitution and bylaws of the chapter and help with interpretation, if applicable.
9. The advisor should provide a source of continuity within the chapter and be familiar with the chapter's history.
10. The advisor should be familiar with university policies and procedures and help the chapter comply with them.
11. The advisor should be aware of the general financial condition of the chapter and encourage good record keeping.
12. The advisor is required to attend any mandatory RSO training.

### **III. Withdrawal of University Recognition**

Fraternalities and Sororities may not withdraw their recognition nor allow it to lapse to circumvent sanctions or pending disciplinary action by the University. Fraternalities and Sororities in good standing with the University who allow their recognition to lapse or voluntarily withdraw from the University are denied all privileges afforded to student organizations. Repeated attempts to operate without University recognition will result in disciplinary action against the individual students concerned. Organizations whose recognition has been suspended for a stated period of time under stated conditions must adhere to the conditions or face additional delay or reinstatement or possible permanent revocation of recognition for repeated non-adherence to the conditions or other serious behavioral problems. Suspension of recognition means that the organization has no basis for operating on campus or at off-campus sponsored University events. Additional conditions may be imposed requiring suspended organizations to perform or refrain from certain actions.

### **IV. Annual Transition Reporting Requirements**

- a. Student organizations must submit annual reports through the transitioning process on Presence for the Student Organizations and Activities Office.
  - i. Spring Semester - President's Annual Report, Treasurer's Annual Report
  - ii. Fall Semester - Annual Registration, Membership, and Officer Roster Updates
  - iii. Constitution and Bylaw changes and updates
- b. Student organizations failing to complete the transitioning process and file required documents through Presence for the Student Organizations and Activities Office will be denied rights and privileges granted to recognized organizations.
- c. At the request of the Student Organizations and Activities Office or the Student Organizations Committee, an organization may be requested to

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appear to discuss annual reports, current activities, financial standing, or other matters related to the accomplishment of its purposes.

## 8. Risk Management

All students should adhere to the guidelines and policies set forth by the [Nicholls State University Student Policy and Procedure Manual](#) and the [Office of Compliance, Conduct Accountability, and Ethical Development](#).

- a. The Student Policy and Procedure Manual is a helpful guide that defines:
  - i. Rights of Students and Grievances
    1. Student Academic Grievance Form
    2. Director of Student Rights and Grievance (SGA)
- b. Academic Misconduct
  - i. Instructor's Letter of Notification and Agreement
  - ii. Reporting Form for Academic Dishonesty
- c. Anti-Discrimination Policy and Procedures
- d. RSO Event Guidelines
- e. [Students with Disabilities/ADA](#)
- f. [Alcohol and Drug Use Policy](#)
- g. [Tailgate Policy](#)
- h. [Nicholls State University Tobacco Policy](#)
- i. [Anti-Hazing Policy](#)
  - i. [Louisiana Hazing Law](#)
- j. [Sexual Offense Incident Report](#)

## 9. [University of Louisiana System – Policy on Hazing \(S-II.XXIII.-1\)](#)

### I. University of Louisiana Statement on Hazing

The University of Louisiana System (“the System”) is committed to maintaining a supportive, educational environment that fosters respect for the dignity and rights of all its community members. This commitment reflects the System’s adherence to its mission, to its various policies supporting its mission, and to relevant state and federal laws. As such, acts of hazing are considered irresponsible, intolerable and inconsistent with the System’s mission. Student organizations and/or individual members found to have engaged in hazing shall be in violation of the System’s Policy (“Policy”) and may be in violation of state law (R.S. 14:40.8).

### II. Definitions

a. **Hazing** is defined as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against an individual that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution, including but is not limited to:

- i. The person knew or should have known that such an act endangers the

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physical health or safety of the other person or causes severe emotional distress.

ii. The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in or maintaining membership in any organization.

Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:

- Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.
- Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
- Activity involving consumption of food, liquid, or any other substance, including but not limited to, an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm that adversely affects the physical health or safety of the individual or causes severe emotional distress.
- Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

It is important to note that physical activity that is normal, customary, and necessary for a person's training and participation in an athletic, physical education, military training, or similar program sanctioned by the postsecondary education institution is not considered "hazing."

b. **Organization** is a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, band, spirit group, athletic team, or similar group whose members are primarily students at, or former students of, a postsecondary education institution, including the national or parent organization of which any of the underlying entities provided for in this definition is a sanctioned or recognized member at the time of the hazing.

c. **Pledging** is any action or activity related to becoming a member of an organization, including recruitment and rushing.

d. **Appropriate authority**

(i) Any state or local law enforcement agency.

(ii) A 911 Public Safety Answering Point as defined in Title 33 of the Louisiana Revised Statutes of 1950.

(iii) Emergency medical personnel.

e. **Reckless behavior** is an activity or behavior in which a reasonable person knew or reasonably should have known that the activity or behavior may result in injury to another, including but not limited to, excessive consumption of alcohol, binge drinking, drag racing, consumption of any controlled dangerous substance, acts of hazing, or other similar activity.

f. **Serious bodily injury** is bodily injury that involves unconsciousness, extreme

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physical pain, or protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, death, or a substantial risk of death.

### **III. Reporting Requirement**

It shall be the duty of all current and potential student organization members and pledges to report immediately, in writing, any violation of this Policy to the appropriate institution administrator. Any violation of this Policy shall be investigated and appropriate disciplinary action taken.

### **VI. Duty to Seek Assistance**

In accordance with Act 637 of 2018, codified at R.S. 14:502, any person at the scene of an emergency who knows that another person has suffered bodily injury caused by an act of hazing shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the injured person. Each institution's policy and educational information shall include the criminal penalties for failure to seek assistance in violation of R.S. 14:502.

### **VII. Sanctions**

#### **a. Organizations and Affiliates**

i. If an organization has taken disciplinary action against one of its members for hazing or has reason to believe that any member of the organization has participated in an incident of hazing, the organization shall report the incident to the institution with which it is affiliated.

ii. If an organization or any of its members has been disciplined by a parent organization for hazing, the organization shall report the hazing for which the organization was disciplined to the institution with which it is affiliated.

iii. If any person serving as a representative or officer of an organization, including any representative, director, trustee, or officer of any national or parent organization of which any of the underlying entities as recognized in Section III B of this Policy is sanctioned or recognized member at the time of the hazing, knew and failed to report to law enforcement that one or more of the organization's members were hazing another person, the organization may be subject to penalties under R.S. 14:40.8.

#### **b. Students**

i. Any student who violates the provisions of Acts 635, 637, and 640 of the 2018 Regular Session of the Louisiana Legislature and this Policy shall be expelled, suspended, or dismissed from the institution and not permitted to return for at least one semester, quarter, or comparable academic period and may be subject to criminal charges.

ii. Consent is not a defense. It is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

iii. Any student who fails to seek assistance as defined by the law and this Policy shall be subject to penalties outlined in R.S. 14:40.8.

