STUDENT ORGANIZATION

ADVISOR MANUAL

OFFICE OF STUDENT ENGAGEMENT

FALL 2010
The Attributes of a Good Advisor

**Aware**: Knows what is happening with the group at all times - problems, dates of functions, etc.

**Dedicated**: Always willing to assist the organization when necessary. Enjoys being associated with the group and is very involved.

**Visible**: Attends meetings, social functions and other special Engagement of the group when possible.

**Informed**: Familiar with the rules, policies and regulations of the University and the bylaws and constitution of the organization. Is prepared to render assistance with their interpretation.

**Supportive**: Provides encouragement and praise to group members.

**Open-minded**: Willing to consider new ideas and approaches although He/she may not totally agree with them.

**Respected**: Earned through being trustworthy and honest and demonstrating a genuine interest in the welfare of the group.

Adapted from The Kent State Advisor Manual at: [http://dept.kent.edu/csi/StudentOrganizations/AdvisorManual.html](http://dept.kent.edu/csi/StudentOrganizations/AdvisorManual.html)
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**Welcome**

As a unit of the Division of Student Affairs, Student Engagement’s mission is to encourage the intellectual, social, and civic development of students individually, and through student groups. This is achieved by stimulating an interchange of ideas, attitudes, and opinions; providing opportunities for leadership and development of organizational and interpersonal skills; and contributing to a satisfying and enjoyable campus environment.

We offer a variety of services and resources to assist your organization with its needs. We are always looking for better ways to serve you! This manual offers you a starting place for the common tasks of student organization life. Our goal is to assist you in helping your organization reach its goals. Included in this manual are guides on building a strong organization, effective marketing, and policies and procedures. If there is a topic missing from this book, feel free to visit us in the Taubman Student Services Building.

**Definition of Student Organization**

An LTU registered student organization is a volunteer group of students organized to obtain certain goals and objectives. The goals and objectives are met through various educational, social, cultural, religious, or philanthropic activities. These activities should enhance and support LTU students, the University, and the University community. Membership in an organization benefits students’ growth and education while attending the University.

The University acknowledges the importance registered student organizations have on campus. As such, these groups have the use of University facilities and services to assist them in meeting their goals and objectives.

It is the responsibility of each registered student organization to adhere to the mission of this University and support the student code of conduct. An organization’s goals, objectives, and activities are not to deviate from established University policies or regulations.
WHAT IS THE ROLE OF THE OFFICE OF STUDENT ENGAGEMENT?

Student Engagement encourages and supports the active involvement and leadership of students on campus. Staff in the office provide programs and assistance to registered student organizations including: coordinating the organization registration process, providing training and leadership programs, offering access to campus facilities, providing financial assistance (via Student Government), communicating related University policies and procedures, and more.

The Office of Student Engagement:

- Keeps records of student organization registration forms, bylaws, and constitutions
- Can assist with program and event planning
- Can co-sponsor large scale events
- Manages a calendar of student events
- Manages a list serve with all student organization contact information
- Has banner paper, markers, and paint available for students’ use.
- Has a Cricut machine available for students’ use.
- Provides mailboxes for all registered student organizations

WHAT IS THE ROLE OF THE STUDENT ORGANIZATION ADVISOR?

FACULTY OR STAFF ADVISORS

Each campus organization is required to have a faculty or staff advisor and to register that name at the Office of Student Engagement in order to be recognized. The advisor must sign the Student Organization Registration form each semester. In addition, the advisor’s duty is to counsel and advise the officers and members of the organization. No advisor shall have the power to prohibit the expression of editorial opinion by a unit of campus media.

A Student Organization Advisor is a resource for the organization and can offer support and guidance in several broad areas:

- Helping with the growth and development of students within the organization
- Serving as a source of information and continuity to the organization as members transition
- Serving as a liaison between the University and the organization
- Advising the organization regarding program/event content and purpose
HOW ADVISORS SUPPORT STUDENT ORGANIZATIONS

It may be helpful to think of the role as an Advisor in terms of three major areas:

1. **Organizational Maintenance**
   These sometimes “routine” Engagement are essential to the ultimate success of an organization and may include:
   - Ensuring organizational continuity by periodically reviewing the constitution, minutes, files, and/or traditions with students
   - Serving as a resource for students, especially regarding University policies, regulations, and procedures
   - Coaching the officers in the principles of good organizational and administrative practice
   - Helping and encouraging officers to fully register their group each academic year.

