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Fall 2013

F13RS SGB No.1 (PSIF-OIF Account)

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3 **STUDENT SENATE**

4 **F13RS**

5 **SGB No. 1**

6 **BY: SENATORS MIRANNE AND STEWART**

7 **A BILL**

8 **TO AMEND THE PROGRAMMING, SUPPORT, AND INITIATIVES FUND (PSIF) BYLAWS**
9 **TO ESTABLISH THE ORGANIZATIONS' INITIATIVES FUND**

10 **PARAGRAPH 1:** WHEREAS, THE STUDENT GOVERNMENT SENATE PASSED SGCR
11 NO. 16 IN SPRING OF 2013 TO PLACE A REFERENDUM BEFORE THE
12 LOUISIANA STATE UNIVERSITY A&M STUDENT BODY IN THE
13 SPRING 2013 ELECTION TO REPURPOSE THE PAID ADMISSION
14 CONCERT FUND, A SELF-ASSESSED STUDENT FEE, TO THE
15 PROPOSED ORGANIZATIONS' INITIATIVES FUND ,AND;

16 **PARAGRAPH 2:** WHEREAS, THIS REFERENDUM WAS PASSED IN THE 2013 SPRING
17 ELECTION WITH 84.4% OF THE STUDENT BODY IN FAVOR , AND;

18 **PARAGRAPH 3:** WHEREAS, THE PSIF BYLAWS NEED TO BE UPDATED TO INCLUDE
19 THE DETAILS OF THE NEWLY REPURPOSED ACCOUNT, AND;

20 **PARAGRAPH 4:** WHEREAS, THE PSIF BYLAWS ALSO NEED TO BE UPDATED AS A
21 WHOLE TO ENSURE THAT THE COMMITTEE IS FUNCTIONING IN
22 THE MOST EFFICIENT AND EFFECTIVE WAY POSSIBLE, AND;

23 **PARAGRAPH 5:** WHEREAS, THE PSIF BYLAWS SHALL READ AS FOLLOWS:

24 **ARTICLE 1**
25 **NAME AND PURPOSE**

26 **§ 1. Name**

27 The name of this entity and all its subsidiaries shall be the Louisiana State University
28 Student Government Programming, Support and Initiatives Fund, herein referred to as
29 PSIF.

30 **§ 2. Purpose**

31 The purpose of the entity shall be to distribute funds to support the Student Government
32 Spring Concert Event, Homecoming Concert Event, a paid admissions concert series, and
33 to provide relief funding to Recreational Sports Club Teams, the chartering of new
34 student organizations, student organizations sponsored conferences,late-night, alcohol
35 free activities, and to aid organizations in launching unique student initiatives.

36 **ARTICLE 2**
37 **GOVERNANCE**

38 **1 Committee**

55 All funding, actions, and operations of the PSIF shall be governed by the Louisiana State
56 University Student Government Programming, Support, and Initiatives Fund Committee,
57 herein referred to as the Committee.

58 **2. Committee; membership**

60 A. The following are full members of the Committee:

- 62 1. The Student Government **Director of Finance**, who serves as Chairperson;
- 63 2. Two (2) Senators elected by the LSU Student Senate in ~~it~~ **the Spring**
64 **Organizational Session**;
- 65 3. Two (2) members of the Student Government Executive branch appointed by the
66 Student Body President and approved by the Senate;
- 67 4. Four (4) students appointed by the Student Body President and confirmed by the
68 Senate.

69 B. The following are ex-officio, **non-voting** members of the Committee:

- 70 1. The Student Body President;
- 71 2. The Speaker of the Student Senate;
- 72 3. The Student Government **Financial** Coordinator

73 **3. Terms of Office**

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

76 **4. Proxies**

77 Proxies will be allowed to the Committee; however, any proxy must be a member of
78 Student Government who has participated in PSIF orientation.

79 **5. Quorum**

80 Quorum shall be defined as a simple majority of the Committee's voting membership,
81 numbering five (5).

82 **§6 Vice Chairperson**

83 **A member of the committee shall serve as Vice Chairperson, at the discretion of the**
84 **Chairperson and approved by a majority of the Committee.**

85 **§7. Term of Committee membership; absences**

86 Two unexcused absences from the regularly scheduled meetings per semester of the
87 Committee shall be grounds for removal from the Committee.

