

# STUDENT GOVERNMENT ASSOCIATION CLUB/ORG REGISTRATION



## STUDENT CLUB ADVISOR AGREEMENT

North Country Community College requires that all recognized student clubs and organizations have an advisor. An advisor must be either a full-time or part time, current employee of North Country Community College, either as a faculty or staff member. Student clubs are run and managed by students themselves, but advisors play a key role in providing leadership and offering guidance and advice to students.

### CLUB INFORMATION

Proposed Name of Club/Organization: \_\_\_\_\_

Location/Home Campus of Club/Organization?  Malone  Saranac Lake  Ticonderoga

Proposed Classification of Club:  Academic  Cultural  Service  Social  Stationary

Proposed Meeting day, time, and location: \_\_\_\_\_

### EXPECTATIONS

*Advisors shall ...*

1. be familiar with the mission, goals and purposes of the club he or she is advising;
2. attend club meetings (2 a semester) and events and stay informed about what is happening with the club;
3. meet regularly with club officers as necessary to stay connected with the proceedings of the club;
4. assist the group in formulating long-range goals and in planning and initiating short-term projects;
5. promote student awareness of, and adherence to, policies governing student groups;
6. provide guidance, support and advice to club members in regards to planning events, programs, and club-sponsored activities
7. serve as a resource for alternative solutions to problems confronting the group;
8. sign all Purchase Requisitions prior to submitting them to the Student Government Association. In instances of a cash advance, the advisor is responsible for collecting and returning any and all receipts and change to the appropriate Student Life Team Member on your campus (Malone- Bruce, Saranac Lake- Angela, Ticonderoga- Bella or Kim);
9. be responsible for club-sponsored activities or events that occur after regular business hours and is expected to be present if possible;
10. make suggestions that will permit the officers to improve leadership skills.

*Advisors should expect the club's officers to ...*

1. keep them well-informed of all organization activities, meeting times, locations and agenda items;
2. take initiative and follow through on commitments;
3. meet with them regularly;
4. treat them with respect;
5. make them feel welcome at all meetings and activities;
6. inform them of any potential problems that may affect the club or the college;
7. be considerate of their professional obligations and to not leave important matters to the last minute;
8. be the decision-maker and initiators of the club's programming and policy;
9. use them as a sounding board for discussing plans and problems.

# STUDENT GOVERNMENT ASSOCIATION CLUB/ORG REGISTRATION



Regarding trips and conferences, all advisors or a pre-approved designee (Student Life staff/Athletic Staff) must attend all overnight conferences and/or tournaments. The Assistant Director of Student Life must approve all details of off-campus or overnight travel as outlined in the Club Handbook, inclusive of club roster, itinerary, chaperone, and hotel reservations.

## Club Advisor Certification

I hereby certify that I have met with the officers of this club and am familiar with the club's purpose. I will serve as their advisor for the current academic year. I have read and understand the guidelines and expectations as explained above, and accept the responsibilities entailed.

**Please note this agreement is binding for both the Fall and Spring semesters.**

*An organization should choose its advisor for an academic year and may invite the advisor to serve again at the conclusion of the first year if the club so desires. If the advisor chooses not to serve as an advisor for the following year or the club chooses to select a new advisor for the following year, they must give written notification to Student Life.*

*As a side note, we do understand that schedules and obligations change throughout the course of an academic year, and if for some reason you need to step down as the club/organization advisor, please reach out to the appropriate Student Life Team member on your campus to have that conversation.*

### Advisor #1 (required):

Faculty/Staff Member Name: \_\_\_\_\_

Faculty/Staff Member Department and Title: \_\_\_\_\_

Faculty/Staff Member Extension: \_\_\_\_\_

Faculty/Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Advisor #2:

Faculty/Staff Member Name: \_\_\_\_\_

Faculty/Staff Member Department and Title: \_\_\_\_\_

Faculty/Staff Member Extension: \_\_\_\_\_

Faculty/Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICIAL OFFICE USE ONLY

Date Received: \_\_\_\_\_ Current constitution on file:  YES  NO  
Club/Organization Registration Packet on File?:  YES  NO  
Approved by SGA:  YES  NO Date of Decision: \_\_\_\_\_