

POLICY

CLUBS MUST BE OFFICIALLY RECOGNIZED BY THE STUDENT BODY ASSOCIATION. SUCH CLUBS MAY HAVE ADVISORS WHO MAY BE REMUNERATED IN ACCORDANCE WITH THE TIME AND EFFORT INVOLVED.

Approved by:  
Board of Trustees.....06/14/77  
Revised.....01/18/74  
Revised.....03/31/75

Procedural Guidelines

1. Before official recognition will be granted to any student club by the Student Body Association, the students concerned will decide among themselves whether or not an advisor should be included in their club.
2. If it is determined that an advisor is desired, the in consultation with the proposed advisor, shall decide if that advisor is to be paid for his or her services.
3. If it is decided that the advisor is to be paid, the students in consultation with the proposed advisor shall use the guidelines for Advisor Stipends to determine the level of responsibilities and stipend to be contracted. A contract, which may be renewed at the beginning of each spring quarter by the club members, shall stipulate a job description and a classification level. The contract shall be signed by a student officer of the club and the advisor of the club. The Student Senate shall review the recommendation and take final action to approve or disapprove the contract.
4. For the purposes of this policy, the following definition is provided:  
  
Student Club Advisor: Any non-student staff member of the college performing advisorial assistance to a student club.
5. No one may receive more than 1 (one) club advisor stipend at a time.

## 6. Guidelines for Advisor Stipends:

A. Level 1 - Contact Advisor

The Contact Advisor shall:

- 1) Be a contact person for club communications.
- 2) Allow club materials and records to be stored in the advisor's office.
- 3) Assist club officers in preparing meeting agendas and programs.
- 4) Work with members in developing budget requests.

B. Level 2 - Resource Advisor

The Resource Advisor shall:

- 1) Be a contact person for club communications.
- 2) Allow club materials and records to be stored in the advisor's office.
- 3) Be available to attend club meetings.
- 4) Assist club officers in preparing meeting agendas and programs.
- 5) Assist club officers in developing purposes and goals.
- 6) Help plan programs that will carry out purposes and goals.
- 7) Work with members in developing budget requests.

C. Level 3 - Coordinating Advisor

The Coordinating Advisor shall:

- 1) Be a contact person for club communications.
- 2) Allow club materials and records to be stored in the advisor's office.
- 3) Attend all club meetings.
- 4) Maintain club (organization) records.
- 5) Teach members appropriate club purposes and goals.
- 6) Assist club officers in preparing requisitions and other required documents.
- 7) Teach communication skills, either formally or informally, as the group desires or needs.

- 8) Teach skills of the club's purpose, either formally or informally.
- 9) Travel with the club on excursions or participate in weekend or evening meetings once or twice per year.

D. Level 4 - Managing Advisor

The Managing Advisor shall:

- 1) Be a contact person for club communications.
  - 2) Allow club materials and records to be stored in the advisor's office.
  - 3) Attend all club meetings.
  - 4) Travel with the club on excursions or participate in weekend or evening meetings at least three times per quarter.
  - 5) Maintain club (organization) records.
  - 6) Assist club officers in developing purposes and goals.
  - 7) Teach members appropriate club's purposes and goals.
  - 8) Teach members communication skills, either formally or informally, as the group desires or needs.
  - 9) Teach members organization skills, either formally or informally, as the group desires or needs.
  - 10) Assist in recruiting new club members.
  - 11) Conduct group meetings.
  - 12) Assist club officers in preparing meeting agendas and programs.
  - 13) Work with members in developing budget requests.
  - 14) Assume financial responsibility for the club (organization) by preparing all requisitions and other required documents.
7. Each spring quarter the Student Senate shall set ceiling amounts for each level of advisor stipend for the following year.

Approved by:

Student Affairs Council.....04/27/71

Revised.....05/01/73  
Revised.....11/09/73  
College Cabinet.....03/18/75  
Revised.....04/01/75  
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