

# 2026-2027 Tulane Recognized Student Organization Advisor Role & Responsibilities

## Introduction

Student Organization Advisors play an invaluable role in contributing to the development and impact of both student leaders and student organizations at Tulane University. We value and thank you for your time, energy, and dedication to your organization(s). We also understand that student organization advising is a challenging and rewarding experience. This document is intended to provide a framework for the role and responsibilities of serving as a Student Organization Advisor. Additionally, the Lavin-Bernick Center for University Life team is always available to assist you throughout your advising experience.

## Section 1. Overview of Student Organization Advising

All Recognized Student Organizations (RSO) at Tulane University must have a Tulane faculty or staff Advisor. The primary role of the Advisor is to serve as a resource for the organization officers and members. Advisors have four broad functions:

- **To contribute to the growth and development of students:** The Advisor can assist students in the development of skills such as time management, problem-solving, delegation, communication, and leadership.
- **To ensure compliance with University policies and procedures as well as local, state, and federal laws:** Advisors are responsible for ensuring the organization's compliance with the policies and procedures of the sponsoring organization (ex. Allocation Committees, Graduate and Professional Student Association, Office of Fraternity and Sorority Programs, or campus department) and the University by reinforcing institutional policies and applicable local, state, and federal laws. Advisors are expected to warn the organization if what they are planning or doing is not in compliance, inappropriate, illegal or risky, and offering alternative suggestions.
- **To add to the continuity of the organization:** The Advisor can share the history of the organization, explain why past decisions were made to new officers, and assist with the transition of organization leadership.
- **To assist with program content and purpose:** The Advisor will assist in the development of projects, events, and activities as it relates to the mission of the organization.

Additional expectations of an individual RSO Advisor should be determined by the Advisor and the student organization leadership. This role may vary from organization to organization, based on the group's needs and goals. The Advisor should never be considered *just a signature* on required forms. The student leadership of the organization and the Advisor should have a conversation early on to determine roles and clarify the students' expectations of the Advisor *and* the Advisor's expectations of the students.

## Section 2. Time Commitment

The amount of time required of an RSO Advisor is based on the needs of the group. Minimally, Advisors are expected to attend quarterly one-hour advisor meetings, and spend two to three hours per month on organization issues during the academic year. An active Advisor for a large student organization could expect to spend as many as two to four hours per week engaged in related activities. These activities may include:

- Attending meetings (executive and all-member)
- Attending various events sponsored by the student organization
- Meeting with the President(s) or leader(s) of the student organization to discuss and reflect on event programming, organizational development, budget, and assessment data

## Section 3. Risk Management and Liability

Agreeing to serve as an Advisor comes with a great deal of responsibility. Advisors are expected to stay well informed of their student organization's actions and decisions and to stay visibly involved in their role. Student organizations must comply with all University policies and procedures, local, state, and federal laws. The Student Code of Conduct (<https://conduct.tulane.edu/code-conduct>) and student organization policies & procedures (<http://studentorhandbook.tulane.edu>) are linked here for your reference. Advisors are

expected to help student organizations understand their responsibilities and to ensure activities and events are in compliance with the aforementioned policies and laws.

Advisors do have potential liability exposure and it is important to remember when advising, Advisors are serving as ambassadors of the University and are therefore covered by the University's insurance policies. This does not guarantee that Advisors could not be personally named in a lawsuit as a result of student organization activities. It is important Advisors not ignore any foreseeable risk and Advisors educate the organization to follow all University policies and procedures as well as local, state, and federal laws. Intentionally harmful, willful acts of negligence, or omissions by an Advisor are not covered by the University's insurance policies. For questions, contact the Office of Insurance and Risk Management at 504-865-5653.

## **Section 4: Approvals – Events, Finances, Transportation**

RSOs are required to get Advisor approval for student organization requests including, but not limited to, event registrations, Motor Pool vehicle requests, budget submissions, and financial transactions. When reviewing documentation for approval, Advisors should read the information thoroughly, communicate with the organization for questions or clarification, ensure that the activity is compliant with University policies and local, state, and federal laws, verify there is adequate designated funding to support the activity if applicable, and provide a timely approval or denial.

Requests for approval for event registrations, Motor Pool vehicle requests, and budget submissions will be sent to an Advisor's Tulane email address. The email will include a link to the specified request and buttons to select approval or denial of the request. Requests for approval for financial transactions will be provided by the student organization via a hard copy form. Advisors will need to sign the form and return it to the student organization for submission. Questions about specific approval processes can be directed to the following campus liaisons:

- Event Registration Requests:
  - Greg Feiling, Associate Director of Campus Programming, Lavin-Bernick Center for University Life, [gfeiling@tulane.edu](mailto:gfeiling@tulane.edu) or 504-314-2918
  - Ben Griffith, Assistant Director of Student Organizations, Lavin-Bernick Center for University Life, [bgriffith@tulane.edu](mailto:bgriffith@tulane.edu) or 504-865-5113
- Motor Pool Vehicle Requests – Fred Corliss, Motor Pool Coordinator, [fcorliss@tulane.edu](mailto:fcorliss@tulane.edu)
- Budget Submissions & Financial Transactions - Allocations Committee contacts:
  - Center for Intercultural Life: Cara Guilbeau, [cguilbeau@tulane.edu](mailto:cguilbeau@tulane.edu)
  - Center for Public Service: Maurice Smith, [mlsmith@tulane.edu](mailto:mlsmith@tulane.edu)
  - Club Sports: Zach Bracey, [zbracey@tulane.edu](mailto:zbracey@tulane.edu)
  - Lavin-Bernick Center for University Life: Ben Griffith, [bgriffith@tulane.edu](mailto:bgriffith@tulane.edu)

