



Student Organization Advisor Resources
The Division of Student Affairs

I. The Role of an Advisor:

Advisor Roles may differ depending on the student organization. Some advisors play very active roles by attending meetings, working with student organization officers, and/or assisting in programming. Some advisors prefer to maintain a more distant relationship with the organization, assisting the organization only when requested. Advisors should be accessible to their student organization, and should provide the group's officers with an appropriate method of communication.

In the beginning of the advising relationship, student organization officers and the advisor should agree on clear expectations about the role that the advisor will take in the operations and guidance of the organization.

It is the role of the advisor to:

- Serve as a resource to the organization
- Interpret and clarify College policy and procedure
- Suggest program ideas that are relevant to the mission of the organization
- Advise officers in decision-making
- Allow the group to succeed
- Allow the group to fail
- Encourage discourse and opportunities for learning
- Empower students to lead

It is not the role of the advisor to:

- Control the group
- Run the organization's meetings
- Take veto power over decision making
- Take ownership over the organization's operations
- Become the leader

II. Advisor Expectations:

Advisors are expected to

- Meet with the Executive Board of the organization at least once per semester
- Read organization meeting minutes if applicable
- Commit to at least one year term of service
- Assist with the re-recognition process
- Complete new advisor training
- Contribute to the list of names for potential future advisors

Advisor Expectations and Role Checklist

The Office of Involvement has created an Advisor Expectations and Role Checklist to aid in the development of the advisor relationship.

Below are potential advisor expectations and roles, which should be negotiated between student organization officers and the advisor. Individuals should complete this on their own and then collaborate to establish a shared “level of agreement” which will serve as the blueprint for establishing mutual expectations, roles, and responsibilities.

“The advisor should ...”

Expectations	Agree	No Opinion	Disagree	Notes
Attend one executive board meeting per semester				
Meet with the executive board regularly				
Meet with organization president regularly				
Receive copies of meeting minutes, emails, etc.				
Attend general body meetings/events				
Be accessible on a weekly basis to organizational leadership				
Establish appropriate method of communication with organization				
Assist in the creation of goals for the organization				
Assist with the SG re-recognition process				
Complete advisor training once per year				
Advise within the framework of the student organization conduct code				
Be knowledgeable of college policies/procedures				

“In performing the role of advisor, the advisor should ...”

Potential Roles of the Advisor	Agree	No Opinion	Disagree	Notes
Be a referral resource to campus services				
Be a sounding board for ideas and programs				
Support change within the organization				
Support annual review of constitution/bylaws				
Speak during discussions/meetings when appropriate				
Provide support for longevity of organization				
Provide assistance with organization leadership transition				
Monitor election of organization officers				
Be an educator/trainer of leadership and organizational skills				
Mediate or refer interpersonal conflicts of the group				
Assist organization with sound financial practices				
Recruit new members to organization				
Evaluate organization leaders				
Evaluate programs				

Modified from the resources of Eastern Oregon University, University of Florida, and Drexel University

This is a simple guideline to assist you in determining the level of responsibility and involvement you have with any student organization you choose to advise.

III. Student Organization Privileges and Responsibilities

All recognized student organizations are required to adhere by the rules and regulations set in place by The Office of Student Conduct and Dispute Resolution Services in the [Student Organization Privileges and Responsibilities](#). Items addressed in this policy include common phrases and definitions, policies, expectations for behavior, procedural standards and guidelines, partnership processes, and other relevant information.

IV. Important Information:

- A. **Conduct:** All Student Organizations are required to adhere to the Student Organization Conduct Code. The [Student Conduct Code](#) can be found on the [Office of Student Conduct and Dispute Resolution Services](#).
- B. **Copyright Law Guidelines:** Federal copyright law restricts the use of videocassettes and DVDs for private showings and prohibits their public performance without prior written consent of the holder of the copyright. A public performance includes, but is not limited to, showing a motion picture in a location open to the public, showing a motion picture to a selected group of people gathered in a location not open to the public (i.e. residence hall floor or lounge), or showing a motion picture by broadcast or transmission. Student organizations choosing to publicly show a motion picture in any form (film, VHS video, DVD, etc.) must secure a license from a booking agency. For a list of booking agencies, please contact the Office of Student Activities in the Office of the Dean of Students. Films that are rented or purchased from a retail outlet are for home use only and cannot be shown on campus without the appropriate license from an approved booking agency. Proof of copyright compliance must be filed with the Office of Student Activities in the Office of the Dean of Students prior to any films being shown. More information regarding TCNJ copyright guidelines can be found on the [Office of Student Activities](#) website under the [Information Resources](#) tab.
- C. **Email:** All student organizations are granted use of a TCNJ email address through TCNJ Google Apps. Regularly checking this email account is essential as is it the official method of communication from the College. General email management (including establishing email addresses for new organizations) will be overseen by the Office of Involvement.
- D. **Funding:** The Student Finance Board (SFB) is responsible for allocating funds to student organizations. The SFB distributes the Student Activity Fee (SAF), a fund that undergraduate students pay into as part of their tuition and fees. These funds are set aside specifically for the SFB to allocate toward student organization activities. More information regarding how to receive a base budget, or the process for SFB's appropriation of funds can be found on the [Student Finance Board's](#) website.
- E. **Keys:** Student Organizations with Office Space can request a key through the Brower Student Center staff located at the BSC Information Desk. Similarly, organizations with lockers can use their "unlock this thing" app to access their student organization locker. Distribution of these keys and locker access codes must remain amongst the organization's executive board members.