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Nicholls State University adheres to the ULS Policy and upholds all-LA statutes related to hazing. Hazing is not consistent with the core values and mission of the institution. Hazing negatively impacts individual emotional and physical health, ability to function academically, and can result in serious injury, trauma, or death. Hazing also impacts the respect and sense of community of the organization and institution. Hazing should be reported to any of the following administrators/offices:

Dean of Students	985-448-4563
Student Conduct & Accountability	985-448-4525
Vice President for Student Affairs	985-448-4081
Coordinator of Greek Life	985-448-4527
University Police	985-448-4746

## **10. Nicholls State University Policy on Alcohol & Alcohol-Related Events**

### **11. Recruitment & Intake**

#### **I. NALFO & NPHC**

The guidelines set in the NALFO & NPHC Constitution identify when organizations can recruit.

The steps that should be taken when an NPHC organization plans to conduct intake are as follows:

- a. No chapter may initiate/intake without the approval of the Office of Greek Life. All initiation/inspiration activities must be registered through the Event Registration process on Presence.
- b. All initiations and/or probates must be completed the Saturday prior to the last regular week of classes. The beginning of the new member education program begins once a Verification of Potential New Member Form and the Fraternity and Sorority Intake Form has been turned in and approved by the Greek Life Coordinator. The Verification of Potential New Member Form is due before a bid extension. A new member must be initiated within the time period dictated by their nationals/ regionals.
- c. A complete copy of the New Member Education Program and/or the Intake Program must be submitted to the Office of Greek Life prior to the start of the new member program.
- d. New member educators must attend a meeting with the Coordinator for Fraternity and Sorority Life each fall or as scheduled.
- e. All initiations must take place between the hours of 8:00 am and 12:00 am within the same day. Unless discussed otherwise with the Greek Life Coordinator.
- f. Any special requests for initiation must come from the organization's national office in writing to be considered by the Coordinator of Greek Life.

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- g. Probate shows must be registered through Presence at least 21 days prior to the event.

### Students Interested in NPHC

Students interested in joining an NPHC organization should either attend the Joint Interest Meeting at the beginning of the semester or an individual organization's interest meeting. There is no registration or fee required to attend the event.

All students who want to join an NPHC organization must meet any other criteria set forth by the national organization.

## **II. IFC**

IFC normally conducts a formal recruitment during the first or second full week of each fall semester. Organizations can only receive new members during the formal recruitment period or other designated periods set forth by the Greek Life Office. During the spring semester, each organization is allowed to recruit and receive new members during the scheduled time which is set forth by the Greek Life Office. All marketing (recruitment signs, flyers, etc.) will be at the discretion of the Coordinator for Greek Life .

The penalties of the IFC recruiting period are documented in the constitution and bylaws set by the members.

### Men Interested in IFC

Men interested in joining an IFC fraternity should go through formal recruitment and can pre-register and pay online through the ICS system. They can also pay the recruitment fee on the first night of recruitment. To be eligible to register, the student must have a minimum GPA of a 2.5 from either high school or college (whichever is more recent) and be eligible as said by the IFC Constitution.

## **III. Panhellenic**

Panhellenic conducts formal recruitment during the first full week prior to the start of each fall semester. All guidelines are decided upon by the national organization and outlined in the National Panhellenic Conference Manual of Information (the Green Book). Local guidelines are set and voted by the chapters.

### Women Interested in Panhellenic

Women interested in joining a Panhellenic sorority should go through formal recruitment and can register online through the ICS system. The option to pay is also online or it can be done so at recruitment. To be eligible to register, the student must have a minimum GPA of 2.7 from either high school or college (whichever is more recent) and be a full time student at Nicholls.

### *Green Book Guidelines on Eligibility*

In addition to the eligibility guidelines listed above the following applies to Panhellenic:

- If a female participates in recruitment...

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- ....and has been released or withdrew during the process she is immediately eligible to COB.
- If a female participates in recruitment...
  - ....and receives an invitation to membership from an organization that she has listed and then does not accept it, she is ineligible to be pledged until the beginning of the next primary membership recruitment period on the same campus. (MRABA)
- If a female participates in a pledge ceremony...
  - ....and quits, she is not eligible to go through recruitment or join a sorority for one calendar year.
  - ....and is terminated by the sorority she is eligible to join another sorority immediately.
  - ....and transfers to another university, she is eligible to join another sorority at the new institution.
- If a female is initiated into a sorority she is never eligible to join another.

#### **IV. Eligibility**

Each council has separate guidelines regarding what makes a member eligible to be “active” for the semester or participate in special events like Greek Week or intramurals. University standards will also hold organizations and individuals accountable for meeting specific requirements to stay eligible.

#### **V. Recruitment Rules & Guidelines**

The recruitment rules and guidelines vary among councils.

Each council will have its own set of recruitment rules and guidelines outlined prior to the start of formal recruitment. These rules are set by the campus and national governing bodies (IFC, PHA, NALFO, and NPHC) as well as the Greek Life Office.

Each chapter and its recruitment representative will receive a copy of the rules set forth. The recruitment rules and guidelines shall be separate from the Greek Life Policy and Procedure Manual.

### **12. Chapter Rosters**

- a. Each organization shall be responsible for updating its own chapter roster.
  - i. Chapters should make updates onto the ICS website.
- b. Each organization will begin having access to edit its chapter roster prior to the start of each fall and spring semester and continue having access until the last class day of each semester.
- c. Each organization shall edit its roster frequently noting when a member is an associate (new member/not initiated), active, inactive, alumni, or any other category of member.

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- i. Roster changes and edits should be done within 2 weeks of the change.
  - ii. Each organization will have until the last class day of the fall and spring semester to make these edits.
  - iii. Any member who is not listed on the roster before the deadline will not be factored into reports such as grades, etc. which could factor into specific Greek Life awards.
  - iv. Any member not updated on a chapter's roster may also not be eligible to participate in Greek Life specific activities, including but not limited to Greek Nights, Greek Week activities, intramural athletics, etc.
  - v. It is specifically important for PHA sororities to have an accurate roster list at all times for purposes of maintaining total and setting quota during formal recruitment.
- d. Each organization shall not have access to edit its chapter roster between semesters (winter intersession and summer).

