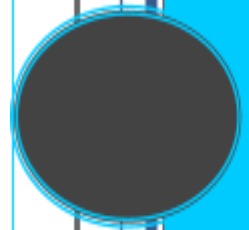


# MORAVIAN UNIVERSITY

## STUDENT ORGANIZATIONS ADVISOR GUIDE 2021-2022

Moravian University



# ADVISING GUIDEBOOK

*A resource for new and experienced student club advisors*

## Moravian University Mission Statement

Moravian University's liberal arts education prepares each individual for a reflective life, fulfilling careers, and transformative leadership in a world of change.



WHO AM I?  
HOW WILL WE LEARN FROM EACH OTHER?  
WHAT IS OUR RESPONSIBILITY TO THE WORLD?

— MORAVIAN COLLEGE STUDENT LIFE

## Student Engagement Mission Statement

The mission of Student Engagement is to enrich the student experience through comprehensive leadership development, dynamic campus programming, robust club/organization opportunities, and a strong commitment to tradition. Student Engagement will provide diverse co-curricular opportunities for students to become an engaged member of the Moravian community.

Moravian University offers a variety of clubs and organizations to foster student engagement on campus. There are over 50 United Student Government (USG) recognized clubs and organizations and over 20 Student Engagement Recognized Clubs on campus. Faculty and staff who serve as their advisors are invaluable. Being an advisor to a student club or organization involves being an integral part of the organizational structure and group's activities and serving as a role model to enhance the students' holistic collegiate experience.

The Office of Student Engagement and USG are available to provide support and assistance to help all clubs and organizations remain successful. Within this advisor guidebook, you will learn about the expectations

and role of the advisor, student organization and university policies and procedures, and many other useful resources.

Thank you for your dedication to our students as they pursue their passions and explore new interests.

### **QUESTIONS, COMMENTS, OR CONCERNS?**

USG Recognized Clubs: Please contact USG

Email: [usg@moravian.edu](mailto:usg@moravian.edu)

Student Engagement Recognized Club: Please contact Vivianna Samite Estevez,

Assistant Director of Student Engagement

Office: 610-861-1493

Email: [samitev@moravian.edu](mailto:samitev@moravian.edu)

*Moravian University encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact Vivianna Samite Estevez, Assistant Director of Student Engagement, at 610-861-1493.*

# GUIDELINES FOR AN ADVISOR

Campus organizations are required to have at least one active advisor who is a full-time faculty or staff member, generally of their own choosing, or who has been hired by the University (with the appropriate vice president's approval) for the specific purpose of serving in the advising capacity. The advisors inform organizations of all matters pertaining to the group's operation and function, but they do not have unilateral control over policy, nor are they responsible for actions or omissions of the organization or its members. All campus organization advisors are expected/required to review and sign this manual. By signing this document advisors are acknowledging they received, and will abide, by the policies stated in this document.

Individuals without formal Moravian affiliation seeking to serve as secondary, off-campus advisors to student organizations are required to complete an application process with the relevant department of Student Life prior to beginning service. Service in such capacity is a privilege which shall be reevaluated annually or, should there be any circumstances of potential concern or conflict, at the most appropriate time.

*[Inserted from Moravian University handbook]*

## BENEFITS OF ADVISING

**There are many benefits associated with becoming an advisor to a student organization. Here are some:**

- \* The satisfaction of seeing and helping students learn and develop new skills
- \* Watching a group come together to share common interests, work toward goals, and gain an understanding of differences
- \* Developing a personal relationship with students
- \* Furthering personal goals or interests by choosing to work with an organization that reflects one's interests
- \* Sharing one's knowledge with others

# ADVISOR ROLES AND RESPONSIBILITIES

Each advisor perceives their relation to a student organization differently. Some advisors play very active roles, attending regular meetings, working closely with student officers, and assisting in program planning and development. Others maintain a more distant relationship to the organization. It is expected that each advisor will maintain some regular contact with their organization. An advisor accepts responsibility for keeping informed about activities of the organization and for advising officers on the appropriateness and general merits of policies and activities. However, advisors are not responsible for the actions or policies of student organizations, students are solely responsible. Advisors should be both accessible and interested in providing whatever counsel the group or its members may seek.

