



UNIVERSITY OF
DENVER

Student Organization Adviser Handbook

2008-2009

Dear Adviser,

Thank you for taking the opportunity to be a student organization adviser. The Office of Campus Activities is committed to providing quality co-curricular activities for the entire student body at the University of Denver. We aim to enhance the student's overall collegiate experience through participation in student organizations.

By taking on this role, you have already made a significant contribution to individual student learning. As an adviser, you play a significant role in helping the development of both the student and the organization.

The following handbook is a collection of resources that will help you advise student leaders. Included are policies that affect organizations, procedures to help the students maximize their resources, and tips to help you increase your effectiveness. However, we know that not every situation can be resolved by flipping through the pages of this book. That is why we are here to answer any questions you may have with regard to advising.

Thanks again for your commitment to DU!

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All licensed student organizations are required to have advisers. This Adviser Handbook is intended to serve as a starting point to help advisers. It is a collection of resources, responsibilities, expectations, and suggestions. Please refer back to this Handbook often through the experiences of advising. If you have any comments or suggestions concerning this publication, please feel free to contact the Office of Campus Activities at (303) 871-3111. Good luck and enjoy your opportunity to make a difference!

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Understanding Advising

Understanding Advising

Definition

Ad-vi-ser (noun)

- 1. An educator who advises students in academic and personal matters.**
- 2. One who gives advice or counsel.**

Syn: Educator, Mentor, Friend, Referee, Confidant, Role Model, Counselor

Advising means challenging students to be better than they were yesterday, and supporting them when they find themselves unprepared to perform the task set before them. A good adviser will use their personal and professional experience to motivate individuals, as well as the group, toward a common goal.

Why be an Adviser?

Advising is a unique opportunity to interact with DU students outside of the classroom setting. The environment developed through an adviser-advisee relationship is one that touches students' lives on a different level. This experience provides students the opportunity to get to know faculty and staff as "real" people, and often leads to long term mentoring. There are many benefits involved in advising that include: knowing you are making a difference, having fun, keeping aware of campus events, building community, receiving student appreciation, and personal satisfaction.

Types of Student Organizations

Student organizations, like all organizations, involve people getting together to accomplish a task. Getting people to work together in an organized manner is not an easy undertaking, but it is essential for the success of an organization. Here are some types of student organizations on DU's campus:

- Departmental
- Governmental
- Honors
- Sports
- Religious
- Greek Letter
- Residence Halls
- Multicultural
- Diverse
- Special Interests

Getting Started

It can be difficult finding your way with a new group of students, but assuredly they will look to you for guidance almost immediately. Here are some things to help you get started:

- Review the Student Organization Handbook for important information; one of the organization's leaders should have an updated copy of the Student Organization Handbook. If they do not have a copy one can be obtained from Campus Activities in the Campus Life Suite on the third floor of Driscoll North.
- Attend the organization's meeting and introduce yourself.
- Discuss expectations.
- Meet with the officers individually, i.e. one-on-one meetings.
- Review the organization's constitution.

Serving as an Adviser

Serving as a Student Organization Adviser

The University of Denver requires each licensed (funded or non-funded) student organization to have an adviser. Advisers may be chosen because of their academic backgrounds or by their personal interests. Once the student organization adviser is chosen, the adviser and the student leaders should work together to define the advisers role within the organization and their expectations for each other. Each adviser should periodically sit down with the students they advise and review both student and adviser expectations. Good advisers will develop relationships with students that encourage feedback throughout the year. Below are some examples of what may be expected of the student organization adviser:

What student organizations may expect from their Adviser:

- Help student leaders and organization officers in defining and understanding their duties.
- Provide guidance in forming and revising the organizations constitution as well as provide ideas for the planning and organizing of activities, programs, and events.
- Sign paperwork that requires full-time faculty/staff member approval.
- Be a resource concerning University policies, regulations, and services available to student organizations and review these with student leaders once a year.
- Attend as many organization meetings (i.e. executive board and member meetings) and campus events as possible.
- Be familiar with the mission, goals and purposes of the organization you are advising.
- Be supportive of all members as well as provide mentorship.
- Maintain the ability to deal with the same issues each year, and remain fresh.
- Act as a facilitator both between officers and members.
- Provide leadership development opportunities for student leaders by making suggestions on how to improve their skills.
- Help student leaders to set their own goals for the organization.
- Offer evaluation and constructive criticism for the organization in areas of progress, performance, projects, and individual leaders and members.
- Inform the group when they have violated their own bylaws, codes and standing rules.
- Veto decisions that fall outside the bylaws, University policy or the law.
- Keep and organize a thorough adviser notebook for you to reference from year to year as well as to pass on to the next adviser.
- Review the organization's finances with the treasurer or student comptroller once per quarter and assist in the development of a budget.

