



# SGA RSO Advisor Information

## Advisor Responsibilities:

### **Campus Security Authority:**

As a student group advisor, you have been identified as a **Campus Security Authority (CSA)**. CSAs are legally obligated to promptly report any crimes they become aware of, if they have occurred on or near campus, as well as incidents that occur during SGA-sponsored activities and travel off-campus, to UVM Police Services using the [CSA Information Portal](#). CSA reports both ensure appropriate institutional response, as well as statistical inclusion in the University's Annual Security Report (in compliance with federal law).

For detailed information about your responsibilities as a CSA, and the procedures you should follow when you become aware that a crime may have occurred on or near campus, or during SGA-sponsored activities and travel off-campus, please refer to the [University's Campus Security Authority \(CSA\) Operating Procedure](#). You are also strongly encouraged to attend a training session during the academic year to become familiar with your responsibilities.

### **Hazing Prevention:**

Membership in organizations, teams, and other University-affiliated groups can increase leadership and service potential; provide athletic, recreational, intellectual, and spiritual opportunities; and otherwise contribute positively to personal and social development. At the University of Vermont, we believe that students should not be demeaned or exposed to harm when pursuing involvement in campus life. Learn more by visiting the [University's Hazing Policy](#).

# Advisor Responsibilities (cont.):

## Amorous Relationships:

Additionally, advisors must adhere to all UVM Policies, including the UVM Policy on Amorous Relationships with Students, which can be found [here](#).

## Advising Guidelines

Advisors play a unique and vital educational and continuity role in supporting UVM student organizations. The following advising guidelines will help a student organization thrive:

- Meet with the student executive board (or appropriate representatives, e.g., President) monthly to receive updates, and offer challenge and support.
- Assist the organization's Treasurer in adhering to all financial policies and procedures as established and facilitated by UVM SGA.
- Assist the executive board in interpreting UVM and SGA policies.
- Attend at least two organization events per year, as appropriate.
- Support the executive board members in reflecting on their leadership in student organizations and how it relates to their academic and career preparation experiences.
- Assist student leaders in navigating internal group processes and conflict.
- Support student leaders in adhering to applicable University policies and hold students accountable to the Code of Student Rights and Responsibilities.
- When the organization's activities include travel, assist students in following applicable University, SGA, and Risk Management policies with regards to vehicle rentals, van driving policies, and university contracts.
- Assist the executive board in creating a sustainable leadership structure, especially in planning events and recruiting and training new executive board members.
- Keep up to date with advising news and best practices through the SGA advisor's listserv and the monthly advising newsletter from the Department of Student Life.



## **Terms You Should Know:**

- **SGA** - Student Government Association
- **RSO** - Recognized Student Organization
- **UVMClubs / the Lynx** - portal for student engagement: [uvm.edu/clubs](https://uvm.edu/clubs)
- **Clubsigner** - student leader responsible for financial decisions pertaining to their RSO.