Given the wide range of purposes, activities, and objectives of various student groups, the role of the advisor will vary to some degree. The purpose of this section is to outline basic roles of an advisor. As groups vary in their expectations and needs, it is important that the advisor develops an understanding with the organization you are to represent as to the nature of your involvement.

- Attend at least two (2) general meetings per semester
- Have regular meetings with the officers to discuss organizational goals and direction
- Support the group
- Be familiar with the group's constitution, mission, structure, and goals
- Learn the history and traditions of the group
- Be knowledgeable about appropriate University policies
- Ensure that the group submits all required registration and financial paperwork
- Be available to students and serve as a resource for the group
- Recognize the general financial condition of the organization
- Monitor the group's functions and encourage all members to actively participate
- Assist when conflict arises between group members
- Sign all documents which require an advisor's approval (i.e., purchases)
- Provide honest feedback and positive reinforcement to group members
- Share your experience and expertise when appropriate
- Have the flexibility to serve several functions (mentor, resource person, educator, mediator, team builder, motivator, etc.)

## **FOLLOWING ROLES YOU MAY ENCOUNTER AS AN ADVISOR**

### **MENTOR**

Many students will come to see their advisor as a mentor. The success of these relationships can last many years and be rewarding for both the student and the advisor. If the student is seeking an education and career in your field, you may be asked to assist in their professional development. Share your knowledge and expertise as well as be willing to connect students to a network of professionals. At times, students will seek out someone to assist with personal development. In this capacity, a mentor will have a basic understanding of student needs and perspectives, a desire to challenge students intellectually and emotionally while providing support, and the ability to listen to students.

### **TEAM BUILDER**

When new officers are elected or new members join the organization, you may need to take the initiative in turning the students from individuals with separate goals and expectations into a team. Team building is important because it enhances the relationships of students between one another and the advisor. Positive relationships help the organization succeed and work through conflicts and difficult times. If you need team building resources, please contact the office of student engagement.

### **CONFLICT MEDIATOR**

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. When working with students who have come into conflict, it may be necessary to meet with them and have them discuss their issues with each other. Ask them how they think they can work together, point out the organization's mission, and ask how their conduct is helping the group achieve its mission. Sometimes, one student may be causing problems with other students. In many cases, the student may not realize that their actions are causing a problem. Speaking with the student individually could be helpful to discuss how their attitudes are impacting other people and how those attitudes or actions can be changed.

### **REFLECTIVE AGENT**

One of the most essential components to learning in "out of classroom" activities is providing time for students to reflect on how and what they are doing. As an advisor, you will want your officers to talk to you about how they think they are performing and their strengths and weaknesses. Give them the opportunity to discuss their thoughts on their performance. Then be honest with them. Let them know when you agree with their self-perceptions and in a tactful manner let them know when you disagree. Remember, any

criticism you provide students should be constructive and you will want to provide concrete examples of actions the student took that seem to contradict their self-perceptions.

## **EDUCATOR**

As an advisor, your role as educator will often come through the role modeling of behavior, guiding the student in reflection of their actions, and being there to answer questions. One of the most difficult actions to take as an advisor is to do nothing, but sometimes this can be the most important action of all. Allow the students to make their own decisions even if they are different from your ideas. Sometimes, students will succeed; other times, they may fail – and that is okay! The key is to return to the role of the reflective agent and give the students a safe place to reflect on their experiences.

## **MOTIVATOR**

You may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily encouraged and at the first sign of difficulty they may want to quit. You will need to be their “cheerleader” to keep them excited about all of the potential successes they will experience. You can motivate students through the recognition of their efforts, appealing to their desire to create change, and by connecting their experiences at Moravian University to the experiences they will have in their career and/or community.

## **POLICY INTERPRETER**

Student organizations operate under policies and procedures. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more you know about these policies and procedures the better advising you can give to your students.

## **FINANCIAL CONSULTANT**

You may be asked to assist with budgeting and ensuring the group is being fiscally responsible with institution funds. Students may seek guidance with the annual budget and funding request process. In addition, advisors are required to approve all organization purposes prior to purchase. Advisors should work closely with the treasurer to ensure that adequate funding is available for anticipated purchases.