What Advisers may expect from their student organization:

- Have student leaders keep you well informed of all organization activities, meeting times, locations and agenda items. Also, minutes from all meetings should be given to the adviser.
- Meet regularly (weekly or bi-monthly) with the student leaders of the organization for one-on-one advising sessions.

- Use the student leaders as a sounding board for discussing organization plans and current or potential problems.
- Respect of the student leaders and members.

Good advising practices for student organizations:

- Set a good example for your student leaders, i.e. “Practice what you preach”.
- Encourage open communication between you and the members of the student organization.
- Encourage co-sponsorship and co-programming to maximize a campus wide event or program.
- Encourage students to take advantage of leadership training opportunities such as the Student Leadership Training Conference held annually.
- Mediate interpersonal conflicts as they arise.
- Organize an effective transition meeting for outgoing and incoming officers as well as encourage/require your student leaders to keep a binder (or electronic file) with all communication or important documents they have accumulated throughout their term.
- Challenge your student leaders to see issues from all perspectives and play “Devil’s Advocate”.

12 Things Successful Advisers Practice:

1. Don’t know it all
2. Allow others to fail
3. Allow others to succeed
4. Know personal and professional limits
5. Are visible
6. Act with integrity and are consistent with their actions
7. Keep a sense of humor
8. Trust themselves with the group
9. Learn when to speak and when not to
10. Direct the group where to find answers
11. Avoid being the leader
12. Are not afraid to suggest new ideas

10 Effective Goal Setting Tips

1. Positive Statements
2. Be Specific
3. Set Priorities
4. Write Goals Down
5. Keep Operational Goals Small
6. Set Performance Goals
7. Set Realistic Goals
8. Avoid Setting Goals Too Low
9. Set a Timeline
10. Include Everyone in Goal Setting Activities

Knowledge and Skills

Organizing a Student Organization

The following are a few basic principles which are helpful to guide student organization officers as they begin organizing a group:

An organization needs to have a reason for existing

There needs to be a unity of purpose which the membership understands and can support. The entire membership should, therefore, establish the goals each year for the organization. This participation creates a sense of belonging. Both short-range and long-range goals should be planned a month or two in advance. Long-range goals will give the members a chance to look at their overall goals for the year. Establishing clear-cut goals helps to avoid mediocre involvement and accomplishment.

Effective leadership is essential to any organization

The officers should meet between meetings to organize the next meeting's agenda and to brainstorm ideas. A printed agenda distributed to members at each meeting helps to keep your members informed. It also saves time in meetings.

Officers should not make decisions for the group

Their job is to do the legwork. They need to find out the information and report to the group. The group should make the decisions. Persons involved in the decision-making process are more likely to be committed to the decision.

Appoint members to committees

This is a good way to foster involvement from the rest of the group members. When you utilize this method, they feel a part of the organization and also gain valuable experience for future leadership roles.

Regularity of meeting times and place is critical to success

Even if the members of the organizations do not have much to discuss, holding regular meetings can help to foster the exchange of ideas. It is also a good idea to help regular meetings so all members are aware of what each individual of the group has been doing.

Cooperate with other organizations and campus officers

This is a great way to promote leadership development. It is also another way to get people to hear and explore new ideas. Plus, if resources can be shared between groups to accomplish a common goal, it makes the task easier and more pleasant for all involved.

Advising Styles

An adviser may adjust his/her advising style to fit the organization. An adviser may identify with a particular style, and some advisers will use a combination of styles. At different points in an organization's formation and development an adviser may play different roles. It is important for the adviser to determine if that role will meet the needs and expectations of the organization.

Examples of Advising Styles

Educator

Advising is situational and the adviser may act as a teacher, coach, consultant, policy interpreter, continuity provider, and crisis intervener at any give time. The "educator" allows organizations to take risks and make mistakes while providing support. The educator's philosophy may be "Students have the ability to meet their goals. However, my ability to empower them will enhance their natural abilities."

Overseer

The overseer stays at a distance and only intervenes when called upon. This is not a very popular style because the organization may interpret your distance as a lack of attention.

