



UWEC Student Organization Advisor Guidelines & Agreements

Advising a student organization can be a fun and rewarding experience; however, it does require making a commitment to the registered student organization and forming a partnership with the Student Involvement Center to understand the responsibilities of your role.

Advisor Guidelines

- Registered Student Organizations (RSO's) must have a current UWEC Faculty/Staff Advisor. Faculty/Staff Advisors are full-time, salaried employees of UWEC.
- It's possible for a student organization to have more than one advisor (examples: UWEC retired staff member, UWEC alumni member, or a community member may serve as a secondary advisor as long as the primary advisor is an approved UWEC faculty or staff). Students, Graduate Students, or LTE's/temporary staff may not serve in an advisor capacity.
- The advisor role has no term limit, however, must confirm their role during the founding of the student organization as well as during the annual student organization re-registration process.
- The Activities, Involvement, & Leadership office verifies advisor eligibilities.
- Advisors may not sign contracts or agreements on behalf of the University for their student organizations.
- Advisors do not have voting rights within the student organization.
- Advisors may be removed from their role by the internal processes established in the organizations' constitution, bylaws, or other governing documents of the specific student organization.
- Faculty and staff members may serve as advisors to more than one student organization. However, when considering such commitments, they should carefully assess their capacity to maintain a balanced workload. It's important to ensure that taking on additional responsibilities does not compromise their ability to provide effective and efficient advising to each organization they support.

Advisor Agreements

By accepting the advisor role, advisors agree to:

- Act in the best interest of the student organization leaders and its members.
- Confirm their advisor role during the new student organization registration and annual student organization re-registration processes.

- Offer guidance to the student organization to ensure the group is following proper procedures and policies. Advisors may refer to the following resources for assistance:
 - [Student Organization & Advisor Handbook](#)
 - [Student Organization Code of Conduct Process](#)
 - [Activities, Involvement, and Leadership office Blugold Connect+ website](#)
 - Contacting the [Student Involvement Center](#) with any questions or concerns.
- Serve as an organization administrator within the organizations' [Blugold Connect+](#) portal to receive relevant updates and important information.
- Have regular conversations with the student organization and agree on a set of expectations for one another from the onset, possibly even writing a list as a binding agreement. We believe this will help maintain a consistent, high-quality relationship.
- Maintain regular communication to ensure awareness and be informed about what is happening with the student organization.
- Notify the Activities, Involvement, and Leadership office when the advisor role ends. *(Important note: Student organizations will be allotted a 2-month grace period to find a replacement advisor. Should an advisor not be replaced within this timeframe, the student organization will become inactive.)*

The Student Involvement Center appreciates the work you do to support student organizations at UWEC. Please contact activities@uwec.edu should you have any questions.