**Bylaws of the Louisiana State University Student Government Athletic Ticket Appeals Committee**

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**Article I. The LSU Student Government Athletic Ticket Appeals Committee**

**Section 1.1 –** **The LSU Student Government Athletic Ticket Appeals Committee**

Decided in conjunction with the LSU Department of Athletics, LSU Student Government put into place a minimum eligibility standard for students to receive tickets to athletic events. As it stands right now these requirements are:

* Be registered full-time during the current semester
* Have an overall GPA of 2.0 or better
* Have all fees paid

LSU Student Government as the body who imposed the minimum eligibility standard is responsible for hearing the appeals of any student who does not meet these standards but still wishes to be eligible to purchase and use student tickets at LSU athletic events.

In order to prevent confusion in lines of communication between necessary departments, LSU Student Government established the Athletic Ticket Appeals Committee. This body will hear and decide appeals submitted by the student body.

**Section 1.2 – Bylaws and Annual Evaluation**

Bylaws are the official guidance for the Athletic Ticket Appeals Committee regarding management, structure, procedures, and processes. It is mandatory that the bylaws be reviewed and updated as necessary every year. To amend, create, or repeal elements of these bylaws, a vote of at least two-thirds (2/3) of the members of the Athletic Ticket Appeals Committee is required, and all changes approved by the Committee must be forwarded to the Student Body President for review or adjustments if needed.

**Section 1.3 – Voting and Powers**

The Athletic Ticket Appeals Committee has authority over student appeals to student ticket eligibility. A majority vote of the Committee is required to decide upon appeals. A majority of the Committee vote is 3 votes (2/3). The quorum necessary for Athletic Ticket Appeals Committee business and voting is comprised of at least three (3) members of the committee; the quorum must include at least two (2) of the student members of the Committee and one (1) of the non-student members.

Committee members with anticipated and acceptable absences on voting days can send in their votes prior to deliberation through proxy voting. Their evaluation and vote will be accounted for in the final vote. A student must have another student as a proxy, preferably from the same entity as the member (I.e., SAS committee chair or designee would be proxied by another SAS committee member)

The Athletic Ticket Appeals Committee shall conduct its business through the procedures stipulated herein.

**Section 1.4 –** **Athletic Ticket Appeals Committee Structure and Representation**

The Committee consists of members across two groups:

* + the Student Government Director of Athletics or their designee, who shall serve as Chair
  + the Student Senate Student Auxiliary Services Committee Chair or their designee, who shall serve as Vice-Chair
  + a member of the Athletic Ticket Office
  + a member of the Registrar’s Office
  + One additional student as appointed by the Student Body President
    - (This member may designate others to represent them on an ad-hoc or regular basis.)
* Non-voting Advisors
  + the Student Body President or their designee, ex-officio
  + the Program Manager for the Student Government
    - The Student Body President may also appoint ex-officio, non-voting member from his/her executive staff to serve as liaison to the Program Manager for the Student Government

A minimum of 5 voting members must make up the Committee.

**Section 1.5 - Committee Member Replacement**

When a student member graduates, resigns, or steps down for any reason, the President of the Student Body may appoint a new student member with a 2/3 majority approval of the Student Senate. Student committee members serve an appointment term of one year, which once elapsed shall require the Student Body President to re-appoint the member in order for the student to continue their term.

**Section 1.6 – Conflict of Interest**

The Committee shall form and conduct itself in such a way that conflicts of interest are minimized, and all potential conflicts of interest are made public. Each Committee member must declare current and past connection(s) to student(s) if said student(s) have put forth an appeal to the Committee. At the start of each semester, each Committee member will report their on- campus involvement and affiliations.

Where appropriate, Committee members are required to recuse themselves from voting on or discussing the appeals proposed by students with which they are affiliated. For such votes, the “full Committee membership” as defined for voting majority purposes shall be decreased to account for the Committee member's recusal.

**Article 2: Athletic Ticket Appeals Committee Member Duties and Responsibilities**

**Section 2.1 – Voting Committee Members Duties and Responsibilities**

Committee members serve as the deliberating body on the appeals submitted to the committee for student ticket eligibility. The full Committee is required to be in session beginning and ending with the academic calendar year.

