

Student Organization Advisor Orientation

Presentation by Hayley Kretchmer and Joe Lattal
October 17, 2024

Welcome to 2024-25!

- Nearly 3,000 in attendance each day of the org fair
- Nearly 450 student organizations/chapters requested a table

[illegible]

Today's Agenda

1. Meet new advisors and welcome them to the student org community
2. Clarify role of SOA and advisors in the transition to digital SOFO
3. Share information about the 2024-25 student org advisor curriculum
4. Offer a summary of where organizations tend to be this time of year with personnel and how to keep momentum going this fall
5. Questions & Discussion

Introductions

1. Your name (& pronouns, if you wish)
2. Your department
3. Student Organization(s), chapters, programs you advise
4. Length of advising service



Advisor Expectations

1. Review terms of and complete advisor acknowledgement form and return to student for upload to Canvas/Wildcat Connection
2. Be listed on org's Wildcat Connection page
3. Connect with student org at least once per quarter (or more as meets org needs) to discuss org's goals, major events/activities, individual roles, and challenges
4. Know where to find student org constitution
5. Collect any travel-related documents as needed
6. Be aware of contracts related to student org events and activities
7. Serve as a resource to enhance the organization's efforts to build community



Friendly Reminders

- Only enrolled students are permitted to serve as an officer or member of a registered student organization
- Campus Life/SOA has updated RSO Supplier Agreement for 2024-25 which includes order of operations directly on the document
 - All contracts must be processed through Campus Life's formal contract process
 - Campus Life will NOT sign contracts retroactively
- SOFO continues to be authority on all items related to student organization finances

Annual Registration Process

- Complete the annual registration form, complete the five accompanying Canvas modules with passing scores of at least 90%, submit updated constitution
- Orgs who did not follow instructions or properly complete the annual registration process are currently frozen (Wildcat Connection page, SOFO account, space reservation accounts)
- Orgs can reach out to SOA at any time to inquire about why they're frozen and SOA will help get them reinstated
- Help make sure the group's Wildcat Connection page has an updated roster!

Updated Constitution Writing Guide

- Posted on SOA website with accompanying resources
 - Organization Officers - Annual Requirements - Writing a Constitution - PDF
 - Revised spring 2024
- Some language must be reflected verbatim in each group's constitution
- The constitution should always be followed when making group decisions

Northwestern University Student Organization Constitution Writing Guide

This guide assists student organizations at Northwestern University in writing/revising their constitution. Student organizations may govern and structure themselves in any way deemed appropriate, so long as it does not violate University policy. In other words, your group's articles may vary from this guide, but should follow the same basic pattern. All registered student organizations MUST have their most up-to-date constitution available on their Wildcat Connection profile (under the 'About Us' section) as well as in the Documents tab. Organizations will have varying restrictions and requirements on membership, different officers, and a myriad of committees, so these guidelines are intentionally general and may need to be adjusted for specific student organizations.

Please note that there are a few sections of this document where the language must be directly copied and pasted, word for word, into your group's constitution. They are highlighted in yellow within this guide.

These sections are:

- Membership Eligibility
- Grounds for Removal
- Constitutional Review
- Not-For-Profit Statement
- Statement of Non-Discrimination
- Statement of Non-Hazing
- Statement of Compliance with Campus Regulations

Overnight Travel

- University-sponsored travel = University Business
 - Reporting
 - Advisor collects all travel-related documents and trip details
 - Initial communication to SOA regarding the activity (email Joe)
 - Any international travel → Office of Global Safety & Security
 - Resources
 - Enterprise Vehicle Rental (21+ who have completed safe driver training)
 - University Travel Agency
 - SAAF Eligibility*

Current Challenges

- Student mental health & anxiety
- Peer conflict
 - Rise of cancel culture in the NU digital space
- Role of advisor in supporting students navigating interpersonal conflict
 - Better understanding of Northwestern reporting and procedures in code of conduct cases
 - Support for students with high responsibility
 - Remind students: better to invest a lot of time in one or two commitments versus little time across 3+ commitments
- Push for barrier-free organizations at NU
- Information lost in role transition

Funding for Northwestern Student Orgs and Advisors as Budget/Fundraising Resource

Student Org Funding

- ASG: Spring Applications Make Fall Allocations
- SOA Funding page = \$ Index
- SOFO is the student org bank
 - Migration to digital
 - SOFO line consolidation
 - No more advisor sig/voucher
 - Change in check service
 - Overnight fund transfers
 - Adding students = Email
bianca.castillo@northwestern.edu
 - Training and expectations

ASG gears up for financial reform, education for student organizations



Photo courtesy of Caleb Stead and Ty'Shea Woods

As ASG prepares to roll out its digitized Student Organization Finance Office platform to all student groups, the Executive Board and committee members are focusing on educating student leaders about the new system to manage finances.

Isaiah Steinberg and Janelle Mella

October 1, 2024

For Northwestern Associated Student Government, the Fall Quarter brings Student Organization Finance Office reforms, Senate elections and meetings with the administration about last year's Senate legislation.

Beginning this fall, the Student Activities Finance Committee will implement its long-awaited plan to digitize SOFO, switching from paper transactions to the NUFInancials website.

Announcements

- Upcoming sessions
 - Zoom office hours
 - Presentation from Office of Community Standards
 - Case studies
 - Hot topic presentations
- SOAcon 2.0 (*tentatively May 1, 2025*)
- Groups in need of an advisor
- Updated demonstration policy
- Weekly newsletter & listserv



Resources to Utilize

- Student Organizations & Activities Website
 - <https://www.northwestern.edu/studentorgs/>
- SOFO
 - <https://www.northwestern.edu/norris/services/sofo/>
 - sofo@northwestern.edu
- Office of Community Standards
 - Violations of code of conduct (either org as a collective or individual)
- Office of Civil Rights and Title IX Compliance (formally Office of Equity)
 - Support related to discrimination, sexual misconduct, harassment



Questions?

Hayley Kretchmer:

hayley.kretchmer@northwestern.edu

Joe Lattal:

joseph.lattal@northwestern.edu