

CLUB ↙ ADVISORY ↗ BOARD

Club Advisor Manual

Revised Fall 2024

Advisor Role

What is expected of the advisor?

Each Advisor is unique in their role in supporting their club and holds a multitude of responsibilities. How you choose to advise is to your discretion and the discretion of club leadership.

Some advisors choose to play a very active role by attending meetings, working with student officers, and assisting in the event planning and development process. Others maintain a more distant relationship with the club. Each advisor will perceive his/her relationship to their student club differently, but hopefully regardless of the relationship, maintain some regular contact.

Student Life is committed to supporting students while allowing students to lead. While advisors are mandatory for clubs, the expectation is for clubs to be student ran. They are in charge and the faculty and staff are here to SUPPORT them. Faculty and staff, in this sense, should be taking a back seat approach. These are student clubs and should be ran as such.

An advisor should be accountable for being well informed about club activities and be responsible for advising its officers on the appropriateness and general merits of policies and activities. Advisors are NOT responsible for the actions or policies of student clubs; students are solely responsible.

Questions to think about:

- How much involvement is expected and needed?
- How often does the group meet?
- How many major activities does the group want to have per semester?
- How experienced are the student leaders?
- What are some of the problem areas your organization needs advisory help with?
- In what ways could the advisor can be more helpful to the group?
- Will the advisor be a silent observer at meetings or an active participant?
- Is there club specific information to be provided or passed on from year to year?

Requirements

1. Have a minimum of three CMU fee paying Students with no less than 9 credit hours per semester fulfilling the roles of:
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. All officers must maintain a cumulative 2.5 GPA during their term, a one semester probationary period will exist for those who fail to maintain a 2.5 GPA, unless approved by the CAB officers and specified in their club constitution.
 - e. Officers failing to comply will be asked to step down by the CAB Director or Assistant Director.
2. A constitution containing the following five articles
 - a. Name
 - b. A clearly stated lawful objective/purpose
 - c. Meeting frequency
 - d. Membership requirements
 - e. Election process for Officers
3. In the event of constitution changes, an updated copy of the constitution must be submitted to CAB immediately for approval.
4. Any Club affiliated with a national organization must present a letter of affiliation with their constitution.
5. A faculty or staff advisor must sign the club registration form that is submitted to CAB.
 - a. Faculty or staff advisors may advise no more than three clubs without permission from the CAB Director.
 - b. New Club Advisor must attend a full Advisor Training before a club will officially be recognized by CAB.
 - c. Returning Advisors must view a PowerPoint before club business can begin.
6. Recognized clubs are required to complete a transition report each year and submit it to CAB.
7. Be required to conduct officer elections in April, providing ample time for an effective transition.

Privileges

8. An account in the campus club organization software
9. An on-campus club account
10. Access to business office services, purchasing etc.
11. Reserve rooms on campus without incurring room rental fees
12. Assistance and guidance with event planning
13. Timely access to current financial information
14. Eligible for the on-campus catering menu through Campus Dining Services (fees apply)
15. May charge membership dues
16. Access to established social media accounts
17. Ability to market and advertise through campus outlets

Finances

Finding Account Balance

From the CAB presence page, click on forms to access the [Account Balance Request](#) please provide:

- Club Name
- Account Number
- Email
- Name & Position

Deposits:

- Cash, Checks and Credit Cards can be used to make a deposit to your club account.
- Deposits can be made at the Student Life office, located on the second floor of the University Center.
*Note: if you sold a physical good (t-shirts, food, ect) sales taxes will be deducted from your deposit

Purchases:

- [Shopping Form](#): This method will have the Student Life Professional Staff purchase the
 - items and charge your club account. To find the shopping form on Presence click on the “Organizations”>“StudentLife”>“Forms”>“[Shopping Form](#)”.
 - Fill out the information requested completely. You can select the “Add” button to list multiple items. It is helpful to include links to exactly what you want.
 - If you have an itemized invoice you need paid, you can also up load this to the Shopping Form
- [Reimbursement Request](#):
 - Purchase the items on your own and then request a reimbursement. You can request the reimbursement on the Reimbursement Request Form.
 - To find the shopping form on Presence click on the “Organizations”>“Student Life”>“Forms”>“Reimbursement Request”.
 - Fill out the information requested completed.
 - You must upload an itemized receipt with this form in order to be reimbursed.
 - The Student Life Office will process this and you will be reimbursed within two weeks.

Travel

Pre-Travel

- At least three weeks prior to travel please have the student leading the trip meet with Student Life pro-staff to receive a Travel Authorization.
- No purchases can be made prior to receiving Travel Authorization from Student Life. Please plan accordingly and set up an approval meeting early to get the best rates
- Students should schedule [a travel meeting](#) using the student life presence page.
- Any travel using club funds must receive approval from Student Life pro-staff regardless of if the staff member is using a pro-card or not.
- Travel Reimbursements will not happen until returning from the trip.
- Reimbursement requests for travel should be sent to Gtsimon@coloradomesa.edu; travel reimbursements submitted using the reimbursement form will be denied.

Post-Travel

- Following the trip, you will need to email all receipts to gtsimon@coloradomesa.edu, or set up a post travel meeting.