

Organization Officers and Advisor Agreement

Organization: _____

The following is a general agreement between the organization’s president and advisor(s) for the 2022-2023 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.

Organization President: _____

Email: _____@my.hpu.edu

Phone: _____

Organization Treasurer: _____

Email: _____@my.hpu.edu

Phone: _____

Responsibilities of Organization President 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.

I agree to perform the duties expected of an RSO president. 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 in the Student Organization Handbook.

Organization President Signature

Date

Responsibilities of Organization Treasurer on behalf of the Organization

- Serve as the liaison between the RSO and the Office of Student Activities regarding all financial issues.
- Follow HPU’s policies and procedures regarding all financial transactions as outlined in the Student Organization Handbook.
- Abide by the RSO’s constitution and the HPU Code of Student Conduct.
- Keep accurate account of all club finances – revenue and expenditures.
- Ensure the club doesn’t request more money than it has available.
- Approve Payment Requests, Deposit Forms and other financial documents.

I agree to perform the duties expected of an RSO Treasurer. 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 in the Student Organization Handbook.

Organization Treasurer Signature

Date

Part II: Advisor

The Office of Student Activities requires a RSO to have at least one advisor. The primary advisor must be a full time employee of the university. If the RSO has Co-advisors, it is important to communicate the advisor 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-Advisor) 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: _____