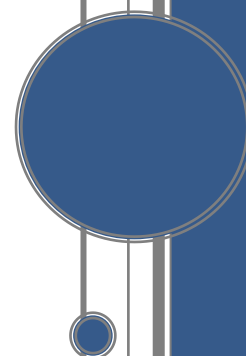




## STUDENT ORGANIZATIONS ADVISOR GUIDE 2018-19

Moravian College



# ADVISING GUIDEBOOK

*A resource for new and experienced student club advisors*

## **Moravian College Mission Statement**

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



Moravian College offers a variety of clubs and opportunities to foster student engagement on campus. There are over 60 United Student Government (USG) recognized clubs and organizations. 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' entire collegiate experience.

The Director of Student Involvement and USG are available to provide to 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 college 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?**

### **Please contact:**

**Sara Steinman, Director of Student Involvement**

Office: 610-861-1493

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

### **USG**

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

*Moravian College 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 Sara Steinman, Director of Student Involvement, at 610-861-1493.*

### **Guidelines for being 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 College (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 to participate in group training or meet individually with the director of student involvement within the first term of their acceptance of this responsibility and periodically as deemed necessary thereafter.

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 director of student involvement prior to beginning service. Service in such capacity is a privilege which shall be reevaluated annually or, should there be circumstances of potential concern or conflict, at the most appropriate time.

*[Inserted from Moravian College 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 his/her 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 his/her 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 and should provide 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 in 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 develop 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 College 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 are some of the roles you may assume as an advisor:

## **MENTOR**

Many students will come to see their advisor as a mentor and 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 his/her 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 to work through conflicts and difficult times.

If you need team building resources, please contact the director of student involvement.

## **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 his/her actions are causing a problem. Speaking with the student individually could be helpful to discuss how his/her 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 example of actions the student took that seem to contradict their self-perceptions.

## **EDUCATOR**

As an advisor, your role of 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 with 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 to connecting their experiences at Moravian College 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.

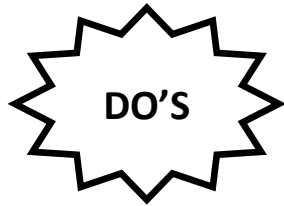
## **FINANCIAL CONSULTANT**

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 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 an 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.

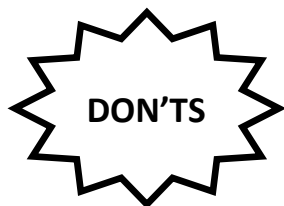
*[Adapted from the ACPA Commission for Student Involvement]*

# ADVISOR DO'S & DON'TS



## DO'S

- 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!



## DON'TS

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

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

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

- Establish and share job description for the advisor that clearly defines responsibilities and anticipated lines of communication
- Notify the advisor of meeting times, activities, and programs
- 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
- Consider all advice and guidance with an open mind and a sincere interest for improvement

## **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?
- How does the group approach conflict management and how can the advisor best support the process?

*[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. If an organization does not use these terms, they must have similar responsibilities.

Each student organization writes its own constitution and bylaws, which 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 his/her 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, Activities Director, Recruitment Director, Public Relations/Marketing Director, Community Service Director

## **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 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. Advisor can help facilitate this process.

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

# USG REGULATED RULES & PROCEDURES

## CLUB RULES

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
  - a. Official Member Requirements
    - i. Must attend 50% of club meetings
    - ii. Must attend at least one (1) club event per semester
- B. All clubs must have a President, Vice President, Treasurer, and Secretary. If your club chooses to use different officer names, they must have similar responsibilities.
- C. All clubs must meet a minimum of once per month
- D. All clubs must have a full-time Moravian College faculty/staff/administrator advisor
  - a. The advisor must attend a minimum of two (2) meetings with the club per semester
- E. 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)
- F. All club treasurers must attend the USG budget information session each semester. If the treasurer cannot attend, clubs may send another representative in his/her place.
- G. All clubs are required to submit (and update as needed) the following documents at the beginning of every calendar year:
  - a. Club roster and officers list
  - b. Signed copy of the USG financial rules
  - c. Signed copy of the USG club rules
  - d. Signed copy of the USG point system document
  - e. Constitution
- H. Clubs are required to complete the USG point system budget folder and return it to USG on or before March 31<sup>st</sup> each year.
- I. Clubs are required to follow the USG point system as outlined in the supplement document
- J. 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. All clubs must submit an annual USG point system budget folder by March 31<sup>st</sup>
- 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 Financial Administrator 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 emailing [usg@moravian.edu](mailto:usg@moravian.edu). 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 \$20 per person, per year. All artwork must be approved by USG prior to purchase.
  - 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 financial administrator reserve the right to suspend accounts for no more than two weeks over the course of an academic semester. 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 de-chartered will have funds transferred to the unallocated funds account at the time of their de-charter. All clearing of accounts are final and may not be overturned.

# UNDERSTANDING TITLE IX

Moravian College 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](#)