As an advisor you will assume numerous roles. A key idea to remember is that you are the advisor not the leader. You provide guidance, insight, and perspective to students as they work on projects, but you should not be doing the work. Students will learn if they are engaged. Be careful of being challenged into doing the work for a student-run project. The students make the decisions, and they are accountable for those decisions, and for the successes and failures of their group.

*[Adapted from the ACPA Commission for Student Involvement]*

## **ADVISOR DO'S & DON'TS**



- Be visible and choose to attend group meetings and events when it fits your schedule
- Know your limits
- Allow students to make mistakes, allow students to succeed
- Serve as a resource person
- Share creative suggestions and provide feedback
- Be consistent with your actions. Model good communication skills and listening skills. Develop good rapport
- Be available in emergency situations
- Familiarize yourself with the group's financial structure, funding process, and budget allocations
- Learn the strengths and weaknesses of the group. Offer support when necessary
- Recognize and praise group and individual successes
- Guide and assist students in becoming responsible leaders
- Assist officers with procedural matters
- Be knowledgeable of the organization's purpose and constitution and help group adhere to that
- Empower students to take action and to take satisfaction in seeing the student organization succeed
- Represent the group and its interests in staff/faculty meetings
- Develop clear expectations about the role of the advisor and your relationship with the organization
- Discuss concerns with the officers
- Meet with officers and help them set goals
- Help resolve group conflict
- Enjoy the impact you can have on the students' development!



- Know it all
- Be the leader or "run" the meeting
- Say I told you so
- Impose your own bias



*[Adapted from Eastern Washington University Student Organizations and Greek Life]*

- Manipulate the group, impose, or force your opinions
- Tell the group what to do or do the work
- Be afraid to let the group try new ideas
- Allow the organization to become a one-person group
- Assume the group doesn't need you
- Assume the organization's attitudes, needs and personalities will remain the same year to year

## **RESPONSIBILITIES OF THE STUDENT ORGANIZATION TO THE ADVISOR**

- Establish and share, or work with advisor to co-create, an advisor position description that clearly defines responsibilities and anticipated lines of communication
- Notify the advisor of meeting times, activities, and programs within an agreed upon timeframe
- Provide copies of meeting minutes in a timely manner
- Meet regularly with advisor to discuss organization matters
- Consult advisor prior to making significant changes to the structure of the organization
- Consult advisor when any significant organization policy changes are made
- Allow advisor to share their thoughts and ideas
- Show respect and value for the advisor

## **QUESTIONS YOU MAY WANT TO ASK THE ORGANIZATION**

- How much involvement is expected or needed?
- How often does the group meet?
- How many major activities does the group plan per semester?
- What experience do the student leaders have?
- How do your skills match the needs of the organization?
- What are some problem areas that the organization specifically needs advisory assistance in dealing with?
- What are some of the ways the advisor can be more helpful to the group?
- Will the advisor be a silent observer or an active participant at meetings?
- Is the advisor expected to give feedback? How? When?

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>- Consider all advice and guidance with an open mind and a sincere interest for improvement</li> <li>- Consult with your advisor prior to making any major financial decisions</li> </ul> | <ul style="list-style-type: none"> <li>- How does the group approach conflict management and how can the advisor best support the process?</li> </ul> |
|--|---|

*[Adapted from Drexel University Campus Activities and East Carolina University Office of Student Leadership Development Programs]*

## **STUDENT ORGANIZATION OFFICER ROLES**

All clubs must have a President, Vice President, Treasurer, and Secretary; this is typically their executive board. If an organization does not use these terms, they must have similar responsibilities.

Each student organization writes its own constitution and bylaws, collaboratively with the executive board. The document should outline the basic role of each officer. It is solely up to the members of the organization to assign responsibilities to officers. This document reviews some possible position responsibilities and is intended to assist in constitution development or revision.

Although the organization constitution lists some specific position responsibilities, each officer should have the freedom to personalize their position based on individual skills and interests. However, a good officer never forgets what the basic responsibilities are.

