



Registered Student Organization
Advisor Handbook
2022-2023

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NOTICE:

The policies and procedures presented in this handbook are subject to change. Any policy changes will be forwarded to registered clubs and organizations. Updated electronic versions can be found at [the Center for Student Involvement and Inclusion](#).

Advisor Basics

Communication/University Link

The faculty/staff advisor is the primary link between the student group and the University. The advisor should be familiar with University policy and procedure to convey accurate information to the organization. The Center for Student Involvement and Inclusion will communicate with both the advisor and the student organization whenever possible to ensure that both have access to information.

Meetings

The advisor should attend all regular and special meetings of their organization whenever possible. Attendance of meetings allows the advisor to be current with all organization business and activities.

Activities and Programs

The advisor should attend all organization-sponsored programs and activities to ensure all university policies and procedures are followed and provide on-site assistance if needed.

Continuity

Turnover in a student organization can be frequent. At times, the only link with the past is the advisor. The advisor orients new officers and members to the group's history and purpose and helps them build upon it.

Operational Guidelines

Become familiar with the organization's constitution, the Registered Student Organization Handbook, and the Student Handbook to ensure the organization's actions are in line with the University of West Georgia.

Clerical

Assist the organization with the registration process, verify member and officer eligibility, and ensure the organization meets its academic requirements, if required.

Leadership Development

The advisor can significantly influence members' development and personal growth. Advisors can identify new leaders within the organization, develop or coordinate training programs, and nominate members for university leadership training programs.

Financial Supervision

Some advisors may be involved in the financial operations of the organization. Roles may include budget supervision, advisement, expenditure approval, or budget development.

Interpretation of Policy

As a representative of the University to the organization, the advisor is constantly in a position to interpret institutional policies. Please refer to the [University Policy Library](#) if you have questions.

Personal Assistance

Serving as an advisor to a student organization provides a unique opportunity to contribute to the success of individual students. Working knowledge of campus or community resources will allow you to make appropriate referrals if needed. Advisors must also maintain confidentiality with all students and know when to seek additional assistance or guidance.

Advisor Resources

In addition to this Advisor Manual, the Center for Student Involvement and Inclusion offers additional resources for student organization advisors. A comprehensive list can be found online at <https://www.westga.edu/campus-life/csii/student-organization-resources.php>

Advisor Frequently Asked Questions

1. Who can serve as a student organization advisor?

Full-time UWG faculty/staff members can serve as student organization advisors. Part-time faculty/staff members, teaching assistants, graduate assistants, or retirees cannot serve as student organization advisors.

2. How can I become a student organization advisor?

Accept an invitation to be an advisor when a student organization leader approaches. Please then provide your contact information and interest to the Center for Student Involvement and Inclusion via email (csii@westga.edu).

3. What are the benefits of being a student organization advisor?

Our organizations could not exist and would not be successful without the help of excellent advisors. Serving as a student organization advisor gives you the opportunity to:

- Contribute to student success and student engagement outside of the classroom
- Build relationships with students and develop community in co-curricular experiences
- Share knowledge, experience, and skills with students while working towards a common goal
- Grow professionally through our continued education and training opportunities designed to enhance advising skills and institutional knowledge

4. What is the time commitment required to serve as a student organization advisor?

Time commitment will vary based on the student organization's expectations, activities, and needs. It's helpful to identify your responsibilities and availability and compare them to the activities and conditions of the student organization(s) you advise to determine how much time might be required. Some on-campus space reservations require the advisor to be present at the meeting/event for the student organization to use the space.

5. What is expected of student organization advisors?

- Maintain institutional and organizational knowledge to help organization leaders understand and navigate university policies and procedures
- Report concerning behaviors that may impact the community via [UWG Cares](#)
- Maintain regular communication with organization and leaders to:
 - Ensure the growth and maintenance of the organization
 - Educate students on policies, best practices, and campus resources
 - Encourage community building, networking, and collaboration in and outside of the organization

Student Organization Basics

Student Organization Registration Process

Student Organizations are required to re-register annually to maintain active status. The annual re-registration process starts at the beginning of the fall semester. There is no deadline for organizations to complete the registration process each year. Student organizations must meet all requirements and submit a re-registration request to be registered for that year. Requirements include:

- At least five student members and a member roster
- A constitution
- An eligible organization advisor
- An organization's email address

Starting the Registration Process

An organization representative, usually the president or another officer, starts the Student Organization Registration process by submitting the organization registration request on [Wolf Connect](#). The request form will collect the member roster, constitution, organization email address, and officer/advisor information.

