

Roles and Responsibilities of Student Organization Advisors at Georgia Tech

Leadership & Civic Engagement Center, Student Center Commons Room 2211
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Please note, student organization advisors must be **full-time, salaried** Georgia Tech faculty or staff members.

Advisors for student organizations will be selected by a student-led process outlined in the student organization's constitution. Advisor appointment will be approved annually by student members of the organization. Student members of the organization have the right to remove an Advisor for not carrying out their responsibilities by using the process outlined in the student organization's constitution.

The duties of a Student Organization Advisor include:

- Meeting with organization officers
- Reviewing the organization's annual budget
- Signing all required paperwork
- Advising on issues related to organization management and student leadership development
- Annually reviewing Georgia Tech policy with the leaders of the organization, especially:
 - Student Policy on Alcohol and Illegal Drugs
 - Student Organization Code of Conduct
 - Student Government Association Joint Campus Organizations Committee Policy

Name of Organization _____

Advisor (print name) _____ Department _____

Signature _____ Phone _____ Date _____

President (print name) _____

Signature _____ Phone _____ Date _____

Please submit this form to the Office of Leadership and Civic Engagement annually or when there is a change in the president or advisor role.