

**PURPOSE:** TO OUTLINE THE ROLE & RESPONSIBILITIES OF AN ADVISOR FOR STUDENT GROUPS.

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Students need faculty and staff to be advisers to their organizations. The adviser's role is an educational one to help students accomplish the purpose of the organization, to develop the skills and competency of leadership, and to help students know and follow University rules and regulations. Generally, faculty and staff are asked to be advisers and are supervised by the administrator in the appropriate area. Groups organized for academic purposes are usually advised by faculty in the academic area, while service and social groups are usually advised by staff in the Student Services Office.

Students or faculty members may take the initiative to form a new organization on campus. To do so, they need to follow these procedures from the Student Services Office:

In order to become officially registered as a student organization, a group must comply with the following:

- Receive the Intent to Organize form from the Student Services Office.
- Check that the name, goals and purposes of your group do not duplicate those of another organization.
- Pick up the following packet of registration forms to include a sample constitution, faculty adviser agreement, a roster of membership, student organization registration, and the Office of Student Services Policies on Student Organizations.
- Recruit and obtain signatures of a minimum of seven currently enrolled students with a minimum 2.0 GPA to serve as charter members and officers.
- Recruit a faculty adviser (full time faculty or staff member).
- Write a constitution, which will include the following: the name, purpose, proposed activities, rules of membership of the organization, the officers, their terms and methods of selection, the proposed nature and frequency of meetings and activities, and the financial plans of the organization, including any proposed fees, dues and assessments.
- Complete all forms and return to the Student Services Office. All forms must be returned together. The office will not accept incomplete packets.
- If requesting to be recognized and funded through the Student Government Association, the organization president will be contacted by the Secretary of SGA in regards to petitioning to the Student Senate. After approval, the information will be sent to the Student Organizations Advisory Board (SOAB) (which consists of faculty, staff and students, and is a committee of the Student Services Office).
- SOAB checks the membership and officer list, evaluates the constitution and registration form.
- The Office of Student Services will notify the organization's president and faculty adviser of the status of their registration. This is a 4-6 week process.
- The student organization is official after a scheduled meeting with the president and adviser of the proposed student organization and the SOAB.