

Organization Officers and Advisor Agreement

Organization: _____

The following is a general agreement between the organization’s president and advisor(s) for the 2019-2020 academic year. This agreement shall be updated annually or upon change(s) in president or the advisor(s). Form should be turned into the Office of Student Activities at ATM 1400 or emailed to leadership@hpu.edu. Please ensure that both parts of this form are completed before submitting the form.

Part I: Organization Officers

To be considered an active RSO and in good standing with the Office of Student Activities, each club must have at least a President and a Treasurer as a part of the executive board. The RSO should follow their constitution in regards to other executive positions.

Organization President: _____

Organization Treasurer: _____

Email: _____@my.hpu.edu

Email: _____@my.hpu.edu

Phone: _____

Phone: _____

Responsibilities of Organization President on behalf of the Organization

Responsibilities of Organization Treasurer on behalf of the Organization

- Serve as the liaison between the RSO and the Office of Student Activities regarding all RSO matters.
- Disseminate information to the club from the Office of Student Activities.
- Follow policies and procedures set in the Student Organization Handbook
- Ensure the RSO fulfills the responsibilities listed in the Student Organization Handbook.
- Abide by HPU’s Code of Student Conduct.
- Complete a mandatory orientation seminar and training provided by the Office of Student Activities.

- Serve as the liaison between the RSO and the Office of Student Activities regarding all financial issues.
- Follow HPU’s policies and procedures regarding all financial transactions as outlined in the Student Organization Handbook.
- Abide by the RSO’s constitution and the HPU Code of Student Conduct.
- Keep accurate account of all club finances – revenue and expenditures.
- Ensure the club doesn’t request more money than it has available.
- Approve Payment Requests, Deposit Forms and other financial documents.

I agree to perform the duties expected of an RSO president. I have read the above list and fully understand the scope of my responsibilities. I agree to follow policies and procedures governing Registered Student Organizations, as set in the Student Organization Handbook.

I agree to perform the duties expected of an RSO Treasurer. I have read the above list and fully understand the scope of my responsibilities. I agree to follow policies and procedures governing Registered Student Organizations, as set in the Student Organization Handbook.

Organization President Signature

Date

Organization Treasurer Signature

Date