2. **Organizational Growth**
   One of the most rewarding aspects of working with student organizations is assisting an organization in setting its vision for the future. Your experience and guidance can prove invaluable by:
   - Keeping the group focused on its development and goals
   - Remembering and assisting groups as they develop and mature
   - Pointing out new opportunities, perspectives and directions to the group
   - Developing self-discipline and responsibility among group members

3. **Motivation**
   Many students need nothing more than encouragement from someone who has an active interest in what they are doing. Advisors can motivate students in ways that ensure that they are learning and having fun. Advisors can encourage and support an organization by:
   - Attending organizational meetings, retreats, and events whenever possible
   - Remaining as available as possible to assist the organization
   - Supplying expert knowledge and insight through experience
   - Providing problem-solving suggestions serving as a role model for creative decision-making and flexibility, because problems can create stressful circumstances for students.

The Office of Student Engagement encourages advisors to support all areas of student organization Engagement especially through direct interaction. This practice may vary
from organization to organization, based on the group’s needs, goals, and Engagement. Each year, the student leadership of the organization and the advisor should meet to determine the role and expectations of the advisor and the advisor’s expectations of the students.

**AN INVOLVED ADVISOR**

**Attending Meetings: Level of Involvement**
The level of involvement of an Advisor depends upon the nature of the organization, its leaders, and its activities. It is not necessary to attend every meeting and event. However, advisors should stay informed of the organization’s activities and might want to attend some meetings from time to time in order to offer helpful points of view and encouragement to the organization. It may also be useful to establish weekly or bi-weekly meetings with student leaders to discuss issues and assist by reviewing agenda items for executive and general meetings.

**Decision Making**
Consistent with the development of responsible student leaders, Advisors of an organization do not have the authority to represent the views of the organization. This remains the responsibility of the students. Additionally, Advisors may not serve as a voting member of the organization’s board of directors, executive council, or similar governing body.

**Expense Authorization**
It is strongly encouraged that Advisors be aware of the financial status of the organization. However, Advisors are not allowed to sign checks or authorize spending without approval from members of the student organization.

**Event Attendance**
Advisors attendance at events sponsored by student organizations is not required, however, where Advisors are able and feel comfortable, event attendance is not prohibited. This can be another way to demonstrate support for the organization.

**Liability**
As employees of the University, Advisors to student organizations are immune from personal liability for conduct that is not wanton, reckless, or malicious and is within the scope of employment.
**What Should I NOT do as an Advisor?**

**Do**

- Allow others to fail
- Allow others to succeed
- Know your limits
- Be visible
- Be consistent with your actions
- Trust yourself with the group
- Direct the group where to find the answers
- Teach the art of leadership

**Don’t**

- Control the group
- Manipulate the group
- Take ownership for the group
- Be afraid to try new ideas
- Know it all
- Take everything so seriously
- Be the leader or give the answer

**Transition...When/If an Advisor Leaves**

If for whatever reason, you decide to leave your role as the organization’s Advisor, we recommend the following:

- Inform both leaders of the student organizations and Student Engagement of the date on which your role as Advisor officially ends. Please try to give the organization leaders as much advance notice as possible.
- Remind the members of the organization that: If an Advisor resigns, the organization must find a new Advisor. Be mindful, that money requests may not be allowed until a new Advisor is chosen.
COMMON QUESTIONS AND ANSWERS

1. Q: What is the minimum number of students needed to create a Student Organization?
   A: 10 students is the minimum number of students needed to create a Student Organization. Student Government may make exceptions.

2. Q: Can Student Organizations use Lawrence Technological University, LTU, or Lawrence Tech as a part of their name?
   A: No, student organizations are not official components of the University and are not permitted to use the name as a part of their organization’s name. Also, advertisements, newsletters, and promotional materials cannot contain the University logo.

3. Q: What are Student Organization Officer Requirements?
   A: All officers must be currently enrolled students with a minimum of six (6) hours in a degree-seeking program during the fall and spring semesters of the academic year of his/her term in office. Student must also have at least a 2.3 Lawrence Tech cumulative grade point average or better at the time of election/appointment. Any student placed on disciplinary probation must relinquish any office held.

4. Q: Who can be a Student Organization Advisor?
   A: Every student organization must have a faculty or staff advisor. Advisors must be full-time faculty or professional staff. Graduate assistants and teaching assistants are not allowed to serve as Advisors.

5. Q: How can a Student Organization obtain funding through Student Government?
   A: All registered student organizations are eligible to request funds from Student Government under the guidelines listed in the Student Government Constitution. They must not be in violation of the Student Government attendance policy and must provide an outlined budget for their particular program.

