

# Willamette University Student Organization Leader and Advisor Agreement

## 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 Engagement and Leadership (SEAL) and signed by a designated representative from Student Affairs.**
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, Willamette University CAS students and that voting membership is limited to Willamette University CAS 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 Engagement and Leadership.
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.
9. I will keep my advisor informed of this organization's events, travel plans, fundraising efforts, and leadership changes.
10. I will meet with my advisor on a regular basis (a minimum of bi-weekly) to discuss challenges, successes, travel plans, event plans, and other important information.

**By signing below, I acknowledge that I have read, understand, and agree to the terms listed above and the policies listed on the SEAL web page.**

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 as needed, reading the meeting minutes, and being familiar with the group's constitution and university policies related to student organizations..
2. Meet with members of this organization on a regular basis to discuss challenges, successes, travel and event plans, and general needs. This may vary based on the nature of the group but at a minimum an advisor should meet with the President/primary contact biweekly and attend at least two organization/club meetings per semester.
3. Be aware of (and provide advising about) this organization's events, fundraising effort, off campus travel, and general organization information. (Note: advisor pre-approval is required for the completion of a Campus Safety Trip Form, which is used for off-campus travel outside of the Salem area).
4. Serve as a resource person for planning events and programs, resolving issues confronting the group and orienting new members and officers.
5. 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 access the *Student Organization Handbook* and/or *Student Code of Conduct* as valuable resources in understanding these policies.
6. Remain aware of the organization's financial status and encourage the maintenance of accurate financial records.
7. Encourage the learning process by remembering that it is the students' organization and they are free to make their own decisions.
8. Attend advisor meetings and training sessions facilitated by the Office of Student Engagement and Leadership.
9. Provide a signature for any documents requiring an advisor signature. **NOTE: ADVISORS MAY NOT SIGN CONTRACTS. Send all contract inquiries to SEAL for review and processing.**
10. **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 student organization advisors unless they have a regular presence on the campus.
11. By reading this agreement, the WU advisor certifies that they will fulfill the duties of a student organization advisor to the best of their ability and that they have 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 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 \_\_\_\_\_

Updated 5/12/2022