88 **§8. Vacancies**

89 Replacement of vacant seats shall be coordinated by the Chairperson, the Student Body
90 President, and the Speaker of the Senate within ~~four (4)~~ **two (2)** weeks while class is in
91 session.

92 **§8. Chairperson; duties**

- 107 The duties of the Chairperson shall be as follows:
108 A. Report all meeting dates and times at the beginning of the semester;
109 B. Preside over all meetings and vote in the case of a tie;
110 C. Set the agenda for all meetings;
111 D. Maintain communication of the Committee;
112 E. Organize and file all documents and records;
113 F. Report on a regular basis to the Student Senate, ~~Office of the Dean of Students, and~~
114 ~~Campus Life; and~~
115 G. Post meeting dates and times and available funding on the Student Government
116 Website;
117 **H. Report all available funding to the Committee at the start of each meeting.**
118

119 **§9. Members; duties**
120

- 121 The duties of members shall be as follows:
122 A. Attend all meetings of the Committee and cast a vote;
123 B. Assist students in seeking funds and completing applications;
124 C. Assist the Chairperson in any way possible; ~~and~~
125 D. Objectively evaluate every application considered by the Committee.
126
127

128 **ARTICLE 3**
129 **FUNDS AND ELIGIBILITY REQUIREMENTS**
130

131 **In order to be eligible for PSIF funding, organizations must be registered and in**
132 **good standing with LSU Campus Life.**
133

134
135 **ARTICLE 4**
136 **~~§1. SPRING CONCERT FUND~~**
137

138 A. Eligibility
139

140 Funds available through the Spring Concert fund can only be provided to support the
141 activities of the Students on Target Committee of Student Government and must be used
142 to support a free spring concert event open to all LSU students.
143

144 B. Application Requirements
145

146 For funding to be approved, a completed application must be submitted with the
147 following signatures: Students on Target Director, Students on Target Advisor, Campus
148 Life Representative.
149
150

151 **ARTICLE 5**
152 **~~§2. FALL CONCERT FUND~~**
153

154 A. Eligibility
155

156 Funds available through the Fall Concert Fund may only be provided to the Homecoming
157 Committee as housed in Campus Life. The funds must be used to support a Homecoming
158 concert, ~~to be~~ open to all LSU students.

159

160 B. Applications Requirements

161

162 For funding to be approved, a completed application must be submitted with the
163 following signatures: Homecoming Overall Chair, Homecoming Advisor, and a Campus
164 Life Representative.

165

166

167

ARTICLE 6

168

§3. PAID ADMISSIONS CONCERT FUND

169

170

A. Eligibility

172

173 ~~Funds available through the Paid Admissions Concert Fund can be provided to any~~
174 ~~registered student organizations or University departments who can provide evidence of~~
175 ~~their ability to successfully and fiscally manage a concert event.~~

176

177 ~~The funds must be used to support a concert event which meets the following criteria:~~

178

1. ~~Event must be held in a restricted venue with admission being based on ticket
purchase or entrance fee.~~

179

2. ~~Projected ticket sales must equal or surpass the amount of funds required to book,
produce, promote, and staff the concert event.~~

180

3. ~~All profits from ticket or vendor sales must be returned to the account.~~

181

182

183

B. Application Requirements

184

185 ~~For funding to be approved, a completed application must be submitted with the~~
186 ~~following signatures: Organizational President, Organizational Advisor, and a Campus~~
187 ~~Life Representative.~~

188

189 ~~The completed application should also include:~~

190

A. ~~Detailed business plan to include budget, logistical plan, staffing patterns,
marketing plan, and projected profits.~~

192

B. ~~Statement of event responsibility to outline why the organization/department is
capable of organizing and fiscally recovering from a paid concert event.~~

194

195

196

ORGANIZATIONS' INITIATIVES FUND

197

A. Purpose

198

199 **The purpose of this fund will be to provide financial assistance to organizations in**
200 **launching unique student initiatives.**