### **13. Semester Calendar Submission & the Greek Life Calendar**

- a. A list of events for each upcoming semester shall be submitted by each chapter to the Greek Life Office.
  - i. The Coordinator of Greek Life will issue a date in which this submission can begin for each upcoming semester. The Coordinator of Greek Life will also issue a due date for calendar submissions.
- b. This list should include any major event the chapter plans on holding, including but not limited to social, philanthropic events, fundraisers, ceremonies, and etc.
  - i. This list can be bulleted to include the date and event or written on a monthly/weekly type calendar.
- c. The Coordinator of Greek Life will accept the submissions and dates of events on a first-come first-serve basis starting on the day they begin accepting submissions.
- d. The Coordinator of Greek Life shall use his/her discretion when reviewing and accepting dates (i.e. if a chapter requests several Friday's a month for social activity, the Greek Life Coordinator can ask the chapter to limit its selection and choose other dates).
  - i. In light of the University's mission, all socials/parties are limited to 2 per semester per chapter.
- e. As the Greek Life Coordinator is reviewing dates, he/she will notify a chapter if a requested date is unavailable due to conflict, holidays, etc.
  - i. No 2 social events (i.e. social, party, formal, etc.) shall be allowed on the same day/night, unless otherwise allowed by the Greek Life Coordinator.
  - ii. No 2 philanthropy events shall be allowed on the same day, unless otherwise allowed by the Greek Life Coordinator.
  - iii. No events shall be requested to occur during finals weeks, university closures or any other times as noted by the Greek Life Coordinator.
  - iv. After the due date to submit the list of events has passed, any available date becomes open to any chapter to plan an event. A first-come first-

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serve basis will be implemented for the open dates. Open dates will be available to view on the Greek Life Calendar.

- f. The Coordinator of Greek Life will transfer the calendars and dates requested onto the Greek Life Calendar online.
- g. The Greek Life Calendar is accessible to chapter and council presidents only, unless permission from the Greek Life Coordinator is granted.
- h. When the Greek Life Coordinator adds events from the calendars to the Greek Life Calendar, this is simply reserving the date for the chapter. Proper paperwork (Student Activities & Fundraiser Request form (Event Registration Form) and/or Student Organizations "OFF-CAMPUS" form) must still be completed.
- i. Once proper paperwork is submitted for the event, it then becomes approved at the discretion of the Greek Life Coordinator. Approval will be denoted on the Greek Life Calendar.
  - i. Though forms and requests may be approved by the Coordinator of Greek Life with approval denoted on the Greek Life Calendar, the Campus Reservations Office can deny the on-campus event if requested locations and times are not available, if the office cannot accommodate the event and/or if the requested event paperwork is submitted outside their 2 week policy.

#### **I. Failure to Register Meetings or Assemblies**

Meeting or otherwise assembling in a University facility without first registering such a meeting or assembly with the Greek Life Coordinator, and confirmation from the Campus Reservations Office is prohibited.

### **14. Chapter Annual Reports**

- a. Each chapter shall be responsible for submitting an annual report to the Greek Life Office.
  - i. Annual reports will be due on December 1 to the Greek Life Office.
  - ii. Annual reports shall be typed and hand-delivered or sent electronically to the Greek Life Coordinator.
  - iii. Content within the annual report shall be from the calendar year. This includes January to December (spring, summer & fall semester).
- b. Artistic freedom is given to the chapters in terms of how they would like their annual report to look aesthetically; however, the annual reports must contain the following information:
  - i. Cover page with the Organization & Chapter name and the year of the report;
  - ii. Section 1- Executive board members;
  - iii. Section 2- Recruitment & Membership- should include, but is not limited to, the chapter's total each semester and the number of new members gained/initiated each semester;
    - Can include goals and initiatives established for improvement;

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- Any unique or proud moments throughout the year involving active or new member education;
- iv. Section 3- Academics- should include, but is not limited to, the overall GPA of the chapter each semester;
  - Can include goals and initiatives established for improvement;
  - Number of members who've graduated each semester;
- v. Section 4- Leadership/Campus Involvement- should include, but is not limited to, outside organizations chapter members are involved in each semester;
  - This can be campus student organizations, honor societies, campus committees, local/community organizations, etc.;
  - Leadership roles within these organizations can also be highlighted;
- vi. Section 5- Philanthropic & Service Efforts- should include, but is not limited to, overall giving total (service hour total & money raised), local and national philanthropies and the chapter's efforts toward them each semester; specific philanthropic events the chapter hosted;
  - Copies of canceled checks or reports from national headquarters should be included for any monetary donations made to philanthropies as proof of donation;
- vii. Section 6- Finance- should include, but is not limited to, whether the chapter feels financially sound and fundraising efforts the chapter has made each semester;
- viii. Section 7- Chapter Development- should include, but is not limited to, any local, regional or national conferences/leadership schools/workshops, etc. chapter members participated in each semester;
- ix. Section 8- Sisterhood/Brotherhood/Social- should include but is not limited to, specific social events the chapter hosted each semester;
  - This can include retreats, general group events, socials, mixers, etc.;
- x. Section 9- Athletics & Intramurals- should include, but it not limited to, participation efforts by the chapter within athletics and intramurals each semester;
- xi. Section 10- Alumni- should include, but is not limited to, chapter efforts to engage and interact with alumni members each semester;
  - Can include any newsletter or correspondence efforts to alumni, events hosted with alumni participation, any other outreach to alumni members;
- xii. Section 11- Awards & Accolades- should include, but is not limited to, any awards the chapter received on a local, regional and/or national level;
  - Can include campus Greek awards and other campus achievements;
  - Can include individual achievements;
  - This is the chapter's section to brag;
- xiii. Section 12- Looking Forward- should include, but is not limited to, and overview of goals & expectations of the chapter for the next year;

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- i. Can include reflection on the past year (positives, negatives, room for improvement, etc.)

## 15. Forms & Event Guidelines

All forms used for Greek Life activities, requests, etc. are either accessible on the [Greek Life website](#) or on Presence.

### Instructions to fill out the *Chapter Officer & Advisor Information Form*:

- a. The Chapter Officer & Advisor Information Form can be obtained on the Greek Life website.
- b. The Chapter Officer & Advisor Information Form is to be filled out if any of the chapter's executive board and/or key leaders of the organization change at any time.
  - i. The changes can be from resignations, removal of office, and/or through the new election process.
  - ii. The Chapter Officer & Advisor Information Form is also to be filled out if the advisor (chapter and/or faculty/staff advisor) has changed for whatever reason.
  - iii. The form shall be submitted to the Greek Life Office within 2 weeks of the change.

### Instructions to fill out the *Event Registration Forms - Presence*:

- a. Event Registration forms are due **3 weeks prior to your event** and 4 weeks prior for a major event
- b. Go to <https://nicholls.presence.io/> OR login to Banner and click on the Presence block
- c. Your login for Presence will be your Banner username and password
- d. You will then be brought to the Presence student portal
- e. On the Presence Student Portal, click 'Forms' in the top toolbar
- f. Click 'Event Registration' form
- g. Fill out the Event Registration form in its entirety
- h. Once you have filled out the Event Registration form, click 'SUBMIT FOR APPROVAL' in the top right hand corner
- i. You will be sent an email once you submit with your completed Event Registration form in a PDF format that you can save in your personal files
- j. The form will then be sent through email to your President, then your Advisor, and lastly the Greek Life Coordinator for approvals.
- k. Once submitted to the Greek Life Office, the Coordinator of Greek Life will review the event and ensure it meets university policy and procedure as well as date availability (i.e. the event does not conflict with other Greek Life events already approved) before approving. The Coordinator of Greek Life reserves the right to deny any request.
- l. If the event is approved by the Coordinator of Greek Life, the form is relayed over to the Campus Reservations Office where it is given final approval and confirmation(of the space requested).

