



## Blue Mountain Community College *Administrative Procedure*

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**Procedure Title:** Student Club Advisors  
**Procedure Number:** 07-2016-0001  
**Board Policy Reference:** I.B. Educational Opportunities

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**Accountable Administrator:** Vice President of Student Affairs  
**Position responsible for updating:** Director of Student Athletics, Outreach, & Student Life  
**Original Date:** May 24, 2016

**Date Approved by Cabinet:** 05/14/19

**Authorizing Signature:** *original signature on file*

**Date Posted on Web:** 05/14/19

**Revised:** 05/19

**Reviewed:** 05/19

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### **Purpose/Principle/Definitions:**

Student Clubs are an integral part of student engagement and life at the College and are for the purpose of enhancing co-curricular student activities. Clubs are made available to students as a way to provide cultural, civic, service, recreational, social, and leadership opportunities for BMCC students.

BMCC Club Advisors are full-time employees (non-students) that serve in an advisory capacity to a club's membership. The club advisor provides oversight to club activities, programs, and student club membership assuring that programming and activities conform to the educational purposes, values, and policies of the college. Serving as a club advisor is considered voluntary. College employees may be offered release time (with supervisor approval) to serve in the role of Club Advisor.

### **Procedures:**

All student clubs at BMCC must have an approved full-time college employee in the role of Club Advisor before becoming officially sanctioned as an Associated Student Government (ASG) sponsored student club. Advisors are approved on an annual basis during Fall term.

1) The criteria for Club Advisor approval includes:

- Must be a full-time college employee past their probationary period
- Must have immediate supervisor approval to and ability to serve for one academic year
- Not already serving as a Club Advisor for two clubs (college employees may serve as a Club Advisor for a maximum of two clubs at a time)

2) The selection process for Club Advisor is as follows:

- Student(s) interested in forming a club will contact the Student Life Coordinator for a list of available college employees indicating an interest in serving as a club advisor.
- Student(s) may also bring a recommendation to the Student Life Coordinator for a specific college employee to serve as their club advisor.
- Student(s) contact the college employee about serving in the Club Advisor role.
- If the college employee is interested in and available to serve as a Club Advisor, they then complete the Club Advisor Assignment form and return to the Student Life Coordinator. .
- In the case of some student club organizations (such as Phi Theta Kappa), the selection of a Club Advisor will be made by the Office of Instruction or Office of Student Affairs.

### **Club Advisor Roles and Responsibilities:**

A student Club Advisor provides important assistance to the club's student leaders assisting with the accomplishing of goals while helping enrich the personal and social development of students involved in student activities. It is expected that Club Advisors will commit two to five hours per week for involvement with their club. Responsibilities may include but are not limited to:

- Commitment of a minimum of one academic year as the advisor to any particular club
- Guide the club members in establishing and maintaining of club charter, guidelines, goals, roles, and objectives in accordance with ASG constitution and by-laws
- Attend club functions, programs, and meetings to supervise and maintain college facilities use (as time and scheduling allow)
- Assists the club in planning, supervising, and evaluating efforts of the club to provide meaningful social, cultural, and recreational opportunities within the club purposes
- Promotes dialogue between club membership and college administration, the student body, and the college community
- In coordination with the Director of Athletics, Outreach, & Student Life, assist's club members with any behavioral issues or conflicts among club members or that might arise at a club sponsored activity or event
- Act as a resource for general information regarding college policies and procedures, including student rights, responsibilities, and conduct
- Provide oversight and counsel regarding the financial transactions of the club. Specifically, to prevent the club from incurring debts that it is unable to pay and ensure that expenditures are within appropriate spending guidelines
- To ensure that all reasonable steps are taken to protect the safety and welfare of club members and ensure all college policies are upheld at all times
- Under the direction of the Student Life Coordinator, co-sign all club payment forms, facilities requests, work orders, and fundraising requests as initiated by club members
- Ensures that the brand of the college is upheld at all times with events, social media and any marketing that should need to happen for the club

*Note: Club Advisors may not financially profit from a student club.*

### **Resolving Concerns or Mid-Year Club Advisor Changes:**

- 1) Club advisors and club members are encouraged to first discuss their concerns in order to find a workable solution. If this is not possible, the next step is for the club members or club advisor to meet with the Student Life Coordinator for assistance.
- 2) Club advisors needing to step down from his/her duties mid-year are expected to notify the club's leadership as well as the Student Life Coordinator. It is the responsibility of club members to find another college employee willing to serve in this capacity for the remainder of the academic year. A club cannot be active without an approved Club Advisor.

