

Welcome Aboard!

Thank you for being the advisor of a student organization at RIT! Our clubs are engaging, full of potential, and most of all fun! Regardless of your experience, advising is a great opportunity to work with students in a capacity outside of the classroom, and to guide them in building upon their leadership potential.

The expectations of advisors are based upon several premises. Faculty and staff members are generally familiar with the policies and procedures of RIT, and therefore can assist students in the accomplishment of goals and objectives by helping them to work effectively within the framework of our community. Advisors can aid in growth and leadership, help with both transition and continuity between the shifting of academic years, and contribute to the total education and leadership ability of our students. Many ask the question of what being an advisor entails, and the answer is simply that as an advisor you have an active role, **but not a controlling one**. You have the responsibility of promoting student growth and education, helping our students to enjoy their work, but also taking ownership of the success and failure of the group and the advisor should provide an atmosphere for learning and educational conversations to occur.

Therefore again – thank you for considering to be an advisor for our student clubs; and if you ever have any questions please feel free to contact me or anyone in the Club Center to help you provide the best possible support and guidance for your group. Your willingness to help our students succeed is much appreciated, and I look forward to working with you this year!

Sincerely,

Alyshia O'Connor
Assistant Director for Student Engagement
Center for Campus Life
amzccl@rit.edu

CONTACT INFORMATION

Alyshia O'Connor

Assistant Director

amzcccl@rit.edu

475-765

Club Staff – General Inquiry

clubs@rit.edu

475-4483

Carol Rouhana

Senior Financial Assistant

cmrrli@rit.edu

475-6072

Dawn Rizzo

Senior Financial Assistant

darcccl@rit.edu

475-5798

William St. Jean

Associate Director

brsrla@rit.edu

475-7685

Elaine Kanara

Manager for Financial Operations

ekkccl@rit.edu

475-5658

Event Management- General Inquiry

Event Management Grad Assistant

studentevents@rit.edu

475-5991

Room Reservations

<http://www.rit.edu/gcr/eventmanagement/>

SG/PATS Vans- General Inquiry

Dave Baldwin

475-2349

SG Finance Committee

sgfin@rit.edu

THE BASICS

WHO CAN be an advisor?

Every club at RIT must have an advisor that is either a **current full time faculty/staff** that is well-informed (institutionally and within the individual club/organization) and involved in club activities and dealings. Adjuncts and part-time staff or faculty cannot be advisors; although they can assist in the club as a co-advisor.

WHAT IS an advisor?

Advisors wear a variety of hats within the organization they advise. The advisor is a volunteer mentor of the organization that provides direction, advice, guidance, and stability to the members and officers in order to develop cohesion and involvement.

WHY BE an advisor?

Advising a club can be a very rewarding experience. Working with students outside the classroom allows faculty and staff the ability to share information and resources, and encourage student development. This close interaction with students allows advisors to promote leadership, ethics, teamwork, diversity, and self discovery –which are invaluable to students when they leave RIT.

EXPECTATIONS

Advisors will develop their own styles for interacting with their club depending on the executive board's needs, the status of the club, its purpose, activities, etc. In addition to this regular involvement, advisors are held to the following expectations:

- ✓ Communicate regularly and effectively with club members, officers, and Staff
- ✓ Make sure proper documentation is submitted properly and on time
- ✓ Make every effort to meet with your executive board during their regularly scheduled meetings (or as often as necessary)
- ✓ Oversee club meetings and supervise activities (especially major events/programs) when possible
- ✓ Explain and represent university policy/procedure
- ✓ Offer financial advice (in accordance with Club Financial Office policy)
- ✓ Provide continuity for the club through the years and assist with executive board transition and new officer training
- ✓ Approve financial and club documentation paperwork
- ✓ Assist the treasurer in the monitoring of and adhering to the club's budget
- ✓ Assist club officers in the planning, promotion, and facilitation of events/activities
- ✓ Engage in annual planning (budgets, calendar, goals, etc.)
- ✓ Act as a resource and liaison to university staff and convey problems, successes, questions/concerns as necessary
- ✓ Be familiar with national structure, services, and procedures (if applicable)
- ✓ Know your group's limits and help students find a balance between activities and academic responsibilities
- ✓ Maintain consistent contact with the Club Staff and Campus Life
- ✓ Attend periodic advisor trainings and meetings

RESPONSIBILITIES TO THE INSTITUTION

Communicating with Club Staff

Having a strong relationship with the RIT Club Staff is important for the advisor and the success of the organization overall. It is the responsibility of the advisor to make sure the club is performing adequately and to remain in contact with club administration.