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- i. Though forms and requests may be approved by the Coordinator of Greek Life, the Campus Reservations Office can deny the event if requested locations or times are not available.
- ii. The Campus Reservations Office will notify the Greek Life Coordinator and the organization's representative who submitted the form if the university cannot accommodate the requested event for any reason. The Campus Reservations Office reserves the right to deny any request.
- iii. If final approval is given by the Campus Reservations Office, an email will be sent to the organization's representative by the Campus Reservations Office stating that the event is confirmed.
- iv. Advertising for the event can occur only after the final confirmation is given by the Campus Reservations Office.
- m. If you need to change anything on the Event Registration form, you must contact the Reservation's Office by email to edit your submitted Event Registration form on Presence.

**Instructions to fill out the *Student Organizations "OFF-CAMPUS" Request Form:***

- a. The Student Organizations' "OFF-CAMPUS" request form can be obtained from the Coordinator of Greek Life.
- b. The Student Organizations "OFF-CAMPUS" request form is to be filled out by any Greek organization interested in having an event or fundraiser *not on Nicholls State University campus.*
  - i. This includes meetings, retreats, ritual ceremonies, fundraisers, sporting events, dances/parties/socials, etc.
  - ii. In light of the University's mission, all socials/parties are limited to 2 per semester per chapter.
- c. All off-campus events must be approved by the Greek Life Coordinator. The "theme" or "name" of the event must also be listed on the form.
- d. The chapter's "OFF-CAMPUS" request form shall be submitted 2 weeks prior to the event. The event may not be considered if it is submitted after the 2 week deadline unless given permission.
- e. The forms must be completed in its entirety with required signatures by appropriate representatives, including presidents, advisors and outside businesses/vendors, before being submitted to the Greek Life Office.
- f. Once submitted to the Greek Life Office, the Coordinator of Greek Life will review the event and ensure it meets university policy and procedure as well as date availability (i.e. the event does not conflict with other Greek Life events already approved) before approving. The Coordinator of Greek Life reserves the right to deny any request.
- g. If the event is denied by the Coordinator of Greek Life, the organization's representative who submitted the form will be notified.
- h. Open to the public events approved by the Coordinator of Greek:
  - i. Life cannot be held at nightclubs, bars, saloons
  - ii. Alcohol cannot be served or sold.
- i. "Closed" (invitation only) events approved by the Coordinator of Greek Life::

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- i. The place of operation holding the event must be closed to the public.
- ii. An invited guest list must be submitted to the Greek Life Office 48 hours prior to the event occurring.
- iii. An attended list of guests must be submitted to the Greek Life Office 24 hours after the event (or the next business day of the university). This includes sign-in/out or check-in/out sheets with signatures of attendees.
- j. Events with alcohol approved by the Coordinator of Greek Life
  - i. The name and number of the police officer who will be providing security must be listed.
  - ii. The name and number of the organization's risk manager must be listed.
  - iii. IFC Fraternities must include the name and number of 2 Fraternal Information and Programming Group (FIPG) representatives who will be attending and monitoring the event.
    - The Risk Management checklist – Appendix D- is completed by members of IFC during IFC social events for risk management purposes.
    - IFC assigns members to attend other functions for the purpose of completing the FIPG Risk Management Checklist.
    - This form must be submitted to the Greek Life Office 24 hours after the event (or the next business day of the university).
    - It is the responsibility of the chapter hosting the event as well as the responsibility of the FIPG representatives to attend the event, complete the appropriate paperwork and submit the paperwork properly.
    - Absence of FIPG representatives may result in sanctions toward the chapter hosting the event as well as the individual FIPG representatives.
  - iv. IFC Fraternities must review and sign the Fraternal Information and Programming Group (FIPG) Third Party Vendor Checklist (typically located on the back of the Student Organizations "OFF-CAMPUS" request form.
- k. Once the event is approved, advertising can begin; however, note that advertising for a closed event makes the event public. Thus, additional rules, including but not limited to no alcohol at the event and guest lists being required go into effect.
- l. In the event rosters, sign-in/check-in sheets, FIPG forms (when applicable) are not submitted properly or events are prematurely advertised, the Coordinator of Greek Life reserves the right to deny any future Student Organizations "OFF-CAMPUS" requests.

**Instructions to fill out the *Verification of Potential New Members Form*:**

- a. The Verification of Potential New Members form can be obtained on the Greek Life website.

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- b. The Verification of New Members form is to be filled out by any Greek organization interested in extending bids outside of the formal recruitment time period.
  - i. This includes NPC snap bidding and continuous open bidding (COB), IFC open bidding period (informal recruitment).
  - ii. NPHC organizations should complete and submit this in addition to the Verification of Aspirants Form, which should be obtained through the organization's regional or national headquarters.
- c. The form must be completed and submitted to the Greek Life Office before a bid can be extended.
  - i. This includes the signature of the potential new member (PNM).
    - In accordance with FERPA, this document allows the PNM to have their academic information released to the fraternity or sorority he or she is interested in, thus a signature is required.
  - ii. A 72 hour period shall be allowed for the Greek Life Coordinator to respond to the form.
    - The Greek Life Coordinator shall be made aware that during the period of NPC snap bidding, the quickest possible response time is the goal.
  - iii. No bid shall be extended prior to submitting the form or prior to the Greek Life Coordinator responding to the form.
  - iv. Shall the PNM meet qualifications of membership, a bid can be extended.
- d. Once a PNM accepts a bid, his/her name (or COB form) shall be given to the Greek Life Office.
  - i. The Greek Life Coordinator will either input the new member into the ICS system or will instruct the organization to do so.

**Instructions to fill out the *Fraternity and Sorority Intake Form*:**

- a. The Fraternity and Sorority Intake Form can be obtained on the Greek Life website.
- b. The Fraternity and Sorority Intake Form is to be filled out by any Greek organization interested in beginning their Intake process.
- c. Fraternity and Sorority Intake Form is to be filled out by a member of the chapter's executive board preferably the chapter president or the member overseeing new member education.
- d. The form must be filled out in its entirety and submitted to the Greek Life Office before the intake period can begin.

Forms for Nicholls State University Fraternities & Sororities *Conducting Intake*:

These forms are used by NPHC organizations as a policy on conducting the intake process. These forms must also be completed and turned in to the Greek Life Office during the process.

The following forms should be obtained through the organization's regional or national headquarters.

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- a. Verification of Aspirants Form
  - i. This form is completed by the chapter and aspirants of the organization. In accordance with FERPA, this document allows the aspirants to have their academic information released to the fraternity or sorority they are interested in.
- b. Notice of Membership Intake
  - ii. This form is meant to give notification to the Greek Life Office that an organization is going to be conducting the intake process.

