

BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

SUBJECT: *Responsibilities of Student Organization Advisors*

EFFECTIVE DATE: November 15, 1989; amended September 29, 2016, June 30, 2021

BOARD POLICY REFERENCE: FKC

RESPONSIBILITIES

1. The advisor is an essential part of every organization. Without an advisor, a student organization has no authority to meet or even exist. Just as each member of an organization has responsibilities to the advisor, so does the advisor have responsibilities to the organization and to the college.
2. The advisor's primary responsibilities are to advise, to serve as a resource person and to serve as a counselor.
3. The advisor or an approved designee must be present at all events whether the event is called by written or oral invitation and whether it is on campus or off campus. If the advisor or designee cannot be present, the function may not be conducted. It is expected that the advisor will be present from the beginning to the conclusion of all events, including meetings.
4. The advisor should assist to see that all of the officers of the organization assume the responsibilities of the positions to which they were elected or appointed and will work with the officers of the organization to promote efficient and effective administration of the organization.
5. The advisor should assist with the formulation and/or revision of the organization's constitution and bylaws and see that the organization operates within its constitution and bylaws and that "statement of purpose."
6. The advisor is responsible for ensuring that all activities and events are approved in accordance with established procedures. Requests for student activities must be submitted at least 30 days in advance of the date of the event.
7. The advisor will oversee the finances of the organization, sign purchase requisitions, approve requests for payment of bills from organizational funds and insure that the organization adheres to Blinn College District policies/procedures.

8. The advisor will consult with the Student Leadership and Activities Office when questions and problems arise regarding the organization.
9. The advisor must see that the organization timely submits all forms requested by either the Student Leadership and Activities Office and/or Vice Chancellor, Student Services including an end of year financial statement for the organization.
10. The advisor of a student organization is responsible to the Student Leadership and Activities Office.