

Student Organization Handbook



Welcome to the 2021-2022 school year!

This handbook is designed to help you plan and present quality events. Various sections provide valuable information regarding forms and procedures.

By following the tips and guidelines specified in this handbook, your leadership workshops, events, and meetings will function more efficiently. All information in this handbook is intended for use as a guideline and is subject to change.

Should you have questions you may contact the Student Life Office or:

Elaine Everett-Hensley
Director, Student Life and Student Center
2200 E. Red River
Victoria, TX 77901
(361) 572-6440
Elaine.Hensley@victoriacollege.edu

Victoria College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees and certificates of completion.

Victoria college is committed to its policy on equal educational opportunity and administration of its educational programs, activities, and employment without regard to color, race, religion, national origin, disability, age or sex as required by title VU and Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1974, the Vietnam Era Veterans Assistance Act of 1974, the Americans with Disabilities Act of 1990, and Executive Order 11246, as amended and 11375.

Introduction

What is it all about?

Social and educational events are an important part in a college student's life. The Student Life Office (SLO) supports and guides student development by providing opportunities for individuals and group interactions through student organizations, tournaments, field trips, and other social events.

The Student Government Association (SGA) and other student organizations—such as religious, political, social, academic, special interest, and recreational organizations—operate on the VC campus. All student organizations have guidelines set and stated in the most current edition of the College catalog, Student Handbook, and this publication.

The Victoria College Student Center is the social center of the VC campus. The Center houses the Student Life Office, the Student Government Association Office, the Cove, study areas, and the VC Bookstore. The Student Center also caters to the campus and community by hosting a number of events. Meetings and events planned by any organization must be approved and placed in the reservation system before plans may be completed.



Disclaimer

VC organizations must comply with federal and state laws and regulations regarding discrimination. Organizations are open to all currently enrolled Victoria College students.

VC does not support or sponsor secret organizations. No unofficial student organization is permitted to hold meetings or events on campus. Any form of hazing will not be tolerated. Student organizations and/or individual students violating this statement will be subject to legal and/or disciplinary actions.

VC and the SLO offer these student groups as a service to the students attending the college. Students are in no way obligated to join these organizations or attend the events or activities and do so at their own risk. VC will not be responsible for accidents, injuries, damage, lost or misplaced personal property that may occur while attending College related events.

The SLO will not approve of or condone the use and/or possession of alcohol, contraband, controlled substances, explosives, or weapons at any college related event. Any student organization found in violation will be subject to legal and disciplinary actions.

NOTE: The formations of secret organizations are PROHIBITED.

Organization and Member Approval

Procedures and Forms for Event Approval

Victoria College endeavors to provide a variety of student organizations to meet the personal needs and interests of all students. All organizations are required to meet the following regulations:

1. Function under a constitution conforming to the College's educational objectives and administrative policies. This constitution must be on record in the Student Life Office.
2. Obtain a faculty/staff Advisor
3. Function in one of the following areas: Professional, Special Interest, Academic, or Service



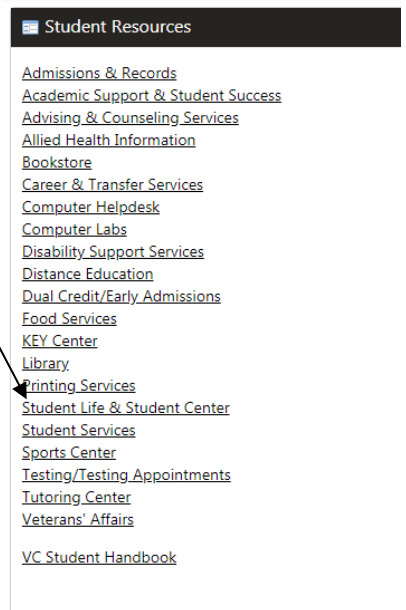
ALL club/organization activities must be approved by the Director of Student Life and the Vice President of Student Services.

- ❖ ALL Fall & Spring activities will have deadlines when they should be submitted and the SLO will give those out at Advisor & Officer Training.
- ❖ Each activity must be submitted through the VC Marketing Request Form (Here is how)



Once you have logged into your Pirate Portal click on the **Student Resource** tab in the top left corner.

Look for the **Student Life & Student Center** tab and click the link.