6. Q: How does a student organization reserve rooms on campus?
   A: The student organization will send an electronic request to stuevent@ltu.edu. Rooms will be assigned in the CORE system on behalf of the student organization. An email confirmation will be sent to the student requestor and the advisor.
   Q: How do I get sound at my event?
   A: Complete an A/V request form and fax to their office (please request at least 5 days in advance).
7. **Q:** How do I request a room set-up (chairs/tables/podium, etc) for my event?  
**A:** Complete a Campus Facilities request form and fax to their office (please request at least 5 days in advance).

8. **Q:** What if I forgot to do an A/V request for sound?  
**A:** Student Engagement has a portable PA system with cordless microphone and music capabilities. It can be reserved by sending an email to stuevent@ltu.edu.

9. **Q:** What if my student organization has an event that ends after 10pm?  
**A:** If your event ends after 10pm (when buildings are locked), contact campus safety in the planning stages and inform them of the start and end time for your event. Also inform Campus Facilities, so they will be advised of clean up.

**WHERE TO CALL AT LAWRENCE TECH**

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Business Services</td>
<td>248.204.2100</td>
</tr>
<tr>
<td>Campus Safety</td>
<td>248.204.3945</td>
</tr>
<tr>
<td>Counseling Office</td>
<td>248.204.4100</td>
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<tr>
<td>Dean of Students</td>
<td>248.204.4100</td>
</tr>
<tr>
<td>Housing</td>
<td>248.204.3940</td>
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<tr>
<td>Marketing</td>
<td>248.204.2200</td>
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<tr>
<td>Multicultural Prog</td>
<td>248.204.4106</td>
</tr>
<tr>
<td>Recreation</td>
<td>248.204.3852</td>
</tr>
<tr>
<td>Reservations (CORE)</td>
<td>248.204.3107</td>
</tr>
<tr>
<td>SPAM</td>
<td>248.204.3857</td>
</tr>
<tr>
<td>Student Engagement</td>
<td>248.204.4105</td>
</tr>
<tr>
<td>Student Government</td>
<td>248.204.3857</td>
</tr>
<tr>
<td>Tech News</td>
<td>248.204.2210</td>
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</tbody>
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HOW TO WRITE A STUDENT ORGANIZATION CONSTITUTION:
REQUIREMENTS AND TIPS
A constitution is a founding document that provides a clear outline of the structure and mission of the organization and provides a basic set of rules that will govern the group. Its intent is to provide consistent leadership for the organization as it will be passed on to future officers.

Use the following outline to write your organization’s constitution. The items containing an asterisk (*) are required in the constitution:

1. Formal name of the organization*
2. Organization’s purpose*
3. Membership composition*
4. Organization Officer Positions*
   - Duties
   - Officer election process
5. Designated Committees
   - Committee Responsibilities
   - Committee Chairs
   - Duties
   - Appointment of Chairs
4. Organization Officer Positions*
6. Organization decision making model*
7. Meetings*
   - Frequency
   - Structure
8. Organization Advisor*
   - Appointment of LTU faculty/staff member
   - Responsibilities of organization advisor
9. Organization Funds*
   - Means of acquiring funds
10. Amending the Constitution*
11. Addendums

Add information to change and/or clarify your constitution to remain consistent with the organization as it changes and grows.
A SAMPLE STUDENT ORGANIZATION CONSTITUTION…

Article I. Name
The Formal name of this organization is _______.

Article II. Purpose
The purpose of (organization name) shall be to foster _____ through the coordination of ___(ie: awareness projects and events). (Organization name) will work toward its goals by_____.

Article III. Membership Composition
Any person may attend (organization name) meetings. However, to be a member of (organization name) one must be an undergraduate or graduate student of Lawrence Technological University, and pay membership dues.

Article IV. Organization Officers
Duties
Chief Organization Officer (COO) This person is the primary student contact for the organization; the “external spokesperson” of the group that regularly interacts with other student organizations and University officials. Feel free to name this officer as you like (i.e. president, editor, general manager etc.)
Chief Financial Officer (CFO) This person will be primarily responsible for the organization's finances. Feel free to name this officer as you like (i.e. treasurer, comptroller, bookkeeper, etc.)
Secretary The secretary is responsible for taking minutes at meetings and distributing them to all officers the following week.

Officer election process
Organization officers will be selected by a nomination and election process. Officers shall be elected before - ___ and will serve a term of ___. The time between elections and the new term shall serve as a transition period for new officers.

Article V. Organization decision making model
As a general rule, (name of organization) shall use (majority vote, consensus, officer vote, etc.) to make its decisions.