### **ROLE OF THE PRESIDENT**

*Some potential responsibilities are:*

- Presides at all meetings of the organization
- Calls special meetings of the organization
- Creates meeting agendas
- Schedules activities of the organization and completes appropriate facilities requests for activities
- Appoints committee chair people
- Attends required student organization meetings
- Represents organization at official functions
- Maintains contact with organization advisor
- Maintains contact with affiliated department (if applicable)
- Remains fair and impartial during decision making processes

- Votes in cases where there is a tie
- Coordinates organization elections
- Plans officer's orientation and organizational retreats

## **ROLE OF THE VICE PRESIDENT**

*Some potential responsibilities are:*

- Assume the duties of the President as needed
- Serve as an ex-officio member of standing committees
- Coordinates organizational recruitment efforts
- Represents organization at official functions
- Remains fair and impartial during decision making processes
- Coordinates organization elections
- Assists with planning of officer's orientation and organizational retreats

## **ROLE OF THE SECRETARY**

*Some potential responsibilities are:*

- Keeps a record of all members of the organization
- Keeps a record of all activities of the organization
- Keeps and distributes minutes of each meeting
- Helps to create and distributes agendas for each meeting
- Notifies all members of meetings
- Prepares calendar of events for the organization
- Represents organization at official functions
- Remains fair and impartial during decision making processes
- Coordinates organization elections

## **ROLE OF THE TREASURER**

*Some potential responsibilities are:*

- Keeps all financial records of the organization
- Attends mandatory budget information sessions
- Pays organization invoices
- Prepares and submits all financial reports to members
- Prepares annual budget
- Prepares all budget requests for funds
- Understands USG budget and funding process
- Coordinates fundraising efforts

- Represents organization at official functions
- Remains fair and impartial during decision making processes
- Coordinates organization elections

## **OTHER POSSIBLE POSITIONS:**

Parliamentarian- an expert in interpreting and applying the “Rules of Order” for meetings.

Activities Director- plan and oversee recreational events and programs held by the organization.

Recruitment Director- plans, develops, and directs recruitment processes and programs.

Public Relations/Marketing Director- manages the creation of marketing messages that positively raise the image of the organization.

Community Service Director- Plan, direct, or coordinate the services activities, program or community outreach.

## **Elections**

At the start of the 2021-2022 academic year, **all clubs and organizations** will be required to hold elections for executive officer positions within the fall semester annually, **prior** to leaving for Thanksgiving Break.

In order for a student to run for an executive board member position the student must be a member of the organization for a minimum of one (1) semester prior to the election semester. Election results can be decided through ballot vote. In the event of a tie only the names of the candidates tied will be placed on a new ballot and a new election must be conducted.

Our goal is to reduce the amount of transitions throughout the course of the year, as well as keep both USG & Student Engagement routinely updated and prevent important information from not reaching current club presidents.

It will be encouraged that the newly elected executive officers transition throughout the rest of the fall semester, prior to taking office in the spring semester.

The advisor will be required to submit a google form with election results to the Assistant Director of Student Engagement prior to the final day of classes. The google form will be sent out in the few weeks of the fall semester each year.

## **OFFICER TRANSITION**

One of the most important functions of an advisor is to assist in the transition from one set of officers to the next. As for the stability of the organization, the advisor has seen changes, knows what works and can help maintain continuity. Investing time in a good officer transition early on will be beneficial! The key to a successful transition is making sure new officers know their jobs before they take office. Expectations should be clearly defined. It should be a team effort – outgoing officers can train and work closely with incoming officers in order to understand the responsibilities of their position and the overview of the club functions. Advisors can help facilitate this process.

*[Adapted from the ACPA Commission for Student Involvement]*

## **Fundraising and Philanthropy Collection Policy**

Recognized Student Organizations (RSOs) , whether they are funded by USG or any other Moravian University budget line, are prohibited from hosting activities using crowdfunding platforms such as GoFundMe or Facebook, or utilizing mobile wallets such as Venmo orCashApp. Additional examples include Paypal, Venmo, Square, and Kickstarter. Use of campus names, registered trademarks, or campus/team logos in conjunction with crowdsourcing is prohibited.

Fraternities and sororities with access to an approved financial account connected to a national organization should connect with the Office of Greek Life. Sale proceeds, or dues, may not be channeled through an individual's personal account (Venmo, PayPal, bank accounts).

The use of cash collection, Eventbrite and IM Leagues for events in which a RSO needs to register or is selling merchandise is permitted.

