

## **ADVISOR STATEMENT**

A Michigan Technological University registered student organization advisor's primary role is to provide overall guidance and assistance to the registered student organization. Advisors should encourage, consult and/or oversee the organization in carrying out its purpose as defined by the organization's constitution.

Specific Responsibilities of an advisor shall be to:

- Work with the officers to promote the effective administration of the organization by attending meetings and serving as a non-voting member of the group
- Assist with the formulation and revision of the organizations' constitutions and by-laws.
- Assistance in compliance with the University's policies and procedures that govern the use of the University's name, logo, facilities and/or vehicles.
- Intervene when necessary and alert the registered student organizations to the risks of injury and liability in connection with their activities, warn the club or its officers when they suspect that something is not right in the way the club is operating, and report such concerns to the Office of Student Activities.
- Review budgets and financial statements/transactions
- Ensure that no officer is permitted to serve who does not maintain a 2.00 minimum GPA
- Recognize organization achievements
- Provide consultation concerning membership selection procedure and responsibilities
- Review and sign the organizations registration form

The University recommends that the University advisor NOT accept certain responsibilities for the registered student organization. The University advisor should not:

- Purchase alcohol for the registered student organization or its members;
- Sign contracts for the registered student organization;
- Sign or co-sign checks or other means of committing registered student organization funds;
- Make travel plans for the registered student organization or directly supervise trips taken by the organization's members;
- Pledge his/her financial backing for the debts of the registered student organization; for example, by using his/her credit card to guarantee hotel reservations;
- Run the organization, by reserving the right to approve or control its decision and activity;
- Serve as the registered student organization's treasurer, bookkeeper, accountant or auditor.

The University generally will not indemnify the University advisor for the above activities because they will be seen as acts taken outside the scope of the advisor's University employment. University policies provide for indemnification by the University against claims and liabilities provided the advisor is acting in good faith. Indemnification means that the University will, in case of a lawsuit, provide a legal defense to the advisor and any money damages if the advisor is found by the court or administrative agency to be at fault. (The University does not indemnify the registered student organization itself.)

Examples of some situations where the University will usually **NOT** indemnify a University advisor are listed below:

- Alcohol related activity if the University advisor provided the alcohol and/or was aware of it being consumed at a registered student organization activity;
- Violation of motor vehicle laws; i.e., speeding, driving while intoxicated;
- Assaults;
- Defamation;
- Misappropriation of registered student organization funds by the University advisor;
- Injuries to members or guests of registered student organizations while riding in advisor's automobile;
- Injuries to members or guests of registered student organizations on property of advisor (e.g., student falls and breaks leg because of a hole in the yard during game at home of advisor)

A University advisor for registered student organizations must be an employee of Michigan Technological University. *As stated in the Board of Control Policy 2006, Student Organizations shall, appoint one or more advisors from persons affiliated with the University for each organization that receives funds directly from the University or from an allocation by the Undergraduate Student Government of the University.* The University will provide no indemnification for someone that is not a University employee that is serving as advisor for a registered student organization. (ex: alumni or community member) If it is necessary for an advisor to resign his or her position as advisor, he or she should notify the organization as well as the Office of Student Activities in writing.