

**XAVIER UNIVERSITY OF LOUISIANA**

# Student Organization Handbook

**Office of Campus Activities**  
**Division of Student Services**

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## **WELCOME TO CAMPUS LIFE AT XAVIER UNIVERSITY**

Dear Student Organization Leader:

Xavier University has so much to offer including over 100 clubs, organizations, and involvement opportunities. I am very excited that you decided to take advantage of these opportunities and make the most of your Xavier experience.

Whether you are a new student just beginning to find out what interests you, a veteran student leader, or a faculty/staff member who is advising a student group, this handbook is made especially for you!

The Student Organization and Advisor Handbook is designed to give student leaders and advisors information they need to function and be a healthy and effective organization. Please take the time to read and utilize this handbook throughout the year.

Also the Office of Campus Activities is available to answer questions or assist in dealing with issues that may arise. Please visit us in the University Center, Room 208 or call 520-7360.

I look forward to working with you!

Sincerely,

Sharrone Godfrey  
Assistant Director of Campus Activities

## **STUDENT LIFE HANDBOOK...**

### **A GUIDE TO THE OTHER EDUCATION**

There is so much more to student life at Xavier University than classes, homework and exams. There are student organizations, clubs and activities all designed to enhance your classroom learning. Student life involvement allows you opportunities to develop the “whole student” by extending your classroom experience through co-curricular activities.

Presently, Xavier University offers 100 student organizations to compliment your collegiate experience. Your participation can provide opportunities to meet new people as well as develop your interpersonal, social, intellectual, leadership and communication skills. In addition, employers not only look at what you have accomplished in the classroom; they often look at what you have accomplished and/or experienced outside the classroom when reviewing resumes of prospective employees.

We encourage you to make the most of your college experience. It's up to you to get involved.  
**JOIN A STUDENT ORGANIZATION TODAY!!**

#### **THE OFFICE OF CAMPUS ACTIVITIES**

The Office of Campus Activities is located in the University Center, Room 208. This office is responsible for the enhancement of student life beyond the classroom through student organizations, clubs activities, and more.

The staff serves in an advisory and leadership capacity. An array of activities such as programs, seminars and workshops are offered in addition to those activities offered in the various organizations.

#### **THE ROLE OF STUDENT ORGANIZATIONS**

Student organizations contribute greatly to the educational, social and cultural enrichment of the university. Organizations can be established to advocate issues and/or concerns for their respective memberships. Group membership to all student organizations, clubs, and councils must be open to all students regardless of race, creed, color, religion or any disabilities within the Xavier community. Exceptions are noted for honor societies where academic qualifications serve as the additional requirement for entry into honor organizations. The Assistant Director of Campus Activities maintains the records of all recognized student organizations.

Xavier's student organizations are categorized as Academic/Departmental Clubs, Honor Societies, Professional Greek Organizations, Residence Hall Councils, Social Greek Organizations, and Special Interest Organizations. A detailed list of recognized campus organizations by categories is included in this guide

## **RIGHTS AND RESPONSIBILITIES OF STUDENT ORGANIZATIONS**

### **THE RIGHTS**

Upon receipt of its charter, a Xavier University Student Organization is entitled to the following:

1. The use of the University's name in association with the name of the organization.
2. Use of University facilities in accordance with policies governing them.
3. Solicitation of members on campus.
4. Listing of the organization in the official publications of the University.
5. Right to request use of campus mailboxes, if available.
6. Use of University calendar, to register and publicize events.
7. Right to request student activity funding from the appropriate source.
8. Use of the Organization Resource Room

### **THE RESPONSIBILITIES**

A Xavier University Student Organization:

1. shall not discriminate against membership of individuals based upon race, creed, age, disability, national origin or gender.
2. Must adhere to national, state, local, and college policies, procedures and laws.
3. Must be responsible for all activities and /or damage at any event sponsored by or involving the organization.
4. President and officers must attend leadership programs throughout the academic year. For example, the SGA Leadership Retreat, the fall Citywide Leadership Conference, Organizational Workshop Series, Emergent and Advanced Leadership Programs.
5. President must attend IOC and student body meetings.
6. Must participate in the annual UNCF Walk-a-thon.
7. Shall be responsible for all information included in the Student Organization and Advisor Handbook.
8. Must submit annual registration and semester packets to the Office of Campus Activities.
9. Shall maintain a copy of the organization's charter on file in the Office of Campus Activities.

## 2009-2010 UNIVERSITY RECOGNIZED ORGANIZATIONS

### STUDENT GOVERNANCE

Student Government	Pan-Hellenic Council
Class Councils	Residence Hall Association
Pharmacy Student Association	Xavier Activities Board

### ACTIVE CLUBS AND ORGANIZATIONS

#### Academic/Departmental Clubs

Academy of Students of Pharmacy  
ACS Chemistry Club  
American Marketing Association  
Biology Club  
English Majors Club  
History Club  
Psychology Club  
Sociology Club  
Xavier University Theology Club

#### Honor Societies

Alpha Epsilon Delta (pre-med)  
Alpha Kappa Mu (University)  
Rho Chi (Pharmacy)

#### Professional Greek Organizations

Kappa Epsilon (Pharmacy)  
Kappa Psi (Pharmacy)  
Phi Alpha Delta (Law)  
Phi Lambda Sigma (Pharmacy)

#### Social Greek Organizations

Alpha Kappa Alpha  
Alpha Phi Alpha  
Kappa Alpha Psi  
Phi Beta Sigma  
Omega Psi Phi  
Sigma Gamma Rho  
Zeta Phi Beta

#### Special Interest Organizations

American Humanics Student Association  
California Club  
Caribbean Student Association  
Chicago Club  
Commuter Student Network  
Cultural Unity Club  
East Coast Club  
Georgia Connection  
Habitat for Humanity  
LAE/SP  
MAPS (Minority Association of Pre-Health Students)  
MAX (Mobilization at Xavier)  
Mississippi Club  
NAACP  
NABA (National Association of Black Accountants)  
NABJ (National Association of Black Journalists)  
NSBE (National Society of Black Engineers)  
NSSLHA (National Student Speech, Language, Hearing Association)  
Pre-Alumni Association  
Pre-Dental Club  
Pre-Pharmacy Student Association  
Pre-Veterinary Club  
St. Louis Connection  
Student Environmental Club  
Students for Environmental Justice Club  
Student National Pharmacy Association  
Tennessee Club  
Texas Team  
Xavier University Asian Association

## **XAVIER UNIVERSITY CAMPUS LIFE TRADITIONS**

### **University Orientation/ Welcome Week**

University Orientation is an educational program provided to assist students in becoming more aware of the programs, facilities, and services available on campus. The program covers academic advising, academic resources, student services, library services, and student activities and organizations.

### **Varsity Athletics**

**Founder's Day Convocation** (September)

**Black History Month Convocation** (February)

**Festivals** (Octoberfest, Springfest)

**Homecoming Week/Coronation Ball** (November)

**Honda Campus All-Star Challenge Quiz Bowl** (October)

**Leadership Development Retreat** (September)

**Lighting of the Christmas Green** (December)

**Dillard/Loyola/Tulane/Xavier Martin Luther King, Jr. WEEK of PEACE**

**Outstanding Campus Leaders/Organizations Awards Night** (April)

**Music/Popular/Cultural Arts Programs**

**Religious Emphasis Programs**

**SGA Banquet**

**UNCF Walk-a-thon** (October)

**Volunteer and Community Service Fair'** (September)

National Volunteer Week (April)

Wellness Week (October)

### **Commencement**

Commencement is the final event for seniors and graduate students. Commencement exercises signify the end of a college career and the beginning of a new life outside the University. This event is held annually in May.

## Starting a New Student Organization

Didn't see an organization that meets your needs? Do you want to start a student organization? Listed below is a step-by step process and what to expect.