All voting members of the Committee will be responsible for the following:

* Representing the student population and making decisions in the best interest of the student community and the University as a whole;
* Maintaining an unbiased approach to all deliberations and decisions – including freedom from both actual and potential conflicts of interest;
* Reading, understanding, and deliberating on submitted appeals;
* Evaluating and adjusting Athletic Ticket Appeals Committee operations & processes; and
* Communicating with the campus community about the Athletic Ticket Appeals process.

**Article 3 –** **Appeals Process, Eligibility, and Decision Making**

**Section 3.1 – Appeals Timeline**

Appeals timeline will be based off the LSU Academic Calendar. There will be two appeals windows, one in the Fall semester and one in the Spring semester. The appeals window begin on the last day to add/drop courses for each semester. The Athletics Ticket office will send out an email on that date to students not eligible for student tickets. Students will have two weeks from that day to submit appeals for access to student tickets in that academic semester.

**Section 3.2 – Appeals Process**

All appeals requirements, eligibility criteria, and instructions will be posted on the LSU Student Government website.

All portions of an appeal must be completed before the appeals window closes or the Committee will not deliberate on the appeal. Once the window for completing appeals closes, appeals will not be accepted or considered.

An appeal will not be considered complete if the right to access student information is not given. In order to have an appeal considered, students must agree to grant temporary access to their educational records to the committee. Details on how this access is used and protected will be included on the appeals application.

**Section 3.3 – Appeals**

A call for appeals will be broadcast to the LSU community in conjunction with all messaging regarding the availability or purchase of student tickets for any LSU sport or specific athletic event. The eligibility requirements to be automatically granted access to purchase student tickets should be included as well.

Each appeal must specify the reason the student is not currently meeting eligibility criteria, any extenuating circumstances that have caused them not to meet said criteria, and any plans or remedies in place to have the student meet eligibility criteria in the future.

The Athletic Ticket Appeals Committee will not allow in-person appeals or for the student whom the appeal concerns to be present for their hearing. This is due to the time constraint of the committee and the volume of appeals to be decided during committee meetings.

No individual is allowed to submit an appeal on behalf of a student. The student themself is the only one qthat can submit an appeal.

**Section 3.4 – Appeals Requirements and Preferences**

Proposal Requirements

* Student’s current GPA
* Student’s 89-ID number
* Student’s number of enrolled hours for the current semester
* Eligibility Criteria not met
* Explanation of extenuating circumstance and/or remedy in place to meet criteria
* Acknowledgement that by submitting the proposal the student is allowing the Committee to have access to the student’s educational records.
  + Any material that can substantiate circumstances or remedies described is preferred, but not required to submit an application

**Section 3.5 – Appeals Decision Process**

Once all the appeals materials have been submitted, the Athletic Ticket Appeals Committee will review the full appeal and decide upon each submission individually in the order that they were submitted.

Appeals are reviewed by the Athletic Ticket Appeals Committee, evaluated on a case-by-case basis, and deliberated on during Committee meetings. The Committee’s decision grant or not grant an appeal is informed by the discussion that emerges from the official Committee meetings dedicated to evaluating each appeal and its materials.

**Section 3.6 – Appeals Decisions**

Appeals will either be “Granted” or “Denied”. Students may submit subsequent appeals, regardless of the approval or disapproval of the original request. However, no appeal from the same student will be reconsidered in the same Academic semester. All decisions will be emailed to all applicants explaining why their appeal was or was not granted.

It is possible that a student’s appeal can be granted but the student remains unable to purchase student tickets from LSU due to the unavailability of tickets. However, the appeal being granted will allow the student to purchase a student ticket from another student and have it transferred to their account. Students deemed ineligible for student tickets and who do not have an appeal granted are unable to purchase student tickets from another student as the ineligible account will not accept the transfer of student ticket.

**Article 4 – Recordkeeping**

**Section 4.1 – Records**

The Athletic Ticket Appeals Committee will keep and maintain the following:

* Appeals submitted including their time and date of submission
* Appeals materials
* Appeals decisions
* Appeals email templates
* Meeting minutes

The Vice Chair will be responsible for all recordkeeping. Records of previous appeals should be discussed and considered in the hearing of subsequent appeals from the same individual.

**Section 4.2 – Accountability to the Student Body**

The Athletic Ticket Appeals Committee prioritizes accountability and transparency relative to the student body and the wider University community. The Athletic Ticket Appeals Committee is committed to making decisions that are reflective of the student body’s will and with the good faith of all students in mind.