Georgia Regents University
Student Organization Campus Adviser Agreement Form
Questions and Concerns Regarding this Document Should Be Discussed With the Office of Student Life & Engagement

Name of Student Organization: ________________________________________________________

President’s Full Name: ________________________________________________________________

Student Organization Adviser
Adviser Full Name: _________________________________________________________________

Email Address of Adviser: _____________________________________________________________

Phone Number of Adviser: (_______)______________________

Department of Adviser: ______________________________________________________________

Name of Adviser’s Supervisor: ________________________________________________________

Phone Number of Supervisor: (_______)______________________

Email Address of Supervisor: _________________________________________________________

In signing below, you affirm that you have read and understand the expectations outlined in the
Georgia Regents University Student Organization Adviser Agreement
and you are willing and able to serve in the role of adviser to the student organization named above.

You also affirm that you have discussed and outlined your role as adviser and your expectations with the executive
officers of the student organization listed above and you are both in agreement that your advisement is needed, required,
and beneficial to the existence of the organization.

You also affirm that in your role of advisement you seek to ensure the best interest of the university and its students are
not at risk. If at any time you question the student organization’s officer’s or member’s recognition of their roles and
understanding of the constitution and by-laws of the organization, the policies, procedures, student handbook, student
organization handbook or their support of the mission and values of Georgia Regents University you will notify the Office
of Student Life & Engagement and suspend your role of advisement while your concerns are reviewed. If the adviser is
not kept well informed and updated of organization’s activities and provided the ability to regularly review the
organization’s constitution and by-laws, financial status, and approve programming, events, meetings and fundraisers to
ensure the organization, officers and members are in compliance with obligations the adviser will notify the Office of
Student Life & Engagement and suspend their role of adviser until the organization is ensured to be in compliance.

You also affirm that you meet the required qualifications to serve as adviser listed in this agreement and as an employee
of Georgia Regents University you respect the role of your supervisor and recognize that although student organization
advisement may not be included in your job description and may not be included in your scheduled work hours the
support of your supervisor is expected and required to accept the role of adviser. If at any point the role of adviser
compromises your ability to complete job duties as determined by your immediate supervisor you will voluntarily
relinquish your role as adviser and notify the President of the Student Organization and the Office of Student Life &
Engagement that you will not continue in the role of adviser.

You affirm that you will abide by the adviser agreement, follow the adviser code of ethics, and the employee manual of
Georgia Regents University.

Student Organization Adviser’s Signature: _______________________________ Date: __/___/___

Additional Resources are Available at the following web address: http://gru.edu/students/organizations/index.php

Updated: January 2015
Georgia Regents University
Office of Student Life and Engagement

Georgia Regents University Student Organization Campus Adviser Agreement

The Office of Student Life & Engagement appreciates your commitment to serve as an adviser to a chartered student organization at Georgia Regents University. For students getting involved in student organizations can be the difference between merely attending Georgia Regents University compared to becoming a vital part of the total university experience. Our organization advisers play a vital role in the positive experiences and the many advantages of student involvement. Advisers assist our student leaders with structuring communities within their organizations that are productive, safe, enjoyable, and educational. We thank you for the time, guidance, knowledge and mentorship you are willing to provide our students as a service to our institution.

Student Involvement:

- Assists students in gaining additional knowledge about their field of study or fields of interest.
- Helps students establish new friendships and create a diverse network that will be there for them in career and life hurdles and accomplishments.
- Provides an opportunity for students to develop a broad range of marketable and transferrable skills in areas such as leadership, communication, organization, and critical thinking.
- Has the ability to provide long term benefits to our community through service projects.
- Creates a fun, safe social environment in an academic setting.

Assessment information gathered from our student leaders reflects that advisers are often a valuable and approachable resource for students seeking leadership development. To this end, we believe it is important to provide clear guidance and support regarding the expected role of our advisers as they interface with student organizations and the Office of Student Life & Engagement.

Adviser Expectations

- As an adviser, you should be aware of the GRU Student Code of Conduct, especially portions pertaining to student organizations; the GRU Alcohol and Drug Policy; and other institutional guidelines that establish expectations for student behavior and activities. You should ensure that the group and its officers know what resources are available to assist them in making good decisions. As an employee of GRU you are expected to report all rule violations or potential violations to the appropriate university official. You should be familiar with the organization’s constitution and all other governing documents, so that you may advise effectively. The Office of Student Life & Engagement maintains the official copies of these documents.

- You should be aware of liability issues (i.e. hazing, alcohol, etc.) and advise the organization to make reasonable and prudent decisions regarding these issues in planning activities.

