All Registered Student Organizations (RSO) at the University of Memphis are required to have an advisor. Advisors provide leadership and guidance to the organization and add continuity to ensure smooth organizational transition from year to year. Advisors may serve many different roles to different organizations, such as mentor, team builder, conflict mediator, reflective agent, educator, and policy interpreter. Overall, while serving in such capacity, an advisor has a unique opportunity to impact student lives both inside and outside of the classroom.

Volunteer Status

Serving as an advisor is a voluntary assignment. There should be no expectation of additional compensation from the University for serving the student body in such capacity.

Advisor Expectations and Responsibilities

Below is our list of advisor expectations and responsibilities for the University of Memphis. All advisors are required to review these expectations and responsibilities with the RSO president during the formation of a new RSO and during the annual re-registration process.

- Be aware and have an understanding of University policies and procedures governing students and student organizations, including, but not limited to, the Student Handbook, the Code of Student Rights and Responsibilities, and the Student Organization Handbook.
- Understand and be familiar with the student organization’s constitution and bylaws.
- Meet regularly with officers to discuss expectations for roles and responsibilities.
- Provide insight and assistance with the orientation and training of newly elected student leaders.
- Make sure to know the students in your RSO(s).
- Be aware of and approve all organizational programs and activities and use of University funds by signing relevant paperwork.
- Attend on-campus and campus-wide events sponsored by the organization when possible and be available to problem solve, manage risk, and direct organizational members on-site when needed.
- Be aware of student organization finances and procedures and assist students in utilizing University funding resources, including Student Event Allocation, operational Assistance, and Travel Funds.
- Be available to assist students in organizational matters, from electing officers to fundraising and selecting programs.
- Motivate students and officers.

**Advising Dos and Don’ts**

<table>
<thead>
<tr>
<th>Don’t:</th>
<th>Do:</th>
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<tbody>
<tr>
<td>Run the student organization meetings</td>
<td>Serve as resource to the organization</td>
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<tr>
<td>Assume ultimate responsibility for the group’s decisions, problems, or failures</td>
<td>Provide guidance and feedback in the development and implementation of programs</td>
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<tr>
<td>Assume veto power over the group decisions</td>
<td>Suggest program ideas</td>
</tr>
<tr>
<td>Direct content and ideas expressed in programs or impose your own bias</td>
<td>Attend meetings and events</td>
</tr>
<tr>
<td>Serve as primary recruiter for new group members</td>
<td>Interpret and clarify University policy and procedure</td>
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<tr>
<td>Step in to unilaterally solve problems; it should be a collaborative process that involves teaching moments</td>
<td>Provide historical continuity for the organization</td>
</tr>
<tr>
<td>Be afraid to let the group try new ideas</td>
<td>Serve as role model</td>
</tr>
<tr>
<td>Assume the group doesn’t need you</td>
<td>Advise officers in decision-making matters and goal setting</td>
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<tr>
<td>Assume the organization’s attitudes, needs, and personalities will remain the same from year to year</td>
<td>Mediate group conflict</td>
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<td>Provide open lines of communication</td>
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**Hazing**

RSOs and their advisors are expected to avoid hazing in any form as defined in the U of M Code of Student Rights and Responsibilities:

Hazing "means any intentional or reckless act, on or off the property, of any higher education institution by an individual acting alone, or with others, which is directed against any other person(s) that endangers the mental or physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(s) mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. Hazing also includes the following: any action taken or situation created for the purpose of initiation into, admission into, affiliation with (or continued membership in), any group or organization which is intended to produce physical discomfort, injury, mental discomfort, embarrassment, or ridicule. Such actions or situations include but are not limited to the following: use of alcohol, paddling in any form, branding, creation of excessive physical and/or emotional fatigue; wearing of apparel which is conspicuous or not in good taste; engaging in public stunts; participation in degrading or humiliating games and activities. All acts (active and passive) of hazing as well as allowing oneself to be hazed are prohibited."

It is not a defense to a charge of hazing that:
- The consent of the victim had been obtained; or
• The conduct of activity was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or
• The conduct or activity was not done as a condition of membership to an organization.

Reporting Responsibility

As a student organization advisor, you are considered a Campus Security Authority (CSA) and a Responsible Employee. The law defines CSAs to include any University official with significant responsibility for student and campus activities. As a CSA or Responsible Employee, you have a mandatory duty to report any crime on or around the campus community by informing Police Services of that crime. You also have the mandatory duty to report any allegations of sexual misconduct (sexual assault, stalking, domestic violence, dating violence) to the Title IX Coordinator.

By signing below, I affirm that I have read and understand the role of an advisor and that I am willing to serve as the University advisor in a voluntary capacity to the student organization named above.

___________________________________________________________________________
Organization Advisor – Signature/Date

___________________________________________________________________________
Organization Advisor – Print Name