

SAMPLE ADVISOR / STUDENT ORGANIZATION STATEMENT OF UNDERSTANDING

Note: This is a sample agreement that can be developed from the previous negotiation instrument. This section adapted from Resource & Policy Manual, Virginia Commonwealth University.

This sample agreement is designed to enhance and explain the relationship between the advisor and the members of a student organization. It describes the expectations and responsibilities between parties. This may be used as a tool for evaluating the relationship between the advisor and members of a student organization. Periodic review of the contents of this agreement is necessary for the benefit of both parties. Renegotiation of any area should occur whenever one or both parties deem it appropriate.

This sample agreement is divided into two sections. Section I outlines the rights and responsibilities of the advisor and Section II outlines the rights and responsibilities of the student organization. The elements listed are transferred from the previous negotiation instrument.

SECTION I:
Negotiated Rights & Responsibilities of the Advisor

1. The advisor is expected to have or obtain knowledge about University policies and procedures that impact student organizations.
2. The advisor is expected to attend group activities, meetings, and events.
3. The advisor is expected to assist in the negotiation of financial commitment and/or contractual agreements entered into by the student organization or refer the organization to the Office of Student Activities for assistance.
4. The advisor is expected to provide assistance in the areas of budget development, major expenditures and financial record keeping.
5. The advisor is expected to sign contracts for programs presented by the student organization if they are not funded by Student Government.
6. The advisor is expected to encourage student organization members to take advantage of opportunities to enhance their leadership skills, e.g., participate in UF leadership classes, workshops, or conferences.
7. The advisor is expected to provide feedback and confront behavior in members that she or he deems to be detrimental to individuals and/or other members of the organization.
8. The advisor is expected to treat students as mature individuals who have dignity and worth.
9. The advisor is expected to understand the purpose and objectives of the organization.
10. The advisor has the right to disagree with student organization decisions.
11. The advisor has a right to a private life.

SECTION II:
Negotiated Rights & Responsibilities of Student Organizations

1. Members are expected to understand the purpose of the student organization and pursue activities that fulfill its purpose. It is understood that the objectives of the organization will be compatible with the objectives of the University and not in violation of any laws.
2. Members are expected to attend activities.
3. The officers are expected to inform and involve members and the advisor prior to making

any financial commitments. The advisor and the members of the organization may wish to define what expenditures the advisor should review.

4. The officers are expected to maintain financial records and follow University guidelines concerning fiscal management.
5. Members are expected to take advantage of opportunities to enhance their skills, e.g., participate in UF leadership classes, workshops, or conferences.
6. Members are expected to provide feedback and confront behavior in either members or the advisor that they deem to be detrimental to that individual and/or organization.
7. Members are expected to treat the advisor as an individual who has dignity and worth.
8. Members have the right to be listened to by other members and the advisor.
9. Members have the right to choose their level of involvement in student organizations.
10. Members have the right to voice their disagreements with the decisions of the advisor.

This agreement is entered into by:

_____ Date: _____
(hereafter referred to as the advisor)

and _____ Date: _____
(hereafter referred to as the student organization representative)

of _____
(hereafter referred to as the organization)

This agreement is binding until a new agreement is developed.

Signed,

_____ Date: _____
Faculty/Staff Advisor

_____ Date: _____
Student Organization Representative