

**Advisor Policies and Guidelines for the  
Florida Junior/Community College  
Student Government Advisors' Association  
(Revised 5/28/98)**

I. Purpose

The purpose of these Policies and Guidelines is to clarify the unspoken duties, responsibilities, protocol, and continuity for the Advisors' Association. It is the intention of the Advisors' Association that any changes in these policies and guidelines shall be submitted to the FCCAA for review.

II. Participation

For participation in this organization, an advisor must accompany all students and must meet all requirements set by the FCCAA and their institutional policies. In the event that the campus advisor is unable to attend, a substitute must be advised of responsibilities and duties while attending FJCCSGA activities. The district advisor or state advisor should also be informed of the substitution.

III. Goals and Objectives of the Organization

Set through the preamble to the advisors' constitution, goals will be evaluated annually at the annual advisors' workshop. The duties of the advisor are to fully prepare students for their role in FJCCSGA and to provide direction, guidance, and supervision while attending FJCCSGA activities.

IV. State Committee

A state committee of the advisors shall be composed of the state advisor and the four district advisors. This committee shall have the responsibility to act on behalf of the Advisors' Association concerning matters which arise when the Advisors' Association is not in session. This committee shall not override the Constitution at any time. The actions of the state committee must be presented for action to the Advisors' Association at its next meeting.

V. Travel

Advisors are to follow school policy first in regards to student travel. FJCCSGA policy will allow students to attend an event without an advisor if travel does not require an overnight stay. An advisor or designee must attend with students if travel involves an overnight stay. All travel must also meet FCCAA and FJCCSGA guidelines.

VI. District Leadership Retreat

- A. The standing rules for the leadership retreat shall be distributed by the District Advisor prior to the retreat, and will be based on retreat facilities, home institution, and FCCAA guidelines. These rules will be sent to the individual schools prior to the retreat and/or will be included in all retreat participant packets and will be discussed by the District Advisor and the District Coordinator prior to the meeting and at opening session.
- B. Upon check-in, advisors will be informed of the various activities of the retreat and/or the facility.
- C. Advisors are expected to be available throughout all retreat activities.
- D. It is the advisor's responsibility to provide an environment conducive to learning. All meetings shall be conducted in an orderly fashion, and those individuals that are disruptive will be removed.
- E. Advisors attending the district leadership retreat will be expected to abide by the retreat rules and regulations.

## VII. State Conference

- A. The standing rules for the conference shall be distributed by the State Advisor prior to the conference, and will be based on conference facilities, home institution, and FCCAA guidelines. These rules will be sent to the individual schools prior to the conference and/or will be included in all conference participant packets and will be discussed by the state committee prior to the meeting and at the opening session.
- B. Upon check-in, advisors are responsible for providing an updated rooming list (with room numbers) to the state advisor. Information will be disseminated by the state advisor to the campus advisor. It is the advisor's responsibility to stress the importance of attending all scheduled activities to their students.
- C. The campus advisor is responsible for informing students of their expected behavior and taking appropriate action to enforce FJCCSGA standing rules, FCCAA guidelines and institutional policies and procedures.
- D. Advisors are expected to be available throughout all conference activities.
- E. It is the advisor's responsibility to provide an environment conducive to learning. All meetings shall be conducted in an orderly fashion, and those individuals that are disruptive will be removed.
- F. Advisors attending the FJCCSGA conference will be expected to abide by the

conference rule and regulations.

#### VIII. FJCCSGA Elections

It is the campus advisor's responsibility to adequately prepare candidates running for office, including verifying eligibility and confirming institutional support. Please refer to elections brochure and affidavit for candidacy for advisor checklist.

#### IX. General

- A. An advisor has the responsibility to review their student's outgoing district or state correspondence prior to distribution. They should work with the student to ensure the accuracy of the information.
- B. Advisors should have a working knowledge of the FJCCSGA constitution, by-laws, and policies and procedure, and the FCCAA guidelines.