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**Administrative Regulation**  
Chapter 7 – Human Resources

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**AR 7210 ACADEMIC EMPLOYEES**

**AR 7210.5 Student Club Advisor Responsibilities**

A. As specified in AR 5424 (Formation of Student Clubs), there are two types of student club advisors: primary advisors and secondary advisors.

B. A student club primary advisor shall:

1. Attend all on- and off-campus club meetings and events to ensure observation of College policies and regulations.
2. Advise students in planning, executing, and evaluating their programs, projects and communications.
3. Ensure that all appropriate forms are filed in the Office of Student Life.
4. Approve budget and requisition forms when appropriate.
5. Evaluate and approve, when appropriate, speakers for club meetings.
6. Notify the Associate Dean of Student Life or designee when radio, television, or other media are expected to cover a meeting or event.

C. A secondary advisor may assist or stand in for a primary advisor in their responsibilities, with the condition that a secondary advisor may sign club forms and documents only if they are a regular (tenured) or contract (tenure-track) faculty member or a full-time manager.

D. If neither a primary advisor nor a secondary advisor is available to lead a student club field trip or attend a student club event, the primary advisor shall notify the Associate Dean of Student Life or designee of their anticipated absence and arrange for a substitute (meeting the requirements for a student club primary advisor or secondary advisor as stated in AR 5424 to attend the field trip or event).

E. Field trip responsibilities are specified in AR 4300 (Field Trips and Extracurricular Activities).

**References:**

- Education Code Sections 87400 et seq., 87600 et seq., and 87482.8;
- Title 5 Section 51025
- AR 4300 (Field Trips and Extracurricular Activities)
- AR 5422 (On-Campus Events by Student Organizations and Clubs)
- AR 5424 (Formation of Student Clubs)

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*(Replaced former SMC AR 3210, AR 3211.2, AR 3211.3, AR 3211.4, AR 3211.5, and AR 3211.6)*

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