

NUMBER: SA 3.01
SECTION: Division of Student Affairs
SUBJECT: Advisors for Student Organizations
DATE: August, 2012
REVISED:
Policy for: USC Upstate
Procedure for: USC Upstate
Authorized by: Dr. T. Moore
Issued by: Student Life

I. Policy

A. To encourage positive interaction between University faculty, staff and students, all registered student organizations are required to have an advisor registered with the Office of Student Life.

1. Advisors must be selected from full-time faculty or administrative staff members at USC Upstate. Students (including Graduate level) are ineligible to serve as advisors to registered student organizations
2. Greek organizations and religious student organizations are exempt from this rule, and may select off-campus advisors.
3. All advisors are required to adhere to the policies outlined in this document and follow the recommendations addressed in the Advisor Handbook.

II. Procedures (definitions)

A. Appointed/Assigned Advisors

1. University sponsored organizations (i.e. Student Media organizations, Campus Activities Board, IMPACT, departmentally sponsored clubs, etc.) typically have professional staff members who advise them as part of their job responsibilities. This also includes organizations that must be advised by individuals who are members of the organization (i.e. Greek fraternities & sororities, some professional associations, etc.). For these organizations, the following procedures will apply.

- a. University sponsored student organizations are not allowed to select their advisors. The Department head or appropriate governing body will appoint that organization's advisor.
- b. Greek organizations are required to have advisors. Organizations should adhere to Organizational policies regarding the Advisor selection/appointment process.
- c. Should that advisor leave his/her post (due to position reassignment or departure from the University/organization), another Advisor will be appointed to the organization by the related Department head or governing body.
- d. As part of the organization's annual registration, appointed/assigned advisors must complete the Advisor Statement of Support.

B. Selected Advisors

1. Student organizations that are not sponsored by the University (i.e. special interest groups, some academic clubs, etc.) may receive University funding through the annual allocation process or from SGA Special Projects funding, but these groups are not considered University sponsored, and may select their own advisor(s).
 - a. As part of the organization's annual registration, selected advisors must complete the Advisor Statement of Support.
 - b. Should that Advisor resign, another Advisor should be identified by the organization as soon as possible for the group to maintain their registration. If necessary, the Office of Student Life will assist with identifying potential advisors for the organization.
 - c. Advisors must be selected from full-time faculty or administrative staff members at USC Upstate. Students (including Graduate level) are ineligible to serve as advisors to registered student organizations.

III. Advising

1. In order to properly advise registered student organizations, Advisors are expected to adhere to the following guidelines:
 - a. Become familiar with and understand relevant University policies and procedures.
 - b. Act within the scope of your authority.
 - c. Act in an advisory capacity, as opposed to a directive relationship in the organization. The following educational functions are cited as examples:

- d. Providing officers with the elements of good organizational practice,
 - e. Teaching the techniques and responsibilities of leadership and following,
 - f. Teaching the principles of effective group operations,
 - g. Developing procedures and plans for actions,
 - h. Keeping the group focused on its goals
 - i. Developing self-discipline and responsibility in the group,
 - j. Stimulating and initiating activity
4. Be available to the officers and members to share ideas about organization affairs.
 5. Meet with the officers of the group to discuss the progress and direction of the group.
 6. Attend as many meetings and functions as possible.
 7. Advise and consult with the organization and its officers in its financial affairs to see that the proper budgets are formulated and that the proper distribution of and accounting for funds of the organization are maintained.
 8. Approve organization activities in which students represent the organization or the University.
 9. Sign appropriate University forms, such as those associated with registering fundraisers, requesting funds, or organizational travel.
 10. Accompany student organizations when traveling on University-funded trips.
 11. Serve until a successor is appointed, if for any reason it is impossible to continue as advisor to the organization.
 12. Contact the Office of Student Life when questions or problems arise.

(This policy is adapted from USC Columbia Campus Policy – BUSF 3.01)