201

202

B. Eligibility

203

204 **Funds available through the Organizations' Initiatives Fund can be provided to any**
205 **registered student organization with a unique student initiative. A unique student**
206 **initiative will be defined as any event, program, project, service, or item that is new**
207 **and original to LSU students. Organizations may only receive funding from the**
208 **Organizations' Initiatives Fund one time in an academic year. University**
209 **departments are not eligible to apply for funding through the Organizations'**
210

211 **Initiatives Fund. Monies available through the Organizations' Initiatives Fund can**
212 **be provided to any student organization whose request falls under the following**
213 **three categories as defined below in Article 6, Sections D, E, and F. The Committee**
214 **may, on a case-by-case basis, consider a funding request that is not categorized as**
215 **previously stated. This will require a majority vote by the Committee members**
216 **present and voting.**

217 218 **C. Applications Requirements**

219
220 **For funding to be approved, a completed application must be submitted with the**
221 **following signatures: Organizational President, Organizational Advisor, and a**
222 **Campus Life Representative.**

223 224 **D. Events and Programs Regulations**

225
226 **Events funded through this account must have a realistically estimated attendance**
227 **of at least five hundred (500) LSU students. Applications should include a detailed**
228 **business plan to include budget, logistical plan, marketing plan, and sources of**
229 **additional funding.**

230 231 **E. Exclusive-use Initiatives**

232
233 **Exclusive-use initiatives are restricted to use by one organization. The initiative**
234 **must be directly related to the purpose of the organization. Any item purchased**
235 **must have a usable life of at least three (3) years and the organization must include**
236 **evidence of the initiative's sustainability in their application. Funding is limited to**
237 **one thousand dollars and zero cents (\$1,000.00). PSIF reserves the right to audit or**
238 **relinquish any misused items.**

239 240 **F. Community-use Initiatives**

241
242 **Community-use initiatives should be accessible by the LSU student body. Bidding**
243 **will be required for any purchases with an estimated value over five thousand**
244 **dollars and zero cents (\$5,000.00). Any item purchased must have a usable life of at**
245 **least three (3) years and the organization must provide evidence of the initiative's**
246 **sustainability in their application.**

247 248 **G. Limitations**

249
250 **The following will not be awarded funding:**

- 251 **1. Food and drink;**
- 252 **2. Salaries, stipends, or scholarships;**
- 253 **3. Charitable donations.**

254 255 **ARTICLE 7**

256 **§4. ORGANIZING INITIATIVES AND CONFERENCE SUPPORT FUND**

257 258 **A. Eligibility**

259
260 **Monies available through the Organization Initiatives and Conference Support Fund can**
261 **be provided to any registered student organization or University department whose**
262 **events are is defined as the following: organizational start-up, campus-wide program, or**

263 conference. Application must include signatures from the Organizational President,
264 Organizational Advisor, and a Campus Life Representative.

265
266 B. Conference Support Fund Criteria

267
268 1. Must be hosting a conference within a ten mile radius of the LSU campus.

269
270 2. Registration must be open to all LSU students.

271
272 C. Organization Startup Fund Criteria

273
274 1. Organization must be less than two (2) semesters old

275
276 2. ~~Limited to \$1500 in PSIF funds to be used for recruiting and marketing events.~~
277 **Funding for start-up costs will be limited to one thousand five hundred dollars**
278 **and zero cents (\$1,500.00) to be used for recruiting and marketing of the student**
279 **organization.**

280
281 D. Campus Wide Programming Fund Criteria

282
283 1. Must be open to all students and advertised as such.

284
285 2. Admission cannot be charged with the exception of ticket revenue that will offset
286 the costs of the event **incurred by the organization.** The organization sponsoring the
287 event may not draw a profit from admission sales. **Should ticket revenues exceed the**
288 **expenses incurred by the organization, the remaining profit will be returned to**
289 **PSIF, up to the amount awarded.**

290
291 **ARTICLE 8**

292 **§-5. LATE NIGHT PROGRAMMING FUND**

293
294 A. Eligibility

295
296 Funds available through the Late Night Programming Fund can be provided to any
297 registered student organization or University department whose event starts after 6:00 pm
298 and does not end until after 9 pm. In addition, said event or program must offer free
299 admission to all LSU students.