- **Cash donations:** Work with the RSO advisor to determine the best way to collect and deposit cash.
- **Credit card options:** To offer credit cards as a payment option, RSOs must use IM Leagues or Eventbrite. Through these platforms, an online credit card payment option is available.
  - **Eventbrite:** Hosting an event or selling merchandise, please use *Eventbrite*. Please work with Gillian Smith Sharkey ([sharkeyg@moravian.edu](mailto:sharkeyg@moravian.edu)) to set up a RSO account and make an event plan or connect with Meghan Santamaria ([santamariam@moravian.edu](mailto:santamariam@moravian.edu)) for Greek Life. Once a fundraiser is complete, the Moravian University Business Office will connect with the RSO's fundraiser contact to receive raised funds.
  - **IM Leagues:** Hosting a tournament (ex: cornhole, wiffleball, kickball, etc), please reach out to the director of the fitness center in Athletics to set up your tournament. A member from the Athletics Office will work with the RSO to provide a link for the fundraiser with *IM Leagues*. On this platform, students can register for the tournament and submit payment. Students must work with their RSO advisors to determine the best way to collect and appropriately deposit cash. *IM Leagues* sends a check to Moravian University with the amount that was raised (note: *IM Leagues* requires a 5% fee off the total raised in addition to \$0.50 fee per transaction).
- RSOs are still required to submit a fundraising request form with the Center for Career and Civic Engagement. It can be found: [HERE](#). A Center staff member will review the request and contact the designated representatives from the RSO.

### **Accountability**

RSOs that fail to adhere to the policy will be referred through the [Student Organization Code of Conduct](#).

### **Prohibited Fundraisers**

There are many approved ways to raise funds and goods. Examples include: hosting a 5K, hosting a fun sports tournament (eg: cornhole, kickball), running a t-shirt drive, selling merchandise, hosting a themed dinner, working with a non-profit to host a materials or food drive. To create a new type of fundraiser, schedule an appointment with The Center for Career & Civic Engagement or Office of Greek Life to discuss and plan the fundraiser.

Fundraisers and philanthropy events may not promote bodily physical violence. Furthermore, events that involve objects or substances being thrown at, poured on, attached to, or otherwise applied to bodies of individuals are not permitted. *Examples may include but are not limited to the following: pieing, pelting, dunking, painting, hair dyeing, shaving etc.*

In addition, no individual or group may be auctioned for “services” or a “date”. The sponsor of these types of auctions has no way of knowing the motivations of the person doing the bidding and date auctions can perpetuate a dangerous attitude that “whoever pays is entitled.”

## MERCHANDISE AND APPAREL

The visual identity of an organization is extremely important. Your club or organization's "brand" will be represented on t-shirts, giveaways, social media platforms and more. All visual representation using the official Moravian University logo or star must be approved by the Moravian University Marketing office. Organizations must submit their artwork to [news@moravian.edu](mailto:news@moravian.edu). It is important to submit your needs 4-6 weeks in advance to provide enough time for edits or design creation.

Clubs or Organizations that choose to not use the official logo or star must have their visual representation approved by their advisor or the Assistant Director of Student Engagement.

### Tips & Reminders:

1. All t-shirts must have the Moravian University logo
  - a. The Moravian University logo must not be altered. For different variations of the logo please check the [logo section](#) of the Moravian University Branding Guidelines
2. Text used should be Trade Gothic, Goudy Old Style, or an approved font
3. Logos must be approved by the Marketing Office

Selling Apparel - Any amount of money made through selling apparel must be deposited into the club's budget.

# **SOCIAL MEDIA**

All Moravian clubs and organizations must use a Moravian email when creating all social media pages. This is to assure the page can always be reached and does not become an institution ghost page. All social media handles must be submitted to the Assistant Director of Student Engagement.

For any question regarding social media please contact Claire Boucher at [boucherc@moravian.edu](mailto:boucherc@moravian.edu).

# **USG REGULATED CLUBS: RULES & PROCEDURES**

In order for a club to sustain a United Student Government (USG) charter, there are various requirements for the clubs to remain recognized. These regulations will be adhered to and regularly reviewed by the Club Ambassador and the Vice President of USG. If a club fails to follow the rules and procedures outlined in this section, the governing body reserves the right to administer consequences as seen fit by a vote.