- You should meet with the officers of the organizations you advise to discuss expectations for roles and responsibilities. In order to stay connected with the organization you should regularly attend executive as well as general meetings and be available outside of those meetings for advice and consultation related to the operations of the organization. That does not necessarily mean you have to be at all meetings. Additionally, you should assist the organization in developing realistic goals for the academic year. This will contribute to the educational and leadership development of the students involved.

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• It is the adviser’s responsibility to ensure the supervisor for their department supports their role of student organization adviser. This is particularly important if the advising role is not included in their written job description. If at any point the role of adviser compromises your ability to complete job duties as determined by your immediate supervisor the adviser will voluntarily relinquish their role as adviser and notify the President of the Student Organization and the Office of Student Life & Engagement that they are unable to continue in the role.

• Advisers are not required or expected to participate directly in student organization activities that may involve significant risk of injury to persons or property, and do so at their own risk. They are not required to provide transportation in private vehicles, and do so at their own risk and based on their own insurance coverage. They may assist and advise organizations concerning requirements and procedures for arranging transportation for university-owned vehicles and rented vehicles. Advisers may also advise organizations concerning management of their financial resources, but should not personally handle organization funds, or assume signature authority over organization off-campus bank accounts.

The organization-adviser relationship is not a one-way street, in that the student organization and its leaders also have responsibilities. These responsibilities include appropriate levels of communication, providing opportunities for adviser interaction, and a commitment to the success of the organization as a whole.

You are not alone in this responsibility. The Student Life & Engagement staff will continue to be a resource for you as an adviser in a variety of capacities. Along with the resources we provide your student leaders, we will provide advisers with training as requested by way of web-based resources, officer/adviser training sessions, and one-on-one consultations. As a team we can assist our student leaders in their leadership and personal development and ensure the sustainability of their activities and initiatives.

As an adviser to a student organization you are supporting the mission, values, and strategic plan of Georgia Regents University by contributing to the development of responsible, ethical leaders prepared to succeed in a global society.

The University has also recognized the important contribution you make to our students and considers student organization advising as within the scope of employment of a GRU employee and is considered service to the students. All University employees are covered under a self-insured Liability Program that is managed by the Georgia Department of Administrative Services. This plan covers most liabilities against an employee that result from the employee’s acts or omissions while in the performance of official duties for the University. If you are in doubt about your potential liability during an organizational activity please contact GRU’s Risk Management officer.

**Accidents/Incidents that may be excluded from coverage under the policy are:**

1. Activities that do not arise out of or in the course of employment.
2. Incidents involving private motor vehicles.
3. Incidents involving the transportation of mobile equipment.
4. Statutory coverage, such as worker’s compensation.
5. Nuclear incidents related to a nuclear facility.
6. Injury or damage arising out of a malfeasance in office or willful neglect or refusal of duty.
7. Injury or damage which is intended or reasonably expected by the insured.
8. Damage to University vehicles caused by other University vehicles.

Updated: January 2015
9. Property damage that is below the policy deductible.

The policy covers the individual liability of University employees and does not imply coverage of liability on behalf of the University.

**Liability Information**
Advisers, provided they are State employees, enjoy the liability protection under the Tort-Claims Act. This means that they are covered for acts and omissions while in the course and scope of their duties as an organization adviser. This means that they have professional liability insurance, but not necessarily personal liability insurance. Not everything is covered, even if you write it down. The only thing that is inherently obvious is that an adviser advises. Everything else is subjective.

**Student Involvement:** For students getting involved in student organizations can be the difference between merely attending Georgia Regents University compared to becoming a vital part of the total university experience. Our organization advisers play a vital role in the positive experiences and the many advantages of student involvement. We thank you for the time, guidance, knowledge and mentorship you are willing to provide our students as a service to our institution.

Student Involvement:
- Assists students in gaining more knowledge about their field of study or fields of interest.
- Helps to establish new friendships and a diverse network that will be there for you in business and in life.
- Develops a broad range of marketable and transferrable skills in areas such as leadership, communication, organization, critical thinking
- Provides assistance to our community through service projects.
- Creates a fun, safe social environment in an academic setting.

**The Adviser**
Every student organization must have a campus adviser which shall be defined as an exempt faculty, staff, or administrative officer of the University who shall offer support and advice to the organization. Any exceptions to employment status are at the discretion of the Office of Student Life and Engagement under the advisement of the Division of Student Affairs.

The amount of involvement expected of the adviser will depend primarily on the level of activity of the organization. An individual should not accept the invitation to serve as an adviser if not prepared to fulfill the expectations of the role.

The adviser should understand that the role of organization advisement is service provided as a volunteer, and should not interfere with normal job duties. The adviser is aware that compensation is not provided for advisement. The voluntary association between the adviser and the organization should continue as long as both parties believe the relationship is productive and mutually satisfactory.