Referee

The referee educates and oversees while handling organization disputes. An organization that may need this type of advising style should be at a stage where organization norms have been established, though the organization discovers individual likes and dislikes regarding these norms. Organization members discover that every member in the organization does not share the same opinion. The adviser should introduce conflict resolution, team building, and meeting management activities. The adviser should seek to empower the organization members to transform themselves as he/she facilitates.

Boss

This style is very authoritative and people who use it think they always have the right answers. The boss expects the organization to take order and "fall in line." If the adviser balances this style with "educator," the resulting style is not always bad. In fact, the style can be persuasive and motivating if the adviser has strong interpersonal skills. This style is ineffective if the adviser is threatening or intimidating, or if the president of the organization leads in the same manner.

Adapted from: Copeland, T.R. (1996, November).
Successful Matches Depend on Advisor's Style, Group's Stage
The Bulletin, 8-12.

Roles and Responsibilities of an Executive Board

Just as advisers have specific roles and responsibilities within the organization, so do executive board members. It is important for advisers to understand these in order to help guide and encourage proper functioning of the organization.

President

- Preside at organization meetings and facilitate executive board meetings
- Be aware of all money matters
- Assist all executive officers
- Provide motivation for the organization
- Prepare for all meetings
- Serve on various committees or task forces
- Be open to all opinions and input
- Provide follow-up to organizational tasks
- Inform the executive board of other meeting information
- Coordinate the executive board transition

Vice President

- Preside at organizational meetings in the absence of the president
- Direct constitutional updating and revision
- Serve as liaison to committees
- Perform other duties as directed by the president

Treasurer

- Prepare organizational budget
- Prepare purchase orders, requisition forms or supply requests
- Audit books twice per term with adviser
- Maintain a financial history of the organization
- Maintain a working relationship with institutional accounting
- Inform executive board of all financial personnel matters
- Coordinate solicitations
- Make quarterly reports of all receipts and disbursements
- Perform other duties as directed by the president

Secretary

- Record and maintain minutes of all organization meetings
- Send minutes to all appropriate members and institutional staff
- Prepare an agenda with the president for all meetings
- Maintain attendance at all meetings
- Keep the organization informed
- Maintain a calendar of events
- Maintain a phone and email directory of all members
- Reserve meeting rooms for the term and year
- Perform other duties as assigned by the president

3 Tips for Your Exec Board

1. *Communicate*

Set up listservs, email addresses, Facebook groups, calendars, and websites to communicate with your members. Members who feel they are not communicated with will rarely stay involved.

2. *Co-Program*

Co-programming activities with other organizations is a great way to share resources and get more accomplished. You can obtain a current list of student organizations in the Office of Campus Activities or on the student organizations database at <http://slife.du.edu/senateorgs/>. In addition, the DUPB co-programming application can be found on-line at <http://www.du.edu/orgs/dupb/ups.html>.

3. *Have Fun!*

Introducing fun activities while you work will foster a positive experience for your members. Icebreakers and small group activities will also help improve group member interaction.

7 Tips for Running a Good Meeting

1. Solicit topics from officers beforehand and formulate an agenda.
2. If you start on time, you will end on time.
3. Stick to the agenda and try to avoid off topic conversations.
4. Encourage discussion to get all points of view and explore differing opinions.
5. Encourage everyone to share. Interactive decision making will encourage member involvement.
6. Keep meeting minutes so you can refer to them later.
7. Before you adjourn, set a date, time and place for the next meeting.

Student Organization Licensing Processes

Licensing a Student Organization

Licensing is the formal process used by the AUSA Student Senate, the Student Organization Committee (SOC), and the Office of Campus Activities to evaluate a prospective student organization and its objectives. Licensing implies neither approval nor disapproval of the purposes, objectives or policies of the organization, only the acceptance of the organization's ability to conduct business on campus.

How to Get a New Undergraduate Student Organization Started

Students interested in forming a new organization or re-licensing their organization need to take the following steps:

1. Go to <http://slife.du.edu/SenateOrgs/public/applyOrg.cfm> to access the on-line application.
2. Fill out and submit the on-line application.
3. The application will be sent directly to the Student Organizations Committee.
4. Make sure that the prospective organization has submitted a Constitution. Constitution examples can be found on page 13 of this handbook.
5. An e-mail will be sent to the contact student for the prospective organization concerning when the President (or appointed representative) can meet with the SOC.
6. The President (or appointed representative) will meet with the SOC to give a brief description of the organization's functions and answer any questions member's of the SOC may have.
7. If approved by the SOC, approval of the prospective organization is brought to a vote by the entire AUSA Senate. A two-thirds majority is needed to approve the organization.
8. The President of the specific organization will receive an e-mail about the AUSA Senate's decision, as well as informing them of the various benefits the organization will receive by being a licensed student organization.