Member Roster

The member roster should be a list of all current members of the organization that should be uploaded into the registration request. The roster should be in an excel spreadsheet containing each member's name and UWG email address. Names and email addresses should be listed in separate columns.

Constitution

A constitution is the basic framework of an organization. It should state the organization's purpose, detail officer positions, and outline requirements for membership and other general operating procedures.

Organization Email Address

The organization must designate an email address to be used as the primary form of the organization. Organizations are not required to create an email account, as each student organization receives a westga.edu email address upon approval.

Student Organization Frequently Asked Questions

1. Does an organization automatically get money after we register?

No, there is no automatic funding for student organizations. Organizations can charge membership dues, follow the appropriate university policies and procedures to fundraise or get outside sponsorships, and request funding in the following ways:

2. What is SAFBA?

The [Student Activity Fee Budget Allocation](#) (SAFBA) committee reviews funding requests annually and recommends allocating the Student Activity Fees to student organizations and departments. Organizations and departments must apply each

year to be considered for funding for the following academic year.

3. Can we set up an off-campus bank account for an organization?

If SAFBA does not fund your student organization, you can set up an off-campus bank account. There is no specific bank you are required to use to set up your account, so feel free to shop around and find the bank that works for your needs. The bank will likely ask for an EIN (Employer Identification Number) to set up your account. Your organization can apply for an EIN at [irs.gov](https://www.irs.gov).

4. Do we need to get our fundraiser/raffle approved?

Student organizations wishing to fundraise must fill out the Fundraiser/Charitable Collection/Food or Meal Request Form or a Raffle Authorization form on Wolf Connect. Raffles have to be approved by the Carroll County Sheriff's Office.

5. How do I set up a table outside for an organization?

Where you want your table will depend on how you reserve the space. Even outdoor spaces need to be reserved on campus. For space reservations, you must utilize [Reserve West](#).

6. How can I reserve space on campus for a meeting/event?

The process of reserving a space on campus for a meeting/event depends on the area you are booking. For more information, please contact [Reserve West](#) at reservewest@westga.edu

7. How to use Reserve West

Here are step-by-step guides on how to use Reserve West.

A [guide](#) on editing events

A [guide](#) on reservation spaces

A [guide](#) on reserving multiple spaces

8. Do we have to get approval to post flyers on campus?

Yes, student organizations must obtain approval before posting flyers on campus. Up to 30 posters/flyers can be posted by an organization at once, stamped by the CSII office.

9. Can an organization use the university logos or include the wordmark in the organization's name?

Student organizations cannot contain any part of a university logo. Student organization's names that use "UWG" or "University of West Georgia" should place their organization name first. For example, "Student Activities Council at UWG" rather than "The UWG Student Activities Council." Organizations must follow the [Brand Guidelines](#) from UCM.

10. Can we set up an on-campus mailbox for an organization?

Yes, your student organization may obtain a mailbox on campus to use as your local mailing address. Please stop by the campus mailroom, located in the University Community Center, to get your mailbox set up and gain more details.

Constitution Guide

BY-LAWS

The by-laws should contain:

1. Detailed material concerning members, rights, duties, expulsion, and resignation procedure
2. Provisions for honorary members if the group so desires
3. Requirements for membership fees, dues, and assessments should be written in detail if applicable.
4. Names of the standing committees, if any, and the method of choosing the Chairpersons and committee members. The duties of the committee (s) should also be stated.
5. A provision for some accepted rules of order for parliamentary procedures, such as Robert's Rules of Order, should be included.
6. A method to amend the by-laws, usually a majority vote

SAMPLE CONSTITUTION

ARTICLE I. NAME

Section 1. The name of this organization shall be the University of West Georgia Student Organization

ARTICLE II. PURPOSES

Section 1. The purpose of this organization shall be:

ARTICLE III. MEMBERSHIP AND DUES

Section 1. Membership in this organization shall be open to all University of West Georgia students, faculty, and staff.

Section 2. Membership shall be maintained by the payment of dues established by the Executive Committee (or decided by the membership, or there shall be no dues.)

