

Faculty/Staff Adviser Agreement

Faculty/Staff advisers are volunteers who give their time to the betterment of Student Involvement by helping clubs & organizations. Faculty/Staff advisers must be at least a part-time employee of Huntingdon College and must be willing to enrich students with their assistance in co-curricular experiences. Student organizations are given the right to select their own advisers.

Your Responsibility as a Faculty/Staff Advisor:

1. Be familiar with College and student organizations policies that will affect the organization.
2. Maintain contact with the organization and provide general support and leadership.
3. Serve as a liaison between the organization, faculty, staff, administration, and the Office of Student Affairs.
4. Participate and guide the organization in designing meaningful programs that are consistent with the organizations purpose and goals.
5. Determine the roles and expectations between the advisor and the organization.

*The Office of Student Affairs would like to thank you for donating your valuable time to clubs & organizations at Huntingdon. It is this commitment to integration of academic and interpersonal development that makes the students so successful.

Please turn the below portion into the Office of Student Affairs, Hut Room #104.

Name of Organization _____
Adviser's Name _____ Adviser's Phone # _____
Department _____ Adviser's Email _____

As an adviser, I agree to the above responsibilities listed and will commit to fully advising this student organization.

Faculty Staff Adviser's Signature _____ Date _____

As the organization president, I agree to communicate with and involve the adviser in all aspects of the organization.

Organization President's Signatures _____ Date _____

Petition to Start a New Student Organization

Organizations that wish to be recognized by Huntingdon College should complete this step of petitioning. Turn in the completed form to the Office of Student Affairs, the Hut Room #104.

Name of Organization _____

Date of Petition _____

Huntingdon College Student Names & Signatures

****Students signing this petition believe that adding this organization to Huntingdon College will enhance and better the student experience.****

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25.	50.

**Huntingdon College Student Organizations
Intended Organization Form**

Note: This form is for INTENDED organizations (As intended organization is an organization that has not officially been approved), or a terminated organization (an organization that has previously been recognized as a student organization at HC). If your organization is currently an active organization, please fill out the registration form found on the SGA website.

Organization Name: _____

Student Leader Contact Information:

Student Leader Contact Name: _____

Phone: _____

E-mail: _____

Faculty/Staff Advisor Information

Advisor's Name: _____

Advisor's Title: _____

Phone: _____

E-mail: _____

Purpose of Organization

Type of Organization (*circle all that apply*):

Academic

Athletic

Campus Involvement

Political

Service

Student Interest

Religious

Purpose (i.e. description of organization, a mission statement, benefits, and goals of the organization):

Proposed Events of the Organization?

Organization Structure

How is the student leadership set up (i.e. is there a President, VP, Treasurer, Secretary? Are there elections?):

Meeting information (i.e. When are regular meetings?):

Day of the Week: _____ Time: _____ Place: _____
(Remember: event forms must be filled out to reserve space on campus for meetings & events)

General Membership

What are the requirements to be a general member (attendance policy, dues)?

Publication and Promotional Paragraph

Please write a short paragraph about your group that can be used for publications, the website, or for distribution to the student body. Try to make it as interesting and informative as possible. If it's a national organization, you may use their descriptions, etc. You want your organization information to be as accurate and appealing as possible. This may become a very effective recruitment tool for your group. Make sure you write your paragraph in third person.

Sample Constitution

This sample constitution is provided by the Office of Student Affairs to assist your student organization in creating a constitution, which meets the standards for official Huntingdon College recognition.

*Date of Adoption and/or Revision _____

*ARTICLE I – Name

The name of this organization shall be: _____

The organization is a student organization at Huntingdon College.

*ARTICLE II – Objectives

The objectives of the organization shall be:

- a) To promote interest in _____
- b) To provide fellowship among students and faculty.
- c) To represent student needs and wants in regard to _____
- d) To provide a forum for the presentation of innovative ideas to benefit the College community.

