

Responsibilities of Student Club or Organization Advisors

1. All clubs & organizations must have a completed on file Organization Packet. During the first 2 weeks of a major term, the organizations must submit a roster of officers who are registered for a minimum of 6 credits (a minimum of ten members), with necessary information, to the Student Life Department (complete the *Student Organization Packet*). The signature(s) of the advisor(s) and the chair of his or her department must be on the *Advisor Agreement Form* in the *Student Organization Packet*.
2. Complete the *Advisor Agreement Form*, with the appropriate signatures, in the Student Organization Packet. All organizations, new and old, must return the Packet, in its entirety, to the Student Life Department.
3. Be familiar with the contents of the *Student Rights and Responsibilities Booklet* and all policies governing student organizations.
4. Assist with the formulation and/or revision of the organization's constitution and by-laws when necessary.
5. Ensure that meetings are properly scheduled and announced, and serve as a resource person attending organization meetings.
6. Be certain that activities and events are approved in advance through the Student Life Department in accordance with established procedures. Student Organization Forms need to be in Student Life Department **Four (4) Weeks** prior to the date of the event and **Six (6) Weeks** for major events.
7. **Supervise** all activities and events of the organization as required by college policy. Student Life Department **cannot accept** the *Activity Form* until the advisor's signature is secured. All activities of the organization must be registered through the Student Life Department (*all essential forms are located in the Department*).
8. Consult with the Student Life Department when questions or policies & procedures as it relates to the organization.
9. When requesting Student Allocation and Programming Board (SAPB) funds, ensure that all policies and procedure are followed.
10. All requests for allocation of funding must be signed by the advisor and returned to the Student Life Department at least **Six (6) Weeks** prior to the event.
11. Advisors may be full-time faculty or staff of MDC West Campus.
12. Advisors will work closely with the Student Organization Treasurer to monitor the balance and status of the Organization's Agency Account.
13. Advise the organization in the planning of activities and events. The advisor should also assist in the contracting of artists, speakers, etc. It is the responsibility of the advisor to undertake, in coordination with the Student Life Director, the final negotiations and the signing of all contracts, and ensure that all necessary paper work is submitted within established deadlines.