**NOTE: Starting a new student organization will take approximately one year before becoming a recognized-chartered organization at Xavier University of Louisiana.**

1. Begin here- **The Office of Campus Activities, University Center, Room 208.** Schedule an appointment with the Assistant Director of Campus Activities.
2. Three days prior to your scheduled meeting, submit **three copies** of the following to the Assistant Director of Campus Activities:
  - A. Petition to Organize**
  - B. Letter of intent-** typically one page or less, it should include the following elements: the official name of the organization; the name of the advisor; a description of the organization and its goals; the manner in which the group intends to accomplish its goals; the reason why your organization meets a student need not presently addresses by any other student organization; and the signature of the organization's primary contact.
  - C. Proposed Constitution/By-Laws-** This document names the organization, defines the purpose of organization, and states the qualification for and types of membership. It must also specify the following: that each officer must be enrolled full-time and have an overall GPA of 2.75 or better; that each member be enrolled in the University for twelve hours or more and have an overall GPA of 2.0 or better; and that the organization will abide by all University policies and procedures as stated in the Xavier University Student Handbook, as well as federal, state, and local laws. (See sample constitution)
  - D. Student Roster-** should list ten or more full-time Xavier University students, including officers.
3. If the organization is an Academic Organization, Religious Organization or affiliated with a National Organization, the following additional information must be provided:
  - Academic Organization-** must submit evidence, certified by the Department Chairperson and Dean of College, of approval of the constitution.
  - Religious Organization-** must submit evidence, certified by the Office of Campus Ministry, of approval of the constitution.
  - National Organization-** must submit three brochures or other publications of the national organization and one copy of the national constitution and by-laws. A letter of approval from the regional or national office is also required before it can be recognized on campus.
4. Upon completion and submission of the requested information, the Office of Campus Activities, Student Government and the Office of Student Services will review the organization's petition for recognition and their constitution.
5. During your scheduled meeting, the Assistant Director will give initial approval; return the forms for additional information or reject an organization. If not approved, a group may appeal the decision to the Vice President of Student Services.



6. If initial approval is extended, the president or a representative must attend the next Inter-Organizational Council (IOC) meeting for final approval. If not approved, a group may appeal the decision to the Assistant Director of Campus Activities.
7. Upon approval, the Office of Campus Activities and IOC will grant probationary recognition for a period of one year. Until chartered, the organization will be designated as an Interest Group.
8. At the conclusion of the probationary period, the organization must submit to the Office of Campus Activities a written plan of action for the upcoming academic year. It should include a description of proposed activities, community service and programs that illustrate the goals and objectives of the organization. The Office of Campus Activities, Student Government and IOC will review and evaluate the organization's plan of action.
9. Upon successful evaluation, the Office of Campus Activities will award official University recognition.
10. If denied recognition, a public hearing may be called with presentations made by the Student Government and the organization's president and advisor.

### **INTEREST GROUPS**

All newly organized student organizations will be granted temporary charters for one academic year. Until chartered, all such groups will be designated as Interest Groups and may utilize University facilities for meetings, but they cannot be authorized to hold fundraisers or dances, sponsor speakers or any other type of program, nor utilize the University's name.

At the end of the probationary period, the Interest Group must submit a written plan of action for the upcoming academic year. The Office of Campus Activities, Student Government and IOC will review and evaluate the plan of action. Upon successful evaluation, the Office of Campus Activities will award official University recognition.

### **REACTIVATING AN EXISTING STUDENT ORGANIZATION**

#### **INACTIVE FOR UP TO TWO YEARS**

An organization that has been inactive for up to two years will be reactivated as a recognized Xavier University student organization.

#### **INACTIVE FOR MORE THAN TWO YEARS**

An organization has been inactive for more than two years must apply for recognition as a new student organization. However, if the inactive organization is an Academic/Departmental Club, a Honor Society or a Professional Greek Organization, the recognition status will be left up to the discretion of the Office of Campus Activities.

### **REGISTRATION PROCESS FOR STUDENT ORGANIZATIONS**

Student organization registration forms are available in the Office of Campus Activities, University Center, Room 208, throughout the year. It is the responsibility of the president with the advisor to complete and submit registration forms by the submission deadlines.

These forms are used to maintain mailboxes in the University Center, create summer mailing for the Student Organization Fair, publish information in the Student Handbook, provide interested students with contact information, and various other items.

If an organization does not complete and submit registration forms, the organization may lose the rights of Xavier University Student Organization and may no longer be considered as a recognized organization.

### **ANNUAL ORGANIZATION REGISTRATION**

Student organizations must register once per academic year with the Director of Campus Activities or designee. Annual registration is required by all organizations to maintain approval and license to operate. Newly recognized organizations must register by the end of the first month of receiving official recognition. The registration packet must be submitted on or before May 1st.

Completion of this process entitles the organization to be recognized as an active organization at Xavier University. Any changes to the organization must be submitted immediately to the Office of Campus Activities.

The registration packet is composed of six parts. Listed below is a brief description of the components and the submissions deadlines.

#### **SPRING SEMESTER PACKET- Due on or before May 1**

##### **Part I Organizational Advisors**

This form registers the advisor(s) name and title (i.e. Department Chair, Assistant Professor, etc.) of the student organization with the Office of Campus Activities. In addition the signatures of the executive officers are required to complete the process.

##### **Part II Community Service Activity Report Form**

This form serves as a written record and evaluation of the organization's community service projects completed for the previous semester. According to IOC requirements, student organizations are required to perform three (3) community service projects per semester, with prior notification to and registration with the Community Service Coordinator. During the spring semester, the UNCF Walk-a-thon counts as one of the three required community service projects. Therefore each organization is required to participate in the UNCF Walk-a-thon.

##### **Part III Financial Report**

The student organization is required to furnish an annual financial report that recaps all revenues and expenses utilized to carry out the goals of the organization. This report depicts the current financial condition of the group and its ability to plan (pending availability of funds) and implement some activities for the upcoming semester. It also provides information to the incoming officers regarding the organization's checking account relationship. Please be advised that the signature cards should reflect the signature of new officers transacting the deposits and withdrawals for the student organization.

#### **Part IV Proposed Organization Activities**

The form serves as a planning guide and record of the organization's proposed semester activities to include community service projects, social, fundraising and general activities.

#### **Part VI Spring Activity/Program Evaluations**

All organizations must submit to the Office of Campus Activities, for review, an evaluation detailing activities and programs completed by the group that illustrates the accomplishments of goals and objectives. This will be used to evaluate the success and growth of the organization and serve as a record of all events sponsored.

#### **OFFICER REGISTRATION- Due no later than two weeks after SGA elections are held, but no later than April 1**

##### **Part VI The Officer Registration**

All organizations must select their officers (for the coming year) no later than two weeks after the SGA elections are held. The officer registration form lists the executive officers, elected to serve one academic year, for their respective student organization. The form must be completed and signed. Some groups having an additional advisor must submit the advisor's name and telephone number only. Please note that the Office of Campus Activities recognizes an officer as a student having a cumulative/semester GPA of 2.75 or better and be enrolled at Xavier University on a full-time basis.

#### **MEMBERSHIP ROSTER- Due no later than the first two weeks of the fall semester**

##### **Part VII Membership Roster**

Each fall semester an organization must submit to the Office of Campus Activities an organization roster. This form should be submitted no later than the first two weeks of the fall semester. This form lists the members, whether active or inactive, of the organization. Please note that all members must have a cumulative/semester GPA of 2.00 or better and be enrolled at Xavier University on a full-time basis.

#### **FALL SEMESTER REPORTS**

Student organizations must submit a fall semester report on or before December 1st. The fall semester report is composed of four parts. Listed below is a brief description of the components.

##### **Part I Community Service Activity Report Form**

This form serves as a written record of the organization's community service projects completed for the previous semester. According to IOC requirements, student organizations are required to perform three (3) community service projects per semester that supports teambuilding and interpersonal development within the organization. The work-related experiences, whether positive or not good, and extraordinary planning efforts are noted on this form.

##### **Part II Financial Report**

The student organization is required to furnish an annual financial report that recaps all revenues and expenses utilized to carry of the goals of the organization. This report, also, depicts the current financial condition of the group and its ability to plan (pending availability of funds) and implement some activities for the upcoming semester. This form also provides information to the incoming officers regarding the organization's checking

account relationship. Please be advised the signature cards should reflect the signature of new officers transacting the deposits and withdrawals for the student organization.

### **Part III Proposed Organization Activities**

The form serves as a planning guide and record of the organization's proposed semester activities to include community service projects, social, fundraising and general activities.

### **Part IV Fall Activity/Program Evaluations**

All organizations must submit to the Office of Campus Activities, for review, an evaluation detailing activities and programs completed by the group that illustrates the accomplishments of goals and objectives. This will be used to evaluate the success and growth of the organization and serve as a record of all events sponsored.

### **MEMBERSHIP ROSTER- Due no later than the first two weeks of the spring semester**

#### **Part V Membership Roster**

Each spring semester an organization must submit to the Office of Campus Activities an organization roster. This form should be submitted no later than the first two weeks of the spring semester. This form lists the members, whether active or inactive, of the organization. Please note that all members must have a cumulative/semester GPA of 2.00 or better and be enrolled at Xavier University on a full-time basis.

