

FAYETTEVILLE STATE UNIVERSITY  
Division of Student Affairs  
*Advisors Form*

**It is important that advisors understand the responsibilities involved before making a commitment to a club/ organization.**

1. See that the continuity of the organization is preserved through a constitution, minutes, and files.
2. Encourage use of parliamentary procedures and ensure that meetings are conducted in an orderly, efficient manner. Advisors must be present at the organizations elections to assure that Robert's Rules of Order are followed (or club/organization approved constitution).
3. Any and ALL activities sponsored by an organization, must be approved, supervised and attended by that advisor.
4. Enforcing University policies and procedures.
5. Acting in an advisory capacity:
  - a) Providing the officers with the elements of good organizational and administrative practices.
  - b) Teaching the techniques and responsibilities of leadership.
  - c) Teaching the principles of effective group operations.
  - d) Developing procedures and plans for action.
  - e) Keeping the group focused on its goals.
  - f) Developing self-discipline and responsibility in the group.
  - g) Stimulating and initiating activities.
  - h) Utilize and update Bronco Advantage
  - i) Attend all advisors roundtable meetings
6. Being available to the officers and members in order to share ideas about the affairs of the organization as well as a resource to be generally available in assist the organization.
7. Advising and consulting with the organization and its officers regarding financial affairs to ensure that proper budgets are formulated and that all funds are accounted.
8. Signing or co-signing appropriate University forms such as those for the organization's request for use of campus facilities, purchase orders, travel requests, or the registration of visiting speakers or lecturers.

**My signature indicates that I agree to the above terms.**

**Signature Date**

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**ADVISORS OF FAYETTEVILLE STATE UNIVERISTY**

Advisors must be full-time permanent faculty or staff members at Fayetteville State University. Student groups should try to find faculty or staff members who are interested in their missions and who have knowledge of the University and its resources. The advisor agrees to assist the organization, to provide an educational experience for its individual members, and to be familiar with its programs and activities. Most importantly, groups should look for faculty or staff members who are willing to provide counsel, service, dedication and continuity with their organizations. To support these efforts, the Division of Student Affairs sponsors an Advisor of the Year award to honor advisors who demonstrate these qualities. A faculty or staff member who agrees to serve as an advisor to a student organization accepts, thereby, the responsibility for encouraging the organization in meeting its aims and purposes in accordance with the University policy.

**CLUB & ORGANIZATION ADVISEMENT**

Recognized student organizations may be required to meet additional departmental or administrative requirements for affiliation with or support from an academic unit or administrative office. Additionally, such guidelines may include the requirement for an administrative or departmental advisor, maintenance of a specific grade point average, a specified structural composition for the organization to meet, and/or national standard of affiliation. Enforcement of such requirements is the responsibility of the department chairperson or the administrative office. All questions regarding advisement, related policies or training opportunities in student organizations should be referred to the OSA Program Director.

***ALL*** advisors and co-advisors for University recognized student organizations **MUST** be full-time employees of Fayetteville State University, and have received approval to serve in such capacity from both their **immediate supervisor** AND **departmental supervisor**.

Any advisor who knowingly or with negligent or reckless disregard allows their organization or any of its members (whether FSU members or otherwise) to violate any law, rule or University policy or code may be subject to sanctions by the University including but not limited to removal from the position of advisor or employment discipline including but not limited to termination.

**My signature indicates that I agree to the above terms.**

**Signature Date**

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**Immediate Supervisor**

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**Departmental Supervisor**

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## CLUB/ORGANIZATION RESPONSIBILITY TO AN ADVISOR

When issues arise, the opinions of the advisors should be sought and given proper consideration. Although advisors are not responsible for policy making, they make recommendations and should expect that these will be considered. The following are also responsibilities:

- Informing advisors of ALL activities and meetings in advance (15 days prior).
- Informing the advisor concerning any situation that may cause problems for the organization or its members.
- Keep the advisor updated on the finances of the club/organization.
- Recognizing that the advisor should not be committed to any type of obligation unless he/she agree to the commitment.
- Build positive relationships with the advisor