### **Special Forms:**

- Student Club Advisor Assignment
- Club Charter Application

### **Club Approval Criteria: (all areas must be maintained during the academic year for a club to be active)**

1. Name one student who is willing to serve as the Student Representative and chose a student contact person for the club.
2. Identify one employee who is willing to serve as the Club Advisor, fill out Club Advisor Agreement and submit to the Student Life Coordinator for approval.
3. At least five currently enrolled BMCC students who are interested in active membership in the club.
4. Complete the BMCC Club Charter Application Form found on the BMCC website at BMCC/Support & Services/clubs and submit to the Student Life Coordinator.
5. Optional: Create a club brochure to tell others and market your club.

## **Advisor Agreement**

An Advisor to student clubs provides important assistance to student leaders. Advisors assist student groups to be effective in accomplishing organizational goals while helping enrich the personal and social development of students involved in student activities.

Each student club must have an advisor to be chartered. Advisors must be a (non-student) employee. Advisors cannot advise more than two student Club/Organizations at one time without approval.

- Is responsible for club activities, programs, and personnel, seeing that programs conform to the educational purposes of the college.
- Must commit to a minimum of one academic year as the advisor to any particular club.
- Attends club functions, programs, and meetings to supervise and maintain college facilities use (whenever possible).
- Assists the club in planning, supervising, and evaluating efforts of the club to provide meaningful social, cultural, and recreational opportunities within the club purposes.
- Promotes dialogue between club membership and college administration, the student body, and the college community.
- Be aware of the purpose and activities of the organization through attendance at organization meetings or through frequent consultation with student leaders.
- Act as a source of general information regarding college policies and procedures
- Guide, while at the same time allow freedom for members to plan and coordinate their own activities or programs.
- Provide special technical knowledge or information relevant to the club, as needed.
- Oversee financial transactions of the club. To give particular attention to the financial activities of the group. Specifically, to prevent the club from incurring debts that it is unable to pay and ensure that expenditures are within appropriate spending guidelines.
- To work closely with the club to ensure a cooperative relationship between all the club members.
- Help the officers of the organization understand their duties.
- To see that the continuity of the organization is preserved through its constitution and by-laws, minutes, and traditions, and that succeeding officers and members adequately understand its past activities.
- To advise students of the policies and procedures that they must follow during all club activities, both business and social.
- To ensure that all reasonable steps are taken to protect the safety and welfare of club members and ensure all college policies are upheld.
- To sign all club payment forms, facilities requests, work orders, and fundraising requests as initiated by club members
- Follow all policies and regulations regarding student clubs put forth.
- The club advisor is prohibited from personally profiting from a student club. The advisor must understand that their time is voluntary and cannot be compensated.
- Reserve meeting/event space.
- Ensure that the code of conduct is upheld by students at all times.

In the event that an advisor wishes to step down from his/her duties, it is the responsibility of club members to find another staff member willing to serve in this capacity. A club cannot be active without an advisor.

The role of the club advisor is to work in collaboration with club members on the planning and execution of activities. The club advisor will work closely with the club treasurer on deposits and expenditures of club funds as per the vote of the club members.

#### Club Approval Criteria:

6. Name one student who is willing to serve as the Student Representative and chose a student contact person for the club.
7. Identify one employee who is willing to serve as the Club Advisor and fill out Club Advisor Agreement and submit to the Outreach and leadership Department for approval.
8. At least five currently enrolled BMCC students who are interested in active membership in the club.
9. Complete the BMCC Club Charter Application Form: [Club Charter Application Form](#) and submit to the Outreach and Leadership Department for approval.
10. Optional: Create a club brochure to tell others and market your club.

I accept the responsibility of the role of club advisor.

#### Advisor Agreement

Advisor Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*\*Please attach a valid copy of the advisors driver's license and vehicle insurance\*\*\***