Re-Licensing a Student Organization:

All student organizations must re-license annually. Student organizations who want to be licensed for the coming year must submit a re-licensing application to the Student Organizations Committee chairperson by the deadline set each year. For a list of deadline dates go to www.du.edu/orgs/senate.

Students must fill out an organization licensing form with their officer information and any revisions to their constitutions.

Once licensed by the University, student organizations will be eligible to enjoy the following privileges:

- Opportunity to apply for funding allocated from the AUSA Senate from spring allocations (if deemed licensed fundable), the Diversity Committee, or the Board of Contingency.
- An account with the Student Comptroller acting as the organization's accountant.
- Free meeting space in the Driscoll Student Center and various other locations around campus.
- Web site space, an email address and listserv privileges.
- Complete access to DU's student organization database.
- A copy code to the Campus Life copy machine.
- Access to the poster room with butcher paper, markers, etc.
- A mailbox in the Campus Life Suite.

Licensing Information:

A DU Student Organization must be comprised of at least 90% undergraduate student membership. No more than 10% of the organizations membership can be comprised of graduate students.

An organization's purpose must be consistent with University policy.

Organizations may not discriminate on the basis of age, sex, race, religious faith, national origin, physical ability or sexual orientation.

Organizations must submit an Organization Licensing Form and a Constitution.

Organizations whose primary purpose is individual instruction, to charge fees, or to compensate an instructor will not be eligible for licensing

Sample Constitution

Any organization must have some procedures by which to conduct its business. A constitution is an effective way of establishing those procedures. If your constitution is long and very detailed, you may want to split it up into a constitution (general principles creating the organization's membership and officers' responsibilities) and by-laws (detailed procedures to be followed for meetings, decision-making, officer selection, etc.).

ARTICLE I: NAME AND PURPOSE

Section 1. This organization shall be known as the...

Section 2. The purpose(s) of this organization shall (will) be...

ARTICLE II: MEMBERSHIP

Section 1. Membership shall be open to...

Section 2. (Means of selection of members, qualifications, eligibility, etc.)

ARTICLE III: OFFICERS

Section 1. The officers of this organization shall be...(list them)

Section 2. (Selection of officers, length of term, etc.)

Section 3. (Duties of officers)

ARTICLE IV: DUES (if any)

Section 1. (Include amount, when assessed, etc.)

ARTICLE V: MEETINGS

Section 1. (Time for regularly scheduled meetings)

Section 2. (Procedures for calling special meetings)

Section 3. (Quorum, order of business & disposition of minutes)

ARTICLE VI: COMMITTEES

Section 1. (Any standing committees of the organization, including process of appointment, responsibilities etc.)

Section 2. (Provisions for forming any special committees, as needed)

ARTICLE VII: AMENDMENTS TO THE CONSTITUTION (& BY-LAWS)

Section 1. (The procedure for amendments, including advance notifications, number of readings and required vote for adoption. In most organizations the by-laws may be changed by a majority vote, while a constitutional revision would require a two-thirds majority vote to change).

If you need assistance developing a constitution call the Office of Campus Activities at (303) 871-3111.

Resources

Funding for Student Organizations

Finance Committee

The All Undergraduate Student Association (AUSA) Senate Finance Committee allocates funds to student organizations deemed licensed fundable for on-campus, educational events that are free and open to DU students. These funds originate from the Student Activity Fee paid by every DU undergraduate student when they pay their “tuition and fees.” **A representative (preferably the Treasurer) from your organization will need to fill out and turn in the AUSA Funding Application prior to any event in order to request AUSA funds.** The AUSA Funding Application should be turned into the Office of Campus Activities Comptroller’s Office. All funding forms and applications can be found at: <http://www.du.edu/orgs/senate/index.html>. Student organizations can also receive funding from two different committees of the AUSA Senate.

Board of Contingency

The Board of Contingency (or BOC) is an emergency funding body used by student organizations that need extra funding in order to successfully put on a program or event. In order to receive funding from the BOC the student organization needs to go through an application process. This process includes a paper application and an interview with the entire BOC committee. One very important thing to remember is to make sure that the student organization is requesting emergency funding within a reasonable amount of time or at least two weeks in advance. All the information needed to receive funding from the BOC can be found at: <http://www.du.edu/orgs/senate/boc/funding.html>.

Diversity Committee

The AUSA Senate’s Diversity Committee is a funding body, which helps fund events that will help enhance DU’s diversity awareness and foster diverse student organizations’ events and programs. Once again, student organizations are required to go through an application process consisting of the application and an interview with the entire Diversity Committee. One very important thing to remember is to make sure that the student organization is requesting funding within a reasonable amount of time or at least two weeks in advance. All the information needed to receive funding from the Diversity Committee can be found at: <http://www.du.edu/orgs/senate/div/funding.html>.

Student Organization Resources:

DU Student Life
Driscoll North and South
(303) 871-3111 or
(303) 871-2150

Office of Campus Activities
Driscoll North
(303) 871-3111

Risk Management
Mary Reed Building (4th floor)
(303) 871-2354

University Counsel
Mary Reed Building (1st floor)
(303) 871-4646

Health and Counseling Center
Ritchie Center North side (3rd floor)
(303) 871-2205

Campus Safety
2130 S. High St.
(303) 871-2139

Important Policies, Procedures, and Processes

Below is a list of important University of Denver policies, procedures, and processes. There is a short description about each policy and an Internet address where you can locate more information.

Alcohol at Student Organization Sponsored Events

All organizations should also be mindful of having alcohol present at programs depending on their target audience, and the consequences of having alcohol present. Organizations should also reference the Student Code of Conduct and Human Resources policies regarding alcohol.

University of Denver Event Policy

Student organizations that hold events on University of Denver property must follow the University of Denver Risk Management Event Planning procedures. The information given is a comprehensive list that provides all of the information a student organization will need to put on a risk-free event or program. The information needed may be found at: <http://www.du.edu/risk/planactivitieseventoverview.html#>

University of Denver Event Registration Policy

All Student Organizations MUST complete a calendar registration with the Office of Campus Activities prior to hosting an event. For more information about the policy, or to fill out the form visit the website below:

http://www.du.edu/studentlife/campusactivities/event_registration.html

University of Denver Contract Process

Student Organizations can route contracts and get them signed by following the Student Organization Contract Routing Process through Campus Activities. For more information about this process visit the website below:

<http://www.du.edu/studentlife/campusactivities/contracts.html>

University of Denver Driscoll Student Center Room Reservations

To reserve tables and meeting room's student organizations must be licensed with the AUSA Senate. Non-licensed groups will not be able to hold meetings or activities in the University of Denver Driscoll Student Center without a charge.

Student organizations must contact the Driscoll Student Center Assistant and Operations Coordinator to reserve space for programs and events. The Coordinator can be contacted through the Information Desk on the first floor of Driscoll North, (303) 871-4232.

Frequently Asked Questions

Q: Do posters hung on campus need to be approved?

A: Posters hung in the Driscoll Student Center need to be approved by receiving a stamp of approval. Student organizations can have their posters approved by taking the posters to the front desk of the Driscoll Student Center on the first floor of Driscoll North. Any other posters on campus need to be approved by the Dean of the building you want to post in.

Q: Our student organization is having an event. How do we reserve space?

A: Reserving space on campus requires contacting different people and departments. Below is a list of the spaces and areas available on campus and the contact information needed to reserve the space:

Room Reservations

Academic Spaces	Registrar's Office	x14083
Driscoll Center	Driscoll Information	x14232
Driscoll/Sturm Lawn	Driscoll Information	x14232
Ritchie Center:	Ritchie Scheduling	x17577
Newman Center	Lamont School	x16404
	Gates, Theatres	x16545
Renaissance Rooms	Chancellor's office	x12922
DuPont Room	VC Business/Finance	x13588
Chapels, Greens	Intell. Prop./Events	x14333

Q: How often does an organization have to re-license with the AUSA Senate?

A: Organizations re-license annually. Organizations need to submit the re-licensing form to the Student Organization Committee (SOC) Chairperson during the last week in April. The SOC members will meet, make a decision, and then the student organization will be contacted about their status from the SOC Chairperson.

Q: How do we publicize our event on the University of Denver Events Calendar?

A: You can fill out an event form online at <http://dual.du.edu/cgi-bin/webevent.cgi>.

**Note: University of Denver Adviser Training Handbook adapted from Lehigh University Adviser Handbook, Stay On Target, and Kansas State University Student Organization Adviser's Handbook.*

***This Handbook is effective as of January 16, 2007. The Office of Campus Activities reserves the right to change and update this information at any point, and the most up-to-date version can be found on the Office of Campus Activities' web site, <http://www.du.edu/studentlife/campusactivities>*