Chapters conducting Intake must turn in the following document, which can be obtained from the Office of Greek Life or on the Greek Life website.

- a. *Fraternity and Sorority Intake Form*
  - i. This form is meant to provide the chapter's intake activities schedule and the information of active chapter members who will be participating in intake activities.
- b. *Verification of Potential New Members Form*
  - ii. This form is to be submitted before the beginning of the new member education program. This form is meant to provide information on those wishing to participate in the intake process and provide permission to verify their grades.

## 16. [Student Tailgating Guidelines](#)

### 17. Greek Letters

- a. Greek Letters are to be placed in back of the College of Education and Behavioral Sciences Building on Nicholls State University campus.
- b. Greek Letters are also allowed during home football tailgates and in the football stadium during home football games at the discretion of the Greek Life Coordinator and the Athletic Director.
- c. The Greek Life Coordinator reserves the right to prohibit the displaying of Greek Letters at any time, as does he or she reserve the right to allow letters to be displayed outside of the times aforementioned.
- d. Greek Letters need to be removed from the front of the College of Education and Behavioral Sciences Building when there is a Hurricane, Tropical Storm, or severe weather threat.

### 18. Council Constitutions & Revisions

- a. Each council shall have its own constitution for its respected organizations and members to adhere to.
- b. Each organization and member is responsible for knowing the rules and guidelines set forth by their governing constitution.

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## 19. Greek Week

- a. Greek Week is a week of events and activities designed to celebrate Greek Life and foster a supportive Greek Life community on campus.
- b. The Greek Week Committee will assign tasks and duties for the chapters.
- c. Greek Week shall be organized by the Greek Council in conjunction with the Greek Life Coordinator. Each chapter will be responsible for hosting/overseeing events and activities during Greek Week.
- d. Rules, regulations, schedule of events, etc. for Greek Week shall be separate from the Greek Life Policy and Procedure Manual.

## 20. Financial Procedures for Greek Organizations

While each individual chapter is responsible for its own financial stability and has the freedom to choose its own procedure for its finances, organizations that report directly to the Greek Life Office (Greek Council, IFC, PHA, NALFO, and NPHC) must follow the following procedures:

- a. Student organizations accept all financial responsibilities incurred by the organization.
- b. Organizations with a negative balance may be subject to disciplinary action.
- c. It is important for organizations to maintain good financial record-keeping.
- d. Records must be made available for review as requested by the Student Organizations and Activities Office.
  - i. The following practices should be used to maintain good financial records:
    1. Elect a student treasurer or other financial officer to work with the advisor to maintain the financial records and prepare the necessary reports.
    2. Require two signatures on all checks which are issued from the organization's checking account. It is recommended that the advisor and another officer other than the treasurer be authorized to sign checks.
- e. It is the duty of the treasurer and all officers to follow accepted accounting procedures and keep all financial records accurate.
  - i. Organizations should maintain the following practices:
    1. A cash journal summarizing all cash activity.
    2. If the organization has very few transactions, a 14 column pad may be used.
    3. Records of all paid invoices and receipts.
    4. Records of all income deposits.
    5. Deposits should preferably be made on the same day money is collected.

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Student organizations should become familiar with the preparation of financial plans and budgets, as well as the benefits of using a budget as a management tool. There are three primary purposes for developing a budget:

- to put the organization's plans into monetary terms;
- to provide a means of allocating limited resources among the organization's activities;
- to aid in tracking the organization's actual revenues and expenditures against its goals.

Student organizations should budget their operations annually. The proper management of funds is important, especially when dealing with limited financial resources. Also, the more complex the group's objectives, such as managing multiple programs with different activities and funding sources, the more important the budget process becomes.

Sound financial planning is important for your organization's strength, stability, and permanence. Budgeting is an important planning tool and an integral part of program planning. A budget is a projection (estimate) of income and expenses for a set period of time, but can be revised as plans change. Having an idea of how funds will be spent can keep the organization out of a financially risky situation. A budget establishes a system of financial checks and balances for those officers/members with access to bank accounts.

- f. Student organizations also have the option to set up a Nicholls Foundation Account with the Office of Development located in Elkins, and is highly recommended.

## **21. Funding**

- a. Organizations may acquire money by assessing their members according to its constitutional provisions, sponsoring fundraising activities, and soliciting donations from 3<sup>rd</sup> party organizations.
- b. The number and types of activities may be limited by the University.
- c. Organizations may sponsor fundraising activities limited to support of approved activities of the organization.
- d. Requests for approval of fundraising activities are submitted through the Event Registration Form on Presence for the Student Organizations and Activities Office approval at least three weeks prior to the scheduled date of the activity (six weeks for raffles, bingo, and other gaming activities).

## **22. Gaming Activities**

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- a. State law governs gaming activities such as raffles.
- b. Guidelines for fundraising and charitable gaming are listed in the Student Activities and Events section of this manual.
- c. Solicitation of funds from businesses or individuals must have prior approval of the Office of Development.
- d. Fundraising activities sponsored by campus organizations may not unfairly compete with or undermine business operations on the campus and within the local community.

### **23. Anti-Discrimination Policy**

- a. The University is ethically committed not to discriminate and allow individuals/groups to discriminate against students, faculty, or staff on the basis of their gender, sexual orientation, race, religion, national origin, age, marital status, disability, or veteran's status. A member of the Nicholls community who believes that he or she has experienced discrimination by being denied equal rights with others or by being forced to work and learn in an environment that is hostile to members of his or her class may file a complaint with either the Dean of Students (student complaint) or the Director of Human Resources (faculty or staff) or any other appropriate officer of the University, including Confidential Advisors. The complaint will be processed according to the procedure set forth below. Some special instances of discrimination prohibited by the University are described in the following paragraphs. In all cases, it is a violation of the Student Policy and Procedures Manual and therefore the University to retaliate against any complainant or witness.
- b. For more information on the Nicholls State University Anti-Discrimination Policy, please refer to the [Student Policy and Procedure Manual](#).

### **24. Anti-Hazing Policy**

- a. Students at Nicholls are expected to be partners in the process of fulfilling the mission of the University by creating and maintaining standards within student groups, teams and organizations that are conducive to personal growth and development. If student groups, teams, and organizations are to play an integral part in the University's plan, they must set standards that challenge each individual to achieve his or her greatest potential. Hazing is the antithesis of this goal, in that it attempts to tear down the feelings of individual pride and self-esteem of the individual, supposedly in order to create some esprit de corps in the group. Furthermore, Nicholls State University adheres to the UL System Statement on Hazing- Revised 8.23.18 and upholds all LA statutes related to hazing. Student organizations and/or individual members found to have engaged in hazing shall be in violation of the Code of Student Conduct and Louisiana Revised Statute R.S. 14:40.8.

## **25. Hazing Definition**

- a. **Hazing** is defined as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against an individual that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution, including but is not limited to:
  - i. The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.
  - ii. The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in or maintaining membership in any organization.

