

Willamette University Student Leader and Advisor Agreement 2017-2018

The Office of Student Activities requires all student organizations to renew their recognition for the upcoming academic year. **Organization leader(s) and advisor(s) must complete and submit this form to the Office of Student Activities (UC 2nd Floor) no later than 4pm on Wednesday, April 26th, 2017 to continue to be an officially recognized student organization at Willamette University.**

Failure to submit this completed form by the deadline will cause your organization to go defunct: revoking privileges such as eligibility to apply for funding in the fall and ability to reserve campus spaces. Clubs that are late to submit this completed form will be reviewed by the ASWU Senate Club Approval and Finance Committee in **September 2017**.

Name of Student Organization

Student Leader Section

1. I/we have read and are aware of the policies regarding student organizations at Willamette University. (available at <http://willamette.edu/offices/osa/orgs/index.html>)
2. I/we affirm that neither the organization nor the officers or members acting on behalf of the organization will represent itself or themselves as official "agents" of Willamette University, and that any licensed Willamette University seals and marks will be used in accordance with university licensing procedures.
3. **I/we understand that we may not sign any contracts on behalf of our organization or Willamette University. Contracts must be created through the Office of Student Activities and signed by a representative from the office of the Vice President of Campus Life.**
4. I/we affirm that this organization does not discriminate unconstitutionally in its membership practices or in its activities against any otherwise qualified person on the basis of espoused or perceived identities such as: race, color, creed, religion, sex, national origin, sexual orientation, age, or physical or mental ability.
5. I/we affirm that the officers of this organization are currently enrolled, full-time Willamette University CLA students and that voting membership is limited to Willamette University CLA students. Following any change in leadership, an online **Student Organization Update Form** reporting the names of new officers will be submitted to the Office of Student Activities.
6. I/we affirm that this organization will abide by all university, local, state and federal policies, regulations and laws.
7. I/we understand that this organization may be required to purchase additional event insurance for some large scale events held on campus.
8. I/we understand that this organization is required to have a full-time faculty/staff advisor and is responsible for finding an advisor who is not on leave or sabbatical.

By signing below, I acknowledge that I have read, understand, and agree to the policies on the attached Acknowledgment of Registration.

President (primary contact): print name _____

President (primary contact): signature _____

Advisor Section

In requiring registered student organizations to have advisors, the University assumes that advisors will take an active role in the organization. The nature and style of that role is left to the determination of the organization and its advisor. The student organization advisor is primarily responsible for providing advising and guidance for the organization and to act as a resource person. The duties and responsibilities of the advisor include, but are not limited to, the following functions:

1. Have concern for the ongoing function of the organization. This includes attending meetings or reading the meeting minutes and being familiar with the group's constitution.
2. Schedule specific times during which the organization members may consult with you.
3. Serve as a resource person for planning events and programs, resolving issues confronting the group and orienting new members and officers.
4. Encourage the organization to function within University guidelines and not condoning any activity that does not keep with the letter and spirit of University policy. Each advisor should be knowledgeable about University policies and keep current copies of the *Student Organization Handbook*, *Advisor Handbook*, and *Selected Policies Manual* as valuable resources in understanding these policies.
5. Remain aware of the organization's financial status and encouraging the maintenance of accurate financial records.
6. Encourage the learning process by remembering that it is the students' organization and they are free to make their own decisions.
7. Attend meetings of the organization advisors when requested by the Office of Student Activities.
8. Provide a signature for any documents requiring an advisor signature. **NOTE: ADVISORS MAY NOT SIGN CONTRACTS.**
9. **Be present on the campus for the entire academic year, by not going on sabbatical or taking a leave of absence or sabbatical.** Faculty and staff are not eligible to serve as a student organization advisor unless they have a regular presence on the campus.
10. By reading this agreement in the process of renewing the organization's recognition for the academic year, the WU faculty/staff member certifies that s/he will fulfill the duties of a student organization advisor to the best of his/her ability and that s/he has read the *Student Travel Procedures for the Advisor/Coach*.

I have read and agree to abide by the Advisor Agreement. By signing this document, I acknowledge that I am not taking a leave or sabbatical during the 2017-2018 academic year. If I choose to be absent from the campus for a semester or the year, I agree to inform the student leadership so they can find a replacement advisor.

Advisor : print name _____

Advisor : signature _____