

Louisiana State University
Organizations Relief Fund
Bylaws

PREAMBLE

The Organizations Relief Fund was created by the LSU Board of Supervisors in resolution 11.b on November 30, 1979. The purpose of the Organizations Relief Fund is to provide travel funds to members of registered student organizations representing LSU at professional conferences and tournaments. The Organizations Relief Fund Committee will operate on a direct request basis and ensure that all awards granted are distributed equitably and benefit the LSU community. The fund shall serve as a source of supplemental funding available only as a reimbursement.

**ARTICLE 1
NAME**

§ 1. Name

The name of this entity and all its subsidiaries shall be the Louisiana State University Organizations Relief Fund, herein referred to as ORF.

§ 2. Purpose

The purpose of the entity shall be to provide supplemental travel funds to undergraduates as members of registered student organizations who represent LSU at professional conferences and tournaments.

**ARTICLE 2
GOVERNANCE**

§ 1. Committee

The Louisiana State University Organizations Relief Fund Committee, herein referred to as the Committee, shall review all funding requests for approval.

§ 2. Committee; membership

- A. The following are members of the Committee:
1. One (1) student member, appointed by the Student Government President, who serves as Chairperson;
 2. Two (2) faculty members appointed by the LSU Faculty Senate;
 3. Two (2) staff members, one (1) appointed by the LSU Staff Senate and one (1) appointed by University Recreation;
 4. Two (2) student members appointed by the Vice President for Student Life and Enrollment;

5. Three (3) student members appointed by the Student Government President;
- B. The following are ex-officio members of the Committee:
1. The Associate Vice President for Accounting Services (or his/her designee).
 2. The Associate Vice President and Dean of Students (or his/her designee) shall maintain and reconcile the ORF account.

§ 3. Terms of Office

Each member of the Committee is obligated to serve a term of one (1) academic year, after which they shall be eligible for re-appointment.

§ 4. Quorum

Quorum shall be defined as five (5) members of the Committee present at any one meeting where official business is conducted.

§ 5. Excused Absences and Proxies

Committee members are allowed to have two proxies per semester. Proxies must be approved by the Chairperson. An approved proxy serves as one (1) excused absence.

§ 6. Unexcused Absences

An unexcused absence is defined as a meeting where a member does not attend and does not have any excused absences left. Two unexcused absences from the regularly scheduled meetings per semester of the Committee shall be grounds for removal from the Committee.

§ 7. Vacancies

Replacement of vacant seat shall be coordinated by the Office of the Dean of Students.

§ 8. Chairperson; duties

The duties of the Chairperson shall be as follows:

- A. Report all meeting dates and times;
- B. Preside over all meetings and vote in the case of a tie;
- C. Set the agenda for all meetings;
- D. Maintain communication for the Committee;
- E. Consult with organizations on travel reimbursement procedures;
- F. Organize and file all documents and records;
- G. Meet on a regular basis with the Office of the Dean of Students;
- H. Post meeting dates and times on the Student Government website;
- I. Report all available funding to the Committee at the start of each meeting;
- J. Monitor and enforce attendance of committee members; and

§ 9. Members; duties

The duties of members shall be as follows:

- A. Attend all meetings of the Committee and cast a vote; and
- B. Objectively evaluate application considered by the Committee.

ARTICLE 3 FUNDS AND ELIGILITY REQUIREMENTS

§ 1. Source of Funding

ORF is funded by an annual \$3.25 fee assessment of each full-time undergraduate student during the spring semester registration. A separate fee of \$6.00 is also collected from graduate and veterinarian students; however, these entities administer the funds through their own established processes.

§ 2. Funding Policies

ORF will operate on a direct request basis. The Committee will see that funds are distributed equitably and that they are used in the best interest of the University. ORF encourages fundraising and is not to be a sole source of funds for any organization or individual who has access to funds that are available through:

- A. Any University budget (includes departmental budget); or
- B. Any federal, state, or local grant given for the purpose intended by the organization or individual.
- C. Other external sources of funding.

Organizations or individuals who have access to these kinds of funds must inform ORF of their existence to allow the committee to factor those funds into the decision.

ARTICLE 4 GENERAL FUNDING GUIUDELINES

§ 1. Funding; limitations per year

Organizations may only receive ORF funds for one (1) trip per academic year.

§ 2. Funding; restriction on use of additional sources

Funding may not be provided to organizations that have received funds from Student Senate or Student Government for the same trip. In the event that funding from these sources is acquired after ORF approval, all ORF funding will be revoked.

§ 3. Approvals; restriction on use of additional sources

Only one ORF request may be approved per conference or tournament. Applications will be considered in the order received.

ARTICLE 5 APPLICATION PROCESS

§ 1. Application; defined

The ORF Application is the most recently updated version as approved by the ORF Chairperson and is available on the Student Government website.