- F. Lion's Gate:** [Lion's Gate](#) is the "gateway to student involvement." This hosted technology solution provides student organizations digital tools and resources to advertise events, contact members, advertise to interested students and the public, create forms, store documents, and to track student involvement on an Engagement Transcript.
- G. Listserv:** Student Organizations are added to the so-l@tcnjlists.tcnj.edu listserv. Emails can only be sent to this listserv from your organization's email. Postings to this listserv must adhere to policies set forth in the Office of Student Involvement Posting Policy.
- H. Mail** - All student organizations have mailboxes with a physical address of:

(Name of Student Organization)
2000 Pennington Road
BSC 209
Ewing, NJ 08628

Please ensure that the recognized name of the group is listed on the mailings your group is receiving. Mailings with Individual Students, local chapter designations, or the like without the name of the student organization will be returned to sender.

- I. Posting:** All publicity posting by Student Organizations must adhere to all College policies, including those outlined in the Student Conduct Code. Further information regarding the Student Conduct Code can be found at <http://conduct.tcnj.edu/>.

In addition, all posting, chalking, banners, flyers, stickers, etc. must be approved by the Office of Student Involvement. More information on the [Posting Approval Process](#) can be found on the Office of Student Activities website.

- J. Printing:** The Student Finance Board coordinates ALL student organization printing privileges. Organizations can submit annual budget requests for printing to the SFB through their base budget process.
- K. Programming Space:** All Student Organizations looking to book an on-campus space for their event/meeting must do so using the College's reservation program, Book-It. The Book-It program can be found at <https://bookit.tcnj.edu/VirtualEms/>.
- L. Registration:** All Student Organizations must register on a SEMESTERLY basis with the Office of Student Involvement through [Lion's Gate](#). Failure to register by the advertised deadline will result in the deactivation of that organization. The deadline is not flexible.
- M. SOAR:** The Student Organization Advancement Retreat (SOAR) serves as a space where leaders from student organizations around campus can come together to receive important administrative information relevant to student organizations, as well as to foster fruitful discussion between different student groups about the programs and initiatives they are pursuing. SOAR aims to foster

greater collaboration between student groups. Student Government holds two retreats per semester. To find out more information on SOAR, contact the [Student Government](#) office.

V. Being a Responsible Employee

As you are all aware, TCNJ is committed to ensuring that our students have a positive experience at our institution. This experience is contingent upon students feeling safe on our campus. In your current position as advisor to a student group, you have a unique role in interacting with students and therefore have been identified as a Responsible Employee. The purpose of your role is to ensure that students who may disclose feel valued, cared about by our campus community, and are aware of their rights and resources both through TCNJ and criminally.

As a Responsible Employee you have specific obligations and requirements:

- You must report all incidents of sexual assault, dating/domestic violence, stalking, or sexual harassment that have been reported to you by anyone affiliated with the TCNJ community (student, faculty, or staff member) to the Title IX Coordinator, Jordan Draper, immediately upon receiving the information. You can report the information to Jordan by emailing all information you received to draperj@tcnj.edu, calling at [609-771-3266](tel:609-771-3266), or submitting an online report at https://tcnj-advocate.symplicity.com/public_report/index.php/pid015694?
- You must attend a yearly mandatory training session on how to respond to students who have disclosed and how to report this information. To fulfill this requirement you have been assigned an online program module. The *Not Anymore* online program is an estimated 30 minutes and can be accessed at the following link: <https://studentsuccess.org/SSO/tcnj>.

You may have dual roles at the College (ie. faculty member and advisor of a student group). If a student in the group you advise reports any sexual violence you must report that but if you have not been designated as a responsible employee in your primary role (you would have received an email from Kerri Tillett or Amy Hecht informing you if you were) that you are not required to report for that occasion. If you have been designated as a Responsible Employee in your primary role then you would report these as well.

For more information on Responsible Employees please refer to our Title IX website for [Responsible Employees](#). If you have any questions or concerns please contact Jordan Draper at draperj@tcnj.edu or 609-771-32666.

VI. Further Information

The Office of Involvement houses Student Activities and Fraternity and Sorority Life. For any questions about your role as an advisor and the student organization you serve, please contact us at 609-771-2466 or involvement@tcnj.edu.