### **OFFICER CANDIDACY ACADEMIC QUALIFICATIONS**

In order for a person to be eligible for election to office he/she must meet the following minimum academic criteria:

1. He/she must have a cumulative average of at least 2.75.
2. He/she must have a 2.75 average carrying a minimum of twelve (12) semester hours, the semester preceding the election.
3. He/she must maintain a 2.75 average or better on a minimum of twelve hours during each term of office and it is understood that individual organizations may set the cumulative average at a higher level.
4. Should a student fail to meet the academic requirement, he/she will be barred from holding any office until the academic requirements are met.
5. A candidate must be in good citizenship standing to hold office. Any elected officer who is placed on disciplinary probation during his/her term of office must immediately divest himself/herself of the office.
6. A transfer student must earn a minimum of twelve (12) semester hours at Xavier before he/she can qualify as a candidate for office.

### **ORGANIZATION MEMBERSHIP**

Active membership in University recognized campus organizations is restricted to currently enrolled students in good standing, faculty, and staff who meet the criteria as set by all pertinent regulations and guidelines.

Academic Qualifications for Membership Intake:

1. Social Greeks- 2.75 GPA
2. Professional Greeks/College of Pharmacy – 2.5 GPA
3. Officers- 2.75 GPA
4. Others-minimum 2.0 cumulative GPA.

Other Qualifications: Good citizenship

### **MAINTAINING AN ACTIVE STATUS AS AN IOC ORGANIZATION**

To remain an active member of IOC, student organizations must attend three-fourths (3/4) of the student body and IOC meetings each semester. **Organizations must also participate in at least 3 community service activities each semester.** In the spring semester, the UNCF Walk-a-thon is a mandatory community service project. Therefore, each organization is required to participate.

### **WITHDRAWAL OF RECOGNITION**

The process of withdrawing a group's official recognition begins when it has ceased function as evidenced by any of the following:

1. A notice of dissolution from the officers and/or advisor.
2. Failure to hold any meetings and/or activities over a twelve-month period.
3. Failure to register the organization by May 1 and December 1.
4. Failure to have officers attend leadership programs throughout the academic year.
5. Failure to participate in the annual UNCF Walk-a-thon.
6. Failure to abide by University regulations, federal, state, local laws and statutes.

### **AWARDS**

Each year Student Government and the Office of Campus Activities select deserving student organizations for recognition and yearly awards. This is done to recognize outstanding programming and leadership from various student organizations.

### **ACTIVITY GUIDELINES**

Student organizations may reserve table space on the second floor of the University Center to vend items for fund-raising or promotional activities.

Music is prohibited during all outdoor activities before 5 pm. However, activities that include music end no later than 10:00 pm. Any exception to this policy would require special permission from the Office of Student Services.

No social activities may occur on or after "Quiet Day".

## **USE OF UNIVERSITY FACILITIES**

### **SCHEDULING ROOMS IN THE UNIVERSITY CENTER**

Student organization advisors must submit event requests online, at least two weeks prior to the event. Organizations are expected to notify the Office of Campus Activities if their event is cancelled. Failure to do so may result in losing future scheduling opportunities in the University Center.

The University Center provides its own set-up through its building managers. Arrange set-up needed two weeks prior to event with the Office of Campus Activities. Make food service arrangements directly through Sodexo Catering Services.

#### **Activity Clearance**

XULA SCHEDULA is the online Event Information and Scheduler (formerly Calendar Control) for the university. It operates under the Office of the Vice President for Student Services, coordinated by the Dean of Students. The University Scheduling process assists all XU faculty, staff and students needing to reserve university facilities. Event Scheduling is operated daily by the University Scheduler (UC 305B) who serves as central processing and manages the general distribution of information related to the use of university facilities. University facilities are assigned a Location Manager whose office should be contacted directly for questions about room set-ups per capacity and specific building resources or requirements. For additional questions or comments, please email [emailevents@xula.edu](mailto:emailevents@xula.edu) or visit the University Center 305B.

#### **Reservation Requests**

All requests for use of university facilities other than courses scheduled through the Registrar's office are considered events. Events can be requested and viewed online from the university website. Event requests should be submitted at least two weeks prior to the desired date. You must be an officially recognized student organization or group to have use of university facilities. To Request an Event:

- 1) Meet with Campus Activities to discuss programs/annual budgets for the semester/year.
- 2) Advisor submits event request online.
- 3) Submit event set-up form to Location Manager.
- 4) The room requested will be assigned if available. The University reserves the right, however, to assign another room or facility to meet overall space requests.
- 5) Decisions are made based on information supplied in your request. Please be accurate and complete in your event request and set-up. Material alterations in either may result in cancellation, room change or fees assessed.
- 6) Confirmation is sent electronically to Organization Advisor usually within five business days.
- 7) Meeting rooms are available 30 minutes prior to scheduled meeting time. Misuse of facilities may result in refusal of permission for future requests.

**NO ACTIVITY SHALL BE PUBLICIZED PRIOR TO FINAL CLEARANCE BEING GRANTED!**

### **Contracts**

All contracts for campus entertainment, vendors, etc. must be reviewed and approved in the Office of Student Services. No student may agree to verbal or written contracts on behalf of any student organization or the University.

### **Alcoholic Beverages**

The serving of alcoholic beverages at any function is strictly prohibited. ALL EXCEPTIONS MUST BE APPROVED BY THE VPSS.

### **Security**

All organizations must provide security at activities that are open to the public. Arrangements must be made with the Student Services Office.

## **STEREO EQUIPMENT**

The use of stereo equipment must be scheduled in Office of Campus Activities, University Center, Room 208. Any recognized student organization may rent stereo equipment according to availability on a first-come, first-served basis under the following conditions:

Stereo request must be 3 days in advance.

#### **Stereo Equipment Fee:**

Organizations- \$20.00 – for equipment (\$10.00 refunded) / \$10.00 – for radio only (\$5.00 refunded)

SGA/Classes- \$10.00(no refund)

#### **If requested day of event fee is:**

\$25.00 with no refund for stereo and equipment

\$10.00 with no refund for radio only

Fee DOES NOT include delivery.

If equipment is returned damaged no refund will be given.

Equipment includes:

- AMP
- SPEAKERS
- CD PLAYER
- MICROPHONE
- CABLES FOR CONNECTIONS

## **BANNER REQUEST**

All organizations must have reservation to hang a banner. Banners may only be hung for 5 days. A member of the organization must be present to hang and remove the banner. Banners not removed may result in forfeiture of future banner hanging.

Banners may be hung in UC from designated area. The maximum banner size is 8x3.

**NO BANNERS MAY BE HUNG FROM THE INFORMATION DESK.**

Banners may be hung from the Terrace with prior approval.

## **GUIDELINES FOR POSTING**

The following policies refer to posters and flyers on campus. Violations of any of these policies may forfeit the posting privileges of the sponsoring organization. Questions about these policies should be directed to the Office of Student Services, University Center, Room 305B.

1. Materials may be posted on bulletin boards, subject to the approval from the Office of Student Services.
2. No posters, flyers, handouts, brochures or other materials may be posted, affixed or otherwise attached on any University premises including but not limited to doorways, buildings, lamps, sidewalks, utility poles, traffic signs and walls.
3. Multiple copies of flyers and/or posters may not be posted so as obscure or cover materials already posted on bulletin boards.
4. Only one poster or flyer per event will be allowed on each bulletin board.
5. All publicity materials must clearly identify the sponsor. The sponsor must be a University recognized student organization, an approved interest group or a University department.
6. Publicity should not occur until the facility and the event has been approved.
7. Posters and flyers may remain on the bulletin boards for up to ten business days or the day after the event, whichever comes first.
8. The Office of Student Services reserves the right to dispose of any unauthorized posters/flyers.

## **FILM AND VIDEO PIRACY (UNAUTHORIZED EXHIBITION OF VIDEOCASSETTES OR DVD'S)**

Per the Federal Copyright Act, neither the rental nor purchase of videocassette carries with it the right to show the videocassette or DVD outside the home. Campus use other than educational or residence hall is an example of a situation where a public performance license must be obtained. This legal requirement applies regardless of whether an admission fee is charged. Please contact the Director of Campus Activities for further information.

## **STUDENT ORGANIZATION MAILBOXES**

Student organization's mailboxes are located in the Office of Campus Activities, University Center, Room 208. Student organizations should check mailboxes weekly. Mail not collected after one month will be discarded. Campus and Off-Campus mail can be sent to your organization by using the organization name.