ARTICLE IV. OFFICERS

Section 1. The officers of the organizations shall consist of a President, a Vice President, a Secretary, and Treasurer.

Section 2. Duties and Powers:

- a. The president's duties shall be (FOR EXAMPLE) to preside at all meetings, call special arrangements, appoint committees, etc.
- b. The vice president's duties shall be (FOR EXAMPLE) to perform all president's responsibilities in their absence, serve as program chairperson, etc.
- c. The duties of the secretary shall be (FOR EXAMPLE) to keep an accurate, permanent record of the organization's minutes and proceedings, take charge of all correspondence, make necessary reports, etc.
- d. The treasurer's duties shall be (FOR EXAMPLE) to keep an accurate and complete record of all monetary transactions, collect the club dues, etc. The treasurer must disburse fund money following the regulations of the University.
- e. Include any other officers as decided by the organization

Section 3. Election of Officers:

- a. The officers shall be elected at the next to last regular meeting of the academic year,
- b. Or a Steering Committee should be appointed to provide leadership until each organization elects officers.
- c. State any qualifications necessary to hold office.
- d. Voting shall be by ballot vote, a show of hands, an oral vote, etc., as decided by the club
- e. A majority of 3/4 or 2/3 of all votes cast shall be necessary for election (One of these should be specified).

The candidates shall be nominated in the following manner: (FOR EXAMPLE) nominating committee, nominations from the floor, or a combination.

ARTICLE V. FISCAL AGENT/FACULTY CONSULTANT

Section 1. The selection of a faculty consultant is required of the individual

organization.

Section 2. All registered student organizations that receive student fees must have a fiscal agent. The fiscal agent is selected per University regulations.

ARTICLE VI. MEETINGS

Section 1. The University of West Georgia Student Organization shall meet (once a month, on the 1st and 3rd Tuesday of each month, the 2nd and 4th Wednesday of each month, etc.), as decided by the organization.

ARTICLE VII. QUORUM

Section 1. (2/3, 3/4, etc.) of the members of this organization shall constitute a quorum to transact business.

ARTICLE VII AMENDMENTS

Section 1. Proposed amendments shall be in writing and read at a regular meeting and shall be acted upon at the following meeting.

Section 2. This constitution may be amended by a majority vote of 2/3 of those at the meeting.

ARTICLE IX. RATIFICATION

Section 1. A 2/3 majority of those present at the first meeting of the newly formed organization will be necessary to ratify this constitution.

Program Planning Checklist

Step 1 - Goal Setting

- Define organization/committee goals
- Develop programming goals concerning organization/committee goals
- Determine programming budget
- Facilitate brainstorming on program ideas

Step 2 - Program Development

- Determine target audience and program type
- Determine the needs/interest program will serve
- Determine how this program meets the goals/mission of your organization
- Determine funding source

Step 3 - Date Selection

- Check for conflict with other programs
- Contact the agent, artist, or vendor to seek availability

- Reserve room with the appropriate department on campus
- Fill out reservation forms where necessary

Step 4 - Entertainment Selection

- Contact the agent, artist, or vendor and find out the performance details
- Ask about contract requirements (technical rider and or hospitality)
- Determine technical requirements or if it needs to be outsourced

Step 5 - Budgeting

- Determine what all your expenditures will be for all aspects, including labor
- Entertainer (including any travel, hotel, meals, and technical requirements)
- Food (if on campus, use Dine West or get approval from Auxiliary services to bring in an outside vendor)
- Decorations

Step 6 - Finalizing Event

- Have advisor request contract with any artist/vendor
- Order food from DineWest
- Reserve any technical equipment
- Order any programming needs
- Contact Facilities for setup needs

Step 7 - Publicizing Event

- Add events to your portal in Wolf Connect
- Have publicity out two weeks before the event
- Use a variety of methods to reach a wide range of people

Step 8 - Day of Event

- Confirm arrival time of artist/speaker/presenter/performer (if applicable)
- Arrive at least 1 hour before the event starts to be sure the room is set up how you want it, to decorate, and check all technical equipment
- Have doors open 30 minutes before the event to be seated on time.
- Create short program evaluations for attendees to fill out after the event

Step 9 - After the Event

- Send thank you to volunteers and any faculty/staff that attended
- Execute a program evaluation
- Discuss how the program went with the rest of your organization
- Finalize any outstanding invoices