

NUMBER: STAF 3.01
SECTION: Division of Student Affairs and Academic Support
SUBJECT: Advisors for Student Organizations
DATE: June 1, 1992
REVISED: October 18, 2016
Policy for: Columbia Campus
Procedure for: Columbia Campus
Authorized by: Vice President for Student Affairs
Issued by: Student Life and Development

I. Policy

To encourage positive interaction between both teaching and administrative staff and students involved in student organizations, every student organization is required to have an advisor. The advisor must be selected from full-time faculty or administrative staff members (band 4 or above with exempt status) at the University of South Carolina Columbia. Registered religious workers and military personnel may serve as an advisor with the approval of the Department of Student Life. Graduate students are not eligible to fulfill this requirement. The Leadership and Service Center will provide, upon request, a list of eligible advisors for viewing. The Leadership and Service Center will also assist advisors with questions concerning their organizations.

II. Procedure

A. For Appointment

The signature of a full-time faculty or staff member must be secured on a new organization's application to receive recognition through the Advisor Confirmation form to signify his/her willingness to serve as advisor to that organization.

1. The advisor's signature must also be obtained annually during annual renewal to signify agreement to continue as the organization's advisor.
2. The Vice President for Student Affairs and Academic Support will officially appoint each advisor to the position by a letter.
3. Should an advisor step down from his or her position at any time during the year the Leadership and Service Center should be contacted by the advisor immediately and a replacement advisor will be acquired by the student organization within three weeks of resignation.

B. For Advising

1. Become familiar with and understand relevant university policies and procedures.
2. Act within the scope of your authority.
3. Act in an advisory capacity, as opposed to a directive relationship in the organization. The following educational functions are cited as examples:
 - a. providing the officers with the elements of good organizational practice
 - b. teaching the techniques and responsibilities of leadership and following
 - c. teaching the principles of effective group operations
 - d. developing procedures and plans for actions
 - e. keeping the group focused on its goals
 - f. developing self-discipline and responsibility in the group
 - g. stimulating and initiating activity
 - h. supporting students' academic progress and persistence at the university
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. For non-funded organizations, provide financial and budgetary advice.
8. Approve/co-approve off-campus activities in which students represent the organization, such as meetings, conventions, etc.
9. Sign or co-sign appropriate university forms, such as those for use of campus facilities, purchase orders, travel requests, or the registration of visiting speakers or lectures.

10. Serve until a successor is appointed, if for any reason it is impossible to continue as advisor to the organization.
11. Contact the Leadership and Service Center when questions or problems arise.

III. Reason for Revision

Policy revised to reflect current practice and organizational structure.