Mail should be addressed as follows:

Organization Name, Office of Campus Activities Box 117, 1 Drexel Drive, New Orleans, LA 70125



## **STUDENT ORGANIZATION RESOURCE ROOM**

The student organization resource room is located in the University Center, Room 209. It is open Monday-Friday 7:00 am- 10:00 pm. Some of the resources available include: banner paint, paint markers, access to a copy machine, markers, informal meeting space, organization mailboxes and catalogs to order supplies/novelty items for your organization.

## **USE OF STUDENT GOVERNMENT ASSOCIATION VANS**

University Departments, including Student Government, have passenger vans that may be used by active student organizations on a limited basis. The SGA van is available to student organizations at no cost. Any recognized student organization may use the vans according to availability on a first-come, first-served basis under the following conditions: authorization of driver by completing a driver training course; user pays own gas and replaces amount already in van at sign-out; completion of sign-in and sign-out procedures; and driver and passengers must wear seatbelts.

## **FISCAL POLICIES AND PROCEDURES FOR FUNDED STUDENT ORGANIZATIONS**

Every Xavier University student pays an activity fee. From this fund, the SGA grants appropriations to active IOC student organizations that have been recognized for at least one year as members of the Inter-Organizational Council (I.O.C.).

Budget hearings are held at the end of each semester for the upcoming academic semester. Appropriated funds are deposited into each organization's SGA account that is maintained in the fiscal office. Because each student pays an activity fee, it is important that organizations receive IOC appropriations and sponsor events open to the entire campus community.

All student organizations are encouraged and expected to make every possible effort to become financially self-supporting. Student organizations may also hold fundraisers, collect dues, and charge admission to events. However, any and all money collected by an organization must be accounted for in an annual financial report.

## **REQUIREMENTS**

1. Registered student organizations handling money must have a bank account.
2. Registered student organizations are responsible for maintaining records of revenues and expenses and submitting a financial report at the end of each semester.
3. An advisor and the treasurer, or the president, must sign any bank accounts maintained under the name of a university-recognized student organization.
4. Expenditures for any contracted services over \$500 must be approved by the Director of Campus Activities; prior to any commitments or negotiations.

## **CONTRACTS**

If a student organization is doing business with off-campus organizations for goods and services that business is probably dealing with a contract. Students are *NOT* authorized to sign contracts or otherwise enter into agreements on behalf of the University. Advisors should consult with the Office of Campus Activities with specific questions about University policy.

## **BUDGET HEARINGS**

1. The SGA Congress hears IOC Budget Requests.
2. The Director of Campus Activities shall review budgets for SGA before it is presented to the SGA Congress.
3. The SGA Congress shall review budget requests for all other organizations at the end of each semester for the following academic semester. A sample budget form should be given to each student organization.
4. The president and treasurer of each organization shall make the presentation of the budget request. The SGA Congress will specify time and date.
5. All budgets must include all expenses and revenues and signatures. The organization's president, treasurer and advisor must sign the budget request.
6. Each organization must submit 15 copies of their budget.
7. At the end of the probationary period, a newly organized organization can only request a maximum of \$200.
8. There are four funding categories:
  - Operation- covers up to 100% of expenses
  - Activities-covers up to 100% of expenses
  - Fundraising- covers up to 50% of expenses
  - Community Service- covers up to 50% of expenses
  - Travel- covers up to 50% of expenses
9. Monies must be utilized for purposes allotted by the SGA Congress.
10. Upon approval, each funded organization is required to attend SGA Treasurer's Workshops.

## **PURCHASING OF SERVICES AND ITEMS**

All SGA funds used to purchase services or items must be dispensed via the *Student Organization Check Request Form*. The following are the steps to completing the form:

1. Obtain a student organization check request form from the Office of Campus Activities, University Center, Room 208.
2. Complete the form with the appropriate information, signatures and attachments, i.e. receipts or invoices. **Forms submitted without the appropriate signatures and attachments will not be processed.**
3. Upon completion, submit form to the Office of Campus Activities, University Center, Room 208. **Please time stamp form.**
4. The student organization treasurer should pick up the check from the Office of Student Services, University Center, Room 305B.

## **REVISIONS**

1. NO organization shall be entitled to more than one budget hearing on the same matter without a material change.
2. Any budget revisions shall be made only upon approval of the SGA Congress, after favorable submissions and defense by the requesting organization.
3. If budget revisions are not approved, a written notification of rejection will be forwarded to the requesting organization.

## **DEFICITS**

1. Deficit spending is expressly prohibited.
2. Failure to report such will institute grounds for freezing organization budgets.

## **AUDITS AND FISCAL RECORDS**

1. All funded organizations are subject to an audit upon two-day notice by the Director of Campus Activities and University Fiscal Services.
2. All books and records are to be kept up to date by the treasurer of the individual organization.
3. All funded organizations must supply records of previous expenditures when submitting a budget for the following year.
4. No funded organization must purchase anything without the signature of the Dean of Students on the proper forms.

## **REINBURSEMENTS**

No reimbursements will be given to individual members of an organization.

## **EXPENDITURES**

### **Refreshments**

1. No student activity funds will be appropriated for food and drinks at meetings and programs.
2. Exceptions to the above rule will be considered on an individual basis by the SGA Congress.
3. Organizations may include the cost of refreshments in their budget for special events (national speakers, etc.).

### **Materials, Supplies and Equipment**

1. NO reimbursement will be made for the private expenditures or unauthorized expenditures outside of budgeted items, NO EXCEPTIONS.
2. Any irregularities in purchasing will be brought to the SGA Congress.
3. All purchase requests must be accompanied by an invoice and submitted on a Check Request Voucher form. Forms and checks may be obtained in the Office of Campus Activities.

### **Programs**

1. All budgeted requests for speakers, bands, D.J.s etc. must identify performers' cost; advertising cost; miscellaneous cost; and expected revenues
2. Any contract must be submitted prior to all type of allocation of funds.

## **REVENUES**

### **Earnings**

1. All earnings received by an organization shall be reported.
2. Any unspent earnings received throughout a fiscal year by a funded organization will remain the funds of that organization and not be returned to the general fund for future distribution.

### **Donations**

1. All donations received must be reported at the end of each semester to the Office of Campus Activities.
2. Direct allocation cannot be used to make donations of any kind to any organization or cause.

## **INVENTORY CONTROL**

1. SGA, XAB and Class Councils must submit an equipment inventory to the Office of Campus Activities each semester, showing original date of purchased and state of repair.
2. All equipment is to be kept in locations designated or approved by the SGA Congress.
3. No equipment is to be kept for personal use by any member or kept in places other than approved by the finance board. **NO EXCEPTIONS.**
4. All equipment will be subject to use by another organization upon approval by the controlling organization whose decision may be appealed to the SGA Congress

## **VIOLATON AND PENALTIES**

1. Alleged violations of financial procedures should be reported immediately in writing to the Office of Campus Activities.
2. Individuals responsible for misuse of wrongful appropriation of student activity funds may, upon recommendation of the finance board, be brought before the University Hearing Committee, not precluding the right of the finance board, to seek criminal prosecution on the advice of the Director of Campus Activities.
3. The SGA Congress, at its discretion, may refuse to allocate funds to any organization found guilty of violating existing procedures for a maximum period of two years subject to appeal to the Office of Campus Activities.
4. The Dean of Students may immediately freeze the budget of any organization that has violated existing procedures, subject to review at the next finance board meeting. The organization's president or treasurer must be notified of the decision.
5. Private use of any organization equipment of funds shall be considered as prima facie evidence or a violation.

## **SALES AND SOLICITING FUNDS**

Food items sold by student organizations must be commercially pre-packaged. Any recognized student organization interested in soliciting monetary contributions outside the Xavier University campus must obtain authorization from the Vice President of Institutional Advancement. The solicitation of funds can be potentially disruptive to the University development and community relations programs. Please submit requests to the Office of Campus Activities and they will be forwarded to the Office of Institutional Advancement.

## **STUDENT ORGANIZATION ADVISORS**

Any student organization seeking recognition and/or funding by the Xavier University of Louisiana Student Government Association must have an advisor. This person will be a member of the College Faculty or Professional Staff and agree to act in this role on a volunteer basis. The organization cannot participate in and/or conduct activities without the guidance of an advisor.

The Office of Campus Activities hosts an Advisors Meeting during the fall and spring semester to review the role of the advisor and answer any questions.