Article VI. Meetings
Frequency
Meetings will be held on the first and third Wednesday of every month.
Structure
The meeting will begin by being called to order by the President. Minutes will be taken by the Secretary, and distributed to the organization’s officers the following week. The meeting will be ended by the President.
Article VII. Organization Advisor
A full time faculty member from Lawrence Technological University is eligible for the faculty advisor position. The Faculty advisor will be chosen by the officers and their term will last indefinitely, with an annual reappointment. The Advisor’s duties shall include:
A. Meeting with the organization officers on a regular basis.
B. Attending organization meetings and Engagement.
The Advisor shall not have voting rights.

Article VIII. Organization Funds
Means of acquiring funds will include collection of membership dues, application to Student Government for funding and implementation of fundraising events throughout the academic year.

Article IX. Amending the Constitution
This constitution may be amended by a two-thirds vote of all present voting members. A proposed amendment to the constitution must be submitted for voting by an officer to all officers at least one week before the bi-weekly meeting. Upon receiving the two-thirds vote in favor of a constitutional amendment, the organization advisor will be informed of the amendment.


**ADVISOR CHECKLIST**

This Checklist is provided to help Advisors plan, prepare, and remember a variety of items associated with their advising role during the academic year.

**August**
- Acquaintance Activities (Make sure members get to know each other as well as get to know you as their advisor. Make sure you get to know your student group members!)
- Have a shared meeting with organization
- Have student leaders send a letter to freshmen inviting them to attend 1st meetings and events
- Goal setting – set goals!
- Review annual report of student groups
- Create a distribution list for the group/create e-mail lists for all student leaders
- Assess status of E-board; plan elections if necessary
- Review the files and budget; organize and distribute relevant information
- Establish executive board and advisor expectations
- Schedule the room and meeting spaces for Fall semester
- Plan to attend student organization fair at Discovery Days (Late August)

**September**
- Hold elections and fill any E-board vacancies
- Submit Student Organization Registration forms to Student Engagement, **due 9/30 (the sooner the better)**
- Discuss the concept of inclusion in activity planning
- Review parliamentary procedures
- Teambuilding/goal setting – build your team & set more goals!
- Observe and evaluate group dynamics - provide Engagement to improve dynamics as necessary
- Establish 1 on 1 meetings with chair/president

**October**
- Submit Student Organization Registration forms to Student Engagement, **due 9/30**
- Focus on Training Issues: Delegation, Fall/Spring Calendar, Event Planning, How to run meetings, Publicity, Time/Stress Management
- Assess how well goals are being met
- Conduct a midterm check on the academic status of your group leaders
- Discuss the relationship between leadership and role modeling particularly as it relates to alcohol
- Have organization president attend Student Leadership Dinner with University President

**November**
- Request Advisor Feedback – evaluate how effective you are with your group
- Confirm any officer changes for Spring (anyone leaving; new officers transition/training; recognize student leaders for their endeavors if they are leaving)
- Spring Calendar – Check major events and plan major Engagement
- Set goals for Spring Semester
- Begin recruiting future Executive Board members - think Spring Elections
- Finalize and announce December meeting schedule – plan for holiday parties

**December**
- Say thank you/recognize Student Involvement
- Discuss January schedule (Do you want an executive board retreat? Schedule it!)
- Holiday parties/gatherings

**January**
- Refine Goals/Expectations for Spring
- Conduct January Training/Retreat for Exec Boards
- Promote ‘Student Involvement’ to all new students in the Community (email, postcards)
- MLK Day (Service Opportunity)

**February**
- Second Wind – Membership /Recruitment drive
- Prepare for Spring Elections
- Nominate individuals/groups for Student Organization Awards
- Conduct an Assessment of how well goals are being met

**March**
- Evaluate your group’s progress on goals
- Decide on group awards with president/chair
- Plan for End of the Year Celebration/Activity
- Plan to Attend Student Organization Awards in April

**April**
- Ensure fair elections are held – refer to your group constitution
- Meet with newly elected officers
- Confirm new officers for next year (summer address lists)
- Prepare end of the year report and have E-board members prepare respective year end reports
- Hold end of the year Celebrations
- Sponsor an event at the end of the year such as a Finals Study Break
- Prepare for the Transition of Current Leadership/New Leadership
- Welcoming/Orienting New Board Members
- File any paperwork for new Officers (get your treasurer trained now if possible)
- Confirm all student group summer/fall contact lists
- Discuss early arrival return date in August
- Discuss Topics: accomplishments; areas for improvement; action plan for next year; officer effectiveness and satisfaction of current structure; group/community norms and expectations; success of events and Engagement planned; group impact on the campus community; level of satisfaction with organization leadership academic success; commitment to promoting an inclusive community
- Collect summer and fall addresses of e-board members
- Set Goals for August/Welcoming Events
- Smile. You did a good job!
HOW TO FUND LARGE SCALE EVENTS (OR EVEN SOME SMALL ONES)

Money is always an issue when it comes to planning an event. Besides using participant dues to fund events, Student Engagement has prepared a list of ways to help you raise money for your organization and/or for a special event.