## **Section 5: Budget Management**

RSOs may have one or more University fiscal account(s). RSOs are not allowed to have an off-campus bank account. Advisors should have access to financial information for their student organization(s). Advisors can be provided Cognos access to monitor account balances and to ensure adequate funding for organization activities and resources. If an organization has been provided a budget through an allocations committee, Advisors can view the budget in WaveSync.

For questions about RSO accounts and budgets, contact your allocations committee contact above.

## **Section 6: Clery Act, Campus Security Authority & Incident Reporting**

### **Clery Act & Campus Security Authority (CSA)**

A requirement of student organization Advisors falls within the purview of The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or more widely known as the Clery Act. This federal legislation requires the university to report campus crime data, support victims of violence, and publicly outline the policies and procedures they have put into place to improve campus safety.

Campus Security Authorities, or CSA's, have duty to report criminal incidents, as defined by the Clery Act, to the crime collection body of Tulane. CSA's include a wide range of individuals with responsibility for campus security or student and campus activities.

RSO Advisors are considered a Campus Security Authority (CSA) because they have “significant responsibility for student and campus activities.” This means Advisors have the duty to report incidents of Clery Act crimes.

## **Incident Reporting**

CSAs must report allegations of Clery Act crimes to the official or office designated to collect the information. In most cases CSAs can fulfill their role while still maintaining victim confidentiality, if requested.

A CSA report does not result in automatic police or disciplinary action if the victim does not want to pursue those actions.

CSAs are not responsible for (unless they serve in a law enforcement or investigator capacity) investigating a crime, determining whether a crime took place, trying to convince the victim to contact law enforcement if the victim chooses not to do so, reporting incidents they overhear in the hallway or shared during an in-class discussion, speech, workshop, group presentation, or otherwise learned about in an indirect manner.

Advisors should report incidents to <https://tulane.edu/concerns>. For questions regarding reporting crimes or other issues, please contact Margaret E. Martin, Clery Act Coordinator at 504-988-9898 or [mmarti24@tulane.edu](mailto:mmarti24@tulane.edu)

If there is an emergency incident, Advisors are directed to call TUPD at 504-865-5911 or NOPD at 911.

All Advisors are required to take the mandatory CSA training for the 2025-2026 academic year. The training link and more information (including deadlines) will be sent out to all advisors over the summer through the WaveSync advisors group messaging.

## **Hazing**

Hazing includes, but is not limited to, acts of servitude and/or behavior that humiliates, degrades, embarrasses, harasses or ridicules an individual or otherwise is harmful or potentially harmful to an individual’s physical, emotional or psychological well-being, as an actual or apparent condition for initial or continued affiliation with any group. A student violates this standard regardless of either the lack of intent to cause harm or the hazed individual’s own willingness to participate. Advisors are expected to report any allegations of hazing to the University at <https://tulane.edu/concerns>.

## **Section 7: Supporting Officer Transition & Organization Renewal**

Some of the key elements to ensure an organization’s smooth transition from academic year to academic year are to complete a timely renewal of their organization and to conduct a successful transition for their officers. An Advisor can and should play an active role in the transition process. There are many methods of transition, including passing on notebooks/manuals and electronic records, having one-on-one meetings between incoming and outgoing officers, or planning day long retreats.

The following elements are important in organization transitions:

- Conduct an elections/selection process for new officers based on the timeline outlined in the organization’s constitution
- Complete the annual renewal of the organization each spring, including updating officer information, on WaveSync
- Schedule transition meetings and communicate key information to new officers
- Coordinate an opportunity for the Advisor to meet with the new leadership, particularly executive officers

## **Section 8: Support and Assistance**

The Lavin-Bernick Center for University Life supports student organization Advisors through consultations, ongoing training and resources, and providing assistance with organization-specific issues. If you are in need of assistance, please contact Ben Griffith, Assistant Director of the Lavin-Bernick Center for University Life, at [bgriffith@tulane.edu](mailto:bgriffith@tulane.edu) or 504-865-5113.

## Section 9: Agreement Statement

Advisors must annually sign the Tulane Student Organization Role & Responsibilities Document to acknowledge understanding of the expectations of advising. Advisors must also have signed acknowledgment by their supervisor to serve in this capacity.

***I have read the '26-27 Tulane Recognized Student Organization Advisor Role and Responsibilities document and understand the expectations for serving as a student organization Advisor at Tulane University. As the advisor for a Recognized Student Organization, I have discussed this agreement with my supervisor and advised them of all aspects of my role in this capacity including expectations, risk management and liability obligations, time commitment, budgeting, etc. I understand I am responsible for communicating this agreement with my supervisor to clearly outline the expectations of my role as an advisor.***

\_\_\_\_\_  
Printed Name (must be legible) Advisor

\_\_\_\_\_  
Signature Advisor

\_\_\_\_\_  
Title

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date