To access the **VC Marketing Form** click this link



This is the VC Marketing Request Form page.

****Make sure if this is a Club event that you click yes to the second question.**

Fill this out and when you click submit it is sent to **Marketing & the Student Life Office.**

- ❖ **If a club/organization conducts an event without approval the club/organization will be subject to disciplinary action**



Club Start-Up

Any Group of five or more currently enrolled Victoria College students may form a student organization by following the steps listed below:

1. Visit the Student Life Office, Pirate Portal or the Student Organizations webpage, www.VictoriaCollege.edu/StudentOrganizations, to obtain a Student Organization Registration Form.
2. Show the purpose and objectives of the organization.
3. List proposed activities and goals.
4. Determine the qualifications of membership.
5. List the advisor(s) names.
6. Provide a list of prospective members.
7. Develop a Constitution for the prospective student organization.
8. The Student Life Committee then meets and discusses the formation of the group. They will review the goals, objectives and constitution to determine whether they are compatible and consistent with the college's goals.
9. The advisor(s) and club representatives will receive notice regarding approval by the Student Life Director. If confirmed, the organization will become "Officially Recognized" and thus entitled to all rights, responsibilities, and privileges.
10. A signed copy of completed forms will be returned to the advisor to keep on file.

Clubs approved by the Student Life Committee prior to October 15th will receive \$500 as their start-up funds. (Maximum of 2)

Clubs approved by the Student Life Committee prior to March 15th will receive \$250 as their start-up funds (Maximum 2)

Clubs approved by the Student Life Committee after March 15th of the Academic year will not receive start-up funds.

Miscellaneous

Club membership

To become a member, an interested student should be a currently enrolled Victoria College student in good academic and social standing.

Requirements for running for office and maintaining membership are specified in each organizations constitution and by-laws. By College standards, they must maintain an overall 2.0 GPA to continue membership. All students are encouraged to join any organization they choose.

Connection Fair

Connection Fair is an opportunity for ALL clubs to recruit new members. Student Life provides food and encourages students to participate. This is a time to get to know new members and refresh previous friendships.

Club Membership List

Please submit this list to the SLO as soon as you have a slate of officers. This list should also include all members who have attended meetings. This form is used to help the Director and the Advisor maintain GPA standards for the organization.

Club Membership lists are due by **September 20th** of each academic year. An updated club membership list is due by **February 1st** for the Spring Semester.



Rights and Responsibilities

Student organizations are representatives of Victoria College and must abide by the rules and regulations of the College. Certain rights and privileges are granted to student groups that are “Officially Recognized.” However, with these rights come certain responsibilities. Students must agree to accept these responsibilities and adhere to the rules set forth.

Rights:

1. Use of VC facilities for approved events such as meetings, fundraisers, or other functions free of charge (based on availability).
2. Use of the VC name for advertising purposes.
3. Use of the VC name as part of the group’s name.
4. Representation in the Student Government Association.
5. Permission to sponsor and hold activities on campus.
6. Publication of articles regarding meetings, events, announcements, and use of the student e-mail system and pirate portal.
7. Listing of campus organization and description in various publications such as the Student Handbook, college catalog, and other printed materials.
8. Space provided in the Pirate Portal, campus calendar, campus-wide television screens and VC Website.

Responsibilities:

1. Complete all required forms to be “officially recognized.”
2. Notify the Student Life Office of any changes in status concerning the organization such as name change, advisor replacement, constitution/by-law amendments, or other information.
3. Adhere to VC rules, policies, and procedures.
4. Comply with posting and chalking guidelines as it pertains to approvals, where posting is permitted.
5. Submit a current constitution and by-laws to the SLO by September 30th each year.
6. Have at least one representative attend all SGA meetings.
7. Open and maintain an account with the business office.
8. Audit of funds completed during May and February of each academic year.
9. Open membership to all **currently enrolled VC students**.

Student Life Office

The SLO is responsible for coordinating the efforts of all campus organizations to ensure the opportunity for students to participate in activities that will complement their educational goals. The purpose is to enhance the student’s social and personal skills.

Rights:

1. Organization and advisors will submit all necessary paperwork to the SLO. This information will be kept on file for public view.
2. Organizations and advisors will inform the SLO of any changes to the organization’s structure, constitution, or other pertinent information within two weeks of the change.
3. The Student Life Director may suspend the organization’s status for any breach of agreement.

