



Recognized Student Organizations

RSO Advisor Agreement Contract

ULM Office of Student Development

Student Center 258

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The Division of Student Affairs requires all Recognized Student Organizations (RSOs) to secure and maintain a full-time ULM faculty or staff member as an advisor. Advisors are integral to the success of the organization and the development of its student leaders. In order to serve as an advisor, faculty or staff must sign an Advisor Agreement Contract annually which states the required and suggested roles of an advisor.

The Role of an Advisor

As outlined in the application guidelines for RSOs at ULM, the following duties are required for all RSO advisors:

- Attend RSO Advisor training meetings annually
- Complete hazing prevention training annually
- Renew Advisor Agreement Contract annually
- Verify the RSO's founding documents upon signing the Advisor Agreement Contract
- Verify the RSO's president and treasurer on the organization's bank account
- Verify the RSO's membership roster and officer information in Wingspan semesterly
- Review all RSO event request submissions in Wingspan – RSO event requests will not be approved without Advisor approval
- Submit grade report of all active organization members to the RSO Coordinator semesterly
- The faculty/staff advisor shall NOT exercise care, custody, and/or control over the funds of the organization: however it is within guidelines and purview if the faculty/staff advisor to review, on a regular basis, any and all aspects of the banking procedures/guidelines/activities of the organization (including, but not limited to, cancelled checks, bank statements, check books) in order for the organization to maintain its mission and purpose as an officially recognized organization on the campus of University of Louisiana Monroe.

Duties that are encouraged by the Office of Student Development but are negotiable with the student leaders of each RSO include, but are not limited to the following:

- Meet individually with the RSO President before each meeting
- Attend officer and organization meetings
- Take an active role in formulating the organization's goals.
- Help student leaders prepare an annual budget.
- Proofread any correspondence before it is sent out.
- Let the RSO thrive or decline on its own merits; do not interfere unless it is requested to do so
- Represent the organization in any conflicts with members of the University faculty or staff
- Assist in planning events

Advisor Information

By signing this agreement contract, the ULM faculty or staff member certifies that he/she will fulfill the duties of an RSO Advisor to the best of his/her abilities and that he/she has read, understands, and agrees to act in accordance with the RSO Handbook, University Hazing Policy, and University Alcohol Policy (available at ulm.edu/studentdevelopment).

Recognized Student Organization

Advisor Name (print)

Campus Phone

Campus Email

Advisor Signature

Date