Advisor Recognition Form | Background Check

During the summer, Human Resources will also send out a mandatory background check requirement that needs to be completed prior to beginning advisor responsibilities.

Incident Reporting

In the event there is an incident in which a student becomes injured, and incident report is required to be completed. This report can be accessed through the following link

<https://fslatrit.wufoo.com/forms/ztxyvsp13wx3ap/>

Resignation or Absence of an Advisor

A club advisor may resign at any time; but whenever possible the retiring advisor should give assistance to the club in locating a new advisor. Clubs are allowed a one semester “grace period” during which the Club Center Staff will serve as a temporary advisor. During this period clubs are advised to keep the Club Center informed of all important matters and obtain approvals when necessary until a permanent advisor can be found. If an advisor has taken a leave of absence or is on sabbatical, the club needs to find a temporary advisor for the period that the regular advisor is away. Whenever a transfer of student records, properties, etc. cannot be delivered to a new advisor directly they may be left temporarily at the Club Center.

Risk | Harm | Hazing

Anticipate “foreseeable harm”

- ✓ Review planning and publicity prior to events – do you foresee any kind of danger or harm to individuals, or the University should they arise? (Consider issues such as transportation, physical risk or damage, cost, lodging, alcohol, etc.) Is the name of RIT included in the activity? How will this negatively or positively impact?

Act with reasonable care

- ✓ What would a reasonable person in a similar position do in this situation? Advise the leaders to action – but DON’T take over; that’s not your role! Communicate possibilities and concerns, and ask what has been planned to handle each concern.

Duty to warn

- ✓ If an event appears to have foreseeable harm, warn the leaders of the risk and their duty to take action (e.g. alter or remove the danger, plan how to forewarn members of the risk, eliminate the event if it does not serve the RIT name well). Utilize the Club Center resources and individuals and keep them informed of any potential conflict with event – you can contact the club staff at sbgccl@rit.edu

Hazing

- ✓ RIT is committed to the professional and personal health and wellness of all our university students. Hazing of any sort will not be tolerated and subject to Judicial Review by the Student Conduct Board. For the complete RIT Hazing Policy please visit <http://ritathletics.com/documents/2007/9/10/Hazing%20Policy.pdf> . For further information about how to build positive teams, and what to look for with hazing please visit <http://ritathletics.com/sports/2007/9/3/atl090307.aspx> .

Clery Act Information

One particular requirement of student organization advisors falls within the purview of The Student Right to Know and Campus Security Act of 1990, or more widely known as the Clery Act. This piece of legislation is provided in compliance with federal law to report “statistics concerning the required occurrences of certain criminal offenses reported to the local police agency of any official of the institution who is defined as a ‘Campus Security Authority.’ Student Organization advisors are considered a campus security authority because they have “significant responsibility for student and campus activities.”

What does this mean for advisors?

This means advisors have the authority and the DUTY to take action or respond to particular issues on behalf of the institution should they know of a crime that has taken place. For detailed information and documentation, please visit the RIT link <https://www.rit.edu/fa/grms/compliance/statutes/cleary.html>

DVD/Video Copyright Law

Federal copyright law restricts the use of DVDs/videocassettes for private showings and prohibits their public performance without prior written consent of the holder of the copyright. A public performance includes, but is not limited to, showing a motion picture in a location open to the public, showing a motion picture to a selected group of people gathered in a location not open to the public (i.e. residence hall floor or lounge), or showing a motion picture by broadcast or transmission. Student organizations choosing to publicly show a motion picture in any form (film, VHS video, DVD, etc.) must secure a license from a booking agency. Videos or DVDS that are rented or purchased from a retail outlet are for home use only and cannot be shown on campus without the appropriate license from an approved booking agency.

Using Institute Logos/Trademarks

RIT has registered its names, initials, logos, and trademarks as a means of protecting them from unauthorized use and abuse. Permission is required before they may be reproduced. The use of the University marks on a website or t-shirt is also protected by federal trademark laws. For club t-shirts, all t-shirt designs/logos need to be pre-approved by Alyshia O'Connor (amzcccl@rit.edu). The use of the RIT name is required on all t-shirts, flyers, etc. used when advertising club purposes, and there are restrictions on the RIT tiger as well. The RIT Athletics Tiger is unable to be used by the students without prior approval from University Publications. Please refer to the University Publications page when consulting your group about what is appropriate and what is not.

