The University of Texas at Arlington

REGISTERED STUDENT ORGANIZATION ADVISORS

Thank you for considering the role of advisor. Without advisors, student organizations cannot exist on UT Arlington’s campus. Advisors have a variety of duties with an organization including a mentor, teacher, leader and participant. The advisor and students must have regular communication in order for him or her to advise the organization in its day-to-day operations and activities. Ideally, the advisor assists the organization members and officers in staying in compliance with their local, constitution/bylaws U.T. System policies, as well as local, state, and federal laws and/or ordinances. Advisors also assist student leaders in developing critical thinking skills in the areas of event planning, risk management, organization management, group processes, ethical decision making and many other areas for personal development.

Requirements

1. An advisor must be member of the faculty or administrative/support staff whose employment at the university is not also based upon enrollment as a student.
2. The advisor must sign an affidavit at the start of every full term semester, stating they are the advisor for that Student Organization.
3. Advisors should be knowledgeable with the policies pertaining to student organizations contained in the
   a. Student Organizations Handbook - uta.edu/sao
   b. UT Arlington’s Handbook of Operation Procedures - uta.edu/hop
4. Advisors are to be familiar with the activities held on UT Arlington’s campus by the student organization.

Responsibilities

In assuming the role of student organization advisor, it is inherent that the advisor has accepted and agreed to fulfill these responsibilities in the manner listed below:

1. Take an active role in advising the student organization.
2. Signs off on event registration paperwork, financial reports, space reservation requests and various forms required by the student organization to be active.
3. Offer guidance to the organization on programming, management, problem solving/disputes, emergency situation and overall direction of the organization.
4. Meet with the executive board on a regular basis (recommended meeting at least twice a month).
5. Know the officers, current members as well as the process for obtaining new members, and selection/election of new officers.
6. Remained informed of all activities sponsored and conducted by the student organization.
7. Establish with the student organization president to what extent the advisor will be involved in planning of programs and the frequency of meetings and events the advisor will attend.

Revised 4/9/2015