300
301 B. Application Requirements

302
303 For funding to be approved, a completed application must be submitted with the
304 following signatures: Organizational President, Organizational Advisor, and a Campus
305 Life Representative.

306
307 **ARTICLE 9**

308 **§-6. RECREATIONAL SPORTS ASSISTANCE FEE-FUND**

309
310 A. Eligibility

311
312 Funds available through the Recreational Sports Assistance ~~Fee-Fund~~ can provided to
313 any student group ~~which~~ is registered with University Recreation as a “sport club” and
314 also deemed a registered student organization by the University. Items ~~which~~ **that** are

315 eligible for funding are uniform and equipment costs, along with costs associated with
316 tournament registration and travel.

317
318 **B. Application Requirements**

319
320 For funding to be approved, a completed application must be submitted with following
321 signatures: Organization President, Organizational Advisor, a Campus Life-for Student
322 Leadership and Involvement Representative, **and a University Recreation**
323 **representative.**

324
325
326
327 **ARTICLE 4-10**
328 **GENERAL FUNDING GUIDELINES**

329
330 **§ 1. Funding; limitations per semester**

331
332 Organizations and/or departments may only receive PSIF funds for one program/event
333 per semester and cannot exceed two (2) programs/events per academic year. An event is
334 defined as ~~lasting~~ **lasting** no longer than ~~72 hours over~~ a **consecutive** three-day period. An
335 organization may only receive funding from the Organizations' Initiatives Fund once in
336 an academic year. **If an organization receives funding from the Organizations'**
337 **Initiatives Fund, the organization will still be eligible for funding from any other**
338 **PSIF account in the following semester.**

339
340 **§2. Funding; restriction on use of additional sources**

341
342 Funding may not be provided to organizations who have received funds from Student
343 Senate ~~or the Organizational Relief Fund~~ for the same semester. In the event that funding
344 from ~~these sources~~ **this source** is acquired after PSIF approval, all PSIF funding will be
345 revoked.

346
347 **§ 3. Approvals; restriction on use of additional sources**

348
349 For any single event or program, only one PSIF request may be approved. In the case that
350 more than one organization submits a request **for the same event/program**; applications
351 will be considered in the order received.

352
353 **§ 4. Restricted Purchases**

354
355 **All state purchasing guidelines and University policies must be adhered to with any**
356 **funds allocated by this committee. Failure to comply may result in loss of funding.**

357
358 PSIF may not provide funds for the following:

- 359
- 360 1. To support any program or event where attendance or participation is not open to
361 the LSU student body; **this rule does not apply to exclusive-use initiatives as**
362 **defined in Article 6, Section D;**
 - 363
364 2. ~~To donate funds, property or any item of value to a political organization or~~
365 ~~religious campaign. This includes the support of any program or event held in~~
366 ~~order to accomplish the aforementioned purpose.~~

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2. To purchase alcohol or to support a program or event where alcohol is present;
- ~~3. To purchase items given to individuals or that will be kept by the organization. Any items purchased should be considered "one time use." This includes, but is not limited to, gifts, clothing, decorations, equipment, re-usable signage and non-exhaustible supplies. Gifts, gift cards, prizes, awards, trophies, or anything of the like;~~
- 3 Clothing;**
- 4 Decorations for events, including flowers.**

§ 5. Notification of Sponsorship

All events or programs receiving support must identify PSIF by using the official Student Government logo as a funding source on all marketing materials, event programs, ~~or~~ **and** communications. Failure to comply will result in loss of privileges to apply for the ~~next~~ **following two (2)** semesters.

§ 6. Statement on Equal Opportunity

PSIF does not discriminate on the basis of race, creed, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, gender expression, genetic information, sex, marital status, disability, or status as a U.S. veteran.

