

student organization

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FACULTY ADVISOR HANDBOOK

REGULATION 2.030

University
guidelines for
advisors

GENERAL RESPONSIBILITIES

What's expected of
an advisor?

Dear Student Organization Advisors:

It is an honor to be asked to serve as an advisor, but it is also important that you understand the additional demands that will be placed on your time and energy. You will be helping prepare our students to achieve career goals as they learn to balance their co-curricular involvement with their academic pursuits. Your role will be multifaceted, as a motivator, challenger, energizer, counselor and role model. Your involvement will provide a sense of direction for the organization and an opportunity for our students to realize their potential as next generation leaders and problem solvers.

In this guide book, we have attempted to identify responsibilities, roles, and techniques to enhance your effectiveness as an advisor. Also, included are the policies and procedures established by the University and the Office of Student Affairs.

Thank you for your dedication to the quality of student life at the FAMU College of Law; may your involvement with student organizations be positive and rewarding for all. If you require additional information or support please contact the Office of Student Affairs at law.studentaffairs@famu.edu.

Please note, all recognized student organizations shall follow the procedures and guidelines as set forth in the FAMU College of Law Student Handbook, the FANG, and the regulations of the University. For information about recognized student organizations, contact the Office of Student Affairs directly. In cases of conflict, the University's regulations will supersede this and all other handbooks.

Congratulations!

The Office of Student Affairs
Deborah Holmes, Coordinator of Student Affairs
Gary Harrington, Director of Student Affairs

I. General Responsibilities and Expectations

Role of the Advisor:

The advisor is an integral part of every student organization. As a member of the faculty/staff of the University, the primary functions of the advisor are to actively advise, to counsel and to serve as a resource person. It is difficult to define the specific role of an advisor to a student organization because the role can be structured in a variety of ways.

General Responsibilities and Expectations:

The organization and the advisor should devote time at the beginning of each semester establishing a clear understanding of the roles each will play. Student organizations should set mutually agreeable expectations for advisor, such as meeting attendance and time commitment, and the advisor should similarly make clear his or her expectations for the officers and organization. After the organization's expectations have been laid out, it must be posted in iStrike. It is also important to update them and determine whether or not the expectations are being met throughout the year. An advisor's actual commitment will vary depending on his or her style of leadership and the needs of the organization; however, advisors should follow these minimum guidelines:

1. Attend and remain present for the duration of all officer meetings, and for the majority of the organization's general meetings and activities.
2. Attend and remain present for the duration of paid events or sponsored events and activities held.
3. Ensure that all members are made aware of and follow the regulations, policies, procedures, goals and objectives of the University.
4. Review all programs, events, and the objectives of the organization to ensure that they remain in compliance with the University rules, policies and regulations before being submitted to the Office of Student Affairs for official approval.
5. Perform any duties that assist in the efficient and orderly operation of the organization.
6. Discuss the financial status of the organization including identification of programs and potential solutions, and the identification of financial strengths and weaknesses.
7. Discuss internal organizational difficulties and assist officers with the resolution of those difficulties and conflicts.
8. Assist with the transition of student organization officers each academic year based on the organization constitution.
9. If leaving your role as an advisor please assist in identifying potential advisors. Once a new advisor is selected please meet with that advisor to provide valuable information about the organization.

A Note from Student Affairs:

Your time and service are appreciated by the students and the Office of Student Affairs. You will always have our support in your efforts to be the best advisor you can to the students at the FAMU College of Law. This is the first Faculty Advisor Handbook published by the College of Law and it is our goal to continue providing faculty, staff and students with the most accurate information possible. This handbook is based on the University regulations and best practices shared with the Office of Student Affairs.

II. Role of an Advisor

Role of the Faculty or Staff Advisor (Regulation 2.030)

- (a) Every recognized student organization must have a faculty or staff advisor whose purpose is to assist the recognized student organization in providing an educational experience for the individual members and the University as a whole.
- (b) All advisors must be in good standing with the University and must have been employed at the University for at least one year. The responsibilities of the advisor shall, without limitation, be to:
 - 1. Provide counseling, leadership and direction regarding the interpretation of University policy and the mission of the recognized student organizations.
 - 2. Ensure the recognized student organization's adherence to University policies and guidelines.
 - 3. Ensure the membership eligibility of each student is in accordance with the requirements of the recognized student organization.
 - 4. Assist the recognized student organization with the formulation and implementation of all academic, service and social activities.
 - 5. Ensure the members of the recognized student organization are made aware of regulations, policies, procedures, goals and objectives of the University.
 - 6. Report infractions of University rules, regulations, policies or procedures to the Director of Student Affairs or his/her designee. The advisor has the right to place the recognized student organization on inactive status for violating the recognized student organization's internal rules for no more than thirty (30) days. Timeframes exceeding (30) days should be in consultation with the Office of Student Affairs. **Inactive status means that the recognized student organization will cease and desist all operations.**
 - 7. Attend all meetings and activities of the recognized student organizations that are directly related to membership and/or conducting annual elections.
 - 8. Attend any event on campus where the anticipated audience is more than 50 guests.
- (c) The advisor's foremost concern is their relationship to the student, the development of the student's self-awareness, and the increase in the student's maturity as they make decisions or assume responsibility.
- (d) The advisor must be willing and free to express his ideas and attitude and always governed by a respect for the individuality of the student. The student is under equal obligation to respect the advisor's individuality.
- (e) Advisors to recognized student organizations are to be selected by student groups and/or appointed by the Director of Student Activities or his/her designee. The Vice President for Student Affairs or his/her designee may remove any advisor when it is in the best interest of the University.

- (f) The Director of Student Affairs or his/her designee may institute additional guidelines and/or procedures governing advisors provided the guidelines and/or procedures are in writing and approved by the Vice President for Student Affairs or 4 his/her designee. All advisors must be properly notified of the guidelines and/or procedures prior to implementation.

- (g) University advisors of Greek Letter organizations must be selected from among faculty, administrators, and professional staff at FAMU, and they must have been employed by the University for at least one year. Any exceptions must be in writing, demonstrate extenuating circumstances, and be approved by the Vice President for Student Affairs or his/her designee.

Registration and Certification:

Each semester the Office of Student Affairs will host a mandatory leadership workshop for all student organization executive board (e-board) members. A minimum of 2 e-board members from each organization must attend the workshop. This serves as a substitute for the Rattler Round-Up, the certification workshop hosted in Tallahassee, which is mandatory for all student organizations. Attendance at this workshop and submitting your organization for approval in iStrike with all of the correct information is required each semester to remain an active and certified student organization with the University. If your organization does not remain consistently certified they will lose the ability to receive funding through the A&S process.

Notes or Questions can be written here: