

Texas A&M University-Kingsville
Annual Student Organization Registration

Javelina Student Engagement Center (361) 593-2760

Advisor Agreement 2024-2025

The Department of Student Engagement appreciates your commitment to serve as an advisor to a recognized student organization(s) at Texas A&M University-Kingsville. The advisor plays an integral role in helping student leaders create an environment within their organizations that is productive, safe, responsible, enjoyable, and educational. We believe it is important to provide clear guidance and support regarding the expected role you will play as you interface with the organization.

Advisor Agreement

The following Advisor Agreement contains the core expectations the university has of its registered and sponsored student organization advisors. Advisors will find this agreement included within their academic year training requirements and are asked to affirm their alignment with these expectations from year to year:

Qualifications

I am a full-time faculty or staff Texas A&M University-Kingsville employee as defined by the Texas A&M University-Kingsville Human Resources Department. Should an advisor not meet the employment requirements for student organizations, both the president of the organization and advisor will be notified via email and given 30 days to address the issue before the student organization is placed in "Restricted" status.

Knowledge of the Organization

I am familiar with the activities of the organization and have (or am willing to obtain) an appropriate level of experience, resources, or knowledge related to those activities and mission of the organization.

For Fraternity/Sorority advisors: I will also be familiar with and work with the fraternity/sorority alumnae chapter advisor(s).

Required Training & Reports

I will participate in required advisor development training and activities. These activities will be aimed at enhancing my advising skills, introducing me to the resources available for student organizations, and helping me meet the expectations outlined above and below.

Mandatory Academic Year Training: This training provides an overview of the advisor contract, fiscal forms, and state-mandated training information. Online and In person training opportunities will be available.

Risk Management and Title IX:

- I. **Risk Management:** An incident is an unplanned occurrence that resulted or could have resulted in injury to people; damage to property; equipment; or the environment. When incidents are reported promptly, injured persons receive timely medical care, and unsafe conditions receive prompt corrective action. The Environmental Health & Safety Office assists departments in investigating work related incidences to identify incident trends, effectiveness of current safety programs, and to prevent similar incidences from occurring. Employees must report any work related injury or incident to their supervisor immediately upon occurrence or discovery of an injured person. You may report at any time using the [Incident Report Form](#).
- II. **Campus Security Authority Training:** A Campus Security Authority (CSA) is described as “an official of an institution who has significant responsibility for student and campus activities” which includes advisors to student organizations. Student organization advisor CSAs are required to complete course number [2111844: Clery Act Guidelines for A&M System Campus Security Authorities in TrainTraq](#) annually, prior to signing this agreement.
- III. **Reporting Crimes to UPD:** If a CSA receives a report of a crime that occurred on campus, on public property within or immediately adjacent to our campus, in or on non-campus buildings or property that TAMUK owns or controls or while traveling with students, he or she **must immediately report the crime to the University Police Department** by phone (361) 593-2611, e-mail upd@tamuk.edu, in-person at Lewis Hall (855 N. University Blvd.), or on our website at <https://www.tamuk.edu/upd/crime-report.html>.
- IV. **Crime Statistic Report Forms:** Forms are e-mailed to all student organization advisors each January to verify that all crimes reported to CSAs in the previous calendar year have already been reported to UPD or to collect any crimes not yet reported to UPD. **(Do not wait for this form to report a crime to UPD – crimes reported to a CSA must be immediately reported to UPD to determine if a Timely Warning or Emergency Notification is required to be sent to the campus community.)**
All crimes reported to UPD are reviewed for inclusion in TAMUK’s [Annual Security and Fire Safety Report](#) and [Daily Crime Log](#).
- V. **Pregnancy Reporting**
For all information regarding the pregnancy clause, visit [Pregnancy and Parenting](#).

Expectation

As an advisor, I will perform my greatest service by advising students while encouraging students to exercise initiative and judgment within a proper measure of autonomy when coordinating events or activities. I understand that my role is not to lead the student organization or direct its operations, but to advise and educate its officers and members on the intricacies of organizational management at Texas A&M University-Kingsville. This includes assisting in financial planning, risk management, and navigating the university's rules and procedures. I will, along with my student leaders, establish a clear understanding of the roles that each of us will fulfill for the organization based upon the tenets of the organization's constitution and Texas A&M University-Kingsville's student rules and policies. If I am enrolled in school as a student at Texas A&M University-Kingsville, by signing this document I certify that I am serving the organization as an advisor only.

Advisor-Officer Relationship

The organization-advisor relationship is not a one-way street, in that the student organization and its leaders also have responsibilities. These responsibilities include an appropriate level of communication, providing opportunities for advisor support, and a commitment to the success of the organization as a whole.

Awareness of Student Organization Rules

I will ensure that the organization and its officers know where rules and guidelines are published, what the rules are, why they exist, and the consequences for choosing to operate outside their parameters

Involvement

I will attend organization meetings as needed and consistently engage. I will make myself available outside of those meetings/events for advice and consultation related to the operations of the organization.

Event Approval

I will review all documentation regarding student organization events in accordance with the student organization handbook, including but not limited to contracts, event forms, travel forms, etc. I understand that I serve as a required reviewer for all organizational events.

Financial Expectation

All official student organizations at Texas A&M University-Kingsville are required to coordinate campus agency account financial business through the University Business department. Valuable information regarding fiscal management procedures and guidelines can be found online at the Student Engagement and Campus Life website. All P-Card and T-Card requests for student organization reimbursement funds use must be submitted within 10 business days of the proposed trip or activities through our student involvement portal, Javelina Central, [here](#). An approval/denial email will be sent by the Senior Coordinator of Leadership following form review.

- I. *SOFC Funds*: All SOFC funds must be allocated before graduation of the academic year. If a trip is arranged for the summer, advance notification of the intent to use funds must be completed before May 1. You will regularly receive statement notices from the Javelina

Leadership Alliance if your organization is awarded funding. These statements will be kept for record by the Office of Student Engagement.

Student Rules & University Policies

As an advisor, I will be aware of the [University Student Handbook](#) and other institutional guidelines that establish expectations for student behavior and activities.

Reporting Rule and Policy Violations

I will report all rule violations or potential violations of the organization, or organization officers or members, to the appropriate university officials.

Awareness of Supporting Documents

I am knowledgeable (or will become knowledgeable) of the organization’s constitution and all other governing documents including by-laws, safety and operations manuals, risk management policies, and new member requirements (if applicable). Additionally, I am knowledgeable (or will become knowledgeable) of the Student Organization Manual provided by the Office of Student Engagement.

Understanding of Expectations

I have read and understand the expectations of a student organization advisor and am willing to serve as the student organization advisor in this capacity. I have had or will have a discussion regarding these expectations with the student organization leadership team.

Withdrawal as Advisor

If I, at any point, am unable to function in the capacity of advisor, I will provide advanced written notification to the Department of Student Engagement and the organization’s officers. If my employment status changes, I will notify the Office of Student Engagement.

Term of Agreement/Certification

This agreement is effective for the entirety of Academic Year 2024-2025. Either party signed below may terminate this advisor agreement at any time with written notice to the Office of Student Engagement. By signing this agreement, I agree to all terms listed above and certify that all information provided is correct to the best of my knowledge.

CSA Training Completion Date	Required Advisor Training Date	
Department	Phone Number/ Email Address	
Advisor Name (Print)	Signature	Date
Organization Officer	Signature	Date