HAWAI'I PACIFIC UNIVERSITY

Organization Officers and Advisor Agreement

Organization: ___

The following is a general agreement between the organization's president and advisor(s) for the 2019-2020 academic year. This agreement shall be updated annually or upon change(s) in president or the advisor(s). Form should be turned into the Office of Student Activities at ATM 1400 or emailed to leadership@hpu.edu. Please ensure that both parts of this form are completed before submitting the form.

Part I: Organization Officers

To be considered an active RSO and in good standing with the Office of Student Activities, each club must have at least a President and a Treasurer as a part of the executive board. The RSO should follow their constitution in regards to other executive positions.

| Organiz | ation President: | Organization Treasurer: | | | | |
|-------------------------------|---|--|---------------------------|--|--|--|
| Email: _ | @my.hpu.edu | Email: @my.hpu.edu | I | | | |
| Phone: | | Phone: | | | | |
| Respo | onsibilities of Organization President on behalf of the Organization | Responsibilities of Organization Treasurer on behalf of the Organization | | | | |
| • • • • | Serve as the liaison between the RSO and the Office of Student Activities regarding all RSO matters. Disseminate information to the club from the Office of Student Activities. Follow policies and procedures set in the Student Organization Handbook Ensure the RSO fulfills the responsibilities listed in the Student Organization Handbook. Abide by HPU's Code of Student Conduct. Complete a mandatory orientation seminar and training provided by the Office of Student Activities. | Serve as the liaison between the RSO and the Offi Student Activities regarding all financial issues. Follow HPU's policies and procedures regarding al financial transactions as outlined in the Student Organization Handbook. Abide by the RSO's constitution and the HPU Code Student Conduct. Keep accurate account of all club finances – reven and expenditures. Ensure the club doesn't request more money thar has available. Approve Payment Requests, Deposit Forms and or financial documents. | ll e of nue n it | | | |
| have re respons governi | to perform the duties expected of an RSO president. I ad the above list and fully understand the scope of my sibilities. I agree to follow policies and procedures ing Registered Student Organizations, as set in the t Organization Handbook. | I agree to perform the duties expected of an RSO Treasurer have read the above list and fully understand the scope of responsibilities. I agree to follow policies and procedures governing Registered Student Organizations, as set in the Student Organization Handbook. | | | | |

Organization President Signature

Date

Organization Treasurer Signature

Date

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Part II: Advisor

The Office of Student Activities requires a RSO to have at least one adviser. The primary adviser must be a full time employee of the university. If the RSO has Co-advisers, it is important to communicate the adviser roles clearly with the RSO and with the Assistant Director of Student Organizations.

| Primary Advisor: | | | | Co-Advisor (Optional): | | | |
|------------------------|------------|---------|----------|---|----------|---------|----------|
| I currently serve as a | full-time: | Faculty | Staff | I currently serve as: (full-time not required for Co-A | (dvisor) | Faculty | Staff |
| Title: | | | | Title: | | | |
| Department: | | | | Department: | | | |
| Work Phone: | | | | Work Phone: | | | |
| Cell hone | | | | Cell Phone | | | |
| HPU Email: | | | @hpu.edu | HPU Email: | | | @hpu.edu |

Responsibilities of the Advisor

- Complete a mandatory training seminar provided by the Office of Student Activities.
- Complete the Campus Security Authority Training
- Encourage students to assume leadership positions.
- Provide guidance and support to the student organization members, officers, and overall mission.
- Follow policies and procedures set in the Student Organization Handbook.
- Ensure that students are informed of the policies and procedures regarding RSOs.

I acknowledge that I am advising this organization on a voluntary basis. I have read the above list and fully understand the scope of my responsibilities. I agree to follow policies and procedures governing Registered Student Organizations, as set the Student Organization Handbook.

| Primary Advisor Signature | Date | Co-Advisor Signature | Date | | | | |
|----------------------------|------|-------------------------|------|--|--|--|--|
| For Office Use Only | | | | | | | |
| President's seminar: | | Added to Contacts List: | | | | | |
| Primary Advisor's seminar: | | Co-Advisor's seminar: | CSO: | | | | |