Advisor Travel Policy

This policy institutes a grant-like system through the Center for Campus Life to provide funding for Advisor travel. Below are the basic rules & regulations for the policy:

1. Club students need to request on behalf of the advisor, stating the need for why the advisor needs to travel with them and the cause for such. An Advisor Travel Request Form should be submitted through the following link <https://fslatrit.wufoo.com/forms/z1fice0a0ybpkrl/> at least three weeks in advance of travel.
2. A request needs to be outlined stating the following below:
 - A. Need
 - B. Where and when travel is occurring
 - C. Amount being requested
3. A request for travel funds only can be made up to two times a semester, and awarded no more than \$300 per request per advisor.
4. Any funding needed above the amount granted can be matched by CLUB FUNDS – but this matching can only occur from fundraised dollars, NOT from anything that is received in their budget from student fees.

Important Advisor Information to Remember When Traveling:

When students are not accompanied by a university representative/advisor, there must be a student leader who acts as the designated trip leader (for club sports, refer to your specific guidelines). The designated trip leader should be the name listed on the Event Management submission as the main traveler.

Students involved in student travel whether supervised or not supervised, are expected and required to:

Abide by the laws of the United States and of the State of New York and the policies and procedures of the Rochester Institute of Technology.

- Conduct themselves in accordance with accepted standards of social behavior.
- Respect the rights of others, and to refrain from any conduct which tends to obstruct the work of the University or to be injurious to the welfare of the University.
- Attend all scheduled events and activities. Permission to leave the group must be received from the university representative or designated trip leader who is in charge once all scheduled events and activities have concluded.
- Arrive on time at all scheduled activities and events as indicated by school representatives and/or distributed itinerary.
- Be responsible for all expenses they personally incur beyond what is authorized by the University.
- Be financially responsible for any damages or losses to personal property that result from their misuse of such property i. e. damages to hotel rooms, theft of hotel linen, etc.
- Follow hotel policies including but not limited to number of guests per room.
- Follow the guidelines set out for the trip in regard to alcoholic beverage consumption by students of legal drinking age during travel.

A student who violates these general standards of conduct may be subject to administrative actions, disciplinary sanctions and/or legal sanctions.

Inclusive overnight accommodation policy:

There are no gender housing regulations for students who are 18 years of age or older.

Club Unrecognition

The Process:

- ✓ Clubs wishing to relocate to another department and become un-recognized by Student Government must fill out the Unrecognition Form.
- ✓ They must have written documentation from new department, agreeing that they will manage the club.
- ✓ This form will be processed by the Center for Campus Life.
- ✓ Clubs must complete all the financial steps below.
- ✓ After this occurs, the form and documents from the new financial advisor and new department sponsor will be brought to Club Review Board for approval.
- ✓ The organization will be notified by email when their application has been decided on.
- ✓ The club will have 2 weeks to remove any club materials from club lockers/storage space/mail folders from the date of the email. Any materials inside will be forfeited.

Finance and Mail:

- ✓ Clubs need to have a new financial administrator identified and in agreement that they will manage the club's funds. This need to be in writing from the individual for documentation. This must be someone from outside of Campus Life.
- ✓ That person needs to be in contact with the finance team (Dawn, Carol and Elaine) regarding the club's available account balance, so they can work together to get that moved to the new financial administrator's area.
- ✓ No funds will be transferred outside of Campus Life until all transactions have posted, and the account is reconciled. The club must resolve any pending situation before "moving out" date, example submitting requested documents, receipts/invoices, etc.
- ✓ The club's balance has to be positive (\$0 or more), and it is the club's responsibility to bring the balance to \$0 or more.

When clubs move outside of Campus Life, they are no longer eligible to request a budget from Campus Life, cannot use our cash boxes or Visa cards, and we no longer process any transactions for them (POs, check requests, petty cash, etc.). They will no longer maintain a mail folder in the suite for them, and they cannot have packages delivered to Campus Life.

RIT Events and RIT Campus Groups:

Once the Club Review Board has approved the form, the organization will lose the ability to have SG-club access to reserving rooms/spaces and access to their Campus Group organization access/page including Campus Groups platform. Groups can work with a department contact to reserve space and to host events.