- A. Clubs must have a minimum of six (6) members at all times
- B. Clubs cannot exclude any students who pay the full Moravian University Student Activity Fee
  - a. No undergraduate student that pays the student activity fee in full can be excluded from joining clubs under any circumstances. No clubs may:
    - i. Charge membership fees or dues
    - ii. Require members to maintain a certain GPA
    - iii. Judge on the basis of race, ethnicity, religion, sexual orientation, gender, etc.
- C. All clubs must have a President, Vice President, Treasurer. If your club chooses to use different officer names, they must have similar responsibilities
- D. All clubs must meet a minimum of once per month
- E. All clubs must have a full-time Moravian University faculty/staff/administrator advisor
- F. Clubs must abide by their own constitution, as well as abiding by the USG constitution which can be found online at [www.moravian.edu/usg](http://www.moravian.edu/usg)
- G. All clubs are required to hold elections and report the new executive board prior to Thanksgiving Break and notify USG via Google Form
- H. Clubs are required to follow the USG point system as outlined in the supplement document, unless deemed an USG exempt club
- I. Club Sports will be governed by the Club Sport Document found in the supplement document

# **FINANCIAL RULES**



- A. Eligibility for annual funding
  - a. Only clubs in active standing are eligible to earn funds through the USG point system.
- B. Discretionary Fund
  - a. The discretionary fund is available for all individuals, clubs, departments, or organizations on campus to apply for. Each request must be submitted to the Vice President of Finances to be brought before the governing body for approval. The individual, club, department, or organization that is requesting a discretionary fund must present their request to the governing body by turning in the Discretionary Request form. Discretionary requests can be approved by a majority vote. If approved, funds will be distributed within the following week. Funds will be distributed on a first come, first serve basis.
- C. The following must be presented to USG for approval:
  - a. Items which will be retained by an individual
  - b. Clothing is permitted for clubs but may not exceed \$40 per person, per year.
  - c. Travel (Travel expenses for a majority of members may be presented to USG)
  - d. Conferences/Clinics/Camps
- D. Allocations will **not** be made for the following:
  - a. Personal loans to individuals
  - b. Bail or legal fees for individuals or organizations
  - c. Alcohol or any equipment with the explicit purpose of its production
  - d. Weapons
  - e. Personal fees/dues required for national organization membership
  - f. Contributions to charities or for donations
  - g. Academic materials to be used for tutorial purposes
  - h. Mandatory events held during the final exam period
  - i. Transfer of funds to external accounts
  - j. Fundraisers\* (Funds may not be allocated for fundraiser items that will be resold, but you may use funds for the setup and implementation of the fundraiser. Any voucher regarding fundraising may be called before USG for approval)
- E. Suspension/Freezing/Clearing of Accounts
  - a. The president, treasurer, and advisor of the club reserve the right to freeze accounts for no more than two weeks over the course of an academic semester given appropriate reasoning. This decision can only be overturned by a majority vote of USG.
  - b. USG reserves the right to freeze any accounts of clubs not adhering to the financial and/or club rules as set forth by this document. All accounts must be unfrozen by a USG vote.
  - c. USG reserves the right to clear club accounts for clubs that have been inactive for a period of one year. All club accounts that are deactivated will have funds transferred to the unallocated funds

account within USG at the time of their deactivation. All clearing of accounts are final and may not be overturned.

## **STUDENT ENGAGEMENT RECOGNIZED CLUBS: RULES & PROCEDURES**

In order for a club to sustain as a Student Engagement Recognized Club, there are various requirements for the clubs to remain recognized. These regulations will be adhered to and regularly reviewed by the Assistant Director of Student Engagement. If a club fails to adhere to the rules in this section, the Assistant Director of Student Engagement reserves the right to deactivate your club.

1. Clubs and Organizations must fill out the [Annual Registration](#) form before the start of the Fall semester.
2. Clubs must host at least (1) one all member meeting and host (1) one event per semester.
3. Clubs will be invited to participate in at least (1) Accepted Student Day and (1) Club Fair. Participation is not mandatory, but strongly encouraged as a very successful way to recruit new members!

### **FINANCIAL RULES**

All clubs are liable to raise their own budget. Organizations are able to raise their funds through fundraising or having a department that corresponds to their mission statement. The department is able to support/supplement the club.

Student Engagement recognized clubs are also eligible to request discretionary funds from USG. Reach out to the Assistant Director of Student Engagement for help with this process.