The adviser should outline and discuss your role as adviser and your expectations with the executive officers of the student organization and ensure both are in agreement that your advisement is needed, required, and beneficial to the existence of the organization.

The adviser should seek to ensure the best interest of the university and its students are not at risk. If at any time you question the student organization’s recognition of the policies and procedures in the student handbook, student organization handbook or their support of the mission and values of Georgia Regents University you will notify the Office of Student Life & Engagement and suspend your role of advisement while your concerns are reviewed.

Updated: January 2015
Before accepting the role of adviser an employee of Georgia Regents University should ensure they have the support of their supervisor in providing service to a student organization. Although student organization advisement may not be included in the job description of an employee and may not be included in the scheduled work hours of the employee the support of their supervisor is expected and should be acquired prior to accepting the role of adviser. The employee of Georgia Regents University is fully aware that if at any point the role of adviser compromises their ability to complete job duties as determined by their supervision they will voluntarily relinquish their role as adviser and notify the President of the Student Organization and the Office of Student Life & Engagement that you are unable to continue the role of adviser.

The adviser will abide by the Adviser agreement; follow the adviser code of ethics, and the employee manual of Georgia Regents University.

**Types of Organizations:**
Student organizations are groups whose regular membership is comprised of students enrolled at Georgia Regents University, as well as faculty, staff, or individuals from the community. However, only students may serve as officers, having voting privileges, and have a controlling interest in the organization. All organizations on campus regardless of membership including those with a blended membership (including but not limited to students, faculty, staff, and community members) must provide a supportive service to the GRU campus, and be sanctioned by a department on campus.

Categories of student organizations include: Academic & Professional Organizations, Community Service & Engagement Organizations, Greek Organizations, Honorary Organizations, Institutional Organizations, Special Interest Organizations, and Sports Clubs.

**Academic & Professional Organizations**
Academic & Professional Organizations are student organizations whose primary purpose is to provide an opportunity for individuals to discuss and share information related to a special academic discipline, topic, or interest. These organizations provide opportunities to get to know other students in your program of choice, get to know leaders in your field, and provide opportunities for networking and leadership development.

**Community Service & Engagement Organizations**
Community Service & Engagement Organizations are student organizations that actively participate in the community through service and/or fundraising efforts specifically geared to the local CSRA community.

**Greek Organizations**
Greek Organizations are social, fraternal organizations composed of all male or female students (single sex organizations). Organizations in this category must be part of a national organization and members of one of the following umbrella groups: NIC, NPC, or NPHC. Greek organizations strive to develop the greatest potential in each of their members according to their individual talents, skills, and personality to prepare them for life after graduation. Greek Organizations will have additional requirements to complete. Please refer to the Greek Life Handbook for information pertaining to those requirements.

**Honorary Organizations**
Honorary Organizations are organizations whose membership is based on academic achievement and whose purpose is to recognize such. These organizations invite students to membership based on their academic performance.

**Institutional Organizations**
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Institutional Organizations are student organizations that serve a primary function and help to support the mission and goals of the University. These groups, by nature of their design, are essential to the fundamental purpose of student learning.

Georgia Regents University
Office of Student Life and Engagement

Georgia Regents University Student Organization Campus Adviser Agreement (Continued)

Special Interest Organizations
Special Interest organizations are student organizations whose purpose is to provide a place for members to discuss issues relevant to them, to express their interest in a given subject, to serve as a support group for students on campus or a group off campus, or a group interested in advancing social issues that concern the university or community.

Sports Clubs
Sports clubs are organizations whose purpose is to encourage participation and engage its members in a sport or recreational activity. They allow the participants the opportunity to learn new skills, improve existing skills, engage in competition and enjoy recreational and social fellowship.

Competitive Clubs are created because the interest demands an opportunity for students other than varsity athletes or because no varsity team exists. The team trains and is eligible to compete and actively pursues participation in registered extramural, regional, national, or open tournaments/competitions. The sport is also governed by a National Governing Body from the Olympic family or established NGB with developed standards of participation. The sports must also promote a balanced lifestyle of wellness and physical activity.

Recreational Clubs do not meet all of the requirements above, but involve an organized group for sport and recreational participation on a regular basis that is not readily and feasibly available to students under Information Recreation or as an Intramural Sport. The club should incorporate a variety of participation opportunities including regular club meetings, clinics, practices, informal gatherings and philanthropic functions.

Instructional Clubs may compete in a few tournaments per year, but the main focus of the club is the introduction, qualified instruction and advancement of specific skills and techniques. Instruction should cover the necessary physical and mental safety prerequisites for participation, as well as strategy and rules. Instruction should be provided for all levels of skill from beginner to advanced (examples include earning belts in martial arts, certifications, etc.)
Organization Correspondence
The Department of Student Life & Engagement routinely sends the adviser a copy of items sent to the organization so the adviser is kept aware of the disbursement of information and request. At times it may be necessary for an adviser to contact the organization to be sure appropriate action is taken. The adviser is often our only constant contact, as officers may change.