Responsibilities:

1. Provide all necessary forms to ensure proper procedures are followed.
2. Maintain individual organization files for each group.
3. Maintain information on developing leadership skills, conducting effective meetings, holding productive fundraising events, and other materials of interest for insuring the success of organizations.
4. Provide members and advisors with opportunities to reserve rooms and equipment.



Role of the Advisor

Any full-time faculty or staff member is eligible to sponsor a student organization. The role of the advisor is an important one and involves a sincere commitment. The advisor should encourage the development of the student's professional and social skills and their leadership potential.

Duties include:

1. Ensure that the members are aware of and follow policies and guidelines; Student Code of Conduct and local, state and federal laws.
2. Ensure that the constitution, by-laws, and other policies set forth by the organization are followed.
3. Attend and assume responsibility for every organizational meeting and activity, on- and off-campus.
4. Initiate and sign all appropriate forms for activities and events.
5. Travel with students on field-trips sponsored by the group.
6. Monitor and approve all monetary transactions and financial records for the organization.
7. Act as a guide and mentor to organizational members. Provide advice, assistance and guidance when needed.
8. Maintain communication with organizational members, SGA, SLO, and other advisors.
9. Maintain familiarity with Victoria College Student Handbook with emphasis on the following section:
The College as a Supervisor of Student Organizations

Finances

All student organizations will have a student organization account, which is set up through the VC business office. At the beginning of each year, the college donates \$500 (may vary from academic year to academic year) in seed money to each organization.

Fundraising must be approved by the faculty/staff advisor(s) of the organization, by the Director of Student Life and by the Vice President of Student Services. Such activities must be conducted in compliance with all College policies and regulations and the funds used in accordance with generally accepted principles of ethical use of public funds. Student organizations that wish to conduct fundraising activities should follow the following procedures:

1. Complete the Victoria College Marketing Request Form. These forms may be obtained online in the Pirate Portal. (See page 4)

A club whose fundraising activities request is denied may appeal in writing to the College President, utilizing the Appeal Form located at www.victoriacollege.edu/images/files/student-services/appeal_form.pdf

Community donations are acceptable, but any student organization wishing to solicit funds must first gain approval from the Student Life Director and the VC Foundation. A formal list of potential solicitors must be submitted to the Director of Student Life for approval.

To submit a **Solicitation Form** it can be found here.

Student Life Student Forms & Handbook

[Club/Organization Business Solicitation Form](#)

[Club/Organization Deposit Slip](#)

[Club/Organization Withdrawal Request](#)

[Club/Organization Travel/Activity Form](#)

[Club/Organization or Instructor Travel Activity Consent Release/Emergency Contact Form](#)

[Request for Student Activity](#)

[Club/Organization Handbook](#)

**This form is sent to the Student Life Office & the VC Foundation



Deposits are made directly to the club account by the business office. **The Treasurer must keep a record all deposit slips.** It is strongly recommended that each club maintain their own ledger records. Deposits may be made in the Payments department in the Student Services building. Deposits must include a completed deposit slip and it is highly recommended that two individuals verify all cash deposits.

Funds may be used to support community services, charities, and service projects deemed worthwhile by student organizations and College officials. Funds may also be used to support student travel and expenses associated with official club or organization obligations, as well as for limited social activities for the clubs, as deemed appropriate by the College advisor(s) and in compliance with College policies.

Funds may be used to award member scholarships, however, all scholarship awards must be reported to the Financial Aid Office to verify student's scholarship eligibility prior to their being awarded any monies from the organization..

Student Life Student Forms & Handbook
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[Club/Organization or Instructor Travel Activity Consent Release/Emergency Contact Form](#)
[Request for Student Activity](#)
[Club/Organization Handbook](#)

You can find the **Deposit Slip** here

Disbursements are made by the business office. You must fill out the **VC Club/Organization Withdrawal Form** for check and reimbursement requests. The form requires 1 officer, 1 member and 1 advisor signatures. It will then be turned into the SLO for the Director of Student Life and the Vice President of Student Services signature.