When looking to create a Moravian University budget account for all funds, reach out to the Assistant Director of Student Engagement for help with this process.

## **UNDERSTANDING TITLE IX**

Moravian University is committed to providing an environment free from gender discrimination and sexual violence. Accordingly, faculty/staff advisors to student organizations are specifically designated as both

responsible employees under Title IX and campus security authorities (CSAs) under the Clery Act. Learn more about these designations at [Am I Obligated to Report?](#).

Should you receive a disclosure of gender discrimination or sexual violence in the context of your responsibilities as a student organization advisor, you are required to complete:

[Title IX Reporting Form](#) (routed to Title IX Coordinator for survivor resources and resolution options)  
[Campus Security Authority Reporting Form](#) (routed to campus police for statistical purposes and timely warnings)

Prior to disclosure, you should always remind the student of your obligation to report and that fully confidential reporting options include the [Counseling Center](#), [Health Center](#), and [Religious Life](#) (chaplain). Survivors should be encouraged to seek immediate assistance by contacting the [Advocates](#) at [\(484\) 764-9242](#)

## **UNDERSTANDING BIAS RESPONSE & INTERVENTION TEAM (BRIT)**

The Bias Response & Intervention Team (BRIT) serves as a safe resource for members of the Moravian community to raise immediate concerns regarding specific incidents of bias or acts of harassment and discrimination that impact them and the Moravian University community.

BRIT is not a disciplinary body, however, reported incidents that may potentially violate university policies may be held accountable through the Conduct process. However, certain reported acts of bias incidents may be constitutionally protected speech and not subject to university action or formal investigation. Participation of individuals in a restorative process, such as facilitated dialogue or Circles, is voluntary. BRIT offers assistance to the Moravian community by providing resources to individuals impacted by and/or involved in a reported incident.

Moravian University values open expression and debate in the context of civility and mutual respect for diverse individuals and communities; bias incidents directly impact our ability to know, trust, support, and learn from one another.

### **WHAT IS A BIAS INCIDENT?**

A bias incident is a perceived act of bigotry, harassment or intimidation committed by or against a Moravian University community based on actual or perceived race, color, sex, religion, ancestry, genetic information, national origin, sexual orientation, gender identity or expression, familial status, marital status, age, veteran status, mental or physical disability, use of guide or support animals and/or mechanical aids, or any other basis protected by applicable federal, state, or local laws. This includes, but is not limited to, slurs, graffiti, written messages, or images that harass or intimidate individuals or groups because of their membership in the above listed protected classes.

## **HOW TO REPORT AN INCIDENT**

You can report a Bias incident in any of the following ways.

- Campus Safety Anonymous Tip Line (610) 861-1539
- Submitting a Bias Incident report: [bit.ly/2ReportBiasIncident](https://bit.ly/2ReportBiasIncident)
- Informing a Faculty and/or Staff member
- Reporting it to a Residence Life Student Staff member (SRA, RA, HR, CA)

## **DEI ACTION PLAN**

Moravian University is committed to diversity, equity, inclusion, and a process that draws on our community's collective expertise, including but not limited to faculty, staff, students, administrators, alumni, and board of trustees. The development and implementation of this process intended to advance diversity, equity, and inclusion on our campus and beyond in more deliberate, measurable, and meaningful ways.

Moravian University aspires to be a welcoming community that embraces and values the diversity of all members of the campus community. We strive to accept the uniqueness of all individuals, and we cultivate an environment that respects, affirms, and defends the dignity of each member of our community.

Clubs and advisors are encouraged to collaborate with the Office of DEI for opportunities for professional development, continuing education, competency trainings and programming ensuring that club members, programs and initiatives are both inclusive and welcoming to all members of our community. Please remember that the staff in the Office of DEI are an invaluable resource for you and your club as you work towards incorporating DEI into your club's practices and programming.

**Please sign below to indicate that you have read and understand the Student Organization Advisor Manual. Please return a signed copy to Vivianna Samite Estevez, Assistant Director of Student Engagement before December 1st, 2021.**

\_\_\_\_\_  
**(Club Advisor Signature)**

\_\_\_\_\_  
**(Print Name)**

\_\_\_\_\_  
**(Date)**