Some Possible ways of making money or funding events

- **Sell things on campus** (tournaments, silent auctions, etc.) Before you sell things on campus, be sure to notify Student Engagement, to ensure the campus knows what is being sold and that it is ok to do the activity on campus.
  - If you are going to sell any type of food (bake sale, pancakes, etc), you will need a waiver from Dining Services. They will detail rules such as: all food must be individually wrapped/packaged; all catered items must be stored at the proper temperature level (hot for hot/cold for cold).
  - If you want to throw a party – Register your party with Student Engagement, place reservation in CORE, contact Campus Safety if party goes after hours. Tickets can be sold at the door, however, advisor or staff/faculty must be present.
  - If you want to host a raffle – Raffles over $500 will need approval from the State of Michigan Bureau of the Lottery for a license. 517.335.5600.
  - If you want to sell T-Shirts or any items with LTU logo or paraphernalia – You must contact Marketing (x2200) to get approval. Student organizations are not allowed to use LTU or its logos without permission.

- **Participate in Campus Visit Days.** The Office of Admissions pays $25 per person, per organization to be a part of the organization fair held during Campus Visit Days. Campus Visit Days are held at least 3 times per semester on Saturdays. The event is for prospective LTU students.

- **Sponsor a Car Wash.** Contact Campus Facilities to reserve a space on campus (most people use Parking Lot A along 10 Mile). Supply your own buckets, suds, towels, and manpower and Campus Facilities will supply the hoses and water.

- **Dues from members.** Things have to be paid for, so ask your dedicated members.

- **Volunteer during Welcome Week/Welcome Back Concert.** Student Engagement and SPAM will often request help from student organizations during large scale events during Welcome Week. Organizations can make up to $100 for their assistance.
• **Contact Multicultural Support Services.** If your organization wants to put on an event with a diversity topic, Multicultural Services (x4100) has up to $200 to assist with the program.

• **Contact a governing body to co-sponsor.** There are a couple of places to go for this. Remember that these groups are seasoned programmers and expect to get a lot of recognition for their services, so be sure to do your part.
  - Student Government – All registered student organizations are granted the ability to request funds from their budget. $200 is allotted for events that only involve members of your organization, $300 is allotted for events where the entire campus can attend, $500 is allotted for special large scale events – The Student Government Executive Board has to pre-approve these requests before taking to the Senate for approval. Requests should be sent via email to stugov@ltu.edu.
  - SPAM – SPAM may be willing to co-sponsor events with student organizations. The event must be open to all students and located on campus. Co-sponsorships are on a first come first serve basis. Requests can be made via email to spam@ltu.edu.
  - Alumni – Contact Mary Randazzo (x2300) to be placed on the Alumni Board’s meeting agenda.
PROPOSAL LETTER FOR CO-SPONSORSHIP

Here are some things to think about when forming a letter proposing a co-sponsorship with another organization.

- Put the letter on your organization letterhead
- Address the letter to the person who is in charge of the department (Dean of Students, or organization (ex: Org President)
- The first paragraph should name the event and whom it is for (the students at LTU and/or the greater community). State that you are seeking monetary support for the event.
- The second paragraph should describe the event in more detail. Include the date, time, location, type of event, and how the LTU community will benefit. Indicate you have a detailed budget (then attach the detailed budget).
- The third paragraph should describe how his/her department/organization will benefit from being a co-sponsor helping to bring this great program to campus; name listed as a co-sponsor (on all advertisement, flyers, event program, thank you announced at event, etc). Language could start: “As a cosponsor of the event your department name will appear…”. List who else you will be asking to assist with the program’s budget. Ask for suggestions of other groups who may be interested in helping with the event.
- The fourth paragraph should restate your request for support – it would be good if you stated an exact amount. Thank him/her for their time and consideration.
- Sign your name and title in the organization.
- CC: to your organization President/Director and advisor.
NEED MOREINFO?

If you have any questions about information in this document or about being an Advisor to a student organization, please contact us!

Office of Student Engagement
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248.204.4100
www.ltu.edu/studentEngagement