



ALPHA SIGMA PHI

alphasig.org

ADVISOR/OFFICER STATEMENT OF UNDERSTANDING

This agreement strives to enhance and strengthen the relationship between the advisor and the officers/members of the chapter. It describes the expectations, responsibilities, and rights of both parties. If you are an experienced advisor or do not feel the need for a written document, this could be used as a tool for facilitating a discussion. This is also a tool for evaluating the relationship between the advisor and the officers/members of the chapter and as a guideline for establishing boundaries and parameters for both the officers/members and the advisor. You might want to review the document after the officer training and transition period and add or delete any statements with each new team of officers. Work together with chapter leaders or the prudential committee for specific rights and responsibilities you would add in Section II.

SECTION I: GENERAL RIGHTS AND RESPONSIBILITIES OF THE ADVISOR

- The advisor expects to understand the purpose and objectives of Alpha Sigma Phi Fraternity and the chapter.
- The advisor expects to have or obtain knowledge about college/university policies and procedures that affect student organizations.
- The advisor expects to have or obtain knowledge about general fraternity policies and procedures that impact undergraduate chapters.
- The advisor expects to attend regular chapter meetings and functions. Specific details may be included in Section II.
- The advisor expects to assist in the negotiation of contractual agreements entered into by the chapter.
- The advisor expects to encourage members to take advantage of opportunities to enhance their leadership and group skills.
- The advisor expects to provide assistance in the areas of budget development, major expenditures, and financial record keeping.
- The advisor expects to provide positive and constructive feedback and confront inappropriate behavior in members, which he deems to be detrimental to the individual and/or other members of the organization.
- The advisor expects to treat members as mature individuals who possess dignity, worth, and self-direction.
- The advisor has the right to a private life.
- The advisor has the right to disagree with chapter decisions.

SECTION II: ADDITIONAL SPECIFIC RIGHTS AND RESPONSIBILITIES OF AN ADVISOR

In this section, add other specific rights and responsibilities that you would like to spell out and make a part of this agreement.

For example, the advisor or chapter council member will attend two (2) chapter meetings a month.

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SECTION III: GENERAL RIGHTS AND RESPONSIBILITIES OF CHAPTER MEMBERS

- Members expect to understand the purpose of the general fraternity and pursue activities that fulfill its purpose.
- Members understand that the objectives of the chapter will be compatible with the objectives of the general fraternity and the college/university and not in violation of college/university, local, state, and federal regulations and statutes.
- Members expect to attend meetings and functions. Specific details can be included in Section IV.
- Officers expect to inform and involve members and the advisor prior to making any financial commitments. The advisor and the members of the chapter may wish to define what expenditures the advisor should review (use Section IV).
- Members expect to take advantage of opportunities to enhance their skills (e.g. participation in Ralph F. Burns Leadership Institute, Academy of Leadership, Leadershape®, UIFI, Grand Chapter, etc.).
- Members expect to provide positive and constructive feedback and confront inappropriate behavior in other members and the advisor, which they deem to be detrimental to that individual and/or the chapter.
- Members expect to treat the advisor as an individual who possesses dignity, worth, and self-direction.
- Members have the right to have other members and the advisor listen to them.
- Members have the right to choose their levels of involvement in the chapter.
- Members have the right to voice their disagreements with the decisions of the advisor and appeal those decisions to a predetermined higher authority (use Section IV).

SECTION IV: ADDITIONAL SPECIFIC RIGHTS AND RESPONSIBILITIES OF CHAPTER MEMBERS

In this section, add other specific rights and responsibilities that you would like to spell out and make a part of this agreement.

For example, no member will call the advisor after 10:00 PM unless previously arranged or in case of an emergency.

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This agreement is binding until _____ (date), or until a new agreement is developed.

Signed: _____