VC Club/Organization Withdrawal forms may be obtained via the Pirate Portal. **It will take approximately up to 2 weeks for a check to be cut –Please plan your expenditures accordingly.** To receive reimbursements please submit all required receipts with the **VC Club/Organization Withdrawal form.** **Please make sure ALL receipts are itemized**

To get the **VC Club/Organization Withdrawal Form** click here

Student Life Student Forms & Handbook
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[Club/Organization Deposit Slip](#)
[Club/Organization Withdrawal Request](#)
[Club/Organization Travel/Activity Form](#)
[Club/Organization or Instructor Travel Activity Consent Release/Emergency Contact Form](#)
[Request for Student Activity](#)
[Club/Organization Handbook](#)

The VC Club/Organization Withdrawal form must be filled out completely and legibly. This includes the following information:





VICTORIA COLLEGE Club/Organization Withdrawal Request

Club Name
here

Club/Organization Name

Club Budget
number goes
here.

Date of Request

V # of person/vendor
getting the money here.

-9999-2202-9999
Club/Organization Budget Code

**Every vendor has a
V#. If not you have to
put a request in to get
one. Work with the
Student Life Office.

Complete name and address of Person or organization and the V # (as listed in Banner) to who check should be issued.

Person/Vendor name
receiving the money
here.

V
ID of Person/Organization (Look up in Banner)
First Name MI Last Name
Address (Line 1)
Address (Line 2)
City State Zip

Office Use Only

** Advisors can access
vendor V #'s and budget
information

Address of
person/vendor
receiving the
money number

Amount of Check

The amount of
money you are
requesting

Purpose of Check:

Mail Check (Please Check One): Yes No If no, Return Check to : (Please Print)

Club Officer
Signature here

Club/Organization Officer Date

Club/Organization Member Date

Select if you want it
mailed to your address
or want it returned to
your advisor so you can
pick it up on campus.

Advisor
Signature here

Advisor/Sponsor Date

**If you select No,
please provide what
advisor you want your
check returned to so
you can pick it up
from them

Student Life
Director Signature
here

Student Life Director Date

Vice President of Student Services
Signature here

Vice President of Student Services Date

Club Member Signature here



Advantages:

1. Ease of depositing and withdrawals
2. Control to accessing money

Procedures for establishing account:

1. Contact the SLO to establish club account. The Business Office will then establish an account and will give the number to the Director of Student Life and the Advisor.
2. Make deposits directly to the Payment Department in the Student Services Building.
3. The treasurer should maintain accurate books and the Advisor and President should periodically audit such ledger.
4. Audit of funds completed during May and February of each academic year

Procedure for Withdrawing Funds:

1. Club authorizes expenditures by majority vote.
2. Treasurer fills out VC Club/Organization Withdrawal Form and obtains the advisor, one officer, and one member signatures.
3. Student Life Director and Vice President of Student Services approves request.
4. Requisition is then sent to the Business Office for processing.

Student Travel/Activities

Student organizations wishing to travel to conferences, cultural events, and other professional enhancement events, must follow the travel guidelines as stated in the Travel Section of the Student Handbook. This involves filling out necessary paperwork prior to the trip. Each student must fill out a Club/Organization Travel/Activity Form and a Consent/Release & Emergency Contact Form prior to leaving campus. You must be 18 years or older to travel.

All forms must be turned into the SLO prior to the trip. The SLO must receive notice of any trip updates that may occur.

Duties include:**Complete the following paperwork including names of students traveling a minimum of 30 days prior to travel or expenses**

1. Complete VC Marketing Request Form.
2. Complete Club/Organization Travel Activity Form prior to trip
3. Complete Consent/Release and Emergency Contact Form for each student traveling prior to trip
4. Make copies of valid Driver's Licenses and Proof of Insurance for student drivers
5. Turn all paperwork into the Student Life Office prior to trip
6. Inform the Student Life Office of any changes that may occur (student not traveling, additional student traveling, another driver etc.)

The Club/Organization is responsible for obtaining approval prior to the trip by completing the VC Marketing Request Form, available through Pirate Portal and completing all pertinent forms for the trip.



VICTORIA COLLEGE

Club/Organization or Instructional Travel/Activity Form

- Use this form if traveling 25 miles or more to club/organization event.
- Use this form if participating in an event that requires physical activity (Habitat, Intramural Sports, etc.)