In addition, student club and organization advisors:

1. Offer guidance by reviewing goals, objectives, and the progress of the organization.
2. Act as a resource person for the organization. Advisors may have access to internal and external networks and information that may be helpful to student groups.
3. Provide continuity from year to year. As the leadership of the organization changes, new leaders are often left without a sense of organizational history. Advisors provide for a smoother leadership transition.
4. Offer experience and /or expertise in a particular area related to the group's purpose.
5. Translate college policy for the organization when issues arise.
6. Support, motivate, and encourage the organization's leaders and members as they take risks and face challenges.
7. Develop and refine leadership skills with the organization's members.

## **DUTIES OF ORGANIZATIONAL ADVISORS**

### **A. General Duties:**

Advisors shall assist the elected officers of the organization to:

1. Define/interpret the aims and purposes of the organization.
2. Construct and implement constructive programs designed to achieve the organization's stated aims and purposes.
3. Supervise the operational procedures of the organization to ensure that they are in compliance with University and I.O.C. regulations, and where applicable, national office policies and regulations, and graduate chapter instructions.

### **B. Specific Duties:**

1. Supervise the election of new officers in accordance with I.O.C. regulations, and the organization's constitution.
2. Consult with the organization's officers prior to meeting so as to be apprised of major items on programs and the agenda of all meetings.
3. Supervise the expenditures of all organizational monies.
  - A. Sign all checks issued by the organization.
  - B. Sign all treasurer reports to the University.
  - C. Ensure spending of monies in accordance with University policy, I.O.C. guidelines and the club's constitution.
4. Be present at all meetings conducted by the organization.
5. Recommend approval/disapproval to the Office of Student Services of any on or off campus activity sponsored by the organization.

6. Accept responsibility for the overall supervision of any activity sponsored by the organization, to ensure that University regulations and requirements are fully met.
7. Recommend approval/disapproval of any on or off campus guest speaker sponsored by the organization.
8. Report as immediately as possible any/all major irregularities regarding the organization and/or its activities to the Assistant Director of Campus Activities or designee, and where applicable to the appropriate department head or graduate chapter.
9. Submit organization activity/event requests online at least two weeks before the event.
10. Attend the fall and/or spring Advisors meeting.

### **ADVISOR'S ROLES**

- Teachers/Coaches:** Advisors teach techniques of good leadership. They can work with the organization and individuals to develop effective group behavior and leadership.
- Consultants:** Advisors can assess the effectiveness of the organization, both as a supportive environment for members and as a structure to facilitate the accomplishment of group goals.
- Historian:** Advisors can provide valuable insight into past activities of the group, help with transitions, and make sure groups don't have to "reinvent the wheel" from year to year.
- Link:** An Advisor often serves as the bridge between the University Administration and the Student Organization. The advisor can represent student needs and interests to University Officials and can interpret policies, share information regarding University decisions and actions to the Organization.
- Navigator:** An Advisor is helpful for navigating through the procedures, offices, policies and personnel that organizations need to work with to accomplish goals.
- Observer:** Advisors can sit back and observe the group's process—
- Why things are working, or what can be done to improve group operations?
- The Advisor can see the interactions and relationships more objectively because they aren't involved in the running of meetings.
- Resource Expert:** An advisor will either have the information you need, or they will be able to refer you to the appropriate office or persons to help you.
- Financial Advisor:** An advisor will make sure that you know how to manage your budget responsibly.

## **APPOINTMENT PROCEDURES**

The advisor must be a full time member of the University's faculty or professional staff.

**CLASS ADVISORS** will be appointed by the Office of Student Services by May of each year.

**SOCIAL GREEK LETTER ORGANIZATION ADVISORS** are recommended to the Office of Student Services by the Graduate Chapter of each group and in accordance with the general guidelines for Greek Letter Organizations.

**PROFESSIONAL ORGANIZATIONS AND CLUBS** are recommended to the Office of Student Services via the head of the department to which the organization is affiliated.

### **AUTOMATIC APPOINTMENTS**

(assistants, if necessary, may be recommended by the Office of Student Services):

Resident Hall Councils	Resident Directors
Student Government	Vice President of Student Services or designee
Inter-Organizational Council	Director of Campus Activities
XAB	Director of Campus Activities
Pan Hellenic Council	Vice President of Student Services
Pharmacy Student Association	Associate Vice President of Student Affairs

**OTHER ORGANIZATIONS** may *recommend* advisors to the Office of Student Services.

In all cases, the Office of Campus Activities will forward all recommendations to the Vice President for Student Services for consideration and appointment. A letter of appointment for the Vice President of Student Services will be issued to the approved Advisors.

### **GREEK LETTER ORGANIZATION ADVISORS**

In addition to the above duties, advisors to Greek Letter Organizations are expected to adhere to those provisions as stated in the general guidelines for Greek Letter Organizations for advisors.

### **ORGANIZATION'S RESPONSIBILITIES TO THE ADVISOR**

Officers and members must:

1. Notify their advisor of all meetings and events.
2. Consult with their advisor in the planning of projects and events.
3. Allow the advisor speaking privileges although he or she is not allowed a vote.
4. Discuss concerns and issues with their advisor.
5. Be clear and open about expectations of their advisor.

## **ADVISOR GUIDELINES AND RESPONSIBILITIES AS ACTIVITY CHAPERONES**

### **GUIDELINES**

A student organization advisor is expected to:

1. Provide overall supervision to ensure that the basic operation of the activity will proceed expeditiously.
2. Ensure that all University regulations are adhered to.
3. Advise student leaders of anticipated problems and to suggest possible solutions.
4. Ensure that all necessary measures are employed to protect persons attending the activity and University property.
5. Reinforce lawful administrative actions taken by student leaders.

### **PLANNING THE ACTIVITY**

Advisors should work closely with the organization's officers in planning any activity that the group wishes to sponsor. The following are important considerations which the advisor and the organization's officers should address:

1. Is this activity one that would be sanctioned by the University?
2. Will the activity have educational, cultural or entertaining values for the general student body?
3. Is attendance to be restricted (Xavier students only) or non-restricted (open to the general public)?
4. Are our campus facilities adequate to house the activity?
5. What does the activity involve in terms of personnel and equipment?
6. Will the organization incur a financial liability in sponsoring the activity?

### **RESPONSIBILITIES**

The advisors to a student activity should know in advance the university regulations regarding student conduct. The advisor, chaperone, officers and members of the sponsoring organization are totally responsible for providing supervision throughout the activity. The following are standard operating procedures that should be employed:

### **GENERAL DUTIES**

1. Report to the activity at least one half hour before the activity is scheduled to begin. (Any activity, which begins without an Advisor present, will be shut down immediately.)
2. Review the procedures and regulations with the student leaders in charge of the activity.
3. Review the procedures and regulations and instruct university police of their duties.
4. Should the activity at anytime become unsafe to any participant, the activity should be discontinued.

### **REGULATIONS**

1. Unless announced otherwise, dances are open to Xavier students, their escorts or guests (no more than three per Xavierite) and students of visiting colleges who present a current college identification card. Pre-Sale ticket holders must also have a current I.D. card.
2. The sale, possession and use of alcoholic beverages is prohibited.
3. The University requires that persons in attendance must be dressed in good taste.
4. The activity must be terminated at the scheduled time.



### **EXTERIOR AREA**

1. Post large signs stating that alcoholic beverages are not permitted on campus and that smoking is prohibited inside the building.
2. Do not permit persons to loiter outside the premises, if necessary secure the assistance of security guards or city police to disperse loiterers.

### **THE DOOR**

1. A minimum of two persons should be assigned to collect tickets.
2. Persons assigned to collect tickets should insist that a valid I.D. card be shown by each person entering the activity.
3. Each person entering the activity should have the back of his hand imprinted with a stamp utilizing invisible ink.
4. Currency from the cash box should be periodically removed so as to minimize the loss in the event of a robbery.
5. A campus police officer should be assigned to keep the area adjacent to the ticket booth uncongested and the traffic flow to booth orderly.
6. Since the door in the rear is where most problems occur, a security guard is to be assigned to the area at all times.
7. The door is to be manned until the activity is concluded. At no time is the door to be opened to the general public.

### **INTERIOR AREA**

1. Preventing problems is much easier than solving them. Therefore, advisors should circulate throughout the length of the activity, and be alert to potentially dangerous situations.
2. Instruct persons assigned to this area not to leave their duty post unless a replacement is made.
3. Persons observed in possession of, or intoxicated by alcoholic beverages or other behavior altering substances should be asked to leave.

### **THE ACTIVITY CONCLUSION**

University police should disperse all persons immediately at the conclusion of the activity. The officers of the organization should submit an evaluation form to the Office of Campus Activities at least two (2) weeks after the activity. In case of a problem, the Office of Campus Activities should be notified immediately.