ARTICLE 5-11 APPLICATION PROCESS

§ 1. Application; defined

The official PSIF Application is the most recently updated version as approved by the PSIF Committee.

§ 2. Application; completion

Any organization or department seeking funds must complete an official PSIF application and provide all supporting materials and signatures required therein. Only completed applications will be accepted for consideration. Applications may not be deemed complete without the PSIF requirements mentioned in section 3 of the article.

§ 3. PSIF Requirements

The following items must appear in a completed PSIF application:

- A. Brief narrative on the organization/department, its missions, its membership, and its activities.
- B. Detailed explanation of the event or program. Must include:

419

420

1. Program purpose and its benefit to the LSU community;

421

422

2. Event dates, times and venues;

423

424

3. Projected participation by students, faculty & staff and community members;

425

426

4. Methods of marketing and advertising the event.

427

428

C. Explanation of **any additional funding or** fundraising efforts made by the organization for the event and its success.

429

430

431

D. Detailed program/event budget to outline all projected expenditures.

432

433

E. Signatures **and supporting materials** as required by the specific fund.

434

435

§ 4. Application Deadline

436

437

In order to be considered, completed applications must be submitted to the Student Government office no less than ~~four (4)~~ **six (6)** weeks before the event or program for which funds requested are to be held. It is the responsibility of the applicant to ensure that completed applications are submitted in a manner consistent with the timeline required.

438

439

440

441

Exceptions to this deadline will be determined on an individual case basis.

442

443

§ 5. Review

444

445

In order for requests to be considered, they must appear before the PSIF Committee.

446

Approval requires a majority vote of all voting members present.

447

448

§ 6. Award

449

450

Applicants will be informed in writing within two (2) class days of the PSIF 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.

451

452

453

454

§ 7. Required ~~Consolation~~ Consultation

455

456

Within three (3) class days of receipt of an official award letter, an organizational or departmental representative must request a meeting with the **Financial** Coordinator for Student Government. If a meeting is not set, all funds awarded will be deemed null and void.

457

458

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461

§ 8. Expiration of Funding

462

463

Approval of funding expires thirty (30) days after the event or program has been held. All required paperwork and /or receipts must be turned into the Coordinator before the expiration of approval to be eligible for payment or reimbursement. Internal transactions to University service providers are deemed an exception (I.e. Chartwells/LSU Dining, Facility Services/ LSU Police or LSU Student Union).

464

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469

§ 9. Post Program Report

470

471 Organizations or departments who receive funding must complete the Post Program
472 Report to the PSIF Review Committee within two (2) weeks following the event or
473 program for which funding was provided. Per LSU Student Government Bylaws, failure
474 to provide a post-program report will result in the organization or department being
475 deemed ineligible for PSIF funds for two semesters. **The Chairperson of the**
476 **Committee will be responsible for recording these instances and will provide the**
477 **succeeding chairperson with this information.**

478
479 The Post Program report is located on the SG website.

480

481

ARTICLE 6-12 MEETINGS AND PROCEDURES

482

483

§ 1. Meetings; defined

484

485

486

487

488

489

The Committee shall hold regular meetings once every two weeks at a time and place to be determined by the Chairperson within the first ten (10) days of each semester. These meetings are not subject to change and must be properly posted.

490

§ 2. Meetings; Parliamentary Procedure

491

492

493

494

Unless otherwise provided in these bylaws, the newest edition of Robert's Rules of Order shall govern the proceedings of the Committee.

495

§ 2. Meetings; Chairperson to preside

496

497

498

499

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

500

§ 3. Meetings; extraordinary

501

502

503

504

505

506

Extraordinary meetings of the Committee may be called by the Chairperson or a majority of the Committee's voting membership with no less than twenty-four (24) hours' notice provided to all Committee members and the representatives of any application to be considered at the said meeting.

507

§ 4. Acting Chairperson

508

509

510

511

512

In the absence or incapacity of the Chairperson, the Committee shall elect, by majority vote, an Acting Chairperson who will serve as the presiding officer for a term not to extend past adjournment of the current meeting.

