**Advisor Commitment Form**

Individuals who agree to serve as advisors of registered student organizations must sign the “Advisor Commitment Form” and submit it to the Office of Student Activities before they can be considered official advisors of the organizations. All organizations and advisors who are registered and approved by the Office of Student Activities must adhere to the following policies and procedures:

1. Student organizations are required to have three (3) advisors. One of the advisors must be a full-time staff or faculty member employed at Tennessee State University. This faculty/staff advisor is considered the primary advisor. Secondary advisors can be either full-time faculty/staff members of the university or individuals outside of the university. The university grants student organization advisors the authority to make certain decisions, or to take certain actions, within their stated responsibilities as advisors. In some instances, the university reserves the right to intercede if necessary (for instance, signing contracts, unresolved issues and issues that involve hazing).
2. Graduate assistants may serve as secondary advisors if one full-time employee (staff or faculty) is the primary advisor on record. A graduate assistant/student may not serve as the only (or primary) advisor to any student organization. Graduate students may participate as either student members of a student organization or as a secondary advisor, but not both at the same time.
3. Advisors to student organizations are elected by the organizations; however, the advisors to the four undergraduate classes, the Student Government Association, the Student Union Board of Governors, the Student Election Commission, the General Assembly and the Pan-Hellenic Council, are administratively appointed by the Vice President for Student Affairs.
4. Advisors are responsible for ensuring the organization’s compliance with the policies and procedures of the university by reinforcing institutional policies and applicable state laws and warning the organization if what they are planning or doing is wrong, inappropriate, illegal or risky, and offering alternative suggestions. For example, if a planned activity may constitute “hazing”, the advisor has an obligation to take appropriate steps to ensure that the activity is not undertaken, including informing the Director of Student Activities and TSU Police Department if necessary. The advisor must also report potentially unsafe facilities and warn participants of risks that may be associated with certain activities.
5. Other major responsibilities of an advisor are as follows:
6. An advisor is expected to be present at each meeting of the organization he/she serves and to be present at all on and off campus activities sponsored by the organization, to monitor the activities, to provide guidance and support, and to assume leadership in the event of an emergency.
7. An advisor to an organization is expected to guide the organization by being available when the organization needs advice or support, being aware of the activities of the organization, and ensuring that all meetings and activities contribute in spirit and expression to the wholesome development of the student and to the best interest of the university.
8. An advisor is responsible for assisting an organization in understanding and observing good practices relative to program planning, budgeting, keeping records, parliamentary procedures, business procedures, proper use of university facilities and work cooperatively with related offices.
9. An advisor to a student organization who signs an “Event-Space Requisition Form” for an activity assumes responsibility for seeing that the sponsoring organization plans, conducts, and, where appropriate, follows-up with the activity in keeping with the regulations and standards set by the university.
10. An advisor ensures that the organization follows the Student Activities and General Assembly requirements including submission of an annual report, attending mandatory Risk Management and Anti-Hazing programming and General Assembly meetings, and sponsoring the required amount and types of activities.
11. When handling problems and internal conflicts the advisor should provide timely, constructive criticism of the organization relative to intended or ongoing activities and member interactions within the organization; be willing to contact the Coordinator of Registered Student Organizations to discuss organizational problems or issues of interest to TSU; and upholding the best interest of the institution at all times.
12. Student organizations must give the following considerations to their advisors:
13. The leaders of the organization are expected to consult advisors well in advance of all activities and obtain their approval before plans are finalized. Advisors may refuse to approve any activity that they believe is not consistent with the university mission, policy, or procedure, or is not in the best interest of the organization and/or its members.
14. The organization is expected to keep the advisor informed of all organization business. It is an expectation that advisors areto be present at meetings and activities and organizations are responsible for giving the advisor sufficient notice about meetings and activities to ensure their advisors’ attendance.
15. Students are expected to recognize the major responsibilities of an advisor and coordinate all activities of the organization with the advisors.
16. The Office of Student Activities reserves the right to remove an advisor from his or her role with a student organization should circumstances require such action.
	1. Grounds for removal of an advisor include but may not be limited to:
* Inappropriate behavior and/or language
* Behavior that violates University policy and/or procedure
* Direct knowledge of hazing incidents and/or failure to report such incidents
* Direct knowledge of, advocacy for, and/or participation in illegal activities and/or behavior
* Behavior resulting in unreasonable and/or unnecessary risk for students
	1. Student organizations may have the right to remove an advisor from his or her role with the group. Should a student organization believe it is in the best interest of the organization to remove an advisor, specific steps should be taken as listed in the Registered Student Organizations Manual.
1. Involvement by Non-TSU Students, Faculty, or Staff
	1. Under limited circumstances the Office of Student Activities, in consultation with a given student organization, may determine that outside involvement by members of the extended Nashville community (i.e., those not already serving in official advising capacities) will serve to enhance Tennessee State University mission and the mission of the student organization.  Student organizations desiring such involvement by outside individuals must seek written approval by the Office of Student Activities and comply with any conditions specified by the office including, but not limited to, the signing of release forms and acknowledgement of Tennessee State University Student Organization Policies and Procedures.
	2. Under no circumstances may an outside individual be an officer, voting member, or have any other membership status/authority within the organization as Tennessee State University student organizations are to be run/governed by TSU students only. The Office of Student Activities will hold the student organization responsible for all conduct occurring at its meetings or events, whether by members or outside individuals.
	3. Outside individuals are expected to adhere to all University policies and procedures, and are not to perform roles designated for student organization advisors.  The Office of Student Activities may remove any outside individual for behavior that does not align with the mission of the University or the organization.

Name of Organization

I agree to uphold the policies and procedures of the Tennessee Board of Regents, Tennessee State University, and the Office of Student Activities as well as all responsibilities listed in the “Advisor Commitment Form” regarding my position as advisor of the aforementioned student organization. I understand that failure to do so can result in my removal from the role as advisor.

Advisor’s Name Advisor’s Signature Date

Return to Student Activities - FPCC Room 209, P.O. Box 9548, or by PDF to tsustudentactivities@tnstate.edu

 **For Office Use Only**

Date Received:

Coordinator of Registered Student Organizations Director of Student Activities

Coordinator’s Signature Date Director’s Signature Date