

Club & Greek Advisors



All organizations are required to have an official advisor who is a full-time member of the university (either a faculty or staff member). Adjunct professors may be advisors at the discretion of the Director of Residence Life and Student Engagement. The advisor serves as a counselor and guide to help facilitate growth within the organization. The advisor assists the students individually and as a group in achieving their organizational goals. The advisor also ensures that the group functions within all university guidelines and procedures.

Agreeing to serve as an advisor to an organization involves accepting the responsibility for the organization and the University. These responsibilities should be clear before taking on this role.

Finding an Advisor

It is the organization's responsibility to find an advisor. Prior to approaching someone about the advisor position, an organization should look closely at the university expectations of an advisor and develop their own expectations. This may help guide the organization to the perfect person for their group.

Responsibilities of an Advisor



The Office of Student Engagement and Leadership recognizes the necessity for an advisor. The essence of being a good and responsible advisor is having a sincere interest in advancing the development of each member and understanding the purpose of student involvement. Being an advisor is a huge, worthwhile investment, and these responsibilities should be clear before taking on this rewarding role.

Responsibility to the University (these include, but are not limited to the following):

1. To be certain of the content and manner of all scheduled programs, to ensure that they are presented in good taste and that they are within university policies and procedures.
2. To communicate relevant university policies, regulations and procedures to the organization.
3. To meet with the Director of Student Engagement and Leadership, as needed, to review and discuss any problems, ideas and/or suggestions.

Responsibility to the Group (these include, but are not limited to the following):

1. To assist the organization in monitoring the organization's account and fundraising activities.
2. The advisor should be knowledgeable and well informed about all plans and activities within the group. This may be achieved through regular attendance at meetings and/or frequent consultation with student officers.
3. To maintain contact with relevant university officers and to help in communication with the national organization office if an affiliation exists.
4. The advisor should aid in the planning and evaluation of programs.

The Advisor's Corner – Some organizations reserve a few minutes at the close of their meetings for the advisor to speak. The range of topics, which would be relevant to such occasions, is quite broad (praise, remarks of evaluation and/or inspirational comments just to name a few).

STUDENT ORGANIZATION ADVISOR AGREEMENT

Student organizations at Upper Iowa University are required to have an authorized full-time university representative (either a faculty or staff member) as an advisor to be recognized by the university. The advisor serves as a counselor and guide to help facilitate growth within the organization. The advisor assists the students in achieving their organizational goals and ensures that the group functions within all guidelines and procedures.

I, _____ have agreed to serve as advisor of the _____ organization and agree to accept certain responsibilities on behalf of the student organization and Upper Iowa University. These responsibilities include, but are not limited to the following:

Responsibility to the University (these include, but are not limited to the following):

- To be certain that they or an authorized university representative (full-time faculty or staff member) is present at scheduled events. This also includes any activity involving travel.
- To be certain of the content and manner of all scheduled programs, to ensure that they are presented in good taste and that they are within university policies and procedures.
- To communicate relevant university policies, regulations and procedures to the organization.
- To meet with the Director of Student Engagement and Leadership, as needed, to review and discuss any problems, ideas and/or suggestions.

Responsibility to the Group (these include, but are not limited to the following):

- To assist the organization in monitoring the organization’s account and fundraising activities. The advisor should be knowledgeable and well informed about all plans and activities within the group. This may be achieved through regular attendance at meetings and/or frequent consultation with student officers.
- To maintain contact with relevant university officers and to help in communication with the national organization office if an affiliation exists.
- The advisor should assist in the orientation of new officers.
- The advisor should provide assistance in the planning and evaluation of programs.

By signing this agreement form, you understand and accept the responsibilities outlined above as a student organization advisor.

Advisor Name (Please Print)

Organization

Signature/Date

Director of Student Engagement and Leadership /Date

ORGANIZATIONAL HANDBOOK AGREEMENT FORM

Learn • Lead • Serve • Respect

“We, the undersigned, belong to the organization _____, and we commit ourselves and our organization to understanding and following not only the policies set in place by the university and the Office of Student Activities, but also abiding by all of the information provided within the text of the 2022-2023 Organizational Handbook. We understand that the information we have obtained from this handbook was established to help our organization and its members stay safe and to be productive as we strive to be successful citizens and scholars of Upper Iowa University. We realize that we are responsible for making sure all of our members are aware of the information that is mentioned in the Organizational Handbook and that it establishes the foundation of our organization’s efforts toward our own goals and objectives. If we ever have any questions regarding a policy or procedure, we will contact our advisor, another University staff/faculty member, or the Office of Activities to aid us in finding an answer before taking action.”