## **26. Sexual Assault, Sexual Harassment, Relationship Violence, Stalking & Retaliation**

a. Sexual assault, stalking, domestic violence, and dating violence are criminal offenses that are inconsistent with the mission and values of Nicholls State University. Such offenses are prohibited and will not be tolerated in any manner, any setting related to the University, or by any individual(s) associated with the University in any way. The University is fully committed to maintaining a respectful, healthy, and safe environment for all members of the campus community and its constituents.

- i. For more information and to read the policy in full please refer to the Nicholls State University Policy Regarding Sexual Assault, Stalking, Relationship Violence, & Sexual Harassment.
- ii. Please contact the Office of Student Support Services at 985-448-4080 with any questions.

## **27. Title IX**

- a. It is the policy of Nicholls State University to comply with Title IX of the Education Amendments of 1972 which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the University's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. This compliance is reflected in all policies, procedures, and protocols referenced in this Policy Statement Document.
  - i. Nicholls State University does not discriminate on the basis of sex or gender in any of its education or employment programs and

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- activities, and does not tolerate discrimination or harassment on the basis of sex or gender.
- ii. Please contact the Office of Title IX and Civil Rights Compliance at 985-448-4001 or [titleix@nicholls.edu](mailto:titleix@nicholls.edu) with any questions.

## **Section II: Student Activities**

### **1. Campus Activities**

- a. All activities on or off campus must be approved and registered through Presence for the Student Organizations and Activities Office.
- b. Approval and registration are required for verification of compliance with campus policies and procedures.
- c. Each individual student organization and its members are responsible for assuring that the organization's activities held off campus are conducted in accordance with its governing policies and the law.
- d. Student organizations may not schedule an event open to the public on Crawfish Day, during finals week, or the day of commencement.
  - i. For more information regarding event planning please refer to Section nine of this manual.

### **2. Conduct of Student Organizations**

- a. All organizations are responsible for complying with all University regulations including the Student Policy and Procedures Manual, Registered Student Organizations Manual, and all federal, state, and local laws.
- b. Responsibility for the general conduct of an organization's members at activities sponsored by the organization is assumed by the organization sponsoring the function, specifically upon the officers and the person(s) in charge and each individual member.
- c. The University does not authorize student organizations to sponsor events open to the public at an off-campus site where alcoholic beverages are sold or consumed as the primary business of the establishment.
- d. Student Engagement staff and the Student Organizations Committee in accordance with the Student Policy and Procedures Manual handle conduct violations.
- e. The process to request an appeal can be found at <https://www.nicholls.edu/online/wp-content/uploads/sites/56/2019/09/Code-of-Student-Conduct-Handbook-2.pdf>

## **2. Events Open To the Public**

- a. An open event is one which is not limited to Nicholls Students, their social dates and close family members, and appropriate faculty or staff, and to which the general public may be invited.
- b. Organizations may not sponsor events open to the public at any off-campus site where alcoholic beverages are sold and consumed as the primary business of the establishment.

## **3. Tailgate Parties/Bonfires**

- a. Tailgate parties and/or bonfires are limited to a designated area.
- b. The Event Registration Form on Presence reserving the area for a tailgate party and/or bonfire and copies of all permits associated with the event must be submitted to the Student Organizations and Activities Office prior to the event.
- c. A map of this area can be obtained in the Student Organizations and Activities Office.
- d. Written approval must be obtained from the Student Engagement Office and the University Safety Officer for all bonfires held on campus.
- e. Permits must also be obtained from the City of Thibodaux and the Thibodaux Fire Department for all bonfires held on campus.
- f. All tailgate parties will end 30 minutes after game time.
- g. The sale of food items or beverages to the general public is strictly forbidden.

## **4. Seafood Boils**

- a. Seafood boils sponsored by student organizations on the Nicholls State University campus are limited to areas underneath the stadium surrounding the Century Room.
- b. Student organizations must follow state and local health regulations.
- c. Organizations are responsible for bagging seafood shells and disposing of the bagged shells in the appropriate receptacles.
- d. Overtime charges for personnel services at seafood boils are mandatory since the University reserves the right to clean the facility immediately following the event.

## **5. Fundraisers/Solicitations**

- a. Organizations may sponsor fundraising activities which have been approved by the Student Organizations and Activities Office.
- b. Requests must be submitted through the Event Registration Form on Presence for the Student Organizations and Activities Office to approve at least three weeks prior to the scheduled date of activity and six weeks for gaming activities (raffles, bingo, etc.).
- c. Solicitations of funds from local businesses or individuals must be approved by the Office of Department prior to any solicitations being made to businesses or off-campus individuals.
- d. Student organizations can reserve only one fundraising event one semester in advance.

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- e. Beginning the first day of class of each semester, student organizations can start reserving the second fundraising or private event on a first-come, first-serve basis.

## **6. Charitable Gaming**

- a. Student organizations may use gaming as an opportunity to fundraise.
- b. It is the organization's responsibility to obtain the correct permits from the Louisiana Office of Charitable Gaming for all charitable gaming requests.
- c. Requests to hold a fundraiser on campus must be submitted to the Student Engagement and Activities Office along with an application to the Department of Revenue to receive a temporary gaming license.
- d. To apply for a license, student organizations must have a validated tax identification number or EIN issued by the Internal Revenue Service.
- e. Applications can be obtained from the [Office of Charitable Gaming](#) website.
- f. Approved charitable games include Raffles, Bingo, and Keno.
  - 1. Organizations may conduct any charitable game of choice twice per year. The total gross from all gaming fundraisers conducted during the school year may not exceed \$5,000.
  - ii. Records related to charitable gaming must be kept for at least three years from the date of the raffle. The following regulations must be observed once a temporary license has been granted:
    - 1. Tickets are to be sold at one price and not exceed \$1.00 each.
    - 2. Tickets shall be pre-numbered in sequential order and contain the following information: organization's name, license number, date, time, and locations of the raffle, cost of the ticket to participate, and prizes to be given away and their value.
    - 3. Value of the total number of tickets sold may not exceed \$3000 per game.
    - 4. The total value of prizes may not exceed \$2,000.
    - 5. A financial report must be submitted to the Student Engagement Office showing gross revenue from the raffle, detailed expenses of conducting the raffle, and a detailed report of how the proceeds from the raffle were spent.
  - iii. If your organization does not fall within the exemption guidelines please refer to the [Office of Charitable Gaming](#) website.

## **7. On-Campus Fundraiser Events**

- a. Student organization events, for which a fee is charged, must use the campus contract company (Sodexo) for all food and beverages provided, served or sold, at the event.
- b. Organizations must follow all approved money-collection and accounting procedures for each event.
- c. Admission fees can be collected throughout the event until the end.
  - i. Reentering can require additional payments.

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- d. University Police are required to monitor these events when money transactions are occurring.
- e. Co-promotional events with off-campus entities are not allowed.

