

Title: Role of Faculty Advisors to Student Organizations	Policy No.: ADM 2.31	Date: Rev.: 5/19/2008
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Areas Affected: All BSMSO Faculty Page 1 of 2

**POLICY STATEMENT:**

Faculty members are selected to be advisors to student organizations and to serve as liaisons between the Faculty Organization and the student groups. The advisors provide guidance and help officers interpret their roles and responsibilities. In addition to attending meetings, the advisors:

1. Meet with the elected officers to discuss responsibilities of the organization, how meetings are conducted and the appointment of committees.
2. Assist the organization in formulating its goals and reviewing bylaws. Students serve on Admissions, Progression and Graduation; Curriculum; Learning Resources; Plan of Evaluation, and Student Affairs Faculty Committees. Bylaws are reviewed annually.
3. Instruct the President and other members on the protocols for arranging time and space for meetings and activities through appropriate office staff to avoid scheduling conflicts.
4. Review with officers and committee chairmen the format for minutes, agendas and reports and distribution of these documents.
5. Review agendas, as well as minutes, prior to meetings. Verify that minutes are properly submitted to the Advisor, President and School office. Review Secretary's minutes at the end of each meeting then give to Faculty Secretary to type. The organization Secretary then proofreads the minutes and places them in the organization minute book. Advisors and secretaries are responsible to maintain an updated minute book throughout the year.
6. Ensure that the President of the student group has approval of the advisor prior to implementing any money making projects and other selected activities. Questionable money making projects should be discussed by the advisor with the Assistant Dean for Student Services or Dean before giving approval.
7. Assist with elections as appropriate. New officers are elected in the spring and assume their duties at the end of the spring semester.
8. Ensure that the list of officers, representatives to Faculty Standing Committees and representatives to SGO is typed and distributed to the School office and each faculty member following elections.
9. Review the audit of the treasurer's books with the outgoing and incoming treasurer at the end of the treasurers' term of office.

Reference Policy # \_\_\_\_\_

<b>Approved by:</b>		
_____	_____	_____
Signature	Title	Date
<b>Approval History:</b>		
Committees and Dates:		
Assistant Dean of Student Services – 5/08		
Faculty Organization –		
Faculty Forum –		
Key words: _____		

10. Communicate to the Dean any concerns or issues related to the student group.
11. Report orally at Faculty Organization meetings activities of the organizations.
12. Ensure that the President conveys annually the rights and responsibilities of students toward the organization. This is done at the first general body meeting of the school year.
13. Be available throughout the year to assist the students in learning about leadership, self direction, and responsibility in an environment conducive to maximizing the students' potential.

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