

**ADMINISTRATIVE DIVISION – DIVISION OF STUDENT AFFAIRS**  
**POLICY NUMBER – SA 3.01**  
**POLICY TITLE – ADVISORS FOR STUDENT ORGANIZATIONS**  
**SCOPE OF POLICY – USC UPSTATE**  
**DATE OF REVISION – OCTOBER 2024**  
**RESPONSIBLE OFFICER – VICE CHANCELLOR FOR STUDENT AFFAIRS**  
**ADMINISTRATIVE OFFICE – STUDENT INVOLVEMENT**

**PURPOSE**

This policy outlines campus policies pertaining to advisors of registered student organizations.

**DEFINITIONS**

**Appointed/Assigned Advisors**

University sponsored organizations (i.e. Campus Activities Board, IMPACT, departmentally sponsored clubs, etc.) typically have professional staff members who advise them as part of their job responsibilities. This also includes organizations that must be advised by individuals who are members of the organization (i.e. Greek fraternities & sororities, some professional associations, etc.).

**Selected Advisors**

Student organizations that are not sponsored by the University (i.e. special interest groups, some academic clubs, etc.) may receive University funding through the annual allocation process or from SGA Special Projects funding, but these groups are not considered University sponsored and may select their own advisor(s).

**POLICY STATEMENT**

- A. To encourage positive interaction between University faculty, staff and students, all registered student organizations are required to have an advisor registered with the Office of Student Involvement.
  - 1. Advisors must be selected from full-time faculty or administrative staff members at USC Upstate. Students (including Graduate level) are ineligible to serve as primary advisors to registered student organizations.
  - 2. Fraternities, sororities (Greek organizations) and faith, spirituality, and belief based student organizations are exempt from this rule and may select off-campus advisors in accordance with related inter/national organization policies. Additionally, special accommodations to this requirement may be made for intramural/athletic student organizations that may require advisors with related credentials.
  - 3. All advisors are required to adhere to the policies outlined in this document and follow University Policies and the Student Organization Handbook.

## PROCEDURES

### A. Appointed/Assigned Advisors

1. University sponsored student organizations are not allowed to select their advisors. The Department head or appropriate governing body will appoint that organization's advisor.
2. Greek organizations are required to have advisors. Organizations should adhere to Inter/national\_Organizational policies regarding the Advisor selection/appointment process.
3. Should that advisor leave their post (due to position reassignment or departure from the University/organization), another Advisor will be appointed to the organization by the related Department head or governing body.
4. As part of the organization's annual registration, appointed/assigned advisors must complete the Advisor Statement of Support

### B. Selected Advisors

1. As part of the organization's annual registration, selected advisors must complete the Advisor Statement of Support.
2. Should that Advisor resign, another Advisor should be identified by the organization as soon as possible for the group to maintain their registration status. If necessary, the Office of Student Life Involvement will assist with identifying potential advisors for the organization.
3. Advisors must be selected from full-time faculty or administrative staff members at USC Upstate. Students (including Graduate level) are ineligible to serve as primary advisors to registered student organizations.

### C. Background Checks

In accordance with USC HR System Policy HR 1.90 all off-campus (i.e. non-University employee) advisors are required to complete a background check

### D. Advising

1. In order to properly advise registered student organizations, Advisors are expected to adhere to the following guidelines:
  - a. Become familiar with and understand relevant University policies and procedures.
  - b. Act within the scope of your authority.
  - c. Act in an advisory capacity, as opposed to a directive relationship in the organization
  - d. Provide officers with the elements of good organizational practice.
  - e. Teach the techniques and responsibilities of leadership and following.
  - f. Teach the principles of effective group operations.
  - g. Develop procedures and plans for actions.
  - h. Keep the group focused on its goals
  - i. Develop self-discipline and responsibility in the group.
2. Be available to the officers and members to share ideas about organization affairs.

3. Meet with the officers of the group to discuss the progress and direction of the group.
4. Attend as many meetings and functions as possible.
5. Advise and consult with the organization and its officers in its financial affairs to ensure that the proper budgets are formulated and that the proper distribution of and accounting for funds of the organization are maintained.
6. Approve organization activities in which students represent the organization or the University.
7. Sign appropriate University forms, such as those associated with registering fundraisers, requesting funds, or organizational travel.
8. Accompany student organizations when traveling on University-funded trips.
9. Serve until a successor is appointed, if for any reason it is impossible to continue as advisor to the organization.
10. Contact the Office of Student Involvement when questions or problems arise.

## **RELATED UNIVERSITY, STATE, AND FEDERAL POLICIES**

[USC Upstate Code of Student Conduct](#)

[USC HR System Policy HR 1.90](#)

[Registered Student Organizations \(SA 3.09\)](#)

### **HISTORY OF REVISIONS**

August 2012 – New policy approval

October 2024 - Content reviewed and revised to reflect current practices. Office name updated.

Links updated. Format updated