#### **8. Bake Sales**

- a. Student organizations may sell baked food items.
- b. All bake sales, whether held in the Student Union, academic facilities, or outdoor areas, must be reserved on the presence website.
- c. To ensure proper health and sanitation observances, student organizations are required to adhere to the following:
  - i. Items should be sold in servings pre-wrapped as much as possible, and any other foods will need to be in containers that have covers on them.

#### **9. Barbecue Cookouts for Fundraising**

- a. Each student organization is permitted one (1) barbecue cookout per semester.
- b. The reservation can consist of a one or two day request (in the same week) each semester.
- c. Rainout dates can be rescheduled based upon availability.
- d. The Health Department may conduct inspections to ensure that proper sanitation requirements are met.
  - i. Barbecue set-up requires four tables, soap and water, bleach water, serving equipment, and non-food supplies from the cafeteria.
  - ii. Tables and equipment must be wiped with the sanitizing equipment.
  - iii. All food handlers and cooks must wash hands prior to cooking.
  - iv. Raw meat handlers are not allowed to handle buns and condiment wrappers, and food handlers are not allowed to handle money.
  - v. Food is to be cooked and put into a holding pan on the grill with the lid covering the cooked meat as much as possible.
  - vi. The prep person should take buns out of the plastic wrapper and put the cooked burger on the bun.
  - vii. The burger is then wrapped and given to the customer along with condiments.
  - viii. At the close of the event, trash is picked up in the area and disposed of in the proper receptacles, and the BBQ pit should be cleaned after it cools.
    - 1. Please note that missing equipment will be charged to the organization.

#### **10. Organization Travel**

##### Off-Campus Activity Form

- i. Organizations seeking approval for group travel must submit an Off-Campus Activity Form and an Event Registration form on Presence with a list of all students traveling.

##### Transport

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- ii. Student organizations using University transport (vehicle/bus) must be accompanied by an approved University personnel.

#### General Expectations

- iii. Participants are expected to adhere to the University's regulations while on official travel.
- iv. Alcoholic beverages are prohibited while traveling.
- v. Organizations are responsible for sharing with each travel participant of the procedure for emergencies and proper communication with appropriate University officials.

## 12. Advertising

- a. Advertisements cannot "go up" for an event until all necessary approvals have been obtained.
- b. Signs for approved activities may be posted only on bulletin boards or areas designated by the approving authority. The posting of signs on trees, painted surfaces, brick surfaces, and glass surfaces is PROHIBITED. Signs on bulletin boards generally should not exceed 11" by 17".
- c. The University reserves the right to set time, manner, and location restrictions on advertisements by any organization.
- d. Penalties for violation will be determined by the University.
- e. Approval authority for posting signs is as follows:
  - i. General campus and general bulletin boards – Reservations Office
  - ii. Department bulletin boards - Individual Department Head
  - iii. Housing facilities - Director of Residential Living
  - ix. Student Union building and surrounding area - Reservations Office.

## Section III: Facilities and Reservations

### 1. Reserving Facilities

- a. Recognized organizations may use the facilities and services of the University, its buildings, grounds, and equipment subject to the regulations which govern their use. These groups must be in good standing with the University and owe no outstanding debt from the previous semester.
- b. The Campus Reservations Office at Nicholls State University works with the Student Engagement and Activities Office to ensure the successful planning of events hosted by students, campus organizations and departments as well as off-campus customers.
- c. To ensure that campus events run smoothly and are well executed, our staff is available to guide you through the planning process – from selecting a date/time and reserving a campus facility to connecting you with university resources such as audio-visual equipment and catering services. We also work closely with the Office of University Marketing and Communications to ensure that events for the campus or general public

- are promoted through the online university calendar, Inside e-newsletters, social media, the university marquee, and other promotional avenues.
- d. If you have any questions about how to get started planning your next event, contact us at [reservations@nicholls.edu](mailto:reservations@nicholls.edu).
  - e. Forms must be completed and submitted to the Reservations Office at least three weeks prior to the date of the proposed event.
  - f. The approval of a request for use of a University facility carries with it the acceptance to comply with regulations concerning the activity and the responsibility of the advisor or designated representative to be present at the activity.
  - g. Organizations may book weekly meetings, banquets, parties, and other functions one semester in advance.
  - h. All reservations are taken on a first-come, first-serve basis. Be sure to plan meeting schedules and other events well in advance.
  - i. If an emergency booking is needed during the regular business hours, the organization's advisor may obtain approval from the Student Union Operations Manager.
  - j. Setup will be done if the staff is able to accommodate the request; otherwise, the room must be used "as is." Events occurring outside of normal operating hours will be subject to a rental fee.
  - k. The University reserves the right to approve all facility decorations.
  - l. A complete description and diagram are required in advance of the event.
  - m. This should be done as soon as plans are made and no later than three weeks prior to the event.
  - n. All decorations, props, or equipment must be removed immediately following the event unless prior written approval is on file in the Student Engagement Office. The University is not responsible for items stored or left in the facilities without prior approval or without the appropriate security measures taken.

## **2. Reservation Procedures**

- a. The campus organization must submit a Student Activities and Fundraiser Form on Presence completed and approved by the organization's president, advisor, and either the Student Activities Coordinator for student organizations and the Coordinator of Greek Life for Greek organizations to the campus reservationist at least two weeks in advance of the event.
- b. Requests should include all setup and equipment needs.
- c. The Reservations Office will inform the organization of any additional documents needed based upon the details of the event and set up needs including Maintenance Work Order Requests, Overtime Request forms, etc.
- d. The organization will receive an email confirming the date, time, and location of the event.
- e. Reservations are not complete until a confirmation has been issued.
- f. An event is a closed function when admission is limited to members of the organization. Persons not affiliated with the organization shall not be

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admitted; general invitations and advertising to persons of the community are not permitted, and admission may not be charged for the event.

- g. An open event is one which is not limited to Nicholls students, their social dates and close family members, and appropriate faculty or staff, and to which the general public may be invited.

### **3. Personnel & Setup Fees**

- a. Fees for services of university personnel (e.g. custodians and maintenance personnel), equipment usage and setup, and food services are determined in accordance with University policy which can be found on the [Nicholls Events](#) webpage.
- b. Fees will be assessed for events held outside of normal business hours.
- c. If fees for services are charged, the organization will receive its final billing through the Office of the Controller.
- d. All fees must be paid at the end of each semester, or the organization's officers will be held responsible for the charges and lose booking privileges for future reservations.

### **4. Security**

- a. The Director of University Police will determine the need for officers to work each event and the need for metal detectors.
- b. The general practice is that no fewer than two officers will be required for an event open to the public.
- c. Officer requirement will be determined by the specifics of the event.
- d. The sponsoring organization is responsible for the cost of officers.