Please note that all the officers and the advisor of the organization are REQUIRED to read & understand the Organizational Handbook and to acknowledge this understanding by signing this form. It is the responsibility of the officers and the advisor to make sure members of the organization are aware of the information in the Organizational Handbook. All organization members are strongly encouraged to read & understand the handbook as well; however, it is not a requirement.

Name of Organization	
Year	

Officer Signatures *(required)*

Officer Name & Position <i>(please print)</i>	Signature	Date
Advisor:		

Member Signatures *(please complete as accurately as possible)*

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Please attach additional sheet, if necessary.

HAZING POLICY AWARENESS FORM

Upper Iowa University Hazing Policy

Any action taken or situation created, intentionally, whether on or off university premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule is considered hazing. Such activities may include, but are not limited to the following: use of alcohol; use of any drug, narcotic, or controlled substance; eating spoiled foods, raw onions, or anything else unreasonable; paddling in any form; branding in any form; tying a person to a chair, pole, anchor, tree, person, or any other object; creation of excessive fatigue; presenting physical and psychological shocks; pushing, shoving, tackling, or any other physical abuse; exposing oneself indecently or appearing nude in anyway; subjecting a person or group of people to verbal harassment; calling people demeaning names; misleading pledges in an effort to convince them that they will not be initiated, that they will be hurt during initiation, or any other activity subject to mental stress; carrying items that serve no constructive purpose or that are designed to punish or embarrass the carrier; requiring people to deface or steal property; assigning or endorsing pranks; having people perform personal chores; conducting interrogations or any other non-constructive questioning; answering telephones, doors, or greeting organization members with a prescribed chant, riddle, song, or rhyme; quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside or inside of the confines of the university; wearing of public apparel which is conspicuous and not in good taste normally; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual, or policy, or the regulations and policies of the university.

Hazing at Upper Iowa University is **STRICTLY PROHIBITED**. Any individual or group found guilty of hazing will be subject to disciplinary sanctions which could include suspension, expulsion, and/or group termination. For further questions about hazing, please see the Student Handbook or contact the Director of Student Engagement and Leadership.

Any person suffering or witnessing a hazing activity is encouraged to report the incident to the Office of Student Engagement and Leadership. The head/president of each registered student organization shall be responsible for informing pledges and members of the University Hazing Policy.

The Upper Iowa University Hazing Policy will be in accordance with the laws of the State of Iowa at all times. However, the university's standards of personal conduct substantially exceed the minimum expectations of civil law and custom. Student organizations and individual students found in violation of Iowa hazing laws will be subjected to university disciplinary action. The university disciplinary process does not make an individual or organization exempt from criminal prosecution with the State of Iowa.

Below is the hazing law for the state of Iowa. This law/policy should be read to every member, pledge, or applicant for membership of the organization. Once the group, team, or organization has heard, understands, and agrees to comply with the provisions of this law, the head/president and advisor of the organization should sign off on this agreement.

For club and organization reference, the law on hazing in Iowa states the following (708.10):

This information was found at: <http://search.legis.state.ia.us/nxt/gateway.dll/ic?f=templates&fn=default.htm>

1. a. A person commits an act of hazing when the person intentionally or recklessly engages in any act or acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating in connection with a school, college, or university.

Prohibited acts include, but are not limited to, any brutality of a physical nature such as whipping, forced confinement, or any other forced activity which endangers the physical health or safety of the student.

b. For purposes of this section, "forced activity" means any activity which is a condition of initiation or admission into, or affiliation with, an organization, regardless of a student's willingness to participate in the activity.

2. A person who commits an act of hazing is guilty of a simple misdemeanor.

3. A person who commits an act of hazing which causes serious bodily injury to another is guilty of a serious misdemeanor.

A signed non-hazing agreement for each organization may be found in their file in the Office of Student Engagement and Leadership

