SUBJECT: Responsibilities of Student Organization Sponsors

1. The sponsor is an essential part of every organization. Without a sponsor, a student organization has no authority to meet or even exist. Just as each member of an organization has responsibilities to the sponsor, so does the sponsor have responsibilities to the organization and to the college.

2. The sponsor's primary responsibilities are to advise, to serve as a resource person and to serve as a counselor.

3. The sponsor or an approved designee must be present at all meetings and events whether the meeting is called by written or oral invitation and whether it is on campus or off campus. If the sponsor or designee cannot be present, the function may not be conducted. It is expected that the sponsor will be present from the beginning to the conclusion of all meetings and events.

4. The sponsor has the power to veto any action that violates any policy of Blinn College or any action that he or she deems not in the best interest of the organization or the college.

5. The sponsor must 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.

6. The sponsor 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."

7. The sponsor is responsible for assuring that all activities and events are approved in accordance with established procedures. Requests for student activities should be made to the proper authority well in advance of the date of the event.

8. The sponsor 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 fiscal policies.

9. The sponsor will consult with the Director of Student Activities when questions and problems arise regarding the organization.

10. The sponsor must see that the organization submits, on time, all forms requested by either the Director of Student Activities, Dean of Student Services-Bryan, and/or Vice President of Student Services including a end of year financial statement for the organization.

11. The sponsor of a student organization is responsible to the Director of Student Activities.