### **5. Cancellation**

- a. When cancellations are anticipated, the Reservations Office should be notified at least 24 hours in advance.
- b. A warning will be issued for the first offense.
- c. Overtime fees may still be assessed.
- d. Repeated cancellations without notice may result in disciplinary action which could lead to loss of reservation privileges and payments of overtime fees that apply.

### **6. Food and Beverages for Student Organization Events**

- a. Student organizations may self-cater "closed" organization events.
- b. A closed organization function is one in which only members and their guests will be present.
- c. Self-catering refers to food that is provided by members (not purchased from an off-campus vendor).
- d. The campus food service contractor must always provide alcoholic beverage service.
- e. Student organizations may not self-cater for events open to the public.
- f. The contracted food service company must cater all events open to the public.
  - i. This means that the campus food service contractor must provide all food and beverage service (including alcohol).
  - ii. The campus food service contractor will not serve donated food, beverage or alcoholic beverage.

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- g. For fundraising events, student organizations are allowed to give away donated non-perishable food and non-alcoholic beverages.
- h. Any organization found in violation of this policy will be subject to disciplinary action including being charged rental fees, set up fees, and clean up fees.

#### **7. Beer/Alcohol Policy**

- a. The sale and/or consumption of beer and other alcoholic beverages on Nicholls campus is permitted only in the Student Union and shall be limited to students, faculty, staff and their guests who are of legal drinking age.
- b. In addition with respect to university events, beer and other alcoholic beverage sales are allowed at athletic events and with the permission of the university president at special events.
- c. The approved university vendor to serve alcohol is Sodexo.
- d. Food in sufficient quantity must be served in conjunction with alcoholic beverage sales. Alcoholic beverages are not allowed to be served at any student organization event open to the public without the approval of the university president.
  - i. The University reserves the right to require wristbands and/or other methods of age identification and the right to refuse to serve alcohol to any patron.

#### **8. Facilities Available to Students**

- a. The University has designated which academic and non-academic facilities are available for student use.
- b. The facilities are reserved through the Reservations Office. These facilities include some academic buildings and auditoriums, the Student Union, Century Club Room, Tennis Courts, Harold J. Callais Memorial Recreation Center, John L. Guidry Stadium, and outside lawn areas and parking lots. Information on reserving facilities can be found at the [Nicholls Events](#) webpage.

#### **9. Lobby Tables**

- a. Each organization is allowed a maximum three days use per week for fundraising.
- b. Lobby tables are limited to one table with three chairs and will be set up in a manner not to impede traffic flow.
- c. If sound or A/V equipment is required, volume must be kept to a minimum.
- d. The Student Union Operations Manager may grant exceptions on a case-by-case basis.
- e. Posters or signs cannot be taped to lobby walls.
  - i. Damages caused by such displays will be assessed to the student organization.
  - ii. Sign stands are available from the Reservation Office upon request.

#### **10. Le Bijou Theater**

- a. Le Bijou Theater is located in the lobby of the Student Union. Le Bijou Theater is used as a movie theater, performance hall, and

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workshop/meeting area. The Student Programming Association features movies on scheduled days and evenings throughout the week. Food and beverages are not allowed in the theater.

#### **11. Bollinger Suite**

- a. The Bollinger Suite is located in the Cotillion Ballroom entrance at the back of the Student Union. The suite consists of the Bollinger Room A and Bollinger Room B which have portable walls separating the rooms. The suite can be reserved as one large or two smaller facilities. A catering kitchen is located behind the suite area. Dances are not allowed in this area.

#### **12. Room 3**

- a. The Room 3 is located in the Student Union hallway opposite the Food Court. Food and beverage are not allowed without prior approval.

#### **13. Room 4**

- a. The Room 4 is located in the Student Union hallway between the Food Court and Post Office.

#### **14. Cotillion Ballroom**

- a. The Cotillion Ballroom is located in the Student Union and is utilized for banquets, receptions, meetings, dances, and functions requiring a large, modern facility. The Cotillion Ballroom has access to a catering kitchen located at the back of the building.

#### **15. Captain's Room**

- a. The Captain's Room is located off of the Cotillion Ballroom.

#### **16. Carnival Room**

- a. The Carnival Room is located off of the Cotillion Ballroom.

#### **17. Century Room**

- a. The Century Room is located beneath the John L. Guidry Stadium. The Century Room is used for meetings, workshops, seminars, and private functions. This room offers a limited kitchen facility. It is available from 8 AM - 10 PM, Sunday through Thursday and 8 AM - 1 AM, Friday and Saturday.
- b. University Police are responsible for opening and securing this facility for all functions and may be reached at (985) 448-4746.

#### **18. Tennis Courts**

- a. Nicholls State University students, faculty, and staff are not charged for court use. However, priority is given to court usage for athletic events and academic classes.

#### **19. Outdoor Areas**

- a. Outdoor areas (lawns, parking lots, and quadrangles) can be reserved through the Reservations Office. Charges (if any) for Nicholls State University students, faculty, staff, and organizations will be determined by the specifics of the request.

## **Section IV: Resources for Student Organizations**

### **1. Bulletin Boards/Electronic Bulletin Boards**

- a. Bulletin boards are available for use with the proper approvals in various buildings across the campus to post approved advertising and information.
- b. Bulletin boards are located in the Student Union, academic buildings, and administrative buildings.
- c. Residence hall bulletin boards require approval from the Director of Housing/Residence Life.
- d. Electronic bulletin boards are available in the Student Union.
- e. Flyers should be submitted to the Student Engagement Office to be uploaded.

### **2. Funding Service**

- a. Funding opportunities are available through the Student Government Association and Student Programming Association for programming, advertising, travel, and other appropriate expenses.
- b. Request for Funding proposals must be submitted for approval to each of the organizations based on the specifics of the request.
- c. Student organizations should contact the departments for more information and guidelines for funding proposals.

### **3. Portable Sound System/ LCD projector**

- a. The Student Union makes available portable sound systems and LCD projectors that can be checked out for a fee for programs and events that are on campus.
- b. Sound system use should be requested when requesting approval for events.
- c. Organizations assume full responsibility for all equipment checkout and are required to return equipment at the agreed upon date and time.

### **4. Post Office Box**

- a. The University Post Office offers mailbox rentals for any student organization at a rate of \$35.00 per year.
- b. The University Post Office is a full-service post office.

### **5. Printing/Copy Service**

- a. Limited printing and copying services are available for student organizations in the Student Engagement Office.

### **6. Student Organization Website**

- a. Student organizations have a website located on the Nicholls State University website, which includes a list of all registered organizations, deadlines, guidelines, and resource file information.

<https://nicholls.presence.io/>

### **7. Student Organization Workshops**

- a. At least one (1) time per semester, the Office of Student Engagement will host a Leadership Workshop.
- b. At least one student organization representative is required to attend the workshop on behalf of their organization.



- c. The Leadership Workshop is an opportunity for officers to learn how to use the resources available to them, to meet and exchange ideas with other officers, and to gain leadership knowledge.