**ALABAMA STATE UNIVERSITY**

**OFFICE OF STUDENT LIFE**

**REGISTERED STUDENT ORGANIZATIONS**

**ADVISER AGREEMENT**

In mandating registered student organizations to have advisers, the university requires that advisers will take an active role in the organization. The nature and style of the role is left to the determination of the organization and its adviser(s). The student organization adviser is (primary) responsible for guiding the organization to act reasonably and in accordance with the university policy.

The duties and responsibilities of the adviser include, but are not limited to, the following functions:

* Ensure that the student organization’s purposes are consistent with the aims of the university and the national organization.
* Promote student learning and development primarily by helping students integrate classroom learning with co-curricular activities.
* Having a concern for the ongoing functions of the organization. This includes attending meetings and being familiar with the organization’s constitution.
* Schedule specific times during which the organization members my consult with you.
* Serving as a resource person for planning events and programs, resolving issues confronting the organization and orientating new members and officers.
* Encourage the organization to function within university guidelines and not condone any activity that does not keep with the letter and spirit of university policy. Each adviser should be knowledgeable about university policies and keep current copies of the “Pilot” (student handbook) and student organization policies manual as valuable resources in understanding these policies. In cases where the organization is affiliated with a national group, the adviser must ensure that all applicable rules and regulations are followed.
* Encouraging the learning process by remembering that this is the student’s organization and they are to be guided through processes and decisions.
* Attending meetings of the organizations adviser’s when requested by the Office of Student Activities.
* Providing a needed signature(s) for all contracts, as well as any other (documents) requiring an adviser’s signature.
* Adviser must act as a chaperone and be present at all sponsored events and activities by the student organization.

Name of Student Organization(s):

Adviser \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Name Signature Date

Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing this agreement, the ASU faculty/staff member certifies that he/she will fulfill the duties of a registered student organization adviser to the best of his/herability.