CLUB BUDGET PROCESSES

Student Government Finance Committee

Clubs are able to request Additional Funds through the Student Government Finance Committee. Any questions should be directed to amzccl@rit.edu – to apply for Additional Funds an application can be found in Student Government, or on their webpage.

Finance Committee will fund:

- ✓ Events open to entire RIT community (not including travel)
- ✓ Cultural food (must contribute to awareness of culture)
- ✓ Up to \$500 for banquets
- ✓ Up to 50% of travel costs if you are representing RIT directly
- ✓ Gas and vehicle rental costs
- ✓ Guest speakers, artists, or performers fees and traveling expenses
- ✓ Equipment or material (given have proper storage space)
- ✓ Reimbursement for expenses
- ✓ Internal services (FMS, ETC, Tech Crew, etc.)
- ✓ Support activity for fundraising for charity events
- ✓ Hotel accommodations, up to \$50 per night per room

Finance Committee will NOT Fund:

- ✗ Food
- ✗ Mileage for personal vehicles
- ✗ Uniforms
- ✗ T-shirt purchases
- ✗ Cash prizes (they are prohibited)
- ✗ Tax on a reimbursement
- ✗ Reimbursement of an advisor, faculty, or staff member
- ✗ Donations to charity directly
- ✗ Anticipated costs
- ✗ Tournament or League entry fees

Once students submit the form, you will be contacted by sgfin@rit.edu to set up a meeting. If the request is less than \$500 you will be scheduled for a one on one meeting with the Director of Finance. Requests over \$500 will be scheduled to come to Finance Committee.

TIGER SUITE RESOURCES

Tiger Suite

The Tiger Suite is open Monday-Friday from 8:30am-4:30pm. It is located in the Campus Center, room 1629. You can make appointments with staff members by emailing the front desk at crcccl@rit.edu. At the Club Center you can borrow cash boxes, take out credit cards, manage club finances, and much more!

Club Center Mailboxes

All clubs have access to their own mailbox accounts right in the Club Center. The clubs can have mail sent to the Club Center to be stored in the mailboxes until pick-up.

Club Interest Fairs

Throughout the academic year there are four Club Interest Fair days in the SAU lobby. These are days clubs can request the use of a table in the space to advertise their clubs. Please find the listing for these dates on the Club Important Dates page <http://www.rit.edu/studentaffairs/campuslife/clubs/important-dates-clubs>.

Free Copies

Clubs are provided 200 free, black/white one-sided copies made in the Club Center. To acquire these copies the design must first be approved by the Center for Campus Life see website for more information: <http://www.rit.edu/studentaffairs/campuslife/>. An Expense Approval Form (EAF) needs to be filled out stating how many free copies the club wishes to use, then be signed by the advisor and handed in at the Club Center during business hours. Copies are placed in the club mailbox folder found in the Club Center within a 24 hour period.

Free Marketing

As a service of being a recognized clubs, members are able to apply to have marketing materials processed for them, flyers made, logos, banners, postcards, and more! Better yet – they even HANG the promotional materials for you! To request marketing to be completed for your club, please visit campuslife.rit.edu, and on the right hand side, your students will see “Staff Artist Request”.

Club Space | Storage

Limited space is available for clubs looking for storage. Clubs should contact the Clubs Student Assistant at clubs@rit.edu, to apply for space.

Club Email | Webpages

All clubs are provided with the opportunity for an RIT email account. To apply for this, an account “Computer Account Request” form needs to be filled out in the Club Center and signed by Alyshia O’Connor, Assistant Director for Student Engagement. This is a free and included service with becoming a recognized club. Student Government offers services to build individual websites for all recognized organizations: <https://sites.sg.rit.edu/>.

CHARACTERISTICS OF A SUCCESSFUL ADVISOR

You are a . . .

- **Mentor** – An advisor is more than just a figurehead for the club and a reference for the executive board. Often, students seek out advisors for issues both relating to club practices and those of a more personal nature. Be prepared to make lasting connections with students, challenge them intellectually/emotionally, and encourage leadership in the organization. Always be a guide to the organization and the executive board and understand needs/perspectives of all those involved.
- **Team Builder** – An advisor is, often, the glue that assists in holding the organization together and assists in creating cohesive teams and building positive relationships.
- **Conflict Mediator** – Sometimes, when necessary, the advisor must step in and hold the role of mediator with members or leaders who have different agendas, opinions, goals, etc. The advisor is expected to be unbiased and represent what he/she feels is best for the organization/its members.
- **Educator/Interpreter of Policy** – As a representative of RIT administration, an advisor may have to interpret and intervene when university policy is in question. In these instances, the advisor is expected to guide the group within these standard operating procedures and notify appropriate authorities of any activities that may occur outside university policy.
- **Motivator** – A key role of the advisor is to motivate students to excel, carry out their plans, set stretch goals, and dream big! As a motivator, advisors should encourage the club to continue with their goals despite failures and always offer constructive feedback/support.

