

Registered Independent Student Organization (RISO) Advisor(s)'s Agreement Form

Purpose of Advisors:

- ✓ The Advisor(s) serves in a voluntary capacity to the RISO and provides guidance, direction, advice and continuity to both the members and officers of the organization.
- ✓ A RISO is required to have an Advisor(s) who must be a UH Hilo faculty or staff.
- ✓ An Advisor(s) approves and submits campus paperwork regarding UH Hilo services.

Advisor(s)'s Responsibilities:

It is important that Advisor(s) understand the responsibilities involved before making a commitment to the RISO that they plan on advising. Those responsibilities include:

- ✓ Agree that RISOs are independent of the University of Hawai'i.
- ✓ Attend all official RISO functions, including meetings and events, on or off campus, for the duration of each.
- ✓ Assist and advise the students in planning, implementing and evaluating programs and activities consistent with its purpose.
- ✓ Serve as a resource during meetings, events, fundraisers or any other RISO activity.
- ✓ Assist with the development, training and orientation of new club members.
- ✓ Assist the officers to maintain accurate records of finances, programs and activities in order to promote organizational documentation and efficiency.
- ✓ Assist with the formulation and/or revision of the RISO's Constitution and By-Laws, and ensure that members abide by their own Constitution and By-Laws.
- ✓ Ensure that the RISO is keeping all documentation with the CCS coordinator up to date.
- ✓ Ensure that the RISO is not violating any UH Hilo, University of Hawai'i, County, State or Federal Laws.

Advisor(s):

- ✓ Must serve as an Advisor(s) on a voluntary basis
- ✓ As a faculty or staff member, an advisor(s) is considered a "campus security authority" of UH Hilo and is obligated to immediately report any possible crimes to the Campus Security Office.
- ✓ Advisor(s) will be responsible to report any possible Title IX violations to UH Hilo Title IX Coordinator, Libby Bailey, at ehbailey@hawaii.edu. Please see the UH Hilo Title IX reporting website at <https://hilo.hawaii.edu/titleIX/report-violation.php>

The responsibilities of the RISO to the Advisor(s) include:

- ✓ Officers must notify the Advisor(s) of all meetings, fundraisers and events & activities.
- ✓ Consult Advisor(s) in the planning of the projects, fundraisers and events & activities.
- ✓ Consult Advisor(s) before any changes are made in the structure of the group, in the policies of the organization, in the Constitution and By-Laws and before major projects are undertaken.
- ✓ Allow the Advisor(s) speaking privileges although the advisor is not allowed a vote.

- ✓ Be aware that the success of the organization and its events rest on the members of the organization itself, not the Advisor(s).
- ✓ Discuss concerns and issues with the Advisor(s), before they become conflicts.
- ✓ Acknowledge the Advisor(s)'s time and energy are donated and express appreciation.
- ✓ Be clear and open about expectations of the Advisor(s) and periodically evaluate their contributions.

Advisor(s) Agreement

I agree to be the Advisor for _____
RISO. I have read the 2016-2017 UH Hilo RISO Handbook. I recognize
the duties of an Advisor and agree to fulfill the above
responsibilities.

Name: _____ Date: _____

Ph # _____ Email: _____

UH Hilo Position/ Title: _____

Signature: _____

I agree to be the Co -Advisor for the _____
RISO. I have read the 2016-2017 UH Hilo RISO Handbook. I recognize
the duties of an Advisor and agree to fulfill the above
responsibilities.

Name: _____ Date: _____

Ph # _____ Email: _____

UH Hilo Position/ Title: _____

Signature: _____

Campus Center
University of Hawai'i at Hilo
Campus and Community Service Office
CC 312
boggeln@hawaii.edu