513

§ 5. Acting Chairperson; ability to vote

514

515

516

517

518

The Acting Chairperson, being a full voting member of the Committee, shall be allowed to vote on any measure before the Committee. For the purposes of a roll call vote, his or her name shall be called last.

519

§ 6. Chairperson; calling the roll, voting to break tie

520

521 The Chairperson shall call the roll of the committee and record each member's vote in the
522 event a roll call vote is requested. The Chairperson may only vote in the case of a tie, and
523 he/she may vote in favor, against, or abstain.

524

525 **§ 7. Executive Session; ~~allowed on issues of characters~~**

526

527 The Committee may enter into executive session during the consideration of any
528 application. ~~only when issues of character of the organization and/or its members arise.~~

529

530 **§ 8. Executive Session; no votes may be taken**

531

532 Pursuant to the Open Meetings Law of the State of Louisiana, no votes may be taken
533 while the Committee is in executive session.

534

535 **§ 9. Agenda; set by the Chairperson**

536

537 The agenda for each meeting of the Committee shall be set by the Chairperson no later
538 than five (5) class days from the date of the meeting. Organizations wishing for the
539 applications to be heard by the Committee must have submitted it to the Student
540 Government Executive Office by this deadline. Otherwise, late applications shall be
541 deferred to the next regularly scheduled meeting. **Applications will be heard in the
542 heard in the order in which they are received.**

543

544 **§ 10. Application; representative must be present**

545

546 The representatives of any application may not choose for the application to be
547 considered alone, without representation. Representatives must be present for
548 consideration.

549

550 **§ 11. Application; penalty for non-representation**

551

552 If an application's representative fails to report, the application shall be deferred until the
553 next regularly scheduled meeting, or will be heard at said meeting at the discretion of the
554 Committee.

555

556 **§ 12. Representatives; procedure for presentation**

557

558 An application's representative will have the right to give a presentation to the
559 Committee before deliberations begin. Once their presentation is complete, the
560 Committee may pose questions to the representatives. At the discretion of the
561 Chairperson, deliberations will begin and the representatives will no longer be able to
562 address the Committee.

563

564 **§ 13. Recusation**

565

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

569

570 **§ 14. Official Records**

571

572 The official records of the Committee, including, but not limited to voting records,
573 applications, and award letters, shall be kept by the Chairperson and shall be public
574 record.

575

576 **§ 15. Voting; must be present**

577

578 A member of the Committee must be present in order to vote.

579

580 **§ 16. Change of Vote; prohibition**

581

582 Once a vote has been taken and the result announced, no member may change his or her
583 vote.

584

585

**ARTICLE 7-13
AMENDMENTS**

586

587

588 **§ 1. Amendments**

589

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

592

593 **§ 2. Amendments; submission**

594

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

597

598 **§ 3. Amendments; consideration**

599

600 A Proposal for amendments shall be introduced by the Chairperson at the meeting
601 following its submission and may then be deferred until the next regularly scheduled or
602 special meeting for final consideration.

603

604 **§ 4. Amendments; approval**

605

606 The Student Senate must approve amendments to the PSIF Bylaws by a simple majority
607 vote.

608

609 **§ 5. Ratification**

610

611 These Bylaws shall become effective upon ratification of the PSIF Committee and the
612 Student Senate.

613

614

615

616 **PARAGRAPH 6:** THEREFORE, BE IT ENACTED BY THE LOUISIANA
617 STATE UNIVERSITY AND AGRICULTURAL AND
618 MECHANICAL COLLEGE STUDENT SENATE THAT THE
619 PSIF BYLAWS ARE TO BE AMENDED.

620

621 **PARAGRAPH 7:** THIS BILL SHALL TAKE EFFECT UPON PASSAGE BY A TWO-THIRDS
622 (2/3) VOTE OF THE LSU STUDENT SENATE AND SIGNATURE BY
623 THE PRESIDENT, UPON LAPSE OF TIME FOR PRESIDENTIAL

624
625

ACTION, OR IF VETOED BY THE PRESIDENT AND SUBSEQUENTLY
APPROVED BY THE SENATE, ON THE DATE OF SUCH APPROVAL.