§ 2. Application; completion

Any organization seeking funds must complete an ORF application and provide all supporting materials and signatures required therein. Only completed applications will be accepted for consideration. Applications may be deemed incomplete without adherence to all ORF requirements.

§ 3. ORF Requirements

The following items must be submitted in a completed ORF application:

- A. Brief narrative on the organization/department, its mission, its membership, and its activities.
- B. Previous funding from the ORF Committee;
- C. Detailed explanation of the trip which include;
 1. Purpose of travel and its benefit to the LSU community;
 2. Event dates , times, and venues;
 3. Conference schedule;
 4. Plans for transportation;
- D. Detailed budget that outlines all potential travel expenditures including hotel costs, meals, registration fees, transportation, etc;
- E. Explanation of any additional funding or fundraising efforts made by the organization for the trip and its success; and
- F. Proof of student trip travel insurance secured through LSU Risk Management.
- G. List of all students who may be participating in the conference or tournament. No additions or changes to the student list will be allowed after the application is submitted. Each student must meet the following criteria to be eligible for funding:
 1. Students must be enrolled as full-time undergraduate students at Louisiana State University (Baton Rouge);
 2. Students must have at least a 2.0 cumulative GPA and be in good academic standing with the University;
 3. Students must not be on disciplinary probation or deferred suspension;
 4. Graduating seniors who are not registered full-time may still receive funding in the semester in which they are scheduled to graduate.

§ 4. Application Deadline

Completed applications must be submitted to the Office of the Dean of Students two (2) weeks prior to the first day of travel. It is the responsibility of the applicant to ensure that completed applications are submitted in a manner consistent with the timeline required.

§ 5. Award

Applicants will be informed in writing within three (3) class days of the ORF meeting of the status of their application. The award letter will outline the amount approved, any restrictions placed on funds, and any additional requirements that must be completed.

§ 6. Reimbursement Process

The following items must be submitted within one month of the last travel day as a part of the reimbursement process:

- A. Reimbursements will be made to registered student organizations only. Organizations must register as a supplier with LSU Procurement Services to receive reimbursement.
- B. LSU Accounting Services Form 516 (AS516 - Request for Authorization to Travel Non-Worker) must be completed for the organization. The organization advisor signs as the supervisor. A list of members traveling to the conference must be attached.
- C. LSU Accounting Services Form 300 (AS300-NW) must be completed for the organization. The organization advisor signs as the supervisor; and
- D. Receipts for travel expenses that have been approved by the ORF Committee.

If these items are not submitted by the deadline, the funding will be revoked and made available to other organizations or individual students.

§ 7. Consultation

An organization or department representative may request a meeting with Office of the Dean of Students and/or the ORF Chairperson to be advised of the reimbursement process.

ARTICLE 6 MEETINGS AND PROCEDURES

§ 1. Meetings; defined

The Committee shall hold meetings once every two (2) weeks at a time and place to be determined by the Chairperson within the first ten (10) days of each semester. These meetings are subject to change and must be properly posted.

§ 2. Meetings; Chairperson to preside

The Chairperson of the Committee shall preside over all meetings of the Committee and has discretion over the format of the meetings and order of business.

§ 3. Special Meetings

Special meetings of the Committee may be called by the Chairperson and be conducted via email within twenty-four (24) hours.

§ 4. Voting

A member of the Committee must be present in order to vote except in the case of a special meeting. The Committee members may vote in favor, against, or abstain. The Chairperson may only vote in the case of a tie or to satisfy quorum. All votes for each Committee member shall be recorded. Once a vote has been taken, no member may change his or her vote.

§ 5. Agenda

The agenda for each meeting of the Committee shall be set by the Chairperson no later than three (3) class days from the date of the meeting. Completed applications will be heard in the order in which they are received.

§ 6. Presentations

Application representatives are required to present to the Committee before deliberations begin. Once the presentation is complete, the Committee may pose questions to the representatives. The Chairperson shall determine when the representatives will be excused in order for the Committee to begin deliberations.

§ 7. Recusal

In the event that a member of the Committee is a member of an organization requesting funding, or if the Chairperson sees fit for a conflict of interest, said member must recuse himself/herself from consideration of the organization's application.

§ 8. Official Records

The official records of the Committee, including but not limited to voting records, applications, and award letters, shall be kept by the Office of the Dean of Students.

ARTICLE 7 AMENDMENTS

§ 1. Amendments; submission

Proposals for amendments to these bylaws should be submitted to the Chairperson in writing prior to any regular or special meeting of the Committee.

§ 2. Amendments; consideration

The Chairperson shall introduce proposed amendments at the meeting following submission and may then be deferred until the next regularly scheduled or special meeting for final consideration.

§ 3. Amendments

Amendments to these bylaws may be approved by two-thirds (2/3) vote of the Committee present and voting at any regular or special meeting of the Committee.

§ 4. Ratification

These Bylaws shall become effective upon ratification of the ORF Committee.