*ARTICLE III – Membership

- 1) Any student at Huntingdon College is eligible to be an active member and may hold office.
- 2) Non-students (faculty, staff) may act as associate members, but may not vote or hold office.

ARTICLE IV – Officers

1) Election of Officers

- a) The officers of this organization are president, vice president, secretary, and treasure.
- b) Officers will be elected by written ballot, with each active member casting a vote. A majority of votes will constitute a victory.
- c) Election of officers will take place during the _____ week of the fall semester.
- d) Officers will assume office for the period of one year.

2) Recall of Officers

- a) Officers are subject to recall for malfeasance in office.
- b) Recall procedures will be initiated at the request of five active members.

c) A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties.

d) A majority of those active members voting in a recall at the end of the hearing is necessary to remove any office.

ARTICLE V – Voting

1) This constitution and by-laws may be amended by a 2/3-majority vote of those voting, a quorum being present.

2) Voting on amendments must be conducted after a minimum notice of 2 weeks.

*ARTICLE VI – Not-for-profit Statement

This is not-for-profit organization.

*ARTICLE VII – Statement of Non-discrimination

Non-discrimination Policy: Huntingdon College admits students of any race, color, sex, age, religion, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. It does not discriminate on the basis of race, color, sex, age, religion, disability that does not prohibit the performance of essential educational functions, and national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other College administered programs.

*ARTICLE VIII – Financial Obligation

A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester.

A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

*ARTICLE IX – Statement of Non-Hazing

This organization will not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

*ARTICLE X – Statement of Compliance with Campus Regulations

This organization shall comply with all College and campus policies and regulations and local, state, and federal laws.

I. Cabinet

A. *President*

1. Coordinates all activities of the organization.
2. Liaison to College community.
3. Official representative of organization.
4. Calls regular and special meetings.
5. Presides at meetings.
6. Prepares agenda for meetings.

B. Vice President

1. Assumes duties of president, when necessary.
2. Assists president in coordinating activities.

C. Secretary

1. Maintains accurate and current information of the organization and membership.
2. Assists president and vice-president to coordinate organization activities.
3. Keeps accurate minutes of each meeting and forwards copies to other officers.
4. Keeps attendance records for meetings.

D. Treasurer

1. Liaison to Huntingdon College for all purpose of organizational funding.
2. Maintains accurate and current account of all organizational funds.
3. Responsible for dispensing of funds in accordance with the goals and programs established by organization.

II. Meetings

Meetings will be open to all organization active and associate members, faculty, and Student Life representatives. A notice of at least 2 weeks will be given prior to all meetings. The meetings are to be organized and controlled by officers and active members.

New Student Organization Presentation Guidelines

At least one (1) week prior to the presentation, all forms and information MUST be submitted to the Office of Student Affairs, Hut Room #104. This includes: the Adviser Agreement, Petition, Student Organization Update Form, and Constitution.

The presentation date & time will be coordinated through the Office of Student Affairs. Contact Kathleen Penney, Director of Student Activities, for this appointment.

The following are guidelines to be followed when giving your New Student Organization Presentation to the New Student Organization Approval Board.

- Purpose of Presentation:
 - To outline and describe the organization's
 - Purpose
 - Student benefits,
 - Leadership structure/membership
 - Goals,
 - Intended events,
 - Etc.
- The presentation must be 6-10 minutes long.
- Presentation must be given by 1-2 Huntingdon students who would be active in and lead the organization and its members
- Student presenter(s) need to be professional; dress is business casual
- At least 1 visual aid must be used in the presentation (i.e. PowerPoint, handout, tri-fold board)
- The intended faculty/staff adviser must be present at the presentation
- The Presentation will conclude with a Question & Answer session with the Approval Board. Please be prepared to answer any and all questions pertaining to your intended organization.
- The ultimate goal of this presentation is for you to share your organization's vision and that its role on campus would be beneficial to the student experience.