You are not. . .

- **Uninvolved** – As stated in “Expectations” (below), an advisor is expected to attend events on an as-available basis and is required to attend executive board meetings as necessary to provide guidance.
- **Controlling/manipulative** – An advisor is NOT the leader of the group. As an advisor, it is crucial to remain unbiased and look out for the well-being of the group despite the advisor’s beliefs.
- **Omnipotent** – Advisors are not expected to know everything. If the advisor utilizes this handbook effectively and communicates with the Club Staff, however, the advisor should be able to provide enough guidance to point the club/organization leadership in the right direction.
- **Just there to sign paperwork** – The advisor is not just around to sign club documentation and requests for financial resources. The advisor should know the inner workings of the club and have a strong idea of past initiatives, present standing, and future goals. If the advisor

notices that they are not being as involved as they should, it is their responsibility to approach the club leadership or (if necessary) the Club Staff to intervene.

Advisors Should Be:

- Communicating regularly and meet at least once a semester with your executive board members
- You're NOT just a signature on a paper – always review what you are signing!
- Make sure your students have your most up-to-date information for contacting you! If you're going to be out, let them know so they're not waiting on you.
- Try to attend at least one meeting or event a semester, to show your club support
- Look for a co-advisor! Advising can be fun but to help find balance at busier times it's nice to have someone else the students can rely on!
- If you're unsure – ask! Email Alyshia O'Connor at amzccl@rit.edu with any club or advising questions you may have!
- You can advise more than one club at a time!
- If you don't hear from your club don't assume they're doing well – make the intentional effort to outreach to the members to see where the club is at and to try and set up a meeting to touch base.

TOOLS FOR BEING A SUCCESSFUL ADVISOR

Things You Will Need Checklist:

- ✓ **Organization constitution/by-laws** (the Club Center has these on file if you'd like to review your club's constitution. New clubs are required to work with their advisors to establish these)
- ✓ **Contact list of officers/members**
- ✓ **Club Center "Important Dates to Remember"** (Available online at campuslife.rit.edu)
- ✓ **Calendar of club events**
- ✓ **History and understanding of club/organization** (Can be achieved by speaking with Club Staff and student executive board)
- ✓ **Club Policy Handbook** (available online at the clubs.rit.edu webpage under the "Resources" tab; this document contains everything an officer could ever need to know about managing their club)
- ✓ **Individual Focused Meetings** (advisors are encouraged to contact Alyshia O'Connor, amzccl@rit.edu, to set up a focused intentional meeting to discuss your role as advisor and ask questions)
- ✓ **Understanding of Club Center** (it is encouraged all advisors are aware of the services provided through The Tiger Suite. Make sure to take an opportunity to visit the space to know where students come)

Advisor interest form: <http://cglink.me/s9883>

Advisor Resources:

[ACPA Advisor Manual](#) - ACPA's (American College Personnel Association) Commissioner for Student Involvement created this great guide cover a broad range of topics and tips for advising student clubs and organizations.

The Center for Campus Life website- Direct your students to the *Clubs and Organizations* section for important information.

[Family Educational Rights and Privacy Act via ed.gov \(FERPA\)](#)

ESTABLISHING A GOOD RELATIONSHIP

Executive Board

Having a strong relationship with the leadership of your club/organization is crucial to success as an advisor. Above all else, it is important to have a clear understanding of the organization's goals and the roles of all individuals in the organization. As well, there is a great deal of turn-over every year between executive board members, and it is imperative that the advisor follow up with graduating members to make sure they're aware of who new students coming in are.

Encourage open dialogue and make sure that both the executive board and the members understand that you are there to assist in guiding the organization to accomplish its goals and provide support – not just the executive board members count, or need support! Someday, members WILL be executive board themselves! There should be a clear understanding of roles, responsibilities, and agendas within the organization and within the structure of the Club Center.