(To be turned in no later than 30 days prior to travel/activity)

_____ Club Name here

_____ Date Club or Organization Name/Class Name and Number

Names of Advisors or Instructor to Accompany: _____

Location Information:

_____ Venue Name _____ Venue Address

_____ Hotel Name _____ Hotel Address

*If the Venue and Hotel are the same please check this box

Location of the Venue/ Hotel here

** If the Hotel/Venue are the same please check the box. You don't have to fill it out twice.

_____ Date/Time Leaving _____ Date/Time Returning

Specific Hours/Days Release from Class (if any): _____ From _____ To

Transportation Means: _____

If using a personal vehicle, copies of a valid driver's license and current vehicle insurance for the driver must be submitted along with this form.

 Advisor/Instructor Date

 Student Life Director/VP of Instruction Date

Names of Students to Participate (REPORT CORRECTIONS FOLLOWING ACTIVITY):
Each person listed must have a Consent Release/Emergency Contact Information Form

1. _____	11. _____
2. _____	12. _____
3. _____	13. _____
4. _____	14. _____
5. _____	15. _____
6. _____	16. _____
7. _____	17. _____
8. _____	18. _____
9. _____	19. _____
10. _____	20. _____

Date you filled out form here

ALL advisors attending the activity here

Dates/Time that you need an excuse from class here

Advisor Signature here

Student Life Director Signature here

ALL student names attending the conference here

Dates you are leaving/returning for activity here

(First, Middle Initial & Last



VICTORIA COLLEGE

Club/Organization or Instructional Travel/Activity
Consent Release/ Emergency Contact Form

Your Name here

1. I, _____, understand that I am voluntarily participating in
First Name M.I. Last Name

Name of Activity that
you are participating in
here

Name of Activity

(the "Activity") and that I am not required to participate in the Activity. The following consents and release are given in consideration of my participation in the activity listed above.

** Examples are:

Any conferences or physical work
Ex. (Habitat for Humanity)

2. I hereby agree to conduct myself in conformance with policies established by the College and the directives of any applicable club sponsors or other applicable College approved and designated supervisor attending the Activity.
3. I hereby give my consent to participate in the Activity. I consent to and authorize the College and its agents, servants, and employees to take any action the College deems prudent for my participation in the Activity. I understand the Activity may pose the risk of serious injury to me including permanent injury or death and knowing the risk, I give my consent to participate in the Activity.
4. I hereby agree to release, hold harmless and indemnify the Victoria College and its agents, servants, and employees from any and all loss or liability (including attorneys' fees) resulting from or relating to my participation in the Activity *and any transportation relating to the Activity whether by motor vehicle or otherwise*, including loss or liability due to any negligence or gross negligence of any of them.
5. It is my intent in executing this consent and release to waive any and all rights that I may have against the Victoria College and its agents and employees that arise from my participation in the Activity. I am voluntarily executing this consent and release without any promises or representations other than those contained herein.

**You can also have one for the whole semester for all activities. Ex. All SGA activities for the Fall 2021 semester

Check if you are a currently enrolled VC student here

Are you a currently enrolled VC student? Yes No

Student Signature here

Participant's Signature

Date

Witness's Signature

Date

Signature of the person who witnessed you filling out the form here

EMERGENCY CONTACT INFORMATION
(Please Print)

Emergency contact information here

_____ FIRST NAME	_____ LAST NAME	_____ RELATIONSHIP
_____ HOME PHONE	_____ WORK PHONE	_____ CELL PHONE
_____ ADDRESS (Line 1)		
_____ CITY	_____ STATE	_____ ZIP

**This is NOT your name and information.

Examples: Mom, Dad, or Spouse.

This Information is to be:
 Filed in the Student Activities Office for Club/Organization Activities OR
 Filed with the Dean of Instruction for Instructional Activities AND
 Used Only for Emergencies.



Student Life Awards

Each year the College holds the Annual Club Awards Reception. This event recognizes the efforts of all clubs and their events. Awards given during this time include:

Club/Organization of the Year
Community Service Project of the Year
Student of the Year
Advisor of the Year
Bill Byers Heart Award (Established in 2015-2016) Awarded by VC Student Life

These awards can be found on the Pirate Portal.

