

Knox College Officer and Advisor Agreement

Keep a Copy of this form for your records!!!

Officer Responsibilities

This section is to be read by the organization president(s) or leaders of the club.

- We have read and are aware of the policies regarding student organizations at Knox College
- We affirm that neither the organization nor the officers or members acting on behalf of the organization will represent themselves as official “agents” of Knox College.
- We understand that we may not sign any contracts on behalf of our organization or Knox College.
- We affirm that this organization does not discriminate unconstitutionally in its membership practices or in its activities against any otherwise qualified person based on age, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or political affiliation.
- We affirm that the officers of this organization are currently enrolled, full-time Knox College students. Following any election, an officer update form reporting the names of new officers will be submitted to the Campus Life Office.
- We affirm that this club will abide by all college, local, state, and federal policies, regulations, and laws.
- We understand that this club is required to have a full-time faculty / staff advisor and is responsible for finding an advisor.

Advisor Responsibilities

In requiring registered student organizations and clubs to have advisors, the College assumes that advisors will take an active role in the club. The nature and style of that role is left to the determination of the organization and its advisor. The student organization advisor is primarily responsible for providing advising and guidance for the organization and to act as a resource person. The duties and responsibilities of the advisor include, but are not limited to, the following functions:

- Have concern for the ongoing function of the organization. This includes attending meetings or reading the meeting minutes and being familiar with the group’s constitution.
- Schedule specific times during which the club members may consult with you.
- Serve as a resource person for planning events and programs, resolving issues confronting the group and orienting new members and officers.
- Encourage the organization to function within College guidelines and not condoning any activity that does not keep with the letter and spirit of the College policy. Each advisor should be knowledgeable about College policy and keep current copies (Or bookmarks) of the *Student Handbook* as it is a valuable resource.
- Remain aware of the organizations financial status and encouraging of the maintenance of accurate financial records.
- Encourage the learning process by remember that it is the student’s organization and they are free to make their own decisions.
- Attend advisor workshops hosted by the Campus Life office whenever you can.
- Provide a signature for any documents requiring an advisor’s signature.
- Be present on the campus for the entire academic leave, by not going on sabbatical or taking a leave of absence. Faculty and staff are not eligible to serve as a student club advisor unless they have a regular presence on the campus.
- By reading this agreement, the Knox College faculty / staff member certifies that s/he will fulfill the duties of a student organization advisor to the best of his/her ability and s/he has read the *Knox College Travel Procedures and Best Practices*.