## **UNIVERSITY POLICE**

The maintenance of campus police is the responsibility of the officers of the organization and the advisor. The campus police are on duty to assist you in this area. You are to appoint each of them a specific duty assignment. Do not hesitate to call them in any situation that you feel that you cannot handle.

## **SPECIAL INTEREST ORGANIZATIONS**

### **African Students Union**

[asu@xula.edu](mailto:asu@xula.edu)

The purpose of the African Students Union is to promote unity among African and African American students in the Xavier community; to increase awareness of diversity and multi cultural aspects of Africa and the African people; and to promote the spirit of unity; tolerance of differences; and scholarship among students at Xavier University.

Advisor: Dr. Charles Baquet

[crbaquet@xula.edu](mailto:crbaquet@xula.edu)

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### **Business Achievers Association**

[baa@xula.edu](mailto:baa@xula.edu)

The purpose of this organization is to promote business careers for Xavier Students through an improved knowledge of current events, industry standards, internships and opportunities. To this end, the Business Achievers Association prepared students to assume roles of leadership through raising scholarships for Xavier University freshman business students.

Advisor: Carolyn Thomas

[cathomas@xula.edu](mailto:cathomas@xula.edu)

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### **Caribbean Students Association**

[caribsa@xula.edu](mailto:caribsa@xula.edu)

The purpose of this organization is to enhance the awareness of Caribbean culture on Xavier's campus. CSA will attempt to foster a cultural bridge between the Caribbean and other nations of the world. CSA will also facilitate a networking family of individuals with a common interest in Caribbean culture.

Advisor: Dr. Pamela Waldron-Moore

[pnmoore@xula.edu](mailto:pnmoore@xula.edu)

## **SPECIAL INTEREST ORGANIZATIONS**

### **Commuter Student Network**

[csn@xula.edu](mailto:csn@xula.edu)

The Commuter Student Network strives to inform commuters/off campus students of various activities; encourage them to get involved to ensure a more enjoyable college experience; and represent the needs, interests and concerns.

Advisor: Sharrone Godfrey

[smgodfre@xula.edu](mailto:smgodfre@xula.edu)

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### **East Coast Club**

[estco@xula.edu](mailto:estco@xula.edu)

The purpose of the ECC is to encourage unity amongst its members and the rest of the Xavier community; help scout potential Xavierites from the East Coast; and provide them with financial assistance.

Advisor: Dr. Adam Weaver

[aweaver@xula.edu](mailto:aweaver@xula.edu)

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### **Georgia Connection**

[gcon@xula.edu](mailto:gcon@xula.edu)

The Georgia Connection provides an effective transition for residents of Georgia to Xavier University; serves as a support system; and provides community service to Xavier and its community.

Advisor: Sharrone Godfrey

[smgodfre@xula.edu](mailto:smgodfre@xula.edu)

## **SPECIAL INTEREST ORGANIZATIONS**

### **Louisiana Association of Educators Students Program**

[laesp@xula.edu](mailto:laesp@xula.edu)

The LAESP promotes the development of professional interests and attitudes among college students engaged in preparing for the teaching profession; acquaints prospective educators with the history, the ethics, and the role of educators in society; and provides students with the opportunities to participate in activities to encourage involvement on a local, state and national level.

Advisor: Dr. Renee Akbar

[rakbar@xula.edu](mailto:rakbar@xula.edu)

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### **Midwest Club**

[chiclub@xula.edu](mailto:chiclub@xula.edu)

The purpose of the Midwest Club is to become familiar with other Midwest residents; to become socially and intellectually active; and provide support for one another in our endeavor at Xavier University.

Advisor: Campus Activities

[520-7360](tel:520-7360)

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### **Minority Association of Pre-Health Students**

[maps@xula.edu](mailto:maps@xula.edu)

The purpose of MAPS is to promote minority recruitment, admissions and retention in schools training health professionals.

Advisor: Mack Crayton

[mcrayton@xula.edu](mailto:mcrayton@xula.edu)

## **SPECIAL INTEREST ORGANIZATIONS**

### **Mobilization at Xavier**

[max@xula.edu](mailto:max@xula.edu)

Formed in 1988 to plan, promote and coordinate student community service projects and activities, M.A.X. is the umbrella organization for student community involvement. Its mission and philosophy is to promote social awareness and community responsibility through service and to encourage groups and individuals to organize and participate in programs.

Advisor: Christy Lagarde

[cmlagard@xula.edu](mailto:cmlagard@xula.edu)

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### **National Association for the Advancement of Colored People**

[naacp@xula.edu](mailto:naacp@xula.edu)

The purpose of NAACP is to increase the social action and awareness among people of color. The Xavier chapter does this by holding voter's registration drives and educational forums.

Advisor: Shirley Labbe

[slabbe@xula.edu](mailto:slabbe@xula.edu)

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### **National Association of Black Accountants**

[naba@xula.edu](mailto:naba@xula.edu)

The mission of the NABA is to address the professional needs of our members and to build leaders that shape the future of the accounting arenas.

Advisor: William Bostick

[wbostick@xula.edu](mailto:wbostick@xula.edu)

## **SPECIAL INTEREST ORGANIZATIONS**

### **National Association of Black Journalists**

[nsbj@xula.edu](mailto:nsbj@xula.edu)

This organization establishes a union among aspiring black journalists dedicated to truth and public service in the news; assists in recruiting and retaining black students and professors in the Communications Department of Xavier University; and encourages members to gain professional experience through work in campus media, internships and job opportunities.

Advisor: Department of Communications

520-5092

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### **National Society of Black Engineers**

[nsbe@xula.edu](mailto:nsbe@xula.edu)

NSBE endeavors in the advancement of the ethnic minority engineer in professional industry; stimulates and develops student interest in engineering; and strives to increase the number of students studying engineering at both the undergraduate and graduate levels.

Advisor: Department of Physics & Engineering

520-7643

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### **National Student Speech, Language and Hearing Association**

[nsslha@xula.edu](mailto:nsslha@xula.edu)

The purpose of this organization is to initiate activities for the enlightenment of future speech pathologists; to stimulate interest among those pursuing a degree in the field of speech pathology; to establish good ethics in dealing with clients, and other professionals in the field; and to keep abreast of current trends and events in the field of speech pathology.

Advisor: Dr. Nancy Martino

nmartino@xula.edu

## **SPECIAL INTEREST ORGANIZATIONS**

### **Pre-Alumni Council**

[preac@xula.edu](mailto:preac@xula.edu)

The purpose of this organization is to stress to alumni and current students the importance of giving back to Xavier University. Pre-Alumni Council members also volunteer at many alumni events.

Advisor: Kim Reese-Buckner

[kreese@xula.edu](mailto:kreese@xula.edu)

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### **Pre-Dental Club**

[predental@xula.edu](mailto:predental@xula.edu)

The purpose of the Pre-Dental Club is to intensify interest in the field of dentistry and to promote dental hygiene and awareness in the community. It helps guide students in achieving the ultimate goal of gaining acceptance to a credible dental institution. This preparation involves providing members with the opportunity to meet various dental school representatives, to shadow dentist in the practice and to guide pre-dental students through the dental school preparation process.

Advisor: Sr. Grace Mary Flickinger

[glickin@xula.edu](mailto:glickin@xula.edu)

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### **Pre-Veterinary Club**

[prevet@xula.edu](mailto:prevet@xula.edu)

This organization provides a network for students who are interested in pursuing a career in veterinary medicine; establishes connections with veterinary medical students and practicing veterinarians; and provides information about the different aspects of veterinary medicine, veterinary medical school and the admissions process.

Advisor: Dr. Tracy Mullins

[tmullins@xula.edu](mailto:tmullins@xula.edu)

## **SPECIAL INTEREST ORGANIZATIONS**

### **Xavier Forensics Speech and Debate**

[forensics@xula.edu](mailto:forensics@xula.edu)

The purpose of this organization is to sharpen a student's speech and debate skills through intercollegiate competitions; to be actively involved in community outreach, through service learning and community service projects; and to provide various activities on campus to reflect the organization's skills; and to encourage other students to use their voice for positive reasons.

Advisor: Paul Schafer

[pschafer@xula.edu](mailto:pschafer@xula.edu)

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### **Xavier University Asian Association**

[xuaa@xula.edu](mailto:xuaa@xula.edu)

The XU Asian Association promotes the awareness of Asian American to assist in developing a more unified student body; strives to build a stronger sense of community within the Asian-American students through providing a support group; and enables members to share their heritage with other students to achieve an integration of cultures.