Club/Organization Awards Forms

[Advisor of the Year](#)
[Advisor of the Year Judging Sheet](#)
[Club/Organization of the Year](#)
[Club/Organization of the Year Judging Sheet](#)
[Community Service Project of the Year](#)
[Community Service Project of the Year Judging Sheet](#)
[Student of the Year](#)
[Student of the Year Judging Sheet](#)

**This is what it looks like in the Pirate Portal. They are fillable forms.



Guidelines for Student Life Awards

Club/Organization of the Year

Eligibility:

- The nominated student club/organization must be a registered/recognized student club/organization of Victoria College
- The student club/organization must be in good standing with Victoria College and the Student Life Office.
- Letter of recommendation from club advisor
- Photos chronicling and highlighting the club throughout the year (ex. Scrapbook)

Criteria:

Nominees must exhibit the following qualities:

- Programming a variety of purposeful events
- Collaboration with other student organizations, faculty and staff
- Displays a positive promotion of it's mission/purpose to VC and surrounding community.

Community Service Project of the Year

Eligibility:

- The nominated student club/organization must be a registered/recognized student club/organization of Victoria College
- The student club/organization must be in good standing with Victoria College and the Student Life Office.
- Letter of support from charitable organization verifying project (if not available, verification from the advisor is acceptable)
- Photo documentation



Criteria:

Nominees must exhibit the following qualities:

- Project was well thought out; planned, prepared and executed
- Involved in community service activities in the Golden Crescent Region during the academic year
- Members of the surrounding community have benefitted from the Community Service Project
- Club/Organization member and officer participation

Student of the Year

Eligibility:

- The nominated individual must be a member of an official registered/recognized student club/organization of Victoria College
- The student club/organization must be a registered/recognized student organization in good standing with Victoria College and the Student Life Office.
- Student must be enrolled in minimum of 6 credit hours with a minimum GPA of 2.0
- Letter of recommendation from a club member or officer
- Letter of recommendation from a club advisor

Criteria:

Nominees must exhibit the following qualities:

1. Display a genuine concern and commitment to the club/organization(s) they belong to.
2. Effectively motivate members to perform to their fullest potential within the organization.
3. Provide significant service to the campus and community through outstanding achievements.
4. Serve as an official representative to the college and to the community

Advisor of the Year

Eligibility:

- The nominated individual must serve as the official student club/organization advisor or co-advisor to a registered/recognized student club/organization of Victoria College.
- The student club/organization must be a registered/recognized student organization in good standing with Victoria College and the Student Life Office.
- Letter of recommendation from a member or officer

Criteria:

Nominees must exhibit the following qualities:

- Plays a vital role within the club/organization.
- Serve as a resource for the student club/organization as an official representative for the college and community
- Effectively motivate members to perform to their fullest potential within the organization

**The Student Life Awards Ceremony April 28th, 2022 in the Student Center Dining Area.
The Student Life Award packets will be due on Monday, April 11th by 5:00 p.m.**



Advertising

In addition to good planning, advertising is an integral part of any event. Organizations must include an effective advertising strategy into their event planning.

Begin advertising several weeks before the event. People need to know what events are happening; as well as who is sponsoring the event, and the time and place of the event. Victoria College has numerous bulletin boards, an on-line calendar, student/employee e-mail, and copying services available to organizations. Here are some helpful hints to help advertise:

1. When a VC Marketing Request Form is submitted the information is also sent to the Marketing Department. *The Marketing Department then creates a monitor graphic and will promote the event in the NewsFlush.*
2. You can request flyers to be printed through the Marketing Department. They will charge your club budget directly.
3. Drop off flyers with the Student Life Office for posting
4. Posting must be approved by the Student Life Office. *Flyers without a Student Life Office Approval stamp will be taken down*

Meeting Management

First Meeting

For both new and established organizations, the first meeting is an exciting and critical one. Like all meetings, it should be well planned, but it involves some extra interactions of which the leaders of the group should be aware.

While there is likely to be a lot of enthusiasm, there might be some discomfort at a first meeting. Some people are uncomfortable entering a new group. Members appear to be uncertain as they decide whether or not the group's activities are those in which they may be interested or committed.

If you are in a leadership position, do not be frustrated by the group's reluctance. Provide opportunities for the group to meet informally, get to know each other, and realize that they can be included in the group.

The importance of the first meeting is clear. It should be well planned and should involve opportunities for members to talk informally with each other, learn about the leadership and goals of the group, and have fun. Icebreakers are an ideal way to help everyone get acquainted.