In addition to these tips, be sure to do the following:

- Encourage open dialogue with both members and officers
- Have a clear understanding of expectations
- Encourage membership and executive board to develop specific, manageable goals and look to the future; support these goals
- Allow for failure and learning to occur
- Respect all in the group and encourage feedback to be given both to the officers from the advisor and vice versa

For effective goal setting:

- Begin early in the year
- Ask the group: What is our purpose? What are we hoping to accomplish? Use probing questions to evaluate how well the group feels they performed previously, what can be improved, etc.
- Use consensus to develop group norms and goals.

FREQUENTLY ASKED QUESTIONS

Q. Who can be a club/organization advisor?

Anyone! The only requirement is to be a full time faculty/staff member and agree to fulfill the responsibilities within this document and listed through Student Government. At the beginning of the year, the advisor has to complete an online Advisor Interest Form as well using the following link <http://cmlink.me/s9883>

Q. What documentation needs to be on file for my club to stay “active”?

A. Club must complete the Re-Recognition form online each semester to be officially “recognized.” If they fail to do this, their club is put on hold and therefore they are unable to hold events and to continue activities. In addition to this, every club must have a constitution/by-laws on file within one year of operation, and must submit a budget proposal in April. Email notification and reminders will go out well in advance of these deadlines.

Q. What is my liability/risk associated with being a club advisor?

A. If a club advisor is acting to the best of their knowledge and not violating any university policies/procedures (or knowingly turning a blind eye to operations that might do so), the advisor has no liability. If there are any questions in this regard please direct them to the Club Center or Center for Campus Life.

Q. How does my club plan an event?

A. Members of clubs need to be proactive when considering event planning. Events should be planned at least 2-3 weeks in advance. Consideration needs to be given to what type of event the club is looking to hold, what the needs and amenities are, and what budget considerations need to be taken into effect. The event planning process starts with room reservation reserve.rit.edu

Q. Can I travel with my club?

A. Yes! Please see page 7.

ADVISOR INVOLVEMENT EXPECTATION RATING SHEET

Have every member of the club complete this exercise. It is designed to gauge the members' perception of your level of involvement. Different activities and events can change to suit those of your organization. Please circle the number that best represents your impression of your advisor's level of involvement.

		Low Involvement				High Involvement	
1. Attendance at weekly meetings Comments:	1	2	3	4	5	6	
2. Speaking during weekly meetings Comments:		1	2	3	4	5 6	
3. Attendance at monthly activities Comments:		1	2	3	4	5 6	
4. Making decisions for the club Comments:		1	2	3	4	5 6	
5. Available to meet with members Comments:		1	2	3	4	5 6	
6. Assist in preparation of events/travel Comments:	1	2	3	4	5	6	
7. Other:							

ADVISOR EXPECTATIONS CHECKLIST

Listed below are some expectations which can be negotiated between student leaders and their advisor. The form is designed to help advisors and officers arrive at a clear and mutually agreed upon advisor role. The advisor and the officers of the club should rank the following items (1-5, 1 reflecting something that is NOT the role and 5 being an essential duty) and then meet to compare answers and discuss any differences. For items that are determined not to be the responsibility of the advisor, it is important to establish WHOSE responsibility it will be.

RATING:

- 1 – NOT an advisor duty**
- 2 – Option Duty**
- 3 – Occasional Duty**
- 4 – Essential Duty**
- 5 – More of a student duty**

	Take an active part in formulating the goals of the group
	Take the initiative in developing teamwork and cooperation among the officers
	Be responsible for planning leadership skills workshops
	Attend general meetings
	Call meetings of the executive committee when believed to be necessary
	Attend all group activities, meetings, events
	Meet with the president before each meeting
	Help the president or other officers prepare an agenda for meetings
	Be quiet during general meetings unless called upon
	Speak up during discussion when the advisor thinks the group is making a poor decision
	Initiate ideas for discussion when the advisor believes they will be helpful
	Veto a decision when it violates a stated objective, bylaws, or RIT policy
	Check all official correspondence before it is sent out
	Mediate interpersonal conflicts as they may arise
	Let the group thrive or decline on its own; do not interfere unless requested
	Let the group work on its own problems; allow for mistakes and “doing it the hard way”
	Be familiar with RIT resources and procedures that affect the group
	Explain RIT policy to the entire group and when relevant to discussion
	Take an active part in the orderly transition of responsibilities between officers