Advisor: Charles Baquet

[crbaquet@xula.edu](mailto:crbaquet@xula.edu)



## **STUDENT GOVERNANCE**

### **Class Councils**

The purpose of the class councils is to provide leadership and direction; coordinate activities and programs; and promote unity within and between the classes.

Class of 2010	<a href="mailto:class09@xula.edu">class09@xula.edu</a>
Class of 2011	<a href="mailto:class10@xula.edu">class10@xula.edu</a>
Class of 2012	<a href="mailto:class11@xula.edu">class11@xula.edu</a>
Class of 2013	<a href="mailto:classs12@xula.edu">classs12@xula.edu</a>
Pharmacy Class of 2010	<a href="mailto:pharm09@xula.edu">pharm09@xula.edu</a>
Pharmacy Class of 2011	<a href="mailto:pharm10@xula.edu">pharm10@xula.edu</a>
Pharmacy Class of 2012	<a href="mailto:pharm11@xula.edu">pharm11@xula.edu</a>
Pharmacy Class of 2013	<a href="mailto:pharm12@xula.edu">pharm12@xula.edu</a>

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### **Pan Hellenic Council**

[panhc@xula.edu](mailto:panhc@xula.edu)

This is the advisory and governing body of Xavier's social Greek organizations. It provides a forum for the exchange of ideas to coordinate matters of common interest; to plan cooperative service and academic programs; and to formulate membership intake rules, policies, and plans.

Advisor: Joseph Byrd

[jbyrd@xula.edu](mailto:jbyrd@xula.edu)

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### **Pharmacy Student Association**

[psa@xula.edu](mailto:psa@xula.edu)

PSA promotes cooperation between the pre-pharmacy and pharmacy student body, faculty, administration and SGA; supervises student affairs consistent with the particular needs of the pre-pharmacy students; and concerns itself with the work in the interest to eh pre-pharmacy students as they relate to the College of Pharmacy and Xavier University.

Advisor: Dr. Keturah Robinson

[krrobins@xula.edu](mailto:krrobins@xula.edu)

## **Residence Hall Councils**

Each residence hall council operates from a committee structure with goals varying depending on the challenges and projects taken on by the group.

House of Studies

St. Katherine Drexel Hall

Living Learning Center

St. Martin De Porres

St. Joseph Hall

St. Michael's Hall

## **STUDENT GOVERNANCE**

### **Student Government Association**

[sga@xula.edu](mailto:sga@xula.edu)

SGA is the official representative of students in University policy-making and administration. It is charged with the responsibility of providing an arena for open discussion of issues and concerns; for implementation of plans to improve student life, for practical experience in the democratic process; and for programs and activities which represent the interests of the student body-at-large.

Advisors: Deon Ridgell

[dridgell@xula.edu](mailto:dridgell@xula.edu)

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### **Xavier Activities Board**

[xab@xula.edu](mailto:xab@xula.edu)

XAB serves as the planning body for major student activities. This student-run organization group provides diverse programming that appeal to the student body and aids in the development of the well rounded student.

Advisors: Sharrone Godfrey

[smgodfre@xula.edu](mailto:smgodfre@xula.edu)

## **HONOR SOCIETIES**

### **Alpha Epsilon Delta (Pre-Med)**

[aed@xula.edu](mailto:aed@xula.edu)

The purpose of this society is to encourage excellence in premedical scholarship; to stimulate an appreciation of the importance of premedical education in the study of medicine; to promote cooperation and contacts between medical and pre-medical students and educators in developing an adequate program of pre-medical education; and to bind together similarly interested students.

Advisor: QuoVadis Webster

[qmwebst@xula.edu](mailto:qmwebst@xula.edu)

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### **Alpha Kappa Mu**

[akm@xula.edu](mailto:akm@xula.edu)

The purpose of this society is to promote high scholarship; to encourage sincere and zealous endeavor in all fields of knowledge and service; to cultivate a high order of personal living; and to develop an appreciation for scholarship and scholarly endeavor in others.

Advisor: Marlene Robinson

[mrobinso@xula.edu](mailto:mrobinso@xula.edu)

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### **Phi Alpha Delta/Pre-Law Club (Law)**

[prelaw@xula.edu](mailto:prelaw@xula.edu)

The purpose of this organization shall be to enhance interest in law related careers; to encourage higher education such as law school and graduate school as an effective method on attaining one's goals in law; to educate Xavier's community of opportunities that exists in a legal career; to provide law forums for discussion of legal problems in society; and to increase awareness of scholarship/research opportunities that exist for those pursuing law as a career.

Advisor: Dr. William Everett

[weverett@xula.edu](mailto:weverett@xula.edu)

## **HONOR SOCIETIES**

### **Phi Lambda Upsilon**

[upsilon@xula.edu](mailto:upsilon@xula.edu)

The purpose of this organization shall be to promote high scholarship and original investigation in all branches of pure and applied chemistry.

Advisor: Dr. John Sevenair

[jsevenai@xula.edu](mailto:jsevenai@xula.edu)

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### **Psi Chi (Psychology)**

The purpose of Psi Chi, the National Honor Society is Psychology, is to encourage, stimulate and maintain excellence in scholarship and advancements in the science of Psychology.

Advisor: Dr. Elliott Hammer

[ehammer@xula.edu](mailto:ehammer@xula.edu)

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### **Rho Chi (Pharmacy)**

[rhochi@xula.edu](mailto:rhochi@xula.edu)

The purpose of Rho Chi is to promote the advancement of the pharmaceutical sciences through the encouragement and recognition of sound scholarship; to promote scholarly fellowship in pharmacy by bringing undergraduate students, graduate students, and faculty members together in fraternal and helpful association; and to increase the awareness of the ethical and social responsibilities of the profession.

Advisor: Dr. Kristie Issac

[kmiaac@xula.edu](mailto:kmiaac@xula.edu)

## **PROFESSIONAL GREEK ORGANIZATION**

### **Kappa Epsilon**

[kepsilon@xula.edu](mailto:kepsilon@xula.edu)

The purpose of Kappa Epsilon is to unite women in the pharmacy profession; to stimulate a desire for high scholarship; to foster a professional consciousness; and to provide a bond of lasting friendship.

Advisor: Dr. Ann Barbre

[arbarbre@xula.edu](mailto:arbarbre@xula.edu)

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### **Kappa Psi Pharmaceutical Fraternity, Inc**

[kpharm@xula.edu](mailto:kpharm@xula.edu)

The objective of this organization is to conduct a fraternal organization for the mutual benefit of the member; to advance the profession of Pharmacy, educationally, fraternally, and socially; to install industry, sobriety, fellowship, and high ideals in its members; and to foster scholarship and pharmaceutical research.

Advisor: Dr. David Mihm

[dmihm@xula.edu](mailto:dmihm@xula.edu)

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### **Phi Lambda Sigma (Pharmacy)**

[lambda@xula.edu](mailto:lambda@xula.edu)

Phi Lambda Sigma promotes leadership in the field of Pharmacy by encouraging participation in educational, community service, and pharmacy- related activities.

Advisor: Randall Schexnayder

[rschexna@xula.edu](mailto:rschexna@xula.edu)

## **SOCIAL GREEK ORGANIZATION**

### **Alpha Phi Alpha Fraternity, Inc.**

[aphia@xula.edu](mailto:aphia@xula.edu)

In 1906, Alpha Phi Alpha Fraternity, Incorporated became America's first black Greek-letter organization established for Black men at Cornell University, Ithaca, New York. The objectives of Alpha Phi Alpha Fraternity, Inc. are to stimulate the ambition of its members; to prepare them for the greatest usefulness in the cause of humanity, freedom and dignity of the individual; to encourage the highest and noblest form of manhood; and to aid downtrodden humanity in its efforts to achieve higher social, economic, and intellectual status.

Advisor: Joseph Byrd

[jbyrd@xula.edu](mailto:jbyrd@xula.edu)

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### **Alpha Kappa Alpha Sorority, Inc.**

[Aka08@xula.edu](mailto:Aka08@xula.edu)

In 1908, Alpha Kappa Alpha Sorority, Incorporated became America's first black Greek-letter organization established for Black women at Howard University, Washington, D.C. Alpha Kappa Alpha cultivates and encourages high scholastic and ethical standards; promotes unity and friendship among college women; alleviates problems concerning girls and women; maintains a progressive interest in college life; and serves all mankind.