Second Meeting

Many of these same principles can be applied to all meetings: planning ahead, starting on time, making everyone feel comfortable, getting everyone to participate, delegating responsibility, keeping people busy, asking questions to get everyone involved, making a part of the meeting fun, and evaluating the meetings as soon as possible after it is over.

If you keep these pointers in mind, your meetings will run well and your organization will have a good time in meeting its goals.



Developing an Agenda

A well planned agenda will allow you to run effective and productive meetings. With an orderly, well planned agenda, members can be better prepared to participate in the meetings.

There is no one right way to develop an agenda, but the following will assist you:

- If possible, distribute the agenda before the meeting. If this is not possible, hand out the agenda as members arrive for the meeting
- Put the names of the members who are responsible for a report on the agenda
- Encourage members to contribute ideas for the agenda
- A little fun will make the meeting more enjoyable for everyone

Parliamentary Procedure

Any organization that conducts a business meeting should become familiar with basic parliamentary procedure.

This is not to be considered as a complete set of rules to cover all possible questions that might arise. It is to be used as guide to cover the points most often encountered. For a more detailed set of rules, consult *Robert's Rules of Order, Revised 11th edition*.

Making a Motion

- Obtain the floor as follows: Address the President by saying "Mr. /Madame Chair/ President" and then wait to be recognized before presenting a motion.
- State the motion carefully. This is usually done by saying "I move that..." or "I move the adoption of the following resolution."
- The motion must be seconded. A motion cannot be discussed unless it is seconded. If a motion does not receive a second, it is lost. Any eligible voter, other than the person who made the original motion, may second it. He/she simply states: "I second the motion."
- The chair must repeat the motion in full and call for discussion.
- After discussion, the vote is taken by one of the following ways: by consent, by standing or raising the hand, roll call, or by ballot.

Amending a Motion

An amendment to a motion is really a new motion made to change or modify the previous motion that is under consideration. An amendment may be one of four things:

1. Add or insert a certain word or words, or a sentence, to the motion under consideration.
2. Strike a certain word or words, or sentence, out of the motion.
3. Substitute another motion for the one being considered.
4. Substitute words to replace wording under construction.

An amendment, like the principle motion, must be seconded. It is also debatable and may again be amended. The proper form for making an amendment is: "I move to amend the motion to read..." or "I move to amend the motion..."

The amendment to a motion, if seconded, must be voted upon before the original motion. If the amendment to the motion is carried, the original motion must be voted upon as amended.



Point of Order

A point of order may be raised by a member whenever a disorderly procedure has been made by stating "I rise to a point of order." This may be done without being recognized by the chair. If a person is speaking when a point of order is raised, then that person must be silent. The chair decides whether the point was well made. The decision of the chair may be appealed in the same manner as a point raised, except that it requires a second and is debatable. An appeal may be made by any member of those assembled. The appeal is decided by a vote of the assembly. Business is resumed where it broke off with any changes needed.

Retention in Organizations

If your organization consists of apathetic members, it is time to reevaluate its effectiveness. To do so, you need to answer the following questions:

1. Does your organization match individual goals with group goals?
2. Are your goals clear to the members?
3. Do your members know what is expected of them?
4. Does your organization share leadership and participation among all the members?
5. Is delegation important to your organization?
6. Does your organization stress communication as a two way street and encourage the expression of both ideas and feelings?
7. Do your members feel free to express their opinions?
8. Does your organization deal with conflict in a positive manner? Is it acknowledged or hidden? Are members encouraged to talk about the problem?
9. Does your organization include members in the decision-making?

If you answered no to most of these questions, then you and your members need to review the organization's structure and develop ways in which members are included in the organization's operation. The end result is a dedicated and active member.

Group Discussion

Group discussions can create the opportunity for everyone in the group to be heard. Speak only for yourself and let others speak for themselves. You don't know how others feel until you ask them.

Make sure you know what the other person means before agreeing or disagreeing: If in doubt, ask questions; paraphrase what you thought was said. If you misunderstood, the speaker will correct you.

Do not ignore any contributions. If a member speaks, he/she needs to know the effect of what he/she said on others in the group. If his/her contribution is ignored, he/she will wonder whether they were heard or not.

Ways to encourage open discussion:

- Pay attention and listen
- Paraphrase what you heard discussed
- Ask relevant questions
- Show that you accept strong feelings
- Take responsibility for your own feelings