Any correspondence from the Department of Student Life & Engagement concerning the group you advise will come to you through campus mail or email. If your group has two (2) presidents or two (2) advisers, only one will be listed and that person will receive the information that we send out. Our expectation is that whoever receives it will be sharing it with the other. We will notify the adviser and president listed on the charter renewal or club/organization update form.

Suggested Do's and Don'ts of Advising

**Do:**
- Allow the group to succeed
- Allow the group to fail, within reason
- Know your limits
- Know your group limits
- Be visible
- Be consistent with your actions
- Teach leadership
- Keep your sense of humor
- Learn when to speak/when not to speak
- Inform group of policies
- Note your work on your annual report

**Don't:**
- Control the Group
- Manipulate the group
- Miss important group meetings or functions
- Take ownership of the group
- Close communications
- Be afraid to let your group try new things
- Know it all
- Take everything so seriously
- Say "I told you so …"
- Act as the President
- Believe you are insignificant

ADVISER CODE OF ETHICS: Adviser Code of Ethics Adapted From Columbus State Community College

- The use of tobacco products in the presence of students during student engagement is prohibited.
- Using, possessing or being under the influence of alcohol or illegal drugs during student engagement is prohibited.
- Advisers should not abuse students in any way, including: 1. Physical abuse, such as striking, slapping or physical contact. 2. Verbal abuse, such as to humiliate, degrade or threaten. 3. Sexual abuse, including any and all inappropriate touching.
- Advisers must treat students of all races, religions, cultures and economic levels with equal respect and consideration.
- Advisers should use positive techniques for guidance, including redirection, anticipation and elimination of potential problems.
- Advisers should not use profanity in the presence of students.
- Advisers should refrain from intimate displays of affection toward others in the presence of students.
- Advisers are required to abide by the standards of conduct set forth by the university in the performance of their duties.
- Advisers should be positive role models for students by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
- Advisers are responsible for being aware of all organization activities.

Responsibilities of Adviser
1. Assist the group in setting realistic goals and objectives

Updated: January 2015
2. Assist in orientation and training of new officers
3. Counsel and advise the officers and members
4. Guide the group in accordance with the purposes and ideals of GRU and the organization
5. Meet with the officers of the club regularly and be available to sign paperwork
6. Become involved, attending as many organizational meetings/events/activities as you can
7. Have knowledge of the organization's plans, activities and projects
8. Be available to answer the groups questions
9. Be sure they are following GRU and Board of Regents policies
10. Be sure to follow the procedures and regulations established by the Office of Student Life and Engagement
11. Check officer's grades each semester to ensure they meet the Student Leader Academic Policy
12. Be sure they follow the constitution for the student organization
13. Know their financial status and keep track of it
14. Keep them informed of policy changes
15. Play a significant role in leadership development
16. Assist in maintaining balance between the academic and co-curricular aspects of student life
17. Encourage students to accept responsibility for specific parts of the program or event
18. Discourage domination of the group by any individual or small groups
19. Be their cheerleader, be enthusiastic about them, their activities, and GRU
20. We ask that you simply communicate with the organization. Many times the adviser is the only person to provide continuity - new members and presidents will need help with the ins and outs of being an organization.

A key to remember is that you are an adviser not the leader. You provide guidance, insight, and perspective to students as they work on projects, you may assist and guide them but you should not be doing the work.

Mentor: Many students will come to see their adviser as a mentor. At times, students will seek out someone to assist with their personal development. In this capacity, a mentor will have a basic understanding of students’ needs and perspectives, a desire to challenge students intellectually and emotionally while providing support to meet the challenge, and the ability to listen to students’ verbal and nonverbal communication.

Team Builder:
Team building is important because it enhances the relationships of the students between one another and the adviser. Positive relationships help the organization succeed and to work through conflicts and difficult times.

Conflict Mediator:
Inevitably, students are going to join the organization with different agendas, goals, and ideas about how things should function and the direction they should be taking.

Educator:
As an adviser, you may have to motivate students to excel and to carry out their plans and achieve their goals.

Interpretation of Policy:
As a representative of the university administration to the organization, the adviser is constantly in the position of interpreting the institution’s policies and regulation pertaining to student organizations. He or she should, therefore see that his/her group and its officers know what the policies are, why they exist and the channels to followed to obtain exceptions to or revisions of these policies.

Motivator:
You may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty they may want to quit.

As an adviser you will assume numerous roles and all possible roles are not mentioned.

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