Advisor: Sheryl Rodriguez

[swrodrig@xula.edu](mailto:swrodrig@xula.edu)

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### **Kappa Alpha Psi Fraternity, Inc**

[kapsi@xula.edu](mailto:kapsi@xula.edu)

Kappa Alpha Psi Fraternity, Incorporated was established in 1911 at Indiana University. The purpose of this fraternity is to unite college men of culture, patriotism and honor in a bond of Fraternity; to encourage honorable achievement in every field of human endeavor; to promote the spiritual, social, intellectual and moral welfare of its members; to assist the aims and purposes of colleges and universities; and to inspire service in the public interest.

Advisor: Kendall Lewis

[kendalljlewis@cox.net](mailto:kendalljlewis@cox.net)

## **SOCIAL GREEK ORGANIZATION**

### **Delta Sigma Theta Sorority, Inc**

Delta Sigma Theta Sorority, Inc. was founded at Howard University in 1913. The objective of Delta Sigma Theta are to establish, maintain, and encourage, high cultural, intellectual and moral standards among members; to engage in public service programs; and to promote and encourage achievement in education.

Advisor: Dione Breckenridge

[thinkuni25@aol.com](mailto:thinkuni25@aol.com)

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### **Omega Psi Phi Fraternity, Inc.**

[omega@xula.edu](mailto:omega@xula.edu)

Omega Psi Phi Fraternity, Inc. was founded at Howard University in 1911. From the initials of the Greek phrase meaning “friendship is essential to the soul”, the name Omega Psi Phi was derived. The phrase was selected as the motto. Manhood, scholarship, perseverance, and uplift were adopted as cardinal principles.

Advisor: Paul Waddell

[pwaddell@xula.edu](mailto:pwaddell@xula.edu)

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### **Phi Beta Sigma Fraternity, Inc.**

[alphalamda@xula.edu](mailto:alphalamda@xula.edu)

The Phi Beta Sigma Fraternity, Inc. was founded at Howard University in Washington, D.C. in 1914. The fraternity has three major principles: Brotherhood, Scholarship, and Service. These principles are expressed I the fraternity’s motto, “Culture For Service and Service For Humanity”.

## **SOCIAL GREEK ORGANIZATION**

### **Sigma Gamma Rho Sorority, Inc.**

[sgr@xula.edu](mailto:sgr@xula.edu)

Sigma Gamma Rho Sorority, Inc. was organized on November 12, 1922 at Butler University Indianapolis, Indiana. The objective of the sorority is to enhance the quality of life within the community. Public service, leadership development and education of youth are the hallmark of the organization's programs and activities. Sigma Gamma Rho addresses concerns that impact society educationally, civically, and economically.

Advisor: Shirley G. Williams

[dshirley@bellsouth.net](mailto:dshirley@bellsouth.net)

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### **Zeta Phi Beta Sorority, Inc.**

[Zpb1920@xula.edu](mailto:Zpb1920@xula.edu)

Zeta Phi Beta Sorority, Incorporated was organized as a sister Greek-letter sorority to Phi Beta Sigma, Incorporated in 1920 at Howard University in Washington, D.C. The organization promotes the cause of education by encouraging the highest standards of scholarship, uplifting worthwhile projects on college campuses and within the community, fostering the spirit of sisterly love and promoting the idea of finer womanhood.

Advisor: Leola Ruffin

[ljruffin@bellsouth.net](mailto:ljruffin@bellsouth.net)

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## **ACADEMIC/DEPARTMENTAL CLUBS**

### **ACS Chemistry Club**

[acsc@xula.edu](mailto:acsc@xula.edu)

The chemistry club is dedicated to providing students with community service opportunities, networking opportunities within the Chemical Science arena, and opportunities to socialize with other students interested in chemistry.

Advisor: Dr. Michael Adams

[mradsams@xula.edu](mailto:mradsams@xula.edu)



## **ACADEMIC/DEPARTMENTAL CLUBS**

### **American Marketing Association**

[marka@xula.edu](mailto:marka@xula.edu)

The American Marketing Association was created to use the basic components of marketing to enrich, develop and promote the XULA Business Department, impact the community and provide leadership, teamwork, scholarship and work opportunities to members.

Advisor: Marian Minnard

[mminnard@xula.edu](mailto:mminnard@xula.edu)

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### **ASP Academy of Student of Pharmacy**

[asp@xula.edu](mailto:asp@xula.edu)

The Academy of Student Pharmacists (ASP) is the student component of the American Pharmaceutical Association (APhA). APhA is the largest and oldest association of pharmacists including as its members: practitioners, students, and scientists.

Advisor: Dr. Yolanda Prammar

[yvpramar@xula.edu](mailto:yvpramar@xula.edu)

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### **Biology Club**

[bioclub@xula.edu](mailto:bioclub@xula.edu)

The purpose of this organization shall be to encourage the interaction of various levels within the department; to facilitate the awareness of biological principles within the population of biology majors of the student body and the community at large; to stimulate personal growth through leadership opportunities for each member; and to educate others in environments awareness through the clubs activities.

Advisor: Dr. Peter Barrett

[pbarrett@xula.edu](mailto:pbarrett@xula.edu)

## **ACADEMIC/DEPARTMENTAL CLUBS**

### **English Majors Club**

[engclub@xula.edu](mailto:engclub@xula.edu)

The purpose of the English Club is to aide English majors in gaining an understanding of their major and its variety of uses; to promote high academic achievement; and prepare majors for graduate and professional school.

Advisor: Dr. Violet Bryan

[vbryan@xula.edu](mailto:vbryan@xula.edu)

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### **Louisiana Society of Health System Pharmacist**

[lsha@xula.edu](mailto:lsha@xula.edu)

The purpose of LSHP is to make students aware of pharmacy practice in health systems; provide information to students about career directions in and credentials needed for pharmacy practice in health systems; and encourage membership and participation in the state society and ASHP as a student and upon graduation.

Advisor: Amne Borghol

[aborghol@xula.edu](mailto:aborghol@xula.edu)

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### **Psychology Club**

[psych@xula.edu](mailto:psych@xula.edu)

The Psychology Club promotes fellowship and unification among the majors in this discipline; facilitates academic and non academic activities that contribute to the wellness of the Xavier community; and encourage member participation in different community service initiatives.

Advisor: Gena Valentine

[evalenti@xula.edu](mailto:evalenti@xula.edu)

## **ACADEMIC/DEPARTMENTAL CLUBS**

### **Student National Pharmaceutical Association (SNPhA)**

The purpose of SNPhA is to plan, organize, coordinate and execute programs geared toward the improvement for the health, educational and social environment of the community.

Advisor: Dr. Cori Brock

[cbrock@xula.edu](mailto:cbrock@xula.edu)

## **OTHER STUDENT ORGANIZATIONS**

### **Intercollegiate Athletics**

The Xavier Gold Rush and Gold Nuggets compete in the NAIA (National Association of Intercollegiate Athletics), Division I, as a member of the Gulf Coast Athletic Conference (GCAC)

#### **Gold Rush Men's Basketball Team**

Head Coach: Dannton Jackson

[djackson@xula.edu](mailto:djackson@xula.edu)

#### **Gold Nuggets Women's Basketball Team**

Head Coach: Robert Browder

[rbrowder@xula.edu](mailto:rbrowder@xula.edu)

#### **Gold Rush and Gold Nuggets Tennis Team**

Head Coach: Alan Green

[amgreen@xula.edu](mailto:amgreen@xula.edu)

#### **Cross Country**

Head Coach: Joseph Moses

[jmoses@xula.edu](mailto:jmoses@xula.edu)

## **PERFORMING GROUPS**

The Cheerleading Squad, Gold Star Dance Team and Golden Girls Pom Pom Squad perform at athletic events, as well as at a number of special events. They demonstrate their support for the Gold Rush and Gold Nuggets athletic teams with energetic and entertaining performances.

#### **Cheerleading Squad and Gold Star Dance Team**

Advisor: Silas Steele

[sasteele@xula.edu](mailto:sasteele@xula.edu)

#### **Golden Girls Pom Pom Squad**

Advisor: Adrienne Mitchell

[ammitche@xula.edu](mailto:ammitche@xula.edu)

## **OTHER STUDENT ORGANIZATIONS**

### **Vocal and Instrumental Groups**

There are several performing organizations that present at least two performances on the campus each academic year. These groups include the Concert Choir, the University Chorus, the Symphonic Band, the Jazz Band, the Opera Workshop, and the String Ensemble. These organizations are supported by the Music Department.

#### Vocal

Contact: Dr. John Ware

[jeware@xula.edu](mailto:jeware@xula.edu)

#### Instrumental

Contact: Dr. Tim Turner

[tturner